

CITY OF FORT PIERCE

CONFERENCE AGENDA

Conference Agenda Meeting - Monday, July 13, 2020 - 9:00 a.m.

City Hall - Commission Chambers, 100 North U.S. #1, Fort Pierce, Florida

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **New Business**
 - a. Proposed FY 2020-2021 General Fund Budget, FPRA Budget and Enterprise Fund Budgets
 - b. Presentation of proposed FY 2021 Capital Improvement Plan by City Engineer
 - c. Discussion of Clean & Safe Initiative (CSI) program and fees
 - d. Discussion of Fort Pierce Police Department body worn cameras
 - e. Discussion, at the request of Commissioner Perona, of the restructuring of City Commission meetings to include the following: frequency of meetings, duration of meetings, selection of one date per month for continuation of meeting (if necessary), and the agenda creation and modification process.
5. **COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject may be heard at this time. Please limit your comments to three (3) minutes or less, as directed by the Mayor, as this section of the Agenda is limited to thirty minutes. The City Commission will not be able to take any official actions under Comments from the Public. Speakers will address the Mayor, Commissioners, and the Public with respect. Inappropriate language will not be tolerated.
6. **City Commission Boards and Committees Updates**

7. **Adjournment**

Immediately following adjournment, please move toward the doors and exit the chambers. This allows for the safe and courteous exit of all persons, and those on the dais. Conversations after the meeting should be held outside of chambers, in the foyer or elsewhere, but not in the commission chambers where lights will be out as soon as the chambers are empty.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (772) 467-3065 at least 48 hours prior to the meeting.

**City Commission Conference Agenda/Budget
Workshop**

4. a.

Meeting Date: 07/13/2020

Re: Proposed FY 2021 Budget

Submitted For: Nick Mimms, City Manager, City Manager

SUBJECT:

Proposed FY 2020-2021 General Fund Budget, FPRA Budget and Enterprise Fund Budgets

Attachments

Proposed General Fund FY 2021 Budget Transmittal Letter

FY 21 Proposed Budget General Fund

FY 21 Proposed Budget FPRA

FY 21 Proposed Budget Grants - CDBG,SHIP,Grants Admin

FY Proposed Budget Police Grants

FY 21 Proposed Spending Plans Enterprise Funds

Form Review

Inbox	Reviewed By	Date
City Manager	Nick Mimms	07/09/2020 02:43 PM
City Manager	Nick Mimms	07/09/2020 02:43 PM
Form Started By: Jennifer Robinson		Started On: 06/16/2020 10:32 AM
Final Approval Date: 07/09/2020		



TO : Mayor and City Commissioners

FROM : Johnna S. Morris, Director of Finance

THRU : Nick Mimms, City Manager

RE : **Proposed General Fund FY 2021 Budget Transmittal Letter**

DATE : July 7, 2020

As you are aware, the coronavirus pandemic has created unprecedented challenges for state and local governments in both current budgets and FY 2021 budget projections. It has caused extreme volatility in the economy, making it difficult to model economic trends that we have relied on in the past. Because the crisis continues to loom, we are in a precarious position, in that we are tasked with presenting a budget based on a moving target. Though daunting, we have evaluated the tradeoff between maintaining essential services and instituting austere measures to ensure financial sustainability.

Presented is the FY 2021 Proposed General Fund Budget of \$43,323,874, which is \$893,902 more than last fiscal year. It is balanced and prepared to ensure that the ongoing operations of the City can be carried out and financed for the said period and provides the customary level of services that the community has come to expect.

The significant elements that formulate the General Fund budget are as follows:

The estimated taxable value of property for operating purposes, from the Property Appraiser, is \$2,718,065,331 a 6.1% increase. The budget as presented is using the current millage rate of 6.9000. It is unclear how long the residual effects of COVID-19 will persist, but if recessionary trends continue beyond the near term and social distancing does not flatten the curve of new cases, these effects may be longer than the crisis itself. Considering this, we have not considered using the roll back rate or increasing the millage rate. The current millage rate and taxable value will generate \$17,816,918 or \$1,022,553 more than FY 2020. Property taxes have a high level of resiliency and tend to lag during downturns. Because of the lag, we have not made any adjustments in ad valorem tax receipts.

1. To adjust for a new projected tax baseline, we have decreased most of our state distributed tax revenue streams. Our normal practice is to draft our current budget using the prior year's actual revenue receipts, barring any economic indicators showing substantial increases or decreases. Using this methodology allows for

the reduction in these revenue streams to not appear too shocking and any overages to offset shortages in other revenue sources. We continue to use this method and have decreased prior year actual receipts by 2% for the FY2021 proposed projections. Though we have indication from the state that revenue reductions are certain, we still are not sure what the ultimate fallout is going to be. For this reason, we have taken the cautiously conservative approach.

2. Due to reduced economic and social activity we have reduced service charge revenue generated from our facility rentals.
3. Because we have reduced revenue and expenditures there is no appropriation from fund balance. We continue to include a \$600,000 appropriation from restricted fund balance, which was designated from FY 2020 for capital expenditures, with \$400,000 for capital improvement projects and \$200,000 for the inter-fund loan payment.
4. An appropriation of \$600,000 is restricted to fund capital expenditures in FY 2022.

A comparison of the revenue from 2020 to 2021 is displayed in the chart below.

Category	Fiscal 2020	Fiscal 2021	Difference
Taxes	23,079,865	23,802,418	722,553
Licenses and Permits	395,000	394,900	(100)
Intergovernmental Revenue	5,295,000	5,322,000	27,000
Charges for Service	369,300	308,700	(60,600)
Fines and Forfeitures	294,500	310,000	15,500
Miscellaneous Revenue	2,251,200	2,444,384	193,184
Interfund Transfers	3,471,056	3,819,848	348,792
Contribution from Enterprise Funds	7,411,101	7,521,623	110,522
Appropriated Fund Balance	462,950	0	(462,950)
Restricted Revenue	(600,000)	(600,000)	0
Totals	42,429,972	43,323,874	893,902

5. There are no pay increases for bargaining and non-bargaining employees; however, we have allocated \$451,288 (benefits included) for pay increases for the police step plan.

6. A net 7 positions were unfunded/removed from General Fund's Personnel Roster.

Department	Number	Job Title
City Attorney	1	Assistant City Attorney
IT	1	Systems Administrator
Code Enforcement	1	Code Enforcement Officer (Part-time)
Police	1	Community Service Aide
Police	1	Executive Assistant
Police	1	Information System Administrator
Police	1	Fiscal Manager
Public Works	1	Facilities Maintenance Technician Asst.
Public Works	1	Foreman 1 (Streets)

The Police Department added 2 positions in FY 2020: 1 Crime Analyst and 1 Information Systems Analyst II.

7. All departments operating expenditures have been reduced to levels that will sufficiently mitigate the impact of revenue loss while maintaining stable levels of public service.
8. The retirement contribution rate increased 0.05% for general members and 1.32% for police officers.
9. The insurance premiums for health coverage increased 0.5%; as proposed it is absorbed by the City, with no increase to the employees in the City's base plans.
10. Because we had a 6% increase in dental premium cost in FY20 and were going to have a 6% increase FY21, we initiated a RFP to see if we could decrease or maintain the rate without decreasing benefit services. As a result, we will be changing providers, from Guardian to Florida Combined Life (FCL), with a 8% savings in premium cost and additional benefits to employees. Also, FCL will be awarding the City \$30,000 for our wellness program this year and \$20,000 next year, \$50,000 total.
11. \$2,125,000 is budgeted for capital projects: \$1,500,000 Infrastructure Sales Tax Projects, \$90,000 Police Body Cams, \$100,000 Police Capital, \$250,000 Network Infrastructure, and \$85,000 Other Improvements.

12. There is no transfer to FPRA this fiscal year.

A comparison of the expenditures from 2020 to 2021 is displayed in the chart below.

Category	Fiscal 2020	Fiscal 2021	Difference
Personnel Services	23,821,095	24,206,083	384,988
Operating Expenses	10,656,046	11,234,267	578,221
Capital Outlay	2,445,000	2,125,000	(320,000)
Grants & Aids	255,000	184,000	(71,000)
Non-Oper. Transfer	5,252,831	5,574,523	321,692
Totals	42,429,972	43,137,764	893,902

THE SUNRISE CITY

FORT PIERCE

Florida



FY 2020/2021

PROPOSED OPERATING BUDGET

Budget Workshop

July 13, 2020

Proposed Budget for Fiscal Year 2020/21

GENERAL FUND - REVENUE DETAIL

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed	Increase (Decrease)
<u>Taxes</u>					
311 10 Current Ad Valorem	\$ 15,686,319	\$ 16,601,754	\$ 17,678,279	\$ 18,754,651	\$ 1,076,372
311 15 Ad Valorem Adjustment Amount	(746,968)	(790,560)	(883,914)	(937,733)	(53,819)
311 20 Delinquent Ad Valorem	178,690	12,097	35,000	35,000	0
312 31 Local Option Gas Tax	1,249,176	1,301,632	1,200,000	1,175,000	(25,000)
312 32 New Local Option Gas Tax	880,242	918,776	850,000	825,000	(25,000)
314 10 Public Service Electricity	2,152,850	2,348,280	2,100,000	2,100,000	0
314 11 Electricity FPL	436,398	433,683	425,000	400,000	(25,000)
314 20 Telecommunications Tax	1,270,519	1,182,550	1,225,000	1,075,000	(150,000)
314 30 Public Service Water	472,577	393,735	450,000	375,000	(75,000)
319 10 Misc. Taxes	643	732	500	500	0
Total Taxes	\$ 21,580,447	\$ 22,402,680	\$ 23,079,865	\$ 23,802,418	\$ 722,553
<u>Licenses and Permits</u>					
321 20 Business Tax Receipts	\$ 347,273	\$ 299,030	\$ 275,000	\$ 275,000	\$ 0
323 10 Planning & Zoning Fees	71,638	69,110	45,000	45,000	0
323 30 Amendments	104,988	31,975	25,000	25,000	0
323 60 Sign Fees	5,545	10,190	5,000	5,000	0
323 90 Miscellaneous	63,550	42,603	30,000	30,000	0
329 10 Animal Licenses	11,947	10,383	9,000	10,000	1,000
329 20 Lot Clearing Permits	582	226	1,000	500	(500)
329 92 Vendor Permit/Application Fees	1,275	1,200	1,500	1,200	(300)
329 93 Vendor Permit Fees	1,875	987	1,500	1,200	(300)
329 99 Other Licenses/Permits	2,063	14,399	2,000	2,000	0
Total Licenses and Permits	\$ 610,736	\$ 480,104	\$ 395,000	\$ 394,900	\$ (100)
<u>Intergovernmental Revenues</u>					
331 50 Disaster Relief/Federal	\$ 2,169,941	\$ 173,648	\$ 0	\$ 0	\$ 0
334 50 Disaster Relief/State	133,063	89,849	0	0	0
334 90 Physical Environment/State	0	0	0	0	0
335 12 State Revenue Sharing	1,445,623	1,525,976	1,400,000	1,375,000	(25,000)
335 13 Half Cent Sales Tax	1,898,973	1,996,320	1,800,000	1,800,000	0

Proposed Budget for Fiscal Year 2020/21

GENERAL FUND - REVENUE DETAIL

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed	Increase (Decrease)
<u>Intergovernmental Revenues contd.</u>					
335 14 Mobile Home License	45,579	47,214	40,000	40,000	0
335 15 Beverage License	45,403	51,267	40,000	40,000	0
335 16 Infrastructure Sales Tax	0	1,038,574	1,500,000	1,500,000	0
335 22 Casualty Premium Tax	367,113	402,063	350,000	400,000	50,000
335 41 Fuel Tax Refund	56,434	47,095	55,000	45,000	(10,000)
338 20 County Shared Occup. License	43,427	55,542	45,000	45,000	0
339 10 Payments in Lieu of Tax-Hsg Auth	73,672	77,491	65,000	77,000	12,000
Total Intergovernmental Rev.	\$ 6,279,227	\$ 5,505,038	\$ 5,295,000	\$ 5,322,000	\$ 27,000
<u>Charges for Services</u>					
341 30 Sale Maps and Publications	\$ 0	\$ 110	\$ 100	\$ 100	\$ 0
341 40 Certified Copying & Rec Search	39,767	32,900	25,000	30,000	5,000
341 41 Reproduction-City Hall	8,122	15,073	10,000	10,000	0
341 42 Application Fee	19,857	20,335	17,500	17,500	0
341 90 Investigative Surcharge	31,602	28,003	30,000	30,000	0
341 91 Jury Duty and Fees	84	250	100	100	0
341 92 Qualifying Fees	1,154	50	500	0	(500)
341 93 Data Processing Services	0	0	100	0	(100)
343 91 Lot Clearing-Admin. Charge	9,360	9,955	8,000	8,000	0
343 92 Rotation Towing-Admin. Charge	10,050	27,466	25,000	25,000	0
344 50 Parking Fines	31,779	35,061	30,000	30,000	0
344 51 Traffic Fines	30,071	33,457	30,000	30,000	0
347 40 Community Center/Bus. Social	77,490	87,844	70,000	50,000	(20,000)
347 42 Comm. Center Special Events	26,700	26,871	30,000	20,000	(10,000)
347 44 Comm. Center Rental Fees	27,213	23,808	28,000	18,000	(10,000)
347 48 Comm. Center Events	21,121	21,138	18,000	15,000	(3,000)
347 49 Comm. Center Insurance & Other	7,918	7,064	7,000	5,000	(2,000)
347 92 Youth Activity Funds	40,430	61,642	40,000	20,000	(20,000)
Total Charges for Services	\$ 382,717	\$ 431,027	\$ 369,300	\$ 308,700	\$ (60,600)
<u>Fines and Forfeitures</u>					
351 10 Court Fines	\$ 5,666	\$ 4,924	\$ 20,000	\$ 5,000	\$ (15,000)
351 30 Police Education	6,092	5,993	7,000	5,000	(2,000)
354 10 Alarm Permit Violations	150,842	144,153	100,000	135,000	35,000

Proposed Budget for Fiscal Year 2020/21

GENERAL FUND - REVENUE DETAIL

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed	Increase (Decrease)
<u>Fines and Forfeitures contd.</u>					
354 20 License Penalties	7,337	9,738	10,000	10,000	0
354 30 Animal Control	8,728	2,703	7,500	5,000	(2,500)
354 50 Property Code Violations	333,471	191,947	150,000	150,000	0
Total Fines & Forfeitures	\$ 512,137	\$ 359,458	\$ 294,500	\$ 310,000	\$ 15,500
<u>Miscellaneous Revenues</u>					
361 10 Interest on Investments	\$ 47,759	\$ 246,595	\$ 60,000	\$ 60,000	\$ 0
361 33 Other Interest Earnings	275,025	38,233	30,000	20,000	(10,000)
362 13 Rent - Little Jim	25,168	25,633	25,000	25,000	0
362 14 Rent - Old City Hall	27,412	4,569	0	0	0
362 15 Misc. Rental	3,034	2,784	2,500	2,500	0
363 10 Liens	14,644	23,652	10,000	10,000	0
363 40 Lot Clearing	17,797	15,765	5,000	10,000	5,000
363 50 Interest on Assessments	21	1	100	0	(100)
363 60 Emergency Repair Liens	15,005	11,464	3,000	7,500	4,500
364 41 Sale of Surplus Equipment	0	17,175	0	0	0
365 10 Sale of Scrap	0	517	0	0	0
366 90 Other Contributions/Donations	133,751	46,008	500	500	0
367 00 Gain/Loss on Sale of Investments	(298)	3,507	5,000	1,000	(4,000)
369 31 Reimbursement of Expenditures	135,893	144,209	125,000	125,000	0
369 32 Purchasing Card Rebate	52,051	53,165	50,000	45,000	(5,000)
369 34 Wellness Program	2,588	1,690	1,800	31,600	29,800
<u>Reimbursement Contractual Services</u>					
369 43 Community Dev. Block Grant	0	14,640	0	0	0
369 45 Stormwater	494,226	547,963	700,000	700,000	0
369 46 Golf Course	33,000	33,000	33,000	33,000	0
369 47 Sunrise Theatre	33,000	33,000	33,000	33,000	0
369 49 Accidents	0	0	2,500	0	(2,500)
369 50 Other Misc Revenues	4,117	3,770	5,000	3,500	(1,500)

Proposed Budget for Fiscal Year 2020/21

GENERAL FUND - REVENUE DETAIL

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed	Increase (Decrease)
<u>Miscellaneous Revenues contd.</u>					
<i>Administrative Reimbursement</i>					
369 51 Ft. Pierce Redevelopment Agcy	125,000	145,000	145,000	145,000	0
369 52 Marina	45,000	45,000	45,000	45,000	0
369 53 Solid Waste	80,000	80,000	80,000	80,000	0
369 54 Utilities Authority	2,435	2,290	0	0	0
369 55 Retirement & Benefit System	150,000	160,000	164,800	165,000	200
369 59 Police Department/Detail Work	69,218	73,947	65,000	70,000	5,000
369 61 Building Department	115,000	115,000	115,000	275,000	160,000
<i>Other Miscellaneous Reimbursements</i>					
369 57 St. Lucie County	13,930	10,396	15,000	15,000	0
369 60 State of Florida	478,621	576,464	475,000	486,784	11,784
369 71 Keep Ft. Pierce Beautiful	16,000	16,000	15,000	15,000	0
369 85 Settlement of Claims	43,821	49,334	35,000	35,000	0
369 90 Other Misc. Revenues	3,553	5,079	5,000	5,000	0
Total Miscellaneous Revenues	\$ 2,456,770	\$ 2,545,847	\$ 2,251,200	\$ 2,444,384	\$ 193,184
<u>Interfund Transfers</u>					
381 23 Special Revenue Fund	\$ 0	\$ 3,442	\$ 0	\$ 0	\$ 0
381 89 Restricted Fund	79,779	600,000	400,000	145,800	(254,200)
381 91 FPRA	2,783,938	2,734,449	3,071,056	3,586,684	515,628
381 94 Solid Waste	0	0	0	80,000	80,000
381 95 Building	5,277	5,387	0	7,364	7,364
Total Interfund Transfers	\$ 2,868,994	\$ 3,343,277	\$ 3,471,056	\$ 3,819,848	\$ 348,792
<u>Contribution from Enterprise Funds</u>					
382 10 Electricity	\$ 3,889,934	\$ 4,021,268	\$ 4,043,580	\$ 4,128,780	\$ 85,200
382 20 Water	1,012,680	1,059,958	1,046,790	1,140,438	93,648
382 30 Gas	256,840	263,834	266,358	287,988	21,630
382 40 Sewer	796,260	776,986	878,700	821,586	(57,114)
382 41 UA Other	182,931	3,408	32,673	27,831	(4,842)
382 50 Solid Waste Transfer	860,925	882,491	865,000	865,000	0
382 55 Golf Course Transfer	7,000	0	28,000	0	(28,000)
382 60 Marina Transfer	250,000	250,000	250,000	250,000	0
382 90 Building Department	0	0	0	0	0
Total Contribution from Enterprise	\$ 7,256,570	\$ 7,257,945	\$ 7,411,101	\$ 7,521,623	\$ 110,522

Proposed Budget for Fiscal Year 2020/21

GENERAL FUND - REVENUE DETAIL

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed	Increase (Decrease)
<u>Installment Purchases</u>					
383 00 Loan Proceeds	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
383 10 Capital Lease Proceeds	1,865,490	467,928	0	0	0
Total Installment Purchases	\$ 1,865,490	\$ 467,928	\$ 0	\$ 0	\$ 0
Total Revenue	\$ 43,813,087	\$ 42,793,303	\$ 42,567,022	\$ 43,923,874	1,356,852
Appropriated Fund Balance	(2,916,328)	836,909	462,950	0	(462,950)
Restricted Revenue	(400,000)	(400,000)	(600,000)	(600,000)	0
Unrestricted Fund Balance	0	673,295	0	0	0
TOTAL GENERAL FUND RESOURCES	\$ 40,496,759	\$ 43,903,507	\$ 42,429,972	\$ 43,323,874	\$ 893,902

Budget for Fiscal Year 2020/21

PERSONNEL SERVICES COST BY DEPARTMENT/DIVISION

Department/Division		2020 Funded Positions	2021 Funded Positions	Salaries	Overtime	FICA	Retirement	Life/Health Insurance	Dental Insurance	Workers' Comp	Total
General Fund											
10 00	City Commission	5	5	\$136,625	\$0	\$12,058	\$17,328	\$37,640	\$1,751	\$232	\$205,635
13 00	City Manager	8	8	583,179	0	44,935	98,091	93,239	4,894	991	825,329
14 00	City Attorney	4	3	309,222	0	23,977	35,828	42,959	2,799	433	415,218
16 00	City Clerk	4	4	201,160	0	15,710	33,835	49,291	2,688	342	303,026
22 00	Human Resources	5	5	290,914	0	22,576	38,142	44,030	3,133	495	399,290
24 00	Finance	10	10	589,792	6,000	45,899	100,212	107,596	6,549	1,013	857,062
25 00	Information Technology	8	7	413,742	15,000	33,120	72,114	86,685	4,695	729	626,086
26 00	Purchasing	4	4	207,587	0	15,880	34,916	26,915	1,300	353	286,952
29 01	Planning	6	6	361,237	0	27,956	60,760	66,919	3,326	614	520,812
29 03	Code Enforcement	12	11	458,850	10,000	36,188	78,861	107,123	5,477	11,834	708,333
30 00	Police (Combined)	161	159	8,646,786	571,000	705,161	1,166,534	1,718,378	91,886	285,914	13,185,659
40 00	Public Works (Combined)	65	63	2,345,553	75,076	185,178	380,781	670,314	36,346	132,006	3,825,254
44 00	Engineering	8	8	575,067	5,000	45,018	67,301	106,017	5,360	11,381	815,144
45 04	Riverwalk Center	7	7	178,851	0	13,682	30,083	23,289	1,784	3,308	250,996
60 00	Administrative	0	0	0	0	0	400,000	130,000	0	0	530,000
General Fund Total		307	300	\$15,298,566	\$682,076	\$1,227,339	\$2,614,787	\$3,310,397	\$171,987	\$449,644	\$23,754,795
Enterprise & Special Revenue Funds											
29 02	Building Inspections	18	18	955,137	5,000	73,772	161,495	196,097	11,040	17,765	1,420,306
30 05	Police Grants	5	3	139,126	5,000	11,026	15,345	26,846	1,300	1,553	200,196
41 00	Marina	7	7	346,574	5,000	27,217	51,662	62,649	3,268	10,744	507,114
42 00	Solid Waste	35	34	1,493,209	50,000	118,055	226,709	342,706	36,106	77,040	2,343,826
45 00	Golf Course	3	3	152,616	0	11,675	25,670	32,176	1,552	2,945	226,635
46 00	Sunrise Theatre	8	6	338,446	5,000	26,595	57,768	59,029	3,063	6,148	496,048
90 00	CDBG	3	3	173,223	0	13,252	29,136	37,227	2,032	294	255,165
95 09	Grants Administration	0	0	0	0	0	0	0	0	0	0
Enterprise Funds Total		79	74	3,598,331	70,000	281,591	567,785	756,731	58,362	116,490	5,449,289
TOTAL ALL FUNDS		386	374	\$18,896,896	\$752,076	\$1,508,930	\$3,182,572	\$4,067,127	\$230,349	\$566,134	\$29,204,085

Proposed Budget for Fiscal Year 2020/21

GENERAL FUND - SUMMARY OF EXPENDITURES BY DEPARTMENT

		2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
City Commission							
10 00	Personnel Services	\$ 198,363	\$ 206,801	\$ 211,534	\$ 211,534	\$ 205,635	\$ (5,899)
	Operating Expense	51,684	44,284	54,050	47,854	42,854	(11,196)
	Capital Outlay	0	0	0	0	0	0
		<u>\$ 250,047</u>	<u>\$ 251,086</u>	<u>\$ 265,584</u>	<u>\$ 259,388</u>	<u>\$ 248,489</u>	<u>\$ (17,095)</u>
City Manager							
13 00	Personnel Services	\$ 500,256	\$ 671,937	\$ 807,034	\$ 807,034	\$ 825,329	\$ 18,294
	Operating Expense	70,341	94,060	93,068	70,565	66,575	(26,493)
	Capital Outlay	0	2,965	0	0	0	0
		<u>\$ 570,597</u>	<u>\$ 768,962</u>	<u>\$ 900,102</u>	<u>\$ 877,599</u>	<u>\$ 891,904</u>	<u>\$ (8,199)</u>
City Attorney							
14 00	Personnel Services	\$ 556,748	\$ 444,050	\$ 604,149	\$ 504,149	\$ 415,218	\$ (188,931)
	Operating Expense	157,467	186,903	89,000	89,000	108,800	19,800
	Capital Outlay	0	1,601	0	0	0	0
		<u>\$ 714,215</u>	<u>\$ 632,555</u>	<u>\$ 693,149</u>	<u>\$ 593,149</u>	<u>\$ 524,018</u>	<u>\$ (169,131)</u>
City Clerk							
16 00	Personnel Services	\$ 269,632	\$ 264,830	\$ 317,200	\$ 317,200	\$ 303,026	\$ (14,173)
	Operating Expense	38,743	41,531	33,115	24,065	26,815	(6,300)
	Capital Outlay	0	0	0	0	0	0
		<u>\$ 308,375</u>	<u>\$ 306,361</u>	<u>\$ 350,315</u>	<u>\$ 341,265</u>	<u>\$ 329,841</u>	<u>\$ (20,473)</u>

Proposed Budget for Fiscal Year 2020/21

GENERAL FUND - SUMMARY OF EXPENDITURES BY DEPARTMENT

		2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Human Resources</u>							
22 00	Personnel Services	\$ 438,348	\$ 356,095	\$ 370,700	\$ 370,700	\$ 399,290	\$ 28,590
	Operating Expense	109,195	72,926	72,878	61,789	50,475	(22,403)
	Capital Outlay	0	1,984	0	0	0	0
		<u>\$ 547,543</u>	<u>\$ 431,005</u>	<u>\$ 443,578</u>	<u>\$ 432,489</u>	<u>\$ 449,765</u>	<u>\$ 6,187</u>
<u>Finance</u>							
24 00	Personnel Services	\$ 811,992	\$ 837,295	\$ 858,307	\$ 858,307	\$ 857,062	\$ (1,246)
	Operating Expense	39,879	43,990	52,800	34,300	40,000	(12,800)
	Capital Outlay	0	0	0	0	0	0
		<u>\$ 851,871</u>	<u>\$ 881,285</u>	<u>\$ 911,107</u>	<u>\$ 892,607</u>	<u>\$ 897,062</u>	<u>\$ (14,046)</u>
<u>Information Technology</u>							
25 00	Personnel Services	\$ 601,766	\$ 523,732	\$ 682,843	\$ 682,843	\$ 626,086	\$ (56,756)
	Operating Expense	490,985	561,686	552,350	531,251	584,600	32,250
	Capital Outlay	4,795	13,269	20,000	9,719	0	(20,000)
		<u>\$ 1,097,546</u>	<u>\$ 1,098,687</u>	<u>\$ 1,255,193</u>	<u>\$ 1,223,813</u>	<u>\$ 1,210,686</u>	<u>\$ (44,506)</u>
<u>Purchasing</u>							
26 00	Personnel Services	\$ 206,230	\$ 245,106	\$ 286,656	\$ 286,656	\$ 286,952	\$ 296
	Operating Expense	30,699	28,374	28,762	20,877	22,300	(6,462)
	Capital Outlay	0	0	0	0	0	0
		<u>\$ 236,929</u>	<u>\$ 273,480</u>	<u>\$ 315,418</u>	<u>\$ 307,533</u>	<u>\$ 309,252</u>	<u>\$ (6,166)</u>
<u>Planning</u>							
29 01	Personnel Services	\$ 422,278	\$ 454,728	\$ 511,372	\$ 511,372	\$ 520,812	\$ 9,440
	Operating Expense	61,094	79,117	99,400	84,131	61,450	(37,950)
	Capital Outlay	808	0	0	0	0	0
		<u>\$ 484,179</u>	<u>\$ 533,845</u>	<u>\$ 610,772</u>	<u>\$ 595,503</u>	<u>\$ 582,262</u>	<u>\$ (28,510)</u>

Proposed Budget for Fiscal Year 2020/21

GENERAL FUND - SUMMARY OF EXPENDITURES BY DEPARTMENT

		2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Community Response/Code Enforcement</u>							
29 03	Personnel Services	\$ 644,219	\$ 698,687	\$ 692,766	\$ 665,775	\$ 708,333	\$ 15,568
	Operating Expense	508,300	496,562	386,885	386,885	445,935	59,050
	Capital Outlay	542	11,247	0	0	0	0
		<u>\$ 1,153,061</u>	<u>\$ 1,206,496</u>	<u>\$ 1,079,651</u>	<u>\$ 1,052,660</u>	<u>\$ 1,154,268</u>	<u>\$ 74,618</u>
<u>Police</u>							
Combined	Personnel Services	\$ 12,393,560	\$ 13,586,767	\$ 13,100,656	\$ 12,731,514	\$ 13,636,947	\$ 536,291
	Operating Expense	1,548,363	1,597,406	1,565,036	1,491,115	1,398,770	(166,266)
	Capital Outlay	360,044	199,080	100,000	173,921	100,000	0
		<u>\$ 14,301,967</u>	<u>\$ 15,383,252</u>	<u>\$ 14,765,692</u>	<u>\$ 14,396,550</u>	<u>\$ 15,135,717</u>	<u>\$ 370,025</u>
<u>Public Works/Director</u>							
40 02	Personnel Services	\$ 81,056	\$ 56,475	\$ 57,459	\$ 57,459	\$ 57,514	\$ 54
	Operating Expense	39,783	77,493	35,000	35,000	61,200	26,200
	Capital Outlay	10,627	879	0	0	0	0
		<u>\$ 131,465</u>	<u>\$ 134,846</u>	<u>\$ 92,459</u>	<u>\$ 92,459</u>	<u>\$ 118,714</u>	<u>\$ 26,254</u>
<u>Public Works/Fleet Maintenance</u>							
40 03	Personnel Services	\$ 571,654	\$ 700,535	\$ 678,211	\$ 651,441	\$ 668,043	\$ (10,167)
	Operating Expense	24,005	45,554	30,450	30,450	30,450	0
	Capital Outlay	0	2,498	0	0	0	0
		<u>\$ 595,659</u>	<u>\$ 748,586</u>	<u>\$ 708,661</u>	<u>\$ 681,891</u>	<u>\$ 698,493</u>	<u>\$ (10,167)</u>
<u>Public Works/Facilities Maintenance</u>							
40 04	Personnel Services	\$ 611,050	\$ 589,134	\$ 667,671	\$ 667,671	\$ 672,075	\$ 4,404
	Operating Expense	505,128	484,508	362,250	337,650	321,500	(40,750)
	Capital Outlay	26,777	34,710	0	3,600	0	0
		<u>\$ 1,142,955</u>	<u>\$ 1,108,351</u>	<u>\$ 1,029,921</u>	<u>\$ 1,008,921</u>	<u>\$ 993,575</u>	<u>\$ (36,346)</u>

Proposed Budget for Fiscal Year 2020/21

GENERAL FUND - SUMMARY OF EXPENDITURES BY DEPARTMENT

		2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Public Works/Parks & Grounds							
40 05	Personnel Services	\$ 1,346,289	\$ 1,393,530	\$ 1,353,910	\$ 1,353,910	\$ 1,344,838	\$ (9,071)
	Operating Expense	760,927	781,523	805,700	762,700	741,000	(64,700)
	Capital Outlay	14,469	56,643	0	0	0	0
		<u>\$ 2,121,685</u>	<u>\$ 2,231,696</u>	<u>\$ 2,159,610</u>	<u>\$ 2,116,610</u>	<u>\$ 2,085,838</u>	<u>\$ (73,771)</u>
Public Works/Streets & Drainage							
40 06	Personnel Services	\$ 916,740	\$ 902,039	\$ 1,043,643	\$ 1,016,873	\$ 1,082,783	\$ 39,140
	Operating Expense	1,140,209	1,021,018	771,950	744,950	919,350	147,400
	Capital Outlay	0	11,275	0	0	0	0
		<u>\$ 2,056,949</u>	<u>\$ 1,934,332</u>	<u>\$ 1,815,593</u>	<u>\$ 1,761,823</u>	<u>\$ 2,002,133</u>	<u>\$ 186,540</u>
Engineering							
44 00	Personnel Services	\$ 784,962	\$ 777,381	\$ 830,985	\$ 830,985	\$ 815,144	\$ (15,841)
	Operating Expense	232,567	445,266	470,430	437,895	441,434	(28,996)
	Capital Outlay	100	0	0	0	0	0
		<u>\$ 1,017,629</u>	<u>\$ 1,222,647</u>	<u>\$ 1,301,415</u>	<u>\$ 1,268,880</u>	<u>\$ 1,256,578</u>	<u>\$ (44,837)</u>
Riverwalk Center							
45 04	Personnel Services	\$ 123,646	\$ 156,656	\$ 262,866	\$ 252,866	\$ 250,996	\$ (11,869)
	Operating Expense	213,728	196,639	108,250	108,250	81,750	(26,500)
	Capital Outlay	0	0	0	0	0	0
		<u>\$ 337,374</u>	<u>\$ 353,295</u>	<u>\$ 371,116</u>	<u>\$ 361,116</u>	<u>\$ 332,746</u>	<u>\$ (38,369)</u>

Proposed Budget for Fiscal Year 2020/21

GENERAL FUND - SUMMARY OF EXPENDITURES BY DEPARTMENT

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Administrative</u>						
60 00 Personnel Services	\$ 483,253	\$ 504,951	\$ 483,134	\$ 483,134	\$ 530,000	\$ 46,866
Operating Expense	4,572,778	5,011,939	5,044,672	6,073,418	5,789,009	744,337
Capital Outlay	2,310,241	2,352,968	2,325,000	2,325,000	2,025,000	(300,000)
Grants and Aid	268,441	214,418	255,000	200,350	184,000	(71,000)
Non-Oper. Transfer	4,942,000	6,318,465	5,252,831	5,083,815	5,574,523	321,693
	<u>\$ 12,576,714</u>	<u>\$ 14,402,741</u>	<u>\$ 13,360,637</u>	<u>\$ 14,165,717</u>	<u>\$ 14,102,532</u>	<u>\$ 741,896</u>
<u>All Departments</u>						
Personnel Services	\$ 21,962,040	\$ 23,370,728	\$ 23,821,095	\$ 23,261,422	\$ 24,206,083	\$ 384,988
Operating Expense	10,595,874	11,310,776	10,656,046	11,372,145	11,234,267	578,221
Capital Outlay	2,728,403	2,689,119	2,445,000	2,512,240	2,125,000	(320,000)
Grants and Aid	268,441	214,418	255,000	200,350	184,000	(71,000)
Non-Oper. Transfer	4,942,000	6,318,465	5,252,831	5,083,815	5,574,523	321,693
TOTAL GENERAL FUND EXPENDITURES	<u>\$ 40,496,759</u>	<u>\$ 43,903,507</u>	<u>\$ 42,429,972</u>	<u>\$ 42,429,972</u>	<u>\$ 43,323,874</u>	<u>\$ 893,902</u>

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: City Commission
Fund/Division Number: 1000	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
Mayor/Commissioner	1	1	1	1	1	0
Commissioners	4	4	4	4	4	0
Total Budgeted Staffing Level	5	5	5	5	5	0
Personnel Services						
1010 Salaries and Wages-Mayor	\$ 31,668	\$ 32,620	\$ 33,598	\$ 33,598	\$ 33,602	\$ 4
1010 Salaries and Wages-Commissioners	97,094	100,527	103,028	103,028	103,022	(6)
1030 Accrued Compensation	0	0	0	0	0	0
2010 FICA	11,114	11,887	12,058	12,058	12,058	(0)
2020 Retirement Contributions	16,846	16,995	17,278	17,278	17,328	51
2030 Life & Health Insurance	39,169	42,302	42,960	42,960	37,640	(5,320)
2035 Dental Insurance	2,042	2,042	2,134	2,134	1,751	(383)
2040 Workers' Compensation	429	429	478	478	232	(246)
Total Personnel Services	\$ 198,363	\$ 206,801	\$ 211,534	\$ 211,534	\$ 205,635	\$ (5,899)
Operating Expense						
4010 Car Allowance	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 0
4030 Conferences	17,139	8,854	20,000	15,000	10,000	(10,000)
4110 Communications	11,382	9,000	10,000	9,000	9,000	(1,000)
4120 Freight and Postage	5	24	100	100	100	0
4675 Software Maintenance	0	458	0	0	0	0
4710 Reproduction	0	365	250	59	59	(191)
4810 Advertising	465	662	500	495	495	(5)
4990 Miscellaneous Expense	1,061	2,776	1,500	1,500	1,500	0
5110 Office Supplies	431	615	500	500	500	0
5410 Books, Pubs, Subscriptions & Mbrshp	200	530	200	200	200	0
Total Operating Expense	\$ 51,684	\$ 44,284	\$ 54,050	\$ 47,854	\$ 42,854	\$ (11,196)
Capital Outlay						
6410 Office Equipment & Machinery	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL APPROPRIATIONS	\$ 250,047	\$ 251,086	\$ 265,584	\$ 259,388	\$ 248,489	(\$17,095)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General Department: City Manager
 Fund/Division Number: 1300 Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
City Manager	1	1	1	1	1	0
Executive Assist/City Manager	1	1	1	1	1	0
Communication & Marketing Manager	1	1	1	1	1	0
Risk Manager	0	1	1	1	1	0
Special Projects Coordinator	0	0	1	1	1	0
Marketing Specialist	1	1	1	1	1	0
Administrative Assistant	1	1	1	1	1	0
Risk Management Admin. Specialist	0	1	1	1	1	0
Total Budgeted Staffing Level	5	7	8	8	8	0

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 351,465	\$ 471,791	\$ 569,472	\$ 569,472	\$ 577,179	\$ 7,708
1030 Accrued Compensation	4,550	6,858	6,000	6,000	6,000	0
1040 Overtime	0	4,369	0	0	0	0
2010 FICA Taxes	25,131	34,930	44,345	44,345	44,935	590
2020 Retirement Contributions	61,657	81,922	96,507	96,507	98,091	1,584
2030 Life & Health Insurance	53,055	66,573	83,887	83,887	93,239	9,352
2035 Dental Insurance	3,227	3,938	5,017	5,017	4,894	(123)
2040 Workers' Compensation	1,172	1,555	1,808	1,808	991	(816)
Total Personnel Services	\$ 500,256	\$ 671,937	\$ 807,034	\$ 807,034	\$ 825,329	\$ 18,294

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Operating Expense						
3495 Temporary Employee Services	\$ 0	\$ 4,933	\$ 0	\$ 0	\$ 0	\$ 0
4010 Car Allowance	4,200	4,200	4,200	4,200	4,200	0
4020 Travel and Education	5,269	21,138	13,000	8,497	6,500	(6,500)
4030 Conferences	4,755	0	0	0	0	0
4110 Communications	9,174	9,689	8,000	8,000	9,500	1,500
4120 Freight and Postage	640	473	600	600	600	0
4410 Equipment Rental	2,945	4,873	5,700	5,700	5,000	(700)
4420 Vehicle	70	0	0	0	0	0
4650 Repairs & Maint. Service/Vehicle	0	0	0	0	0	0
4651 Vehicle Parts	678	389	200	200	200	0
4660 Equipment Maintenance	0	0	500	500	500	0

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: City Manager
Fund/Division Number: 1300	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4675 Software Maintenance	2,793	2,762	2,793	2,793	0	(2,793)
4720 Outside Printing	4,569	2,853	4,700	4,700	4,700	0
4810 Advertising	18,766	27,531	30,000	18,000	18,000	(12,000)
4990 Miscellaneous Expense	6,544	4,032	5,500	5,500	5,500	0
4990 Misc. Expense/Special Events	0	0	5,000	0	0	(5,000)
5110 Office Supplies	4,251	5,421	5,000	5,000	5,000	0
5120 EDP Supplies	33	50	0	0	0	0
5150 Misc. Equipment Expense	324	90	0	0	0	0
5210 Gas & Oil	318	190	675	675	675	0
5250 Uniforms	457	672	700	700	700	0
5410 Books, Pubs, Subscriptions & Mbrshp	4,554	4,764	6,500	5,500	5,500	(1,000)
Total Operating Expense	\$ 70,341	\$ 94,060	\$ 93,068	\$ 70,565	\$ 66,575	(\$26,493)
<u>Capital Outlay</u>						
6410 Office Equipment & Machinery	\$ 0	\$ 2,965	\$ 0	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 2,965	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL APPROPRIATIONS	\$ 570,597	\$ 768,962	\$ 900,102	\$ 877,599	\$ 891,904	(\$8,199)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: City Attorney
Fund/Division Number: 1400	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
City Attorney	1	1	1	1	1	0
Asst. City Attorney	2	2	2	2	1	(1)
Legal Secretary	1	1	1	1	1	0
Total Budgeted Staffing Level	4	4	4	4	3	(1)

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 412,535	\$ 321,518	\$ 437,613	\$ 337,613	\$ 303,222	\$ (134,391)
1030 Accrued Compensation	19,573	10,266	2,000	2,000	6,000	4,000
2010 FICA Taxes	30,379	25,736	33,952	33,952	23,977	(9,975)
2020 Retirement Contributions	43,766	27,695	46,086	46,086	24,292	(21,794)
2026 Retirement Contributions/ICMA	28,201	11,028	27,637	27,637	11,536	(16,101)
2030 Life & Health Insurance	19,393	43,570	51,908	51,908	42,959	(8,949)
2035 Dental Insurance	1,417	2,793	3,458	3,458	2,799	(659)
2040 Workers' Compensation	1,484	1,444	1,495	1,495	433	(1,062)
Total Personnel Services	\$ 556,748	\$ 444,050	\$ 604,149	\$ 504,149	\$ 415,218	\$ (188,931)

Operating Expense						
3100 Professional Services	\$ 14,000	\$ 46,200	\$ 0	\$ 0	\$ 0	\$ 0
3120 Legal Fees	101,099	1,989	0	0	0	0
3121 Legal Fees-Civil Service/HR	41	0	0	0	0	0
3125 Trial Extra Ordinary Services	242	0	0	0	0	0
3135 Outside Labor Attorney	5,048	0	0	0	0	0
3136 Outside Attorney/Consultants	0	45,985	0	43,000	80,000	80,000
3490 Contractual Fees	134	64,014	50,000	7,000	0	(50,000)
3495 Temporary Employee Services	12,268	0	0	0	0	0
4010 Car Allowance	3,850	3,150	4,200	4,200	4,200	0
4020 Travel & Education	3,202	322	5,000	5,000	2,500	(2,500)
4030 Conferences	1,345	4,631	5,000	5,000	2,500	(2,500)
4110 Communications	1,483	4,701	4,000	4,000	4,000	0
4120 Freight and Postage	98	49	1,000	1,000	500	(500)
4410 Equipment Rental	125	0	3,000	3,000	0	(3,000)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: City Attorney
Fund/Division Number: 1400	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4660 Equipment Maintenance	0	0	0	0	0	0
4675 Software Maintenance	0	705	0	0	0	0
4710 Reproduction	2,882	3,094	1,300	1,300	2,000	700
4720 Outside Printing	63	0	1,000	1,000	100	(900)
4810 Advertising	0	0	0	0	0	0
4990 Miscellaneous Expense	932	1,071	2,000	2,000	1,000	(1,000)
5110 Office Supplies	1,375	1,774	3,000	3,000	2,500	(500)
5120 EDP Supplies	0	484	500	500	500	0
5150 Miscellaneous Equipment	0	235	0	0	0	0
5410 Books,Pubs,Subscriptions & Mbrshp	9,281	8,501	9,000	9,000	9,000	0
Total Operating Expense	\$ 157,467	\$ 186,903	\$ 89,000	\$ 89,000	\$ 108,800	\$ 19,800
<u>Capital Outlay</u>						
6410 Office Equipment & Machinery	\$ 0	\$ 1,601	\$ 0	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 1,601	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL APPROPRIATIONS	\$ 714,215	\$ 632,555	\$ 693,149	\$ 593,149	\$ 524,018	(\$169,131)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: City Clerk
Fund/Division Number: 1600	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Budgeted Staffing Level</u>						
City Clerk	1	1	1	1	1	0
Deputy City Clerk/Permit Specialist	3	3	3	3	3	0
Total Budgeted Staffing Level	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>0</u>

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Personnel Services</u>						
1010 Salaries and Wages	\$ 184,700	\$ 182,404	\$ 214,178	\$ 214,178	\$ 199,160	\$ (15,018)
1030 Accrued Compensation	1,882	1,292	2,500	2,500	2,000	(500)
1040 Overtie	23	0	0	0	0	0
2010 FICA Taxes	13,825	13,616	16,897	16,897	15,710	(1,187)
2020 Retirement Contributions	32,294	31,132	36,337	36,337	33,835	(2,502)
2030 Life & Health Insurance	33,749	33,238	43,989	43,989	49,291	5,302
2035 Dental Insurance	2,493	2,491	2,605	2,605	2,688	83
2040 Workers' Compensation	666	656	693	693	342	(351)
Total Personnel Services	<u>\$ 269,632</u>	<u>\$ 264,830</u>	<u>\$ 317,200</u>	<u>\$ 317,200</u>	<u>\$ 303,026</u>	<u>(\$14,173)</u>

<u>Operating Expense</u>						
3480 Election Fees	\$ 0	\$ 0	\$ 500	\$ 0	\$ 0	\$ (500)
3490 Contractual Fees	5,331	1,813	750	750	750	0
3495 Temporary Employee Svcs.	1,263	7,829	0	0	0	0
4010 Car Allowance	4,200	4,200	4,200	4,200	4,200	0
4020 Travel and Education	3,750	4,121	6,000	2,400	3,000	(3,000)
4110 Communications	4,756	4,583	6,000	4,700	4,700	(1,300)
4120 Freight and Postage	2,468	2,946	3,000	3,000	3,000	0
4410 Equipment Rental	2,924	3,907	3,510	3,510	3,510	0
4660 Equipment Maintenance	0	0	750	0	0	(750)
4675 Software Maintenance	0	1,215	0	0	0	0
4710 Reproduction	0	0	950	950	500	(450)
4720 Outside Printing	585	426	950	50	400	(550)
4810 Advertising	3,613	477	2,475	475	475	(2,000)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: City Clerk
Fund/Division Number: 1600	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4960 Administrative Charges	3,098	2,944	750	750	3,000	2,250
4990 Miscellaneous Expenses	935	909	0	0	0	0
5110 Office Supplies	3,433	1,709	1,400	1,400	1,400	0
5120 EDP Supplies	943	957	1,000	1,000	1,000	0
5150 Misc. Equipment Expense	351	0	0	0	0	0
5410 Books,Pubs,Subscriptions & Mbrshp	1,093	3,494	880	880	880	0
Total Operating Expense	\$ 38,743	\$ 41,531	\$ 33,115	\$ 24,065	\$ 26,815	(\$6,300)
<u>Capital Outlay</u>						
6410 Office Equip & Machinery	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL APPROPRIATIONS	\$ 308,375	\$ 306,361	\$ 350,315	\$ 341,265	\$ 329,841	(\$20,473)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Human Resources
Fund/Division Number: 2200	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
Human Resources Manager	1	1	1	1	1	0
Human Resources Generalist	0	1	1	1	1	0
Human Resources Technician	1	1	1	1	1	0
Switchboard Operator	1	1	1	1	1	0
Executive Assistant	0	1	1	1	1	0
Risk Manager	1	0	0	0	0	0
Administrative Assistant	1	0	0	0	0	0
Total Budgeted Staffing Level	5	5	5	5	5	0

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 308,142	\$ 245,517	\$ 263,022	\$ 263,022	\$ 287,914	\$ 24,891
1030 Accrued Compensation	3,698	13,197	3,000	3,000	3,000	0
1040 Overtime	498	218	0	0	0	0
2010 FICA Taxes	24,180	20,030	20,672	20,672	22,576	1,904
2020 Retirement Contributions	54,082	35,874	35,723	35,723	38,142	2,419
2030 Life & Health Insurance	43,355	37,512	44,058	44,058	44,030	(28)
2035 Dental Insurance	3,441	2,936	3,372	3,372	3,133	(239)
2040 Workers' Compensation	951	811	851	851	495	(357)
Total Personnel Services	\$ 438,348	\$ 356,095	\$ 370,700	\$ 370,700	\$ 399,290	\$ 28,590

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Operating Expense						
3120 Legal Fees	\$ 5,298	\$ 3,753	\$ 2,500	\$ 2,500	\$ 2,500	\$ 0
3180 Medical Services	16,746	17,228	25,000	25,000	20,000	(5,000)
3190 Consultant Fees	3,836	0	7,500	3,500	1,000	(6,500)
3490 Misc. Contractual Fees	0	233	500	500	500	0
3495 Temporary Employee Svcs.	39,077	17,578	0	0	0	0
4010 Car Allowance	4,200	4,200	4,200	4,200	4,200	0
4020 Travel and Education	11,943	6,463	8,000	5,000	2,500	(5,500)
4110 Communications	5,088	4,233	6,000	6,000	5,000	(1,000)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Human Resources
Fund/Division Number: 2200	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4120 Freight and Postage	42	13	1,000	1,000	500	(500)
4410 Equipment Rental	3,258	3,981	4,000	4,000	4,000	0
4650 Vehicle Maintenance	0	0	0	0	0	0
4651 Vehicle Parts	213	113	0	0	0	0
4660 Equipment Maintenance	0	0	1,000	1,000	0	(1,000)
4675 Software Maintenance	984	191	0	0	0	0
4710 Reproduction	0	0	761	761	0	(761)
4720 Outside Printing	3,901	928	761	761	1,000	239
4810 Advertising	1,158	195	5,000	911	500	(4,500)
4990 Miscellaneous Expenses	1,827	3,448	1,000	1,000	1,000	0
5110 Office Supplies	3,732	4,895	1,850	1,850	2,000	150
5120 EDP Supplies	3,147	1,205	1,000	1,000	1,500	500
5150 Misc. Equipment Expense	970	318	931	931	900	(31)
5210 Gas & Oil	258	515	375	375	375	0
5410 Books,Pubs,Subscriptions & Mbrshp	3,517	3,435	1,500	1,500	3,000	1,500
Total Operating Expense	\$ 109,195	\$ 72,926	\$ 72,878	\$ 61,789	\$ 50,475	(22,403)
<u>Capital Outlay</u>						
6410 Office Equip & Machinery	\$ 0	\$ 434	\$ 0	\$ 0	\$ 0	\$ 0
6420 Furniture & Furnishings	0	1,550	0	0	0	0
Total Capital Outlay	\$ 0	\$ 1,984	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL APPROPRIATIONS	\$ 547,543	\$ 431,005	\$ 443,578	\$ 432,489	\$ 449,765	\$ 6,187

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Finance
Fund/Division Number: 2400	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
Director of Finance	1	1	1	1	1	0
Chief Accountant	1	1	1	1	1	0
Accountant	1	1	1	1	1	0
Senior Accounting Analyst	0	4	4	4	4	0
Payroll & Benefits Coordinator	0	1	1	1	1	0
Pension Analyst	0	1	1	1	1	0
Executive Assistant	1	1	1	1	1	0
Senior Accounting Clerk	6	0	0	0	0	0
Total Budgeted Staffing Level	10	10	10	10	10	0

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 564,151	\$ 568,267	\$ 582,904	\$ 582,904	\$ 584,792	\$ 1,888
1030 Accrued Compensation	5,025	5,289	7,000	7,000	5,000	(2,000)
1040 Overtime	7,137	8,340	6,000	6,000	6,000	0
2010 FICA Taxes	41,964	41,522	45,908	45,908	45,899	(9)
2020 Retirement Contributions	90,344	98,665	99,933	99,933	100,212	279
2030 Life & Health Insurance	95,369	106,580	107,632	107,632	107,596	(35)
2035 Dental Insurance	6,160	6,756	7,023	7,023	6,549	(475)
2040 Workers' Compensation	1,842	1,875	1,907	1,907	1,013	(894)
Total Personnel Services	\$ 811,992	\$ 837,295	\$ 858,307	\$ 858,307	\$ 857,062	(\$1,246)

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Operating Expense						
3490 Misc. Contractual Fees	\$ 0	\$ 0	\$ 4,000	\$ 0	\$ 0	(\$4,000)
4010 Car Allowance	4,200	4,200	4,200	4,200	4,200	0
4020 Travel and Education	9,017	11,090	10,000	8,000	5,000	(5,000)
4110 Communications	4,883	4,181	8,300	4,800	4,800	(3,500)
4120 Freight and Postage	2,969	2,617	4,500	3,000	3,000	(1,500)
4660 Equipment Maintenance	0	0	1,500	0	3,000	1,500
4675 Software Maintenance	0	111	0	0	0	0
4720 Outside Printing	0	395	1,000	500	500	(500)
4810 Advertising	1,922	5,936	1,500	1,500	2,000	500
4960 Administrative Charges	2,267	1,712	1,800	1,800	2,000	200
4990 Miscellaneous Expenses	3,434	4,260	5,000	3,500	4,000	(1,000)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Finance
Fund/Division Number: 2400	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense, contd.</u>						
5110 Office Supplies	6,933	4,806	7,000	3,000	5,000	(2,000)
5120 EDP Supplies	3,114	4,107	2,500	2,500	5,000	2,500
5410 Books,Pubs,Subscriptions & Mbrshp	1,140	575	1,500	1,500	1,500	0
Total Operating Expense	<u>\$ 39,879</u>	<u>\$ 43,990</u>	<u>\$ 52,800</u>	<u>\$ 34,300</u>	<u>\$ 40,000</u>	<u>(\$12,800)</u>
<u>Capital Outlay</u>						
6410 Office Equipment & Machinery	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
6420 Furniture & Furnishings	0	0	0	0	0	0
Total Capital Outlay	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
TOTAL APPROPRIATIONS	<u><u>\$ 851,871</u></u>	<u><u>\$ 881,285</u></u>	<u><u>\$ 911,107</u></u>	<u><u>\$ 892,607</u></u>	<u><u>\$ 897,062</u></u>	<u><u>(\$14,046)</u></u>

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Information Technology
Fund/Division Number: 2500	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
IT Manager	1	1	1	1	1	0
Media Administrator	0	0	1	1	1	0
GIS Analyst II	1	1	1	1	1	0
Systems Analyst II	1	1	1	1	2	1
Applications Analyst II	2	2	2	2	1	(1)
Administrative Assistant	0	1	1	1	1	0
Media Specialist	1	1	1	1	0	(1)
Systems Administrator	1	1	0	0	0	0
Total Budgeted Staffing Level	7	8	8	8	7	(1)

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 379,458	\$ 315,763	\$ 445,159	\$ 445,159	\$ 407,742	\$ (37,416)
1030 Accrued Compensation	6,145	6,334	5,500	5,500	6,000	500
1040 Overtime	20,186	35,523	15,000	15,000	15,000	0
2010 FICA Taxes	29,705	26,027	35,944	35,944	33,120	(2,824)
2020 Retirement Contributions	70,139	59,417	78,091	78,091	72,114	(5,976)
2030 Life & Health Insurance	88,706	74,703	95,893	95,893	86,685	(9,208)
2035 Dental Insurance	6,088	4,543	5,765	5,765	4,695	(1,070)
2040 Workers' Compensation	1,339	1,422	1,490	1,490	729	(761)
Total Personnel Services	\$ 601,766	\$ 523,732	\$ 682,843	\$ 682,843	\$ 626,086	(\$56,756)

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Operating Expense						
3190 Consultant Fees	\$ 10,209	\$ 31,211	\$ 80,000	\$ 80,000	\$ 40,000	(\$40,000)
3490 Misc. Contractual Fees	773	370	3,000	3,000	1,000	(2,000)
3495 Temporary Employee Services	25,166	0	0	0	0	0
4010 Car Allowance	4,200	4,200	4,200	4,200	4,200	0
4020 Travel and Education	11,571	20,905	15,000	5,901	5,000	(10,000)
4110 Communications	26,644	30,291	10,000	10,000	30,000	20,000
4120 Freight and Postage	210	72	500	500	500	0
4410 Equipment Rental	13,238	0	30,750	18,750	10,000	(20,750)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Information Technology
Fund/Division Number: 2500	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4651 Vehicle Parts	1,092	359	0	0	0	0
4660 Equipment Maintenance	355	0	500	500	500	0
4670 Computer Maintenance	26,526	23,809	30,000	30,000	30,000	0
4675 Software Maintenance	350,891	435,924	365,450	365,450	450,000	84,550
4710 Reproduction	0	0	0	0	0	0
4720 Outside Printing	0	0	0	0	0	0
4990 Miscellaneous Expenses	3,181	3,626	500	500	1,500	1,000
5110 Office Supplies	1,245	1,206	1,500	1,500	1,200	(300)
5120 EDP Supplies	15,072	8,904	9,950	9,950	9,950	0
5150 Miscellaneous Equipment	0	295	0	0	0	0
5210 Gas & Oil	230	89	500	500	250	(250)
5410 Books,Pubs,Subscriptions & Mbrshp	383	427	500	500	500	0
Total Operating Expense	\$ 490,985	\$ 561,686	\$ 552,350	\$ 531,251	\$ 584,600	\$ 32,250
<u>Capital Outlay</u>						
6410 Office Equip & Machinery	\$ 4,795	\$ 9,700	\$ 0	\$ 0	\$ 0	\$ 0
6420 Furniture & Furnishings	0	3,570	20,000	9,719	0	(20,000)
Total Capital Outlay	\$ 4,795	\$ 13,269	\$ 20,000	\$ 9,719	\$ 0	(20,000)
TOTAL APPROPRIATIONS	<u>\$ 1,097,546</u>	<u>\$ 1,098,687</u>	<u>\$ 1,255,193</u>	<u>\$ 1,223,813</u>	<u>\$ 1,210,686</u>	<u>(44,506)</u>

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Purchasing
Fund/Division Number: 2600	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Budgeted Staffing Level</u>						
Purchasing Manager	1	1	1	1	1	0
Purchasing Agent	1	2	2	2	2	0
Purchasing Specialist	1	1	1	1	1	0
Total Budgeted Staffing Level	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>	<u>0</u>

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Personnel Services</u>						
1010 Salaries and Wages	\$ 146,659	\$ 175,473	\$ 205,585	\$ 205,585	\$ 205,587	\$ 2
1030 Accrued Compensation	145	1,877	1,500	1,500	2,000	500
1040 Overtime	0	1,227	0	0	0	0
2010 FICA Taxes	11,109	13,474	15,842	15,842	15,880	38
2020 Retirement Contributions	25,410	30,279	34,728	34,728	34,916	188
2030 Life & Health Insurance	21,210	21,054	26,953	26,953	26,915	(38)
2035 Dental Insurance	1,150	1,058	1,385	1,385	1,300	(85)
2040 Workers' Compensation	547	666	663	663	353	(310)
Total Personnel Services	<u>\$ 206,230</u>	<u>\$ 245,106</u>	<u>\$ 286,656</u>	<u>\$ 286,656</u>	<u>\$ 286,952</u>	<u>\$ 296</u>

<u>Operating Expense</u>						
3490 Misc. Contractual Fees	0	\$ 0	\$ 500	\$ 0	\$ 0	(\$500)
3495 Temporary Employee Services	12,180	9,744	0	0	0	0
4020 Travel and Education	233	3,400	5,000	2,500	2,500	(2,500)
4110 Communications	4,332	3,338	6,000	5,000	5,000	(1,000)
4120 Freight and Postage	681	824	2,000	1,500	1,500	(500)
4410 Equipment Rental	3,583	4,018	4,000	4,000	5,000	1,000
4651 Vehicle Parts	0	0	0	0	100	100
4660 Equipment Maintenance	0	0	1,300	300	0	(1,300)
4675 Software Maintenance	0	111	0	0	0	0
4810 Advertising	5,428	2,170	5,000	4,115	3,000	(2,000)
4990 Miscellaneous Expenses	925	937	1,000	1,000	1,000	0
5110 Office Supplies	2,198	3,040	1,850	1,850	3,000	1,150

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Purchasing
Fund/Division Number: 2600	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense, contd.</u>						
5120 EDP Supplies	226	0	1,112	112	150	(962)
5150 Miscellaneous Equipment Expense	38	0	0	0	0	0
5210 Gas & Oil	0	31	0	0	50	50
5410 Books,Pubs,Subscriptions & Mbrshp	876	760	1,000	500	1,000	0
Total Operating Expense	<u>\$30,699</u>	<u>\$28,374</u>	<u>\$28,762</u>	<u>\$20,877</u>	<u>\$22,300</u>	<u>(\$6,462)</u>
<u>Capital Outlay</u>						
6410 Office Equipment & Machinery	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Capital Outlay	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
TOTAL APPROPRIATIONS	<u><u>\$ 236,929</u></u>	<u><u>\$ 273,480</u></u>	<u><u>\$ 315,418</u></u>	<u><u>\$ 307,533</u></u>	<u><u>\$ 309,252</u></u>	<u><u>(\$6,166)</u></u>

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Planning
Fund/Division Number: 2901	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
Planning Director	1	1	1	1	1	0
Assistant Planning Director	1	1	1	1	1	0
Planner	1	1	1	1	2	1
Historic Preservation Officer	1	1	1	1	1	0
Executive Assistant	0	0	0	0	1	1
Planning Systems Analyst	1	1	1	1	0	(1)
Administrative Assistant	1	1	1	1	0	(1)
Total Budgeted Staffing Level	6	6	6	6	6	0

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 282,731	\$ 307,089	\$ 357,888	\$ 357,888	\$ 359,237	\$ 1,349
1030 Accrued Compensation	13,293	13,529	2,000	2,000	2,000	0
1040 Overtime	0	590	0	0	0	0
2010 FICA Taxes	22,336	23,941	27,853	27,853	27,956	103
2020 Retirement Contributions	51,238	52,454	60,353	60,353	60,760	407
2030 Life & Health Insurance	48,887	53,387	59,087	59,087	66,919	7,832
2035 Dental Insurance	2,630	2,618	3,040	3,040	3,326	286
2040 Workers' Compensation	1,163	1,122	1,152	1,152	614	(538)
Total Personnel Services	\$ 422,278	\$ 454,728	\$ 511,372	\$ 511,372	\$ 520,812	\$ 9,440

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Operating Expense						
3140 Contractual Planning	\$ 2,875	\$ 25,332	\$ 50,000	\$ 32,380	\$ 20,000	(\$30,000)
3490 Contractual Fees	2,658	0	3,800	1,289	1,000	(2,800)
3495 Temp Employee Svc	0	0	0	2,511	0	0
4010 Car Allowance	4,200	2,550	4,200	4,200	4,200	0
4020 Travel and Education	6,220	4,261	7,500	5,500	3,750	(3,750)
4110 Communications	5,776	5,703	6,500	6,500	6,000	(500)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Planning
Fund/Division Number: 2901	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4120 Freight and Postage	1,422	2,031	1,000	1,000	1,500	500
4410 Equipment Rental	7,403	11,331	7,500	7,500	7,500	0
4651 Vehicle Parts	408	867	500	500	500	0
4675 Software Maintenance	443	542	0	0	0	0
4710 Reproduction	0	0	500	500	0	(500)
4720 Outside Printing	173	678	1,000	3,351	1,000	0
4810 Advertising	21,763	16,997	7,400	7,400	7,500	100
4990 Miscellaneous Expenses	663	1,094	500	2,500	1,000	500
5110 Office Supplies	4,633	3,518	5,000	5,000	4,000	(1,000)
5120 EDP Supplies	63	153	1,000	1,000	500	(500)
5210 Gas and Oil	172	208	500	500	500	0
5232 Other Supplies	100	0	500	500	500	0
5410 Books,Pubs,Subscriptions & Mbrshp	2,123	3,852	2,000	2,000	2,000	0
Total Operating Expense	\$ 61,094	\$ 79,117	\$ 99,400	\$ 84,131	\$ 61,450	(\$37,950)
<u>Capital Outlay</u>						
6410 Office Equipment & Machinery	\$ 808	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 808	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL APPROPRIATIONS	\$ 484,179	\$ 533,845	\$ 610,772	\$ 595,503	\$ 582,262	(\$28,510)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General Department: Code Enforcement
 Fund/Division Number: 2903 Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Budgeted Staffing Level</u>						
Code Compliance Manager	1	1	1	1	1	0
Code Compliance Supervisor	0	0	1	1	1	0
Code Enforcement Officer (FT)	4	4	4	4	4	0
Executive Assistant	1	1	1	1	1	0
Administrative Assistant	0	1	1	1	1	0
Animal Control Officer	3	3	3	3	3	0
Code Enforcement Officer (PT)	1	1	0	0	0	0
Code Enforcement/Parking Specialist (FT)	1	0	0	0	0	0
Code Enforcement/Parking Specialist (PT)	1	1	1	1	0	(1)
Senior Code Enforcement Officer	0	1	0	0	0	0
Total Budgeted Staffing Level	12	13	12	12	11	(1)

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Personnel Services</u>						
1010 Salaries and Wages	\$ 412,632	\$ 432,341	\$ 444,007	\$ 417,016	\$ 457,600	\$ 13,593
1030 Accrued Compensation	2,648	5,777	1,250	1,250	1,250	0
1040 Overtime	24,163	36,293	10,000	10,000	10,000	0
2010 FICA Taxes	33,566	36,163	35,148	35,148	36,188	1,040
2020 Retirement Contributions	76,022	80,336	76,347	76,347	78,861	2,514
2030 Life & Health Insurance	78,558	91,765	108,299	108,299	107,123	(1,176)
2035 Dental Insurance	4,760	4,946	5,847	5,847	5,477	(370)
2040 Workers' Compensation	11,870	11,067	11,868	11,868	11,834	(34)
Total Personnel Services	\$ 644,219	\$ 698,687	\$ 692,766	\$ 665,775	\$ 708,333	\$ 15,568

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense</u>						
3440 Demolition	\$ 10,491	\$ 4,037	\$ 6,435	\$ 6,435	\$ 6,435	\$ 0
3449 Nuisance Abatement	0	0	80,000	80,000	80,000	0
3450 Lot Clearing	66,060	56,375	0	0	0	0
3490 Contractual Fees	7,905	5,676	10,000	10,000	7,000	(3,000)
3491 Humane Society	130,000	133,000	135,000	135,000	135,000	0
3492 Spay/Neuter Vouchers	39,025	33,090	15,000	15,000	30,000	15,000
3495 Temp Employee Svc	13,120	6,650	0	0	0	0
4010 Car Allowance	4,200	4,200	4,200	4,200	4,200	0
4020 Travel and Education	4,003	4,092	5,000	5,000	2,500	(2,500)
4110 Communications	20,028	16,499	14,500	14,500	16,000	1,500
4120 Freight and Postage	12,150	13,064	10,000	10,000	12,000	2,000

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Code Enforcement
Fund/Division Number: 2903	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4410 Equipment Rental	3,951	5,047	6,000	6,000	5,000	(1,000)
4650 Vehicle Maintenance	1,688	1,207	1,000	1,000	1,000	0
4651 Vehicle Parts	16,793	24,716	5,000	5,000	5,000	0
4660 Equipment Maintenance	0	0	0	0	0	0
4675 Software Maintenance	0	9,299	8,000	8,000	9,000	1,000
4680 Radio Maintenance	115	0	0	0	0	0
4710 Reproduction	0	0	1,000	1,000	0	(1,000)
4720 Outside Printing	579	598	1,000	1,000	1,000	0
4810 Advertising	2,248	0	500	500	500	0
4960 Administrative Fees	54,486	52,420	4,200	4,200	52,000	47,800
4990 Miscellaneous Expenses	2,183	2,346	2,000	2,000	2,000	0
5110 Office Supplies	4,252	3,669	3,000	3,000	3,000	0
5120 EDP Supplies	100	278	0	0	0	0
5150 Miscellaneous Equipment	11	65	0	0	0	0
5210 Gas and Oil	14,504	11,987	16,000	16,000	13,000	(3,000)
5221 Animal Control Supplies	15,184	370	1,000	1,000	1,000	0
5222 Animal Care & Services	6,226	5,896	3,000	3,000	5,000	2,000
5223 Medical/Pharmaceutical Supplies	5,001	4,469	2,500	2,500	2,500	0
5224 Animal Registrations	3,154	3,441	2,750	2,750	3,000	250
5231 Safety Supplies	1,557	0	0	0	0	0
5232 Other Supplies	3,458	3,316	2,000	2,000	2,000	0
5250 Uniforms	853	978	1,000	1,000	1,000	0
5253 Clean & Safe Initiative	64,162	89,030	45,800	45,800	45,800	0
5410 Books,Pubs,Subscriptions & Mbrshp	818	746	1,000	1,000	1,000	0
Total Operating Expense	\$ 508,300	\$ 496,562	\$ 386,885	\$ 386,885	\$ 445,935	\$ 59,050
<u>Capital Outlay</u>						
6410 Equipment & Machinery	\$ 542	\$ 3,584	\$ 0	\$ 0	\$ 0	\$ 0
6420 Furniture & Furnishings	0	7,664	0	0	0	0
Total Capital Outlay	\$ 542	\$ 11,247	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL APPROPRIATIONS	\$ 1,153,061	\$ 1,206,496	\$ 1,079,651	\$ 1,052,660	\$ 1,154,268	\$ 74,618

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Police
Fund/Division Number: 3000	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
Chief of Police	1	1	1	1	1	0
Deputy Chief of Police	2	2	2	2	2	0
Police Major	1	1	1	1	1	0
Lieutenant	7	7	7	7	7	0
Sergeant	15	15	15	15	15	0
Police Officer	98	98	98	98	98	0
Public Information Officer	1	1	1	1	1	0
Comm. Service Aide	4	5	5	5	4	(1)
Crime Scene Investigator	2	3	3	3	3	0
Crime Analyst	2	2	2	2	3	1
Evidence Technician	1	1	1	1	1	0
Executive Assistant	2	2	2	2	1	(1)
Grant Writer	1	1	1	1	1	0
Records Specialists	4	4	4	4	4	0
Records Supervisor	1	1	1	1	1	0
School Crossing Guard (p/t)	7	8	8	8	8	0
Administrative Assistant	3	3	3	3	3	0
Senior Accounting Clerk	1	1	1	1	1	0
Information System Administrator	2	2	2	2	1	(1)
Information Systems Analyst II	0	0	0	0	1	1
Accreditation Manager	1	1	1	1	1	0
Police Payroll Specialist	1	1	1	1	1	0
Fiscal Manager	1	1	1	1	0	(1)
Total Budgeted Staffing Level	158	161	161	161	159	(2)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Police
Fund/Division Number: 3000	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 7,560,153	\$ 8,004,105	\$ 8,515,384	\$ 8,146,242	\$ 8,531,786	\$ 16,402
1020 Incentive Pay	280,984	272,613	65,000	65,000	65,000	0
1030 Accrued Compensation	178,662	313,780	50,000	50,000	50,000	0
1040 Overtime	431,001	804,667	339,000	339,000	339,000	0
1050 Holiday Overtime	348,239	347,357	232,000	232,000	232,000	0
2010 FICA Taxes	648,918	724,071	703,906	703,906	705,161	1,255
2020 Retirement/General	181,790	179,627	227,414	227,414	229,683	2,269
2025 Retirement/Police Officers	835,164	932,169	833,158	833,158	917,638	84,479
2026 Retirement/ICMA	15,705	17,628	16,178	16,178	19,213	3,035
2030 Life & Health Insurance	1,441,439	1,570,858	1,677,582	1,677,582	1,718,378	40,796
2035 Dental Insurance	93,193	89,867	97,747	97,747	91,886	(5,861)
2040 Workers' Compensation	378,311	330,025	343,287	343,287	285,914	(57,372)
Police Step @ 10/1	0	0	0	0	451,288	451,288
Total Personnel Services	\$ 12,393,560	\$ 13,586,767	\$ 13,100,656	\$ 12,731,514	\$ 13,636,947	\$ 536,291
Operating Expense						
3130 Professional Services	\$ 39,262	\$ 28,819	\$ 27,280	\$ 27,280	\$ 27,280	\$ 0
3180 Medical Services	5,500	5,134	14,000	12,411	5,500	(8,500)
3190 Consultant Fees	9,257	12,133	16,150	8,500	8,500	(7,650)
3490 Misc. Contractual Fees	36,398	31,450	0	0	0	0
3510 Crime Lab	155,311	174,017	122,389	169,718	150,425	28,036
3530 Investigative Supplies	14,543	19,261	26,380	28,680	20,000	(6,380)
4110 Communications	132,117	179,654	183,650	170,650	180,000	(3,650)
4120 Freight & Postage	5,201	4,246	10,000	8,000	5,000	(5,000)
4310 Utilities	98,548	91,597	124,656	102,656	92,000	(32,656)
4410 Equipment Rental	8,081	20,581	8,400	8,400	8,400	0
4420 Vehicle Rental & Towing	9,257	14,888	14,200	12,200	12,200	(2,000)
4430 Equipment Lease	14,075	14,704	35,375	19,375	15,000	(20,375)
4610 Building Maintenance	3,801	12,017	15,000	15,000	15,000	0
4650 Vehicle Maintenance	43,009	36,431	40,000	40,000	40,000	0
4651 Vehicle Parts	149,497	100,586	100,000	78,000	80,000	(20,000)
4652 Tires, Tubes & Batteries	29,342	20,255	0	10,000	20,000	20,000
4660 Equipment Maintenance	16,702	17,821	37,520	26,020	20,000	(17,520)
4670 Computer Maintenance	7,155	6,185	31,488	16,588	10,000	(21,488)
4675 Software Maintenance	113,835	105,030	108,301	124,618	108,301	0
4680 Radio Maintenance	811	313	10,000	8,000	1,000	(9,000)
4710 Reproduction	0	7,488	6,912	3,912	3,900	(3,012)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Police
Fund/Division Number: 3000	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4720 Outside Printing	14,131	18,044	12,500	12,500	12,500	0
4810 Advertising	0	0	3,500	0	0	(3,500)
4820 Crime Prevention	6,622	7,767	8,000	8,000	8,000	0
4830 Public Relations	13,813	18,020	10,750	10,750	10,750	0
4930 Citizen Volunteer Program	1,565	1,963	6,385	6,385	2,500	(3,885)
4980 Contingency	23,000	23,000	23,000	23,000	10,000	(13,000)
4990 Miscellaneous Expenses	6,954	13,358	8,000	8,000	8,000	0
5110 Office Supplies	23,811	21,144	35,500	35,500	20,000	(15,500)
5120 EDP Supplies	9,375	9,828	8,500	8,500	9,000	500
5150 Misc. Equipment Exp.	3,544	3,681	4,045	4,045	4,000	(45)
5210 Gas and Oil	308,178	312,075	275,000	253,000	275,000	0
5220 K-9 Operations	29,652	33,846	9,730	16,002	30,000	20,270
5230 Cleaning Supplies	0	18,212	3,000	0	3,000	0
5232 Other Supplies	2,432	2,295	5,000	5,000	3,000	(2,000)
5250 Uniforms	101,617	94,951	79,770	79,770	79,770	0
5251 Military Supplies	49,854	58,094	78,911	68,911	60,000	(18,911)
5410 Books,Pubs,Subscriptions & Mbrshp	6,086	6,762	8,744	8,744	8,744	0
5420 Educ Reimbursement	11,273	6,637	13,000	26,000	7,000	(6,000)
5430 Law Enforcement Educ	44,754	45,117	40,000	27,000	25,000	(15,000)
Total Operating Expense	\$ 1,548,363	\$ 1,597,406	\$ 1,565,036	\$ 1,491,115	\$ 1,398,770	(\$166,266)
<u>Capital Outlay</u>						
6200 Buildings	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
6320 Improvements Other Than Bldg.	0	6,301	100,000	105,000	100,000	0
6410 Office Equip & Machinery	184,657	132,555	0	13,718	0	0
6420 Furniture & Furnishings	3,191	29,823	0	5,900	0	0
6440 Vehicles	172,195	30,401	0	49,303	0	0
Total Capital Outlay	\$ 360,044	\$ 199,080	\$ 100,000	\$ 173,921	\$ 100,000	\$ 0
TOTAL APPROPRIATIONS	<u>\$ 14,301,967</u>	<u>\$ 15,383,252</u>	<u>\$ 14,765,692</u>	<u>\$ 14,396,550</u>	<u>\$ 15,135,717</u>	<u>\$ 370,025</u>

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Public Works
Fund/Division Number: 4002	Division: Director's Office

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Budgeted Staffing Level</u>						
Executive Assistant	1	1	1	1	1	0
Total Budgeted Staffing Level	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	
<u>Personnel Services</u>						
1010 Salaries and Wages	\$ 44,806	\$ 42,948	\$ 43,491	\$ 43,491	\$ 43,493	\$ 2
1030 Accrued Compensation	14,633	0	800	800	800	0
1040 Overtime	0	406	0	0	0	0
2010 FICA Taxes	4,565	3,275	3,388	3,388	3,388	0
2020 Retirement Contributions	8,010	106	0	0	135	135
2030 Life & Health Insurance	8,206	8,881	8,958	8,958	8,944	(14)
2035 Dental Insurance	696	719	681	681	679	(2)
2040 Workers' Compensation	139	139	142	142	75	(66)
Total Personnel Services	<u>\$ 81,056</u>	<u>\$ 56,475</u>	<u>\$ 57,459</u>	<u>\$ 57,459</u>	<u>\$ 57,514</u>	<u>\$ 54</u>

<u>Operating Expense</u>						
3490 Contractual Fees	\$ 682	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
3495 Temporary Employee Services	0	0	0	0	0	0
4010 Car Allowance	0	0	0	0	0	0
4020 Travel and Education	3,374	533	1,000	1,000	500	(500)
4110 Communications	25,559	55,852	22,000	22,000	50,000	28,000
4120 Freight and Postage	51	(431)	500	500	100	(400)
4410 Equipment Rental	3,333	3,582	4,000	4,000	4,000	0
4651 Vehicle Parts	42	345	0	0	0	0
4670 Computer Maintenance	0	0	0	0	0	0
4675 Software Maintenance	522	9,348	0	0	0	0
4810 Advertising	147	0	0	0	0	0
4990 Miscellaneous Expenses	999	713	500	500	500	0

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Public Works
Fund/Division Number: 4002	Division: Director's Office

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
5110 Office Supplies	1,921	1,924	2,000	2,000	2,000	0
5120 EDP Supplies	296	869	3,000	3,000	1,000	(2,000)
5210 Gas and Oil	1,029	2,317	500	500	1,100	600
5231 Safety Supplies	782	1,100	500	500	1,000	500
5232 Other Supplies	693	703	500	500	500	0
5410 Books,Pubs,Subscriptions & Mbrshp	355	638	500	500	500	0
Total Operating Expense	<u>\$39,783</u>	<u>\$77,493</u>	<u>\$35,000</u>	<u>\$35,000</u>	<u>\$61,200</u>	<u>\$26,200</u>
<u>Capital Outlay</u>						
6410 Office Equip & Machinery	<u>\$ 10,627</u>	<u>\$ 879</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Total Capital Outlay	<u>\$ 10,627</u>	<u>\$ 879</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
TOTAL APPROPRIATIONS	<u><u>\$ 131,465</u></u>	<u><u>\$ 134,846</u></u>	<u><u>\$ 92,459</u></u>	<u><u>\$ 92,459</u></u>	<u><u>\$ 118,714</u></u>	<u><u>\$ 26,254</u></u>

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Public Works
Fund/Division Number: 4003	Division: Fleet Maintenance

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
Fleet Manager	0	0	1	1	1	0
Garage Foreman	1	1	1	1	1	0
Auto Mechanic	3	4	4	4	4	0
Diesel Mechanic	1	1	1	1	1	0
Master Mechanic	2	2	2	2	2	0
Senior Storekeeper	1	1	1	1	1	0
Trolley Operator/PT	1	0	0	0	0	0
Total Budgeted Staffing Level	9	9	10	10	10	0

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 317,642	\$ 399,246	\$ 452,199	\$ 425,429	\$ 429,163	\$ (23,036)
1030 Accrued Compensation	4,788	26,941	4,900	4,900	4,900	0
1040 Overtime	82,957	71,252	4,000	4,000	4,000	0
2010 FICA Taxes	30,534	37,883	35,274	35,274	33,512	(1,762)
2020 Retirement Contributions	58,103	63,172	60,559	60,559	73,682	13,123
2030 Life & Health Insurance	59,556	84,063	98,285	98,285	104,746	6,461
2035 Dental Insurance	4,056	4,929	6,164	6,164	5,774	(390)
2040 Workers' Compensation	14,019	13,050	16,830	16,830	12,266	(4,564)
Total Personnel Services	\$ 571,654	\$ 700,535	\$ 678,211	\$ 651,441	\$ 668,043	(\$10,167)

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Operating Expense						
3490 Contractual Fees	\$ 4,137	\$ 3,881	\$ 4,000	\$ 4,000	\$ 4,000	\$ 0
4020 Travel and Education	100	0	150	150	0	(150)
4410 Equipment Rental	2,711	2,527	3,000	3,000	3,000	0
4651 Vehicle Parts	2,938	21,330	4,500	4,500	4,700	200
4660 Equipment Maintenance	117	125	1,000	1,000	500	(500)
4670 Computer Maintenance	0	0	0	0	0	0
4675 Software Maintenance	0	0	0	0	0	0

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Public Works
Fund/Division Number: 4003	Division: Fleet Maintenance

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4990 Miscellaneous Expenses	161	88	500	500	250	(250)
5120 EDP Supplies	85	85	750	750	250	(500)
5150 Miscellaneous Equipment Expense	0	105	0	0	0	0
5210 Gas and Oil	4,127	5,497	5,000	5,000	5,500	500
5230 Cleaning Supplies	120	289	750	750	750	0
5231 Safety Supplies	382	983	750	750	750	0
5232 Other Supplies	2,720	3,153	2,500	2,500	3,000	500
5250 Uniforms	4,774	5,842	5,800	5,800	6,000	200
5260 Expendable Tools	1,096	1,093	1,250	1,250	1,250	0
5410 Books,Pubs,Subscriptions & Mbrshp	538	555	500	500	500	0
Total Operating Expense	\$ 24,005	\$ 45,554	\$ 30,450	\$ 30,450	\$ 30,450	\$ 0
<u>Capital Outlay</u>						
6420 Furniture & Furnishings	\$ 0	\$ 2,498	\$ 0	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 2,498	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL APPROPRIATIONS	\$ 595,659	\$ 748,586	\$ 708,661	\$ 681,891	\$ 698,493	(\$10,167)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Public Works
Fund/Division Number: 4004	Div Division: Facilities Maintenance

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
Supervisor	1	1	1	1	1	0
Foreman II	1	1	1	1	1	0
Facilities Maint Technician Asst.	4	4	4	4	3	(1)
Electrician	1	1	1	1	1	0
Facilities Maint Technician	3	3	3	3	3	0
Maint Repair Worker	1	1	2	2	2	0
Total Budgeted Staffing Level	11	11	12	12	11	(1)

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 369,172	\$ 339,608	\$ 426,890	\$ 426,890	\$ 406,259	\$ (20,631)
1030 Accrued Compensation	13,633	17,750	4,000	4,000	4,000	0
1040 Overtime	31,516	38,722	7,076	7,076	7,076	0
2010 FICA Taxes	30,005	28,389	33,504	33,504	31,926	(1,578)
2020 Retirement Contributions	41,237	42,896	47,594	47,594	63,185	15,590
2030 Life & Health Insurance	107,236	104,805	130,798	130,798	136,009	5,211
2035 Dental Insurance	6,269	5,327	6,859	6,859	6,695	(164)
2040 Workers' Compensation	11,982	11,637	10,949	10,949	16,925	5,976
Total Personnel Services	\$ 611,050	\$ 589,134	\$ 667,671	\$ 667,671	\$ 672,075	\$ 4,404

Operating Expense						
3490 Contractual Fees	\$ 145,768	\$ 166,825	\$ 200,000	\$ 196,400	\$ 160,000	(\$40,000)
3495 Temporary Employee Services	77,688	117,091	0	0	0	0
4110 Communications	74	0	0	0	0	0
4310 Utilities	52	0	0	0	0	0
4410 Equipment Rental	3,635	2,721	2,000	2,000	2,000	0
4610 Building Maintenance	10,008	5,244	8,000	8,000	8,000	0
4620 Building Repair Supplies	147,973	110,420	75,000	65,000	75,000	0
4630 Air Condition Maintenance	15,723	10,658	7,000	7,000	10,000	3,000

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Public Works
Fund/Division Number: 4004	Division: Facilities Maintenance

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4650 Vehicle Maintenance	0	0	0	0	0	0
4651 Vehicle Parts	15,147	4,794	7,000	7,000	5,000	(2,000)
4652 Tires, Tubes & Batteries	0	127	0	0	0	0
4990 Miscellaneous Expenses	25	0	0	0	0	0
5110 Office Supplies	220	34	0	0	0	0
5210 Gas and Oil	12,338	10,052	15,000	9,000	10,000	(5,000)
5230 Cleaning Supplies	29,741	38,040	25,000	25,000	30,000	5,000
5231 Safety Supplies	3,136	1,820	1,500	1,500	1,500	0
5232 Other Supplies	4,952	7,634	5,000	5,000	5,000	0
5250 Uniforms	1,072	840	2,000	2,000	2,000	0
5260 Expendable Tools	4,318	2,168	3,750	3,750	3,000	(750)
5310 Paint and Sign Supplies	33,257	5,993	11,000	6,000	10,000	(1,000)
5410 Books,Pubs,Subscriptions & Mbrshp	0	45	0	0	0	0
Total Operating Expense	\$ 505,128	\$ 484,508	\$ 362,250	\$ 337,650	\$ 321,500	(\$40,750)
<u>Capital Outlay</u>						
6320 Other Improvements	\$ 7,588	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
6445 Other Equipment	19,189	34,710	0	3,600	0	0
Total Capital Outlay	\$ 26,777	\$ 34,710	\$ 0	\$ 3,600	\$ 0	\$ 0
TOTAL APPROPRIATIONS	\$ 1,142,955	\$ 1,108,351	\$ 1,029,921	\$ 1,008,921	\$ 993,575	(\$36,346)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Public Works
Fund/Division Number: 4005	Division: Parks & Grounds

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
Supervisor	1	1	1	1	1	0
Foreman II	1	1	1	1	1	0
Foreman I	4	4	4	4	4	0
Equipment Operator III	2	2	2	2	2	0
Equipment Operator II	2	2	2	2	2	0
Maintenance Worker	5	5	5	5	5	0
Chief Tree Trimmer	1	1	1	1	1	0
Ground Maintenance Specialist	6	6	6	6	6	0
Chief Irrigation Specialist	1	1	1	1	1	0
Irrigation Specialist	1	1	1	1	1	0
Total Budgeted Staffing Level	24	24	24	24	24	0

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 821,895	\$ 809,810	\$ 830,971	\$ 830,971	\$ 825,032	\$ (5,939)
1030 Accrued Compensation	7,158	6,075	7,500	7,500	5,900	(1,600)
1040 Overtime	51,568	90,143	29,000	29,000	29,000	0
2010 FICA Taxes	66,316	66,665	66,362	66,362	65,785	(577)
2020 Retirement Contributions	126,269	138,026	133,463	133,463	138,959	5,496
2030 Life & Health Insurance	223,061	231,769	237,478	237,478	230,936	(6,542)
2035 Dental Insurance	15,159	14,261	15,182	15,182	13,711	(1,471)
2040 Workers' Compensation	34,863	36,781	33,954	33,954	35,515	1,562
Total Personnel Services	\$ 1,346,289	\$ 1,393,530	\$ 1,353,910	\$ 1,353,910	\$ 1,344,838	(\$9,071)

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Operating Expense						
3490 Contractual Fees	\$ 109,585	\$ 90,835	\$ 205,000	\$ 197,000	\$ 175,000	(\$30,000)
3495 Temporary Employee Services	61,758	57,524	0	0	0	0
4020 Travel and Education	171	1,676	500	500	500	0
4310 Utilities	333,143	407,476	370,000	355,000	355,000	(15,000)
4410 Equipment Rental	1,038	2,753	1,000	1,000	1,000	0
4650 Vehicle Maintenance	1,801	69	2,000	2,000	500	(1,500)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Public Works
Fund/Division Number: 4005	Division: Parks & Grounds

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4651 Vehicle Parts	61,486	41,030	40,000	40,000	40,000	0
4652 Tire, Tubes & Batteries	1,029	0	0	0	0	0
4990 Miscellaneous Expenses	218	468	500	500	500	0
5210 Gas and Oil	64,563	50,317	72,800	62,800	65,000	(7,800)
5231 Safety Supplies	2,964	3,310	3,000	3,000	3,000	0
5232 Other Supplies	28,886	27,096	30,000	25,000	25,000	(5,000)
5241 Horticultural Supplies	24,103	20,506	20,000	17,500	20,000	0
5242 Chemicals	8,446	11,826	15,000	12,500	12,500	(2,500)
5250 Uniforms	2,331	2,100	2,900	2,900	2,500	(400)
5260 Expendable Tools	1,578	0	2,500	2,500	0	(2,500)
5270 Parks Supplies	57,826	64,330	40,000	40,000	40,000	0
5410 Books,Pubs,Subscriptions & Mbrshp	0	206	500	500	500	0
Total Operating Expense	<u>\$ 760,927</u>	<u>\$ 781,523</u>	<u>\$ 805,700</u>	<u>\$ 762,700</u>	<u>\$ 741,000</u>	<u>(\$64,700)</u>
<u>Capital Outlay</u>						
6430 Heavy Equipment	\$ 0	\$ 8,353	\$ 0	\$ 0	\$ 0	\$ 0
6440 Vehicles	0	5,300	0	0	0	0
6445 Other Equipment	14,469	42,990	0	0	0	0
Total Capital Outlay	<u>\$ 14,469</u>	<u>\$ 56,643</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
TOTAL APPROPRIATIONS	<u>\$ 2,121,685</u>	<u>\$ 2,231,696</u>	<u>\$ 2,159,610</u>	<u>\$ 2,116,610</u>	<u>\$ 2,085,838</u>	<u>(\$73,771)</u>

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Public Works
Fund/Division Number: 4006	Division: Streets

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
Supervisor	1	1	1	1	1	0
Foreman II	0	0	1	1	1	0
Foreman I	3	3	3	3	2	(1)
Equipment Operator IV	1	1	1	1	1	0
Equipment Operator III	6	6	5	5	5	0
Maintenance Repair Worker	2	2	4	4	4	0
Maintenance Worker	4	4	2	2	2	0
Sign Maintenance Technician	1	1	1	1	1	0
Total Budgeted Staffing Level	18	18	18	18	17	(1)

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 498,484	\$ 489,389	\$ 618,330	\$ 591,560	\$ 620,006	\$ 1,677
1030 Accrued Compensation	9,522	8,556	6,000	6,000	6,000	0
1040 Overtime	99,004	99,074	35,000	35,000	35,000	0
2010 FICA Taxes	45,986	44,931	50,439	50,439	50,567	128
2020 Retirement Contributions	90,053	95,629	110,570	110,570	104,821	(5,749)
2030 Life & Health Insurance	140,089	132,404	180,756	180,756	189,677	8,921
2035 Dental Insurance	8,483	8,081	10,176	10,176	9,488	(688)
2040 Workers' Compensation	25,119	23,976	32,373	32,373	67,224	34,851
Total Personnel Services	\$ 916,740	\$ 902,039	\$ 1,043,643	\$ 1,016,873	\$ 1,082,783	\$ 39,140

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Operating Expense						
3490 Contractual Fees	\$ 14,123	\$ 16,417	\$ 15,000	\$ 15,000	\$ 15,000	\$ 0
3495 Temporary Employee Services	53,136	37,934	0	0	0	0
4020 Travel & Education	686	789	0	1,200	0	0
4110 Communications	0	0	800	800	0	(800)
4310 Utilities	292,728	302,265	108,000	108,000	280,000	172,000
4320 Street Light Energy	538,567	429,821	408,000	408,000	430,000	22,000
4410 Equipment Rental	1,030	2,462	0	0	0	0
4651 Vehicle Parts	72,394	50,956	60,000	46,500	30,000	(30,000)
4652 Tires, Tubes & Batteries	183	0	0	0	0	0

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Public Works
Fund/Division Number: 4006	Division: Streets

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4990 Miscellaneous Expenses	784	922	1,000	1,000	1,000	0
5210 Gas and Oil	50,674	42,083	60,800	47,300	45,000	(15,800)
5231 Safety Supplies	3,015	2,352	3,000	3,000	3,000	0
5232 Other Supplies	2,702	7,883	1,500	1,500	1,500	0
5242 Chemicals	507	688	1,000	1,000	1,000	0
5250 Uniforms	1,052	1,237	850	850	850	0
5260 Expendable Tools	2,233	2,884	3,000	3,000	3,000	0
5310 Paint & Sign Supplies	16,497	20,835	17,000	17,000	17,000	0
5330 Surface Patching	33,195	31,200	32,000	32,000	32,000	0
5340 Street Supplies	33,531	44,755	33,000	31,800	33,000	0
5350 Sidewalk/Curb Supplies	22,996	25,459	27,000	27,000	27,000	0
5410 Books,Pubs,Subscriptions & Mbrshp	175	75	0	0	0	0
Total Operating Expense	\$ 1,140,209	\$ 1,021,018	\$ 771,950	\$ 744,950	\$ 919,350	\$ 147,400
<u>Capital Outlay</u>						
6430 Heavy Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
6445 Other Equipment	0	11,275	0	0	0	0
Total Capital Outlay	\$ 0	\$ 11,275	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL APPROPRIATIONS	\$ 2,056,949	\$ 1,934,332	\$ 1,815,593	\$ 1,761,823	\$ 2,002,133	\$ 186,540

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Engineering
Fund/Division Number: 4400	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
City Engineer	1	1	1	1	1	0
Asst. City Engineer	1	1	1	1	1	0
Stormwater Engineer Supervisor	1	1	1	1	1	0
Projects Coordinator	1	1	1	1	1	0
Chief Design Drafter	1	1	1	1	1	0
Supervisor, Engineering Inspector	1	1	1	1	1	0
SMU Technical Assistant/GIS	1	1	1	1	1	0
Executive Assistant	1	1	1	1	1	0
Total Budgeted Staffing Level	8	8	8	8	8	0

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 524,084	\$ 516,739	\$ 556,503	\$ 556,503	\$ 569,067	\$ 12,564
1030 Accrued Compensation	7,157	13,934	6,000	6,000	6,000	0
1040 Overtime	613	2,802	5,000	5,000	5,000	0
2010 FICA Taxes	38,704	39,601	44,057	44,057	45,018	961
2020 Retirement Contributions	92,101	87,021	95,170	95,170	67,301	(27,869)
2030 Life & Health Insurance	106,563	102,153	108,847	108,847	106,017	(2,830)
2035 Dental Insurance	6,484	5,510	6,015	6,015	5,360	(655)
2040 Workers' Compensation	9,254	9,620	9,393	9,393	11,381	1,988
Total Personnel Services	\$ 784,962	\$ 777,381	\$ 830,985	\$ 830,985	\$ 815,144	(\$15,841)

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Operating Expense						
3490 Contractual Fees	\$ 96,545	\$ 165,938	\$ 125,000	\$ 125,000	\$ 125,000	\$ 0
3492 FDOT/Closed Loop	3,752	177,563	193,000	193,000	202,984	9,984
4010 Car Allowance	8,400	8,400	8,400	8,400	8,400	0
4020 Travel and Education	0	843	2,500	2,500	1,000	(1,500)
4030 Conferences	0	0	1,500	1,500	0	(1,500)
4110 Communications	14,409	13,018	12,080	12,080	13,000	920
4120 Freight and Postage	211	94	500	500	500	0

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Engineering
Fund/Division Number: 4400	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Operating Expense						
4410 Equipment Rental	4,345	3,349	4,700	4,700	4,000	(700)
4650 Vehicle Maintenance	443	596	500	500	500	0
4651 Vehicle Parts	1,638	3,348	1,500	1,500	1,500	0
4660 Equipment Maintenance	0	0	1,500	1,500	0	(1,500)
4670 Computer Maintenance	0	0	1,500	700	0	(1,500)
4675 Software Maintenance	0	3,875	0	0	0	0
4710 Reproduction	0	1,604	2,000	1,880	2,000	0
4810 Advertising	242	689	500	500	500	0
4990 Miscellaneous Expenses	1,266	1,019	500	500	500	0
5110 Office Supplies	3,160	2,377	2,800	2,800	2,800	0
5120 EDP Supplies	394	502	500	500	500	0
5150 Misc. Equipment Expense	1,185	981	0	0	0	0
5210 Gas and Oil	3,297	2,770	3,500	3,500	3,000	(500)
5231 Safety Supplies	0	0	500	500	0	(500)
5232 Other Supplies	0	0	500	500	0	(500)
5250 Uniforms	611	710	0	920	0	0
5260 Expendable Tools	0	0	200	200	0	(200)
5320 Traffic Signal Materials	92,216	57,052	106,500	73,965	75,000	(31,500)
5410 Books,Pubs,Subscriptions & Mbrshp	453	539	250	250	250	0
Total Operating Expense	<u>\$ 232,567</u>	<u>\$ 445,266</u>	<u>\$ 470,430</u>	<u>\$ 437,895</u>	<u>\$ 441,434</u>	<u>(28,996)</u>
Capital Outlay						
6410 Office Equipment & Machinery	\$ 100	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Capital Outlay	<u>\$ 100</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
TOTAL APPROPRIATIONS	<u><u>\$ 1,017,629</u></u>	<u><u>\$ 1,222,647</u></u>	<u><u>\$ 1,301,415</u></u>	<u><u>\$ 1,268,880</u></u>	<u><u>\$ 1,256,578</u></u>	<u><u>(44,837)</u></u>

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Public Works
Fund/Division Number: 4504	Division: Leisure Services

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Budgeted Staffing Level						
Recreation Coordinator	0	1	1	1	1	0
Facilities Program Specialist	2	2	2	2	2	0
Tram Operator (PT)	0	0	3	3	3	0
Trolley Operator (PT)	0	2	1	1	1	0
Total Budgeted Staffing Level	2	5	7	7	7	0

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salaries and Wages	\$ 79,635	\$ 101,840	\$ 180,376	\$ 170,376	\$ 177,351	(\$3,025)
1030 Accrued Compensation	1,833	1,888	1,500	1,500	1,500	0
1040 Overtime	0	1,737	0	0	0	0
2010 FICA Taxes	5,949	7,701	13,914	13,914	13,682	(231)
2020 Retirement Contributions	14,094	17,879	30,501	30,501	30,083	(418)
2030 Life & Health Insurance	20,926	22,655	31,821	31,821	23,289	(8,532)
2035 Dental Insurance	939	1,452	1,644	1,644	1,784	139
2040 Workers' Compensation	270	1,505	3,111	3,111	3,308	197
Total Personnel Services	\$ 123,646	\$ 156,656	\$ 262,866	\$ 252,866	\$ 250,996	(\$11,869)

Operating Expense						
3490 Contractual Services	\$ 0	\$ 585	\$ 0	\$ 0	\$ 0	\$ 0
3495 Temporary Employee Services	540	0	10,000	10,000	10,000	0
4020 Travel & Education	0	0	0	0	0	0
4110 Communications	20,296	21,978	20,000	20,000	20,000	0
4120 Postage & Freight	19	16	0	0	0	0
4560 Insurance/Special Events	7,844	8,831	3,500	3,500	3,500	0
4610 Building Maintenance	1,476	3,116	4,000	4,000	3,000	(1,000)
4611 Janitorial Services	2,918	8,925	4,000	4,000	4,000	0
4620 Building Supplies	0	0	1,000	1,500	500	(500)
4651 Vehicle Parts	289	239	0	0	0	0
4675 Software Maintenance	18,407	1,601	2,000	2,000	2,000	0
4710 Reproduction	0	0	500	0	0	(500)
4810 Advertising	0	728	1,000	0	750	(250)
4940 Bad Debt/Loss Expense	0	0	500	500	0	(500)
4960 Administrative Charge	3,022	5,138	1,000	1,000	3,000	2,000
4990 Miscellaneous Expenses	1,105	1,041	1,000	1,000	1,000	0
4992 Youth Activities	143,335	134,997	50,000	50,000	25,000	(25,000)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Public Works
Fund/Division Number: 4504	Division: Leisure Services

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Operating Expense						
5110 Office Supplies	2,734	2,869	3,000	3,000	3,000	0
5120 EDP Supplies	100	0	750	750	0	(750)
5150 Misc. Equipment Exp.	8,853	3,547	3,000	4,000	3,000	0
5210 Gas & Oil	313	876	500	500	500	0
5232 Other Supplies	2,463	2,138	2,500	2,500	2,500	0
5410 Books,Pubs,Subscriptions & Mbrshp	15	15	0	0	0	0
Total Operating Expense	<u>\$ 213,728</u>	<u>\$ 196,639</u>	<u>\$ 108,250</u>	<u>\$ 108,250</u>	<u>\$ 81,750</u>	<u>(\$26,500)</u>
Capital Outlay						
3495 Temporary Employee Services	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Total Capital Outlay	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
TOTAL APPROPRIATIONS	<u><u>\$ 337,374</u></u>	<u><u>\$ 353,295</u></u>	<u><u>\$ 371,116</u></u>	<u><u>\$ 361,116</u></u>	<u><u>\$ 332,746</u></u>	<u><u>(\$38,369)</u></u>

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Administrative Services
Fund/Division Number: 6000	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
Personnel Services						
1010 Salary & Wages	\$0	\$15,500	\$0	\$0	\$0	\$ 0
1030 Accrued Compensation	0	0	0	0	0	0
2010 FICA Taxes	0	1,186	0	0	0	0
2020 Retirement/General Members	0	0	0	0	0	0
2025 Retirement/Police Officers	367,113	402,063	350,000	350,000	400,000	50,000
2030 Life & Health Insurance	116,140	86,202	133,134	133,134	130,000	(3,134)
Total Personnel Services	\$ 483,253	\$ 504,951	\$ 483,134	\$ 483,134	\$ 530,000	\$ 46,866
Operating Expense						
3110 Insurance Consultant	\$ 24,450	\$ 19,763	\$ 35,000	\$ 35,000	\$ 35,000	\$ 0
3190 Consultant Fees	0	0	5,000	5,000	5,000	0
3200 Accounting and Auditing	37,532	32,664	39,000	39,000	40,000	1,000
3490 Contractual Fees	190,835	138,365	150,000	150,000	150,000	0
4110 Communications	92,079	113,895	100,000	100,000	120,000	20,000
4120 Freight and Postage	9,539	25,395	17,500	17,500	25,000	7,500
4310 Utilities	336,534	304,449	330,500	330,500	370,500	40,000
4410 Equipment Rental	67,500	90,000	0	0	0	0
4430 Land Lease	18,000	0	55,000	0	0	(55,000)
4510 Insurance & Fidelity Bond	677,926	862,936	860,000	860,000	950,000	90,000
4530 Fla. Unemploy. Comp Fund	10,961	59	10,000	10,000	10,000	0
4540 Workers' Comp. Claims	100	0	5,000	0	1,000	(4,000)
4550 Liability & Property Claims	0	0	25,000	0	25,000	0
4590 Property Damage Reimb	3,323	3,323	5,000	5,000	5,000	0
4650 Vehicle Maintenance	0	13,779	0	0	0	0
4651 Vehicle Parts	6,551	3,199	0	0	0	0
4660 Equipment Maintenance	0	0	5,000	5,000	0	(5,000)
4675 Software Maintenance	47,597	178,131	50,000	50,000	185,000	135,000
4710 Reproduction	1,139	1,171	1,000	1,000	1,000	0
4810 Advertising	0	0	500	500	0	(500)
4925 Computer Loans	6,601	26,055	30,000	5,000	15,000	(15,000)
4935 Disaster Charges	0	9,300	0	0	0	0
4940 Bad Debt Expense	0	6,132	0	0	0	0
4945 Refunds	58,338	6,519	0	0	0	0
4947 Wellness	529	7,730	10,000	10,000	30,000	20,000
4950 Settlements	0	0	0	0	0	0
4960 Administrative Charges	582	1,030	2,500	2,500	1,500	(1,000)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Administrative Services
Fund/Division Number: 6000	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
<u>Operating Expense contd.</u>						
4970 Inventory Adjustments	1,272	(881)	5,000	5,000	2,000	(3,000)
4980 Contingency	0	0	0	1,138,746	186,110	186,110
4985 Tax Increment Financing	2,778,307	3,038,092	3,210,672	3,210,672	3,483,899	273,227
4986 Stormwater Fees	61,930	55,137	60,000	60,000	75,000	15,000
4990 Miscellaneous Expenses	125,406	42,700	10,000	10,000	50,000	40,000
4993 Keep Ft. Pierce Beautiful	11,104	20,270	15,000	15,000	15,000	0
5110 Office Supplies	198	0	0	0	0	0
5150 Miscellaneous Equipment	390	1,878	0	0	0	0
5210 Gas & Oil	(990)	(1,433)	0	0	0	0
5410 Books,Pubs,Subscriptions & Mbrshp	5,046	12,281	8,000	8,000	8,000	0
Total Operating Expense	\$ 4,572,778	\$ 5,011,939	\$ 5,044,672	\$ 6,073,418	\$ 5,789,009	\$ 744,337
<u>Capital Outlay</u>						
6200 Buildings	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
6310 Roads & Bridges	388,849	66,699	300,000	300,000	0	(300,000)
6315 Infrastructure Sales Tax Projects	0	1,038,574	1,500,000	1,500,000	1,500,000	0
6320 Other Structures & Facilities	22,237	208,580	0	0	0	0
6410 Office Equipment & Machinery	150,747	421,186	525,000	525,000	525,000	0
6420 Furniture & Furnishing	5,587	0	0	0	0	0
6430 Heavy Equipment	0	150,000	0	0	0	0
6440 Vehicles	1,742,822	467,928	0	0	0	0
Total Capital Outlay	\$ 2,310,241	\$ 2,352,968	\$ 2,325,000	\$ 2,325,000	\$ 2,025,000	(\$300,000)
<u>Grants and Aids</u>						
8101 Weatherization/FPUA	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
8230 Economic Development Co	25,000	25,000	25,000	25,000	22,500	(2,500)
8255 Chamber of Commerce	36,486	35,000	35,000	35,000	31,500	(3,500)
8270 SLC Council on Aging	15,000	15,000	15,000	15,000	15,000	0
8391 Ft. Pierce PAL	67,474	0	0	0	0	0
8392 Special Events:						0
Sights & Sounds Parade	16,000	16,450	15,000	15,000	15,000	0
Christmas Decorations	49,901	67,489	50,000	50,000	50,000	0
Fireworks	20,000	20,000	20,000	20,000	20,000	0
Mainstreet	10,000	10,500	10,000	10,000	0	(10,000)
Lincoln Park Mainstreet	0	0	10,000	10,000	0	(10,000)
United For Animals	10,000	10,000	10,000	10,000	10,000	0
Youth Crime Prevention Conference	6,147	5,000	5,000	0	0	(5,000)
Youth & Crime Prevention Activities	10,000	5,350	10,000	350	10,000	0
8410 Community Projects	2,433	4,629	50,000	10,000	10,000	(40,000)
Total Grants and Aids	\$ 268,441	\$ 214,418	\$ 255,000	\$ 200,350	\$ 184,000	(\$71,000)

Proposed Budget for Fiscal Year 2020/21

Fund Title: General	Department: Administrative Services
Fund/Division Number: 6000	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Adjusted	2020/21 Proposed	Increase (Decrease)
NON-OPERATING EXPENDITURES						
9125 Debt Service Series 2010 A	521,470	432,377	0	0	0	0
9130 Debt Service Series 2010 B	0	0	420,922	420,922	421,683	761
9167 Capital Improvement Series 2008B	981,656	0	0	0	0	0
9164 Golf Course Debt Series 2004	358,000	0	0	0	0	0
9165 Capital Improvement 2014 (Energy)	201,231	499,452	502,525	502,525	0	(502,525)
9166 Capital Reserve Loan-HUD	197,057	225,737	197,057	197,057	197,057	0
9168 Capital Improvement Series 2015	1,337,778	2,421,614	0	0	0	0
9176 Debt Service Series 2016A/FPUA Adv	155,735	159,647	159,738	159,738	0	(159,738)
9178 Debt Service Series 2016B-Land	172,721	118,822	71,012	71,012	0	(71,012)
9179 Debt Service Series 2016C-Radios	224,023	173,065	173,275	173,275	0	(173,275)
9179 Debt Service Series 2018	111,171	218,512	219,002	219,002	0	(219,002)
9179 Debt Service Series 2019	0	1,465,259	2,317,300	2,317,300	2,296,250	(21,050)
9176 Debt Service Series 2020A/2014 Energ	0	0	0	0	54,663	54,663
9178 Debt Service Series 2020B/2016 Series	0	0	0	0	896,663	896,663
9179 Debt Service Series 2020C/2018 Series	0	0	0	0	577,573	577,573
9180 Capital Leases- White Fleet	270,651	295,761	350,000	300,000	396,000	46,000
9180 Capital Leases- Police Fleet	0	230,456	742,000	622,984	634,634	(107,366)
9184 Special Revenue/Police Grant	135,514	77,763	50,000	50,000	50,000	0
9186 Special Revenue/103 CDBG	0	0	0	0	0	0
9187 Special Revenue/106 Grants	0	0	50,000	50,000	50,000	0
9180 Transfer to FPRA	274,994	0	0	0	0	0
Total Non-Operating	\$ 4,942,000	\$ 6,318,465	\$ 5,252,831	\$ 5,083,815	\$ 5,574,523	\$ 321,693
TOTAL ADMINISTRATIVE	\$ 12,576,714	\$ 14,402,741	\$ 13,360,637	\$ 14,165,717	\$ 14,102,532	\$ 741,896
TOTAL GENERAL FUND APPROPRIATIONS	\$ 40,496,759	\$ 43,903,507	\$ 42,429,972	\$ 42,429,972	\$ 43,323,874	\$ 893,902

Proposed Budget for Fiscal Year 2020/21

Fund Title: Community Redevelopment Fund/Division Number: 104-0000	Department: Division: Community Redevelopment FPRA
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	2017/18 Actual	2018/19 Actual	2019/20 Approved	2019/20 Proposed
<u>Taxes</u>				
311 10 Ad Valorem Taxes	\$ 5,798,627	\$ 6,321,663	\$ 6,700,934	\$ 7,331,051
Total Taxes	\$ 5,798,627	\$ 6,321,663	\$ 6,700,934	\$ 7,331,051
<u>Licenses and Permits</u>				
329 20 Lot Clearing Permits	\$ 0	\$ 0	\$ 0	\$ 0
Total Licenses and Permits	\$ 0	\$ 0	\$ 0	\$ 0
<u>Intergovernmental</u>				
347 54 Marina Dockage	\$ 11,202	\$ 5,983	\$ 4,000	\$ 4,000
384 90 Other Grants	0	0	0	0
Total Intergovernmental	\$ 11,202	\$ 5,983	\$ 4,000	\$ 4,000
<u>Miscellaneous Revenue</u>				
361 10 Interest on Investments	\$ 8,807	\$ 7,746	\$ 500	\$ 500
362 14 Leases	205,697	221,690	194,000	180,000
363 10 Liens	0	157	100	100
369 31 Reimburse of Expenditures	8,528	5,374	5,000	5,000
369 44 Reimburse - Utility Authority	654	176	0	0
369 45 Sale of Surplus Land	0	58,000	0	0
369 90 Other Misc. Revenues	149	460,782	500	500
Total Miscellaneous Revenues	\$ 223,835	\$ 753,925	\$ 200,100	\$ 186,100
<u>Transfers</u>				
Transfer from General Fund	\$ 274,994	\$ 0	\$ 0	\$ 0
Transfer from Construction Fund	0	0	0	0
Transfer from Restricted Fund	0	0	0	0
Total Transfers	\$ 274,994	\$ 0	\$ 0	\$ 0
Total Revenues	\$ 6,308,658	\$ 7,081,572	\$ 6,905,034	\$ 7,521,151
Fund Balance Appropriation	(89,015)	(486,962)	0	(190,867)
TOTAL RESOURCES	\$ 6,219,643	\$ 6,594,610	\$ 6,905,034	\$ 7,330,284

Proposed Budget for Fiscal Year 2020/21

Fund Title: Community Redevelopment	Department: Community Redevelopment
Fund/Division Number: 104-0000	Division: FPRA

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Operating Expense</u>				
3120 Legal Fees	\$ 0	\$ 0	\$ 0	\$ 0
3190 Consultant Fees	0	100	0	0
3200 Accounting & Auditing	5,000	5,000	5,500	5,500
3468 Marina Operation	8,479	435	10,000	10,000
3490 Contractual Fees	47,161	144,281	1,000	150,000
4020 Travel	0	2,773	0	0
4110 Communications	0	0	5,000	0
4120 Freight and Postage	0	0	500	500
4310 Utilities	18,024	7,472	20,000	20,000
4510 Insurance	83,703	97,886	90,000	110,000
4620 Site Maintenance	3,195	55	10,000	10,000
4650 Vehicle Maintenance	318	0	500	0
4651 Vehicle Parts	369	53	0	0
4675 Software Maintenance	200	0	0	0
4720 Outside Printing	0	166	0	0
4810 Advertising	520	0	10,000	10,000
4911 Loan Interest	654	261,779	0	0
4940 Bad Debts	0	21,534	0	0
4960 Administrative Fees	125,000	145,000	125,000	145,000
4980 Contingency	0	0	176,838	250,000
4985 Real Estate Taxes	29,153	33,594	40,000	40,000
4990 Miscellaneous Expenses	1,136	97,483	1,000	5,000
5110 Office Supplies	0	0	0	0
5120 EDP Supplies	0	0	0	0
5210 Gas and Oil	1,616	350	2,000	1,000
5410 Books, Pubs, Subscriptions & Mbrshp	3,940	190	4,000	4,000
Total Operating Expense	\$ 328,469	\$ 818,151	\$ 501,338	\$ 761,000
<u>Capital Outlay</u>				
6100 Land	\$ 0	\$ 0	\$ 0	\$ 0
6200 Buildings	0	47,800	0	0
6320 Other improvements	80,944	33,291	0	0
6410 Office Equip & Machinery	6,525	0	0	0
Total Capital Outlay	\$ 87,469	\$ 81,091	\$ 0	\$ 0

Proposed Budget for Fiscal Year 2020/21

Fund Title: Community Redevelopment	Department: Community Redevelopment
Fund/Division Number: 104-0000	Division: FPRA

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
Other Programs & Projects				
8340 Other Grants & Aids	\$ 0	\$ 0	\$ 0	\$ 0
8347 School Resorce Officers	0	0	350,000	350,000
8391 Ft. Pierce/PAL	0	0	0	0
8392 Youth Activities	1,204	0	20,000	20,000
Total Programs & Projects	\$ 1,204	\$ 0	\$ 370,000	\$ 370,000
Transfers				
90 01 General-Debt Service (2010B)	\$ 421,459	\$ 432,377	\$ 420,922	\$ 421,683
90 01 General-Debt Service/(2008A)	1,358,803	2,166,167	2,179,122	0
90 01 General-Debt Service/(2008B)	981,656	0	0	0
90 01 General-Debt Service/(2019A)	0	0	0	2,066,625
9118 Debt Service 2015A	1,619,040	1,620,760	1,621,360	1,620,840
9119 Debt Service 2015B	888,400	890,160	891,280	891,760
9120 Debt Service 2016-Land	68,793	67,403	71,012	0
9120 Debt Service 2020B2-Land	0	0	0	248,376
9166 Sunrise Theatre	450,000	450,000	450,000	450,000
9167 General	0	68,502	400,000	500,000
9188 HUD Grants	14,350	0	0	0
Total Transfers	\$ 5,802,501	\$ 5,695,369	\$ 6,033,696	\$ 6,199,284
TOTAL APPROPRIATIONS	\$ 6,219,643	\$ 6,594,610	\$ 6,905,034	\$ 7,330,284

Proposed Budget for Fiscal 2020/21

Fund Title: Department of Urban Redevelopment	Department: CDBG & SHIP
Fund/Division Number: 103 & 105	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>CDBG REVENUE</u>				
331 90 Entitlement Grant	\$ 455,340	\$ 455,509	\$ 557,327	\$ 603,545
334 50 Program Income	0	10,123	5,000	2,500
361 39 Other Interest Earnings	12,968	22,413	1,000	500
366 00 Contributions from Private Sources	19,368	20,000	0	0
369 31 Reimbursement of Expenditures	27,277	38	3,918	5,000
CDBG Carry Over Funding	(9,384)	(29,621)	391,027	359,473
Total REVENUE	\$ 505,569	\$ 478,461	\$ 958,272	\$ 971,018
<u>TRANSFERS</u>				
369 41 Contractual Svc./CDBG	\$ 14,350	\$ 0	\$ 0	\$ 0
369 42 Contractual Svc./SHIP	0	0	7,730	0
369 43 Contractual Svc./Grants Admin.	0	0	26,475	26,475
381 10 Transfer from General	0	0	50,000	50,000
Total TRANSFERS	\$ 14,350	\$ 0	\$ 84,205	\$ 76,475
Total CDBG REVENUE	\$ 519,919	\$ 478,461	\$ 1,042,477	\$ 1,047,493

Proposed Budget for Fiscal 2020/21

Fund Title: Department of Urban Redevelopment	Department: CDBG & SHIP
Fund/Division Number: 103 & 105	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Budgeted Staffing Level</u>				
Grants Administration Manager	0	1	1	1
Community Resource Specialist	0	1	1	1
Reporting & Grants Specialist	1	0	1	1
Total Budgeted Staffing Level	1	2	3	3

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Personnel Services</u>				
10 10 Salaries and Wages	\$ 91,086	\$ 61,671	\$ 172,718	\$ 172,723
10 30 Accrued Compensation	2,950	8,612	1,000	500
10 40 Overtime	0	0	0	0
20 10 FICA Taxes	7,163	5,319	13,289	13,252
20 20 Retirement	16,276	10,588	29,133	29,136
20 30 Life & Health Insurance	17,588	9,783	32,194	37,227
20 35 Dental Insurance	929	543	1,638	2,032
20 40 Workers' Compensation	149	409	556	294
Total Personnel Services	\$ 136,141	\$ 96,924	\$ 250,528	\$ 255,165

CDBG Department Expenditures

<u>Administrative</u>				
34 90 Administrative-Contractual	\$ 738	\$ 23,965	\$ 0	\$ 0
49 60 Administrative Expenses	28,472	29,117	0	30,000

<u>Rehabilitation Department</u>				
83 10 Housing Rehabilitation	\$ 17,859	\$ 13,928	\$ 0	\$ 0
83 30 Senior Citizens Housing	6,272	1,284	20,000	20,000
83 40 Other Grants & Aids	10	10	0	0
83 45 Weatherization	20,000	20,000	20,000	20,000

Proposed Budget for Fiscal 2020/21

Fund Title: Department of Urban Redevelopment	Department: CDBG & SHIP
Fund/Division Number: 103 & 105	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Economic Development</u>				
83 80 Lincoln Park Mainstreet	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
83 80 Fort Pierce Mainstreet	50,000	50,000	50,000	50,000
83 83 Micro-Bus/Economic Development	54,961	26,152	113,000	113,000
83 83 Lincoln Park/Orange Ave. Business Dev	1,960	916	7,500	7,500
83 86 Local Art/Cultural Heritage	28,939	38,970	39,280	39,280
86 86 FPAT	0	0	10,000	10,000
83 87 Commercial Facades	18,788	5,500	40,000	40,000
<u>Public Service</u>				
83 97 Public Facility Improvements	\$ 13,346	\$ 3,860	\$ 0	\$ 0
83 97 Public Amenities	2,606	0	50,000	50,000
83 98 Youth and Children Projects	69,243	74,793	30,000	30,000
Total CDBG	\$ 363,192	\$ 338,495	\$ 429,780	\$ 459,780
<u>Prior Grants-Programs & Projects</u>				
83 10 Housing Rehabilitation (Roll-over)	\$ 0	\$ 0	20,000	20,000
83 41 Commercial Façade (Roll-over)	0	0	25,000	25,000
83 30 Senior Citizen Housing/ Security	0	0	0	0
83 82 Code Enforcement	0	0	0	0
83 83 Micro-Bus/Economic Development	0	0	50,000	50,000
83 85 Community Focal Point	0	0	0	0
83 86 Local Art/Cultural Heritage	0	0	25,000	25,000
83 98 Public Service	1,100	0	45,000	45,000
83 99 Weatherization	0	0	0	0
83 99 Infrastructure Improvements	0	0	0	0
83 99 Playgrnd Equip (Roll-over & Re-Alloc)	0	0	20,000	20,000
Administrative Expenses	0	0	177,169	177,169
Total Roll-Over Expenditures	\$ 1,100	\$ 0	\$ 362,169	\$ 362,169
<u>Capital</u>				
63 10 Road & Bridge Improvement	\$ 0	\$ 0	\$ 0	\$ 0
63 20 Other Improvements	15,000	27,835	0	0
64 10 Office Equipment & Machinery	4,486	0	0	0
64 45 Other Equipment	0	15,207	0	0
99 99 Unencumbered	0	0	0	0
Total Capital	\$ 19,486	\$ 43,042	\$ 0	\$ 0
TOTAL CDBG APPROPRIATIONS	\$ 519,919	\$ 478,461	\$ 1,042,477	\$ 1,077,114

Proposed Budget for Fiscal 2020/21

Fund Title: Department of Urban Redevelopment	Department: CDBG & SHIP
Fund/Division Number: 103 & 105	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>SHIP REVENUES</u>				
344 90 SHIP	\$ 185,444	\$ 73,063	\$ 77,300	\$ 0
334 50 Program Income	200	0	5,000	5,000
361 10 Interest on Investments	5,631	2,585	500	500
369 90 Other Misc. Revenues	6,000	680,082	0	0
381 90 Program Income HHR	0	0	0	0
Carry Over Funding	296,796	(188,402)	295,000	325,000
Total SHIP Revenue	\$ 494,071	\$ 567,328	\$ 377,800	\$ 330,500
<u>SHIP EXPENDITURES</u>				
Total Operating Expenses	\$ 52,603	\$ 1,425	\$ 25,000	\$ 25,000
Total Grants-Programs &Projects	441,468	565,904	352,800	305,500
TOTAL SHIP APPROPRIATIONS	\$ 494,071	\$ 567,328	\$ 377,800	\$ 330,500

Proposed Budget for Fiscal Year 2020/21

Fund Title: Department of Urban Redevelopment	Grant Administration
Fund/Division Number:	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
Grants				
334 50 Program Income	\$ 71,873	\$ 41,392	\$ 0	\$ 0
Total Intergovernmental	<u>\$ 71,873</u>	<u>\$ 41,392</u>	<u>\$ 0</u>	<u>\$ 0</u>
Miscellaneous Revenue				
361 10 Interest on Investments	\$ 16,174	\$ 3,674	\$ 250	\$ 250
361 38 HHRP Loan	957	576	20,000	1,000
369 31 Reimb. Of Expenditures	0	0	0	0
369 40 Contractual Svcs./Allegany(AFM)	43,500	59,250	62,250	37,500
369 90 Other Misc. Revenues	0	1,000	0	0
Carry Forward Funding	(24,724)	695,013	160,000	300,000
Total Miscellaneous Revenues	<u>\$ 35,907</u>	<u>\$ 759,513</u>	<u>\$ 242,500</u>	<u>\$ 338,750</u>
Interfund Transfers				
381 10 General Fund	\$ 0	\$ 0	\$ 27,000	\$ 0
381 91 FPRA	0	0	0	0
Total Interfund Transfers	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 27,000</u>	<u>\$ 0</u>
Total Revenues	<u><u>\$ 107,780</u></u>	<u><u>\$ 800,905</u></u>	<u><u>\$ 269,500</u></u>	<u><u>\$ 338,750</u></u>

Proposed Budget for Fiscal Year 2020/21

Fund Title: Department of Urban Redevelopment		Grant Administration			
Fund/Division Number:		2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Budgeted Staffing Level</u>					
Lincoln Park Revitalization Coordinator		1	1	0	0
Total Budgeted Staffing Level		1	1	0	0
<hr/>					
		2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Personnel Services</u>					
10 10	Salaries and Wages	\$ 70,634	\$ 80,306	\$ 0	\$ 0
10 30	Accrued Compensation	0	1,323	0	0
10 40	Overtime	0	97	0	0
20 10	FICA Taxes	5,437	5,983	0	0
20 20	Retirement	12,231	13,848	0	0
20 30	Life & Health Insurance	14,618	17,024	0	0
20 35	Dental Insurance	775	837	0	0
20 40	Workers' Compensation	0	143	0	0
Total Personnel Services		\$ 103,695	\$ 119,561	\$ 0	\$ 0
<hr/>					
<u>Operating Expense</u>					
3120	Legal Fees	\$ 0	\$ 0	\$ 0	\$ 0
4020	Travel & Education	4,082	1,233	5,000	0
4120	Freight and Postage	(4)	30	100	100
4810	Advertising	0	0	0	0
4960	Administrative Fees	0	0	4,000	2,000
4965	Escrow Expenses	0	0	0	0
4990	Miscellaneous Expenses	7	0	5,000	1,000
	Programs & Projects	0	0	228,925	298,150
Total Operating Expense		\$ 4,085	\$ 1,263	\$ 243,025	\$ 301,250
<hr/>					
<u>Interfund Transfers</u>					
	Transfer to CDBG	\$ 0	\$ 0	\$ 26,475	\$ 37,500
	Transfer to SHIP	0	680,082	0	0
Total Interfund Transfers		\$ 0	\$ 680,082	\$ 26,475	\$ 37,500
<hr/>					
TOTAL APPROPRIATIONS		\$ 107,780	\$ 800,905	\$ 269,500	\$ 338,750

Proposed Budget for Fiscal Year 2020/21

Fund Title: Restricted Fund		Department:		Police Grants	
Fund/Division Number: 101-0000		Division:			
		2017/18	2018/19	2019/20	2020/21
		Actual	Actual	Approved	Proposed
<u>Interfund Grants</u>					
331 20 30	VOCA	\$ 12,692	\$ 8,723	\$ 148,414	\$ 166,542
334 20 32	FCADV 11 Violence Women	62,818		0	0
331 20 38	OJJDP Gang Prevention	119,814	142,780	0	0
331 20 50	IRSC- College Policing	0	80,000	80,000	80,000
331 20 59	FDLE JAGC-STLU	2,801	(10,986)	0	0
331 20 60 12	JAG Byrne DJ-BX-0237	1,087	48,673	0	0
334 20 57	Allegany Continuation	5,000	0	0	0
334 20 58	FDLE 2019 JAGC-3395	0	0	32,291	0
334 20 59	FDLE JAG Bryne 2018-DJ-BX-0844	0	0	26,749	0
334 20 58	FDLE JAG Bryne 2017-DJ-BX-0803	0	0	22,957	0
334 20 61	OJP Bullet Proof Vests	0	13,551	22,855	22,856
334 20 62	Jag Byrne	55,900	0	0	0
334 20 64	Youth Gang Desistance/Diversion	0	0	166,666	0
334 20 65	Victim Specialist Program	0	0	92,000	0
334 20 66	DOT Grant	0	0	20,000	0
334 90 00	COPS Mental Health	0	0	0	150,000
334 90 00	JAGC-STLU-078	0	0	0	32,291
334 90 00	JAGC-3592	0	0	0	30,718
334 90 00	AARP Corona	0	0	0	20,000
334 90 00	AARP Community Improvement	0	0	0	10,000
334 90 00	DOJ Missing Persons	0	0	0	127,702
334 90 00	Other State Grants	3,396	0	0	0
Total Interfund Grants		\$ 263,508	\$ 282,741	\$ 611,932	\$ 640,109
<u>Miscellaneous Revenue</u>					
361 10 00	Interest on Investments	\$ 0	\$ 3,488	\$ 0	\$ 0
369 40 00	Reimb.-Contract Svcs.	80,000	0	0	0
Total Miscellaneous Revenues		\$ 80,000	\$ 3,488	\$ 0	\$ 0
<u>Interfund Transfers</u>					
381 01 00	Transfer from General (Grant)	\$ 135,514	\$ 77,763	\$ 50,000	\$ 50,000
Total Interfund Transfers		\$ 135,514	\$ 77,763	\$ 50,000	\$ 50,000
TOTAL RESOURCES		\$ 479,022	\$ 363,992	\$ 661,932	\$ 690,109

Proposed Budget for Fiscal Year 2020/21

Fund Title: Restricted Fund	Department: Police Grants
Fund/Division Number: 101-0000	Division:

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Budgeted Staffing Level</u>				
Victim Advocate	0	0	2	2
Police Officer	2	6	2	1
Victim Specialist	0	0	1	0
Police Crime Analyst	1	1	0	0
Victim Assistant-Police	1	1	0	0
Domestic Violence Investigator	0	0	0	0
Youth Violence Prevention Coordinator	1	1	0	0
Total Budgeted Staffing Level	5	9	5	3

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Personnel Services</u>				
1010 Salaries and Wages	\$ 259,496	\$ 140,735	\$ 154,990	\$ 139,126
1020 Incentive Pay	11,447	249	0	0
1030 Accrued Compensation	15,766	11,966	0	0
1040 Overtime	10,907	2,144	5,000	5,000
1050 Holiday Overtime	(5,432)	381	0	0
2010 FICA Taxes	20,435	11,354	11,857	11,026
2020 Retirement/General	15,310	10,251	26,333	15,345
2020 Retirement/Police	8,159	0	10,362	0
2030 Life & Health Insurance	32,122	20,150	35,112	26,846
2035 Dental Insurance	2,302	1,333	5,280	1,300
2040 Workers' Compensation	4,427	5,296	4,400	1,553
Total Personnel Services	\$ 374,939	\$ 203,859	\$ 253,334	\$ 200,196

<u>Operating Expense</u>				
3190 Consultant Fees	\$ 2,553	\$ 45,000	\$ 0	\$ 63,584
3490 Misc. Contractual Fees	24,683	0	4,000	71,240
4020 Travel and Education	2,269	0	8,000	18,800
4110 Communications	812	41	1,000	385
4675 Software Maintenance	3,855	4,163	0	1,900
4945 Refunds	0	1,828	0	0
4990 Misc. Expenses	10,246	19,292	0	7,200
4999 Unallocated	0	0	263,598	51,053

Proposed Budget for Fiscal Year 2020/21

Fund Title: Restricted Fund Fund/Division Number: 101-0000		Department: Police Grants Division:		
	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Operating Expense, cont'd.</u>				
5110 Office Supplies	440	460	10,000	1,200
5250 Uniforms	1,440	1,080	14,000	0
5251 Military Supplies	25,609	3,059	0	72,694
5430 Law Enforcement Education	0	3,554	10,000	10,250
Total Operating Expense	<u>\$ 71,907</u>	<u>\$ 78,477</u>	<u>\$ 310,598</u>	<u>\$ 298,306</u>
<u>Capital Outlay</u>				
6410 Office Equip & Machinery	\$ 22,027	\$ 81,640	\$ 65,000	\$ 146,607
6440 Vehicles	0	0	33,000	45,000
Total Capital Outlay	<u>\$ 22,027</u>	<u>\$ 81,640</u>	<u>\$ 98,000</u>	<u>\$ 191,607</u>
<u>Transfers</u>				
9110 Transfer to General	\$ 0	\$ 0	\$ 0	\$ 0
Total Transfers	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
TOTAL APPROPRIATIONS	<u><u>\$ 468,873</u></u>	<u><u>\$ 363,976</u></u>	<u><u>\$ 661,932</u></u>	<u><u>\$ 690,109</u></u>

Proposed Budget for Fiscal Year 2020/21

Fund Title:		Marina Fund			
Fund/Division Number: 401-0000					
	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed	
Grants					
331 50 Disaster Relief/Federal	\$0	\$0	\$0	\$0	
334 39 Physical Environmental Grant	351,425	(22,575)	86,583	0	
334 50 Disaster Relief/State	0	0	0	0	
Total Grants	\$ 351,425	(\$22,575)	\$ 86,583	\$ 0	
Charges for Services					
347 54 Dockage	\$ 1,191,087	\$ 1,213,253	\$ 1,000,000	\$ 1,350,000	
347 55 Transient Dockage	511,770	539,350	500,000	525,000	
Total Charges for Services	\$ 1,702,857	\$ 1,752,604	\$ 1,500,000	\$ 1,875,000	
Miscellaneous Revenue					
361 10 Interest Earnings	\$ 9,624	\$ 10,782	\$ 6,000	\$ 6,000	
361 33 Other Investment Interest	1,836	93	0	0	
362 14 Leases	10,286	10,097	2,500	2,500	
362 15 Tiki Lease	221,948	131,180	133,000	0	
362 16 Crabby's Lease	0	0	0	185,000	
369 31 Reimburse of Expenditures	0	0	0	0	
369 85 Settlement of Claims	400	0	0	0	
369 90 Other Misc. Revenue	6,942	5,551	7,500	7,000	
369 91 Gas and Oil Sales	1,237,730	1,132,565	825,000	1,100,000	
369 92 Electric Utility Sales	149,084	165,932	150,000	150,000	
369 93 Utility Fees	23,578	21,230	21,000	21,000	
369 94 Soda, Candy & Ice Sales	190,540	176,273	170,000	185,000	
369 96 Late Payment Charges	3,298	3,702	3,000	3,500	
369 97 Live Aboards	71,658	67,234	60,000	65,000	
369 98 Other Miscellaneous Revenues	16,815	26,899	12,000	20,000	
Total Miscellaneous Revenue	\$ 1,943,740	\$ 1,751,538	\$ 1,390,000	\$ 1,745,000	
Total Revenue	\$ 3,998,022	\$ 3,481,567	\$ 2,976,583	\$ 3,620,000	
Appropriated Retained Earnings	(260,877)	1,003,077	845,579	680,849	
TOTAL RESOURCES	\$ 3,737,145	\$ 4,484,644	\$ 3,822,162	\$ 4,300,849	

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Marina Fund			
Fund/Division Number: 401-4100-575				

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Budgeted Staffing Level</u>				
Marina Manager	1	1	1	1
Senior Accounting Analyst	1	1	1	1
Assistant Dockmaster	1	1	1	1
Marina Concierge Retailer	1	1	1	1
Dock Attendant	1	1	1	1
Storekeeper (FT)	1	1	1	1
Storekeeper (PT)	0	0	1	1
Dock Master	1	1	0	0
Executive Assistant	0	0	0	0
Marina Operations Supervisor	0	0	0	0
Total Budgeted Staffing Level	7	7	7	7

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Personnel Services</u>				
1010 Salaries and Wages	\$ 248,351	\$ 259,751	\$ 334,042	\$ 340,574
1030 Accrued Compensation	3,986	25,004	6,000	6,000
1040 Overtime	3,094	7,460	5,000	5,000
2010 FICA Taxes	19,645	21,534	26,717	27,217
2020 Retirement Contributions	43,943	44,685	50,412	51,662
2030 Life & Health Insurance	48,962	51,010	54,537	62,649
2035 Dental Insurance	2,847	2783.33	3,787	3,268
2040 Workers' Comp.	14,006	13,806	13,832	10,744
Total Personnel Services	\$ 384,835	\$ 426,034	\$ 494,327	\$ 507,114

<u>Operating Expense</u>				
3120 Legal Fees	\$ 914	\$ 0	\$ 5,000	\$ 5,000
3190 Consulting Fees	0	0	0	0
3200 Accounting & Auditing	2,606	2,684	2,850	3,000
3490 Misc. Contract Services	199,192	210,541	100,000	200,000
3495 Temp Employee Svc	192,418	211,220	185,000	195,000
4010 Car Allowance	4,200	4,200	4,200	4,200
4020 Travel & Education	3,487	1,072	3,000	3,500
4110 Communications	33,579	36,046	35,000	35,000
4120 Freight and Postage	2,704	1,037	3,000	3,000

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Marina Fund
Fund/Division Number: 401-4100-575	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Operating Expense contd.</u>				
4310 Utilities	140,771	134,560	148,000	148,000
4410 Equipment Rental	527	1,251	1,500	1,500
4430 Land Lease	33,724	35,755	40,000	35,000
4510 Insurance & Fidelity Bond	371,225	441,135	410,000	535,000
4540 FLC Liability & Property	0	0	15,000	0
4610 Building Maintenance	15,879	6,250	10,000	30,000
4620 Restroom/Laundry Maint.	4,520	0	4,000	4,500
4630 Pier Maintenance	25,320	18,919	15,000	20,000
4650 Vehicle Maintenance	0	57	400	400
4651 Vehicle Parts	125	381	250	400
4660 Equipment Maintenance	4,565	3,419	4,000	4,500
4670 Computer Maintenance	0	0	0	2,500
4675 Software Maintenance	25,200	28,874	20,807	29,000
4710 Reproduction	2,120	3,096	2,197	2,500
4810 Advertising	22,698	19,717	20,000	22,000
4920 Cost of Goods Sold Fuel	1,023,633	911,695	700,000	925,000
4925 Cost of Events	93	0	2,500	0
4930 Cost of Goods Sold	101,394	97,873	85,000	105,000
4940 Bad Debt Expense	4,222	25,730	7,788	10,000
4960 Administrative Charges	128,622	130,100	125,000	130,100
4970 Inventory Adjustment	0	0	2,500	2,000
4975 Taxes	34,036	38,447	35,000	39,000
4990 Miscellaneous Expense	859	2,215	3,500	3,500
5110 Office Supplies	7,793	8,127	7,500	7,800
5120 EDP Supplies	371	509	500	500
5150 Misc. Equipment	32,117	9,071	3,000	10,000
5210 Gas and Oil	685	766	1,000	1,200
5230 Cleaning Supplies	15,042	14,775	15,000	15,000
5231 Safety Supplies	0	0	500	1,000
5232 Other Supplies	0	0	500	500
5241 Horticultural Supplies	1,460	365	1,500	1,500

Proposed Budget for Fiscal Year 2020/21

Fund Title:		Marina Fund			
Fund/Division Number: 401-4100-575					
		2017/18	2018/19	2019/20	2020/21
		Actual	Actual	Approved	Proposed
<u>Operating Expense contd.</u>					
5250	Uniforms	775	160	2,000	2,000
5260	Expendable Tools	4,683	3,802	2,000	2,000
5410	Books,Pubs,Subscriptions&Mbrshp	315	585	1,500	1,500
5900	Depreciation	1,117,618	1,126,095	1,117,618	1,134,572
	Total Operating Expense	\$ 3,559,492	\$ 3,530,528	\$ 3,143,110	\$ 3,676,172
<u>Capital Outlay</u>					
6310	Other Improvements	\$ 423,726	\$ 612,310	\$ 150,000	\$ 140,000
6320	Other Structures Facility	0	0	150,000	10,000
6360	Hurricane Improvements	0	0	0	0
6410	Office Equip & Machinery	11,688	6,571	4,000	4,000
6420	Furniture & Furnishings	0	0	500	500
6445	Other Equipment	12,395	0	12,000	12,000
	Total Capital Outlay	\$ 447,809	\$ 618,881	\$ 316,500	\$ 166,500
<u>Debt Service</u>					
7010	Principal	\$ 0	\$ 382,743	\$ 390,494	\$ 458,669
7020	Interest	174,335	181,293	186,519	207,136
7030	Other Debt Service Cost	14,684	65,661	4,000	15,000
	Total Debt Service	\$ 189,018	\$ 629,697	\$ 581,013	\$ 680,805
<u>Non-Operating Expenses</u>					
9110	Transfer to General	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
9200	Loan Principal	0	136,493	140,645	144,923
9300	Loan Interest	23,609	19,106	14,185	9,908
	Total Non-Operating Expenses	\$ 273,609	\$ 405,599	\$ 404,830	\$ 404,830
	TOTAL APPROPRIATIONS	\$ 4,854,763	\$ 5,610,739	\$ 4,939,780	\$ 5,435,421

Proposed Budget for Fiscal Year 2020/21

Fund Title:		Solid Waste			
Fund/Division Number: 402-0000					
	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed	
Grants					
331 50 Disaster Relief/Federal	\$ 0	\$ 0	\$ 0	\$ 0	
331 50 Disaster Relief/State	0	0	0	0	
Total Grants	\$ 0	\$ 0	\$ 0	\$ 0	
Charges for Services					
343 40 Residential Service	\$ 3,171,863	\$ 3,211,838	\$ 3,200,000	\$ 3,245,000	
343 41 Commercial Service	3,854,724	3,894,767	4,125,000	4,135,000	
343 43 Commercial Trash	101,291	101,291	115,000	100,000	
343 44 Recycling/Billing	384,516	390,521	375,000	390,000	
343 45 Other Income	0	0	1,000	0	
343 46 Recycling Program	16,559	9,886	12,000	0	
Total Charges for Services	\$ 7,528,954	\$ 7,608,302	\$ 7,828,000	\$ 7,870,000	
Miscellaneous Revenue					
361 10 Interest on Investments	\$ 9,961	\$ 10,170	\$ 4,000	\$ 4,000	
361 20 Interest of SBA	0	0	0	0	
364 41 Sale of Surplus	0	0	0	0	
366 90 Contributions/Private Sources	277,361	39,734	0	0	
369 85 Settlement of Claims	0	0	0	0	
369 90 Miscellaneous Revenue	0	520	0	0	
Total Miscellaneous Revenue	\$ 287,322	\$ 50,424	\$ 4,000	\$ 4,000	
Total Revenues	\$ 7,816,275	\$ 7,658,726	\$ 7,832,000	\$ 7,874,000	
Appropriated Retained Earnings	(808,190)	(238,056)	(534,132)	(712,073)	
TOTAL RESOURCES	\$ 7,008,085	\$ 7,420,670	\$ 7,297,868	\$ 7,161,927	

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Solid Waste
Fund/Division Number: 402-4200-534	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Budgeted Staffing Level</u>				
Public Works Director	0	1	1	1
Deputy Public Works Director	0	1	1	1
Fleet Manager	0	1	1	1
Division Manager	1	1	1	1
Operations Manager-Fleet	1	1	1	1
Executive Assistant	1	1	1	1
Administrative Assistant	1	1	1	1
Sanitation Driver	20	20	20	20
Maintenance Worker	2	2	2	2
Master Mechanic	1	1	1	1
Diesel Mechanic	3	3	3	3
Inspector	1	1	1	1
GIS Analyst	1	1	1	0
Public Works Manager	1	0	0	0
Total Budgeted Staffing Level	33	35	35	34

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Personnel Services</u>				
1010 Salaries and Wages	\$ 1,118,374	\$ 1,133,188	\$ 1,499,634	\$ 1,478,509
1030 Accrued Compensation	28,634	8,408	14,700	14,700
1040 Overtime	165,920	152,616	50,000	50,000
2010 FICA Taxes	98,351	99,213	119,672	118,055
2020 Retirement Contributions	190,181	191,599	247,459	226,709
2030 Life & Health Insurance	240,910	293,642	374,132	342,706
2035 Dental Insurance	18,205	17,453	23,171	36,106
2040 Workers' Comp.	115,201	118,521	91,529	77,040
Total Personnel Services	\$ 1,975,776	\$ 2,014,639	\$ 2,420,297	\$ 2,343,826

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Solid Waste
Fund/Division Number: 402-4200-534	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Operating Expense</u>				
3200 Accounting & Auditing	\$ 6,358	\$ 6,550	\$ 6,800	\$ 7,000
3420 U.A. Customer Service Admin.	187,200	187,200	187,200	187,200
3430 Landfill Contract	1,836,500	1,803,501	1,650,000	1,650,000
3490 Misc. Contract Services	230,284	140,549	200,000	150,000
3495 Temp Employee Svcs	417,960	543,465	200,000	200,000
4010 Car Allowance	4,200	4,200	4,200	4,200
4020 Travel & Education	8,807	16,245	10,000	5,000
4110 Communications	106,493	51,512	93,000	50,000
4120 Freight and Postage	2,566	58	1,000	1,000
4310 Utilities	15,311	14,180	16,000	16,000
4410 Equipment Rental	3,121	10,021	0	0
4510 Insurance & Fidelity Bond	125,079	180,531	140,000	195,000
4550 Liability & Property Claims	0	0	10,000	0
4650 Vehicle Maintenance	4,522	5,179	5,000	5,000
4651 Vehicle Parts	288,613	278,558	300,000	300,000
4652 Tires, Tubes & Batteries	136,922	201,161	85,000	85,000
4653 Unforeseeable	0	26,386	25,000	25,000
4660 Equipment Maintenance	22,889	93,035	50,000	25,000
4670 Computer Maintenance	0	0	1,000	1,000
4675 Software Maintenance	15,361	16,241	10,000	17,000
4680 Radio Maintenance	0	0	500	0
4710 Reproduction	3,252	6,232	5,000	2,500
4810 Advertising	7,146	6,332	5,000	2,500
4950 Settlement of Claims	0	224	0	0
4960 Administrative Charges	80,000	80,000	80,000	80,000
4990 Miscellaneous Expense	10,902	14,078	10,000	10,000
5110 Office Supplies	6,339	7,693	5,000	5,000
5120 EDP Supplies	1,932	25	300	300
5150 Miscellaneous Equip Expense	26,873	19,884	0	0

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Solid Waste
Fund/Division Number: 402-4200-534	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Operating Expense contd.</u>				
5210 Gas and Oil	305,223	310,484	300,000	300,000
5232 Other Supplies	7,739	8,104	6,000	6,000
5242 Chemicals	6,371	9,871	8,000	8,000
5250 Uniforms	17,916	19,076	20,000	20,000
5260 Expendable Tools	1,262	1,084	1,500	1,500
5410 Books,Pubs,Subscriptions&Mbrshp	14,998	1,293	1,000	1,000
5900 Depreciation	487,631	508,933	487,625	510,000
Total Operating Expense	\$ 4,389,770	\$ 4,571,885	\$ 3,924,125	\$ 3,870,200
<u>Capital Outlay</u>				
6200 Buildings	\$ 0	\$ 0	\$ 0	\$ 0
6320 Other Improvements	3,652	0	0	0
6410 Office Equip & Machinery	870	14,914	0	0
6420 Furniture & Furnishings	1,154	1,002	0	0
6430 Heavy Equipment	100,000	273,974	0	0
6445 Other Equipment	126,554	134,372	150,000	150,000
Total Capital Outlay	\$ 232,230	\$ 424,262	\$ 150,000	\$ 150,000
<u>Non-Operating Expense</u>				
9110 Transfer to General	\$ 860,925	\$ 882,491	\$ 860,000	\$ 860,000
9200 Capital Loan Payment	0	0	385,000	385,000
9200 Debt Service/Radios	37,014	36,325	46,072	62,902
Total Non-Operating Expense	\$ 897,939	\$ 918,816	\$ 1,291,072	\$ 1,307,902
TOTAL APPROPRIATIONS	\$ 7,495,716	\$ 7,929,603	\$ 7,785,493	\$ 7,671,927

Proposed Budget for Fiscal Year 2020/21

Fund Title: Fund/Division Number: 403-0000		Stormwater			
	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed	
Grants					
331 36 Federal Grants	\$ 0	\$ 2,041,575	\$ 0	\$ 0	
334 36 State Grants	2,000	0	0	0	
Total Grants	<u>\$ 2,000</u>	<u>\$ 2,041,575</u>	<u>\$ 0</u>	<u>\$ 0</u>	
Charges for Services					
343 90 Stormwater Utility Fee	\$ 2,691,049	\$ 2,678,791	\$ 2,676,067	\$ 3,153,828	
Total Charges for Services	<u>\$ 2,691,049</u>	<u>\$ 2,678,791</u>	<u>\$ 2,676,067</u>	<u>\$ 3,153,828</u>	
Miscellaneous Revenue					
361 10 Interest on Investments	\$ 9,118	\$ 9,375	\$ 10,000	\$ 9,000	
361 33 Other Investment Interest	50,523	11,609	0	0	
366 90 Contributions Private Sources	0	0	0	0	
369 43 Contractual/CDBG	0	0	0	0	
369 31 Reimb. of Expenditures	0	0	0	0	
369 31 Reimb. of Expenditures/FPUA	0	251,508	0	0	
369 60 Reimb. of Expenditures/State	1,431,974	849,354	0	0	
369 90 Miscellaneous Revenue	0	(85,028)	0	0	
Total Miscellaneous Revenue	<u>\$ 1,491,614</u>	<u>\$ 1,036,819</u>	<u>\$ 10,000</u>	<u>\$ 9,000</u>	
Total Revenues	\$ 4,184,663	\$ 5,757,185	\$ 2,686,067	\$ 3,162,828	
Appropriated Retained Earnings	(195,326)	270,600	46,000	14,100	
TOTAL RESOURCES	<u><u>\$ 3,989,337</u></u>	<u><u>\$ 6,027,785</u></u>	<u><u>\$ 2,732,067</u></u>	<u><u>\$ 3,176,928</u></u>	

Proposed Budget for Fiscal Year 2020/21

Fund Title:		Stormwater			
Fund/Division Number: 403-4300-538					
	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed	
<u>Operating Expense</u>					
3120	Legal	\$ 0	\$ 0	\$ 0	\$ 0
3200	Accounting & Auditing	2,824	2,910	3,000	3,100
3470	SMU Locates	30,290	39,308	60,000	40,000
3490	Misc. Contract Services	746,308	687,918	482,937	782,266
3520	Financial & Admin	50,682	49,322	50,000	50,000
4020	Travel & Education	1,314	791	2,500	2,500
4110	Communications	4,135	2,446	3,000	3,000
4120	Freight and Postage	328	2,844	500	500
4410	Equipment Rental	2,554	1,671	6,000	5,000
4610	Storm Drainage	212,480	332,111	200,000	240,000
4620	Canals	264,289	285,429	400,000	550,000
4670	Computer Maintenance	0	0	500	500
4675	Software Maintenance	5,614	0	5,000	5,000
4710	Reproduction	0	1,431	4,000	3,000
4940	Bad Debt Expense	0	14,015	0	0
4960	Administrative Charges	289,269	236,852	300,000	325,000
4990	Miscellaneous Expense	474	401	500	500
5120	EDP Supplies	831	637	2,000	1,500
5150	Miscellaneous Equipment Expense	0	1,542	0	0
5410	Books,Pubs,Subscriptions&Mbrshp	800	800	1,000	1,000
5900	Depreciation	1,311,892	1,334,588	1,185,000	1,335,000
	Total Operating Expense	<u>\$ 2,924,084</u>	<u>\$ 2,995,015</u>	<u>\$ 2,705,937</u>	<u>\$ 3,347,866</u>
<u>Capital Outlay</u>					
6320	Other Structures & Facilities	\$ 2,025,813	\$ 3,966,226	\$ 0	\$ 0
6410	Office Equip & Machinery	0	495	5,000	2,000
6430	Heavy Equipment	0	0	0	0
6445	Other Equipment	0	74,100	0	0
	Total Capital Outlay	<u>\$ 2,025,813</u>	<u>\$ 4,040,821</u>	<u>\$ 5,000</u>	<u>\$ 2,000</u>
<u>Debt Service</u>					
7071	Principal	\$ 0	\$ 0	\$ 855,000	\$ 920,000
7072	Interest	347,130	322,335	347,130	270,860
7073	Other Debt Service Cost	4,202	4,202	4,000	4,202
	Total Debt Service	<u>\$ 351,332</u>	<u>\$ 326,537</u>	<u>\$ 1,206,130</u>	<u>\$ 1,195,062</u>
	TOTAL APPROPRIATIONS	<u><u>\$ 5,301,229</u></u>	<u><u>\$ 7,362,373</u></u>	<u><u>\$ 3,917,067</u></u>	<u><u>\$ 4,544,928</u></u>

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Golf Course Fund
Fund/Division Number: 405 0000	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Charges for Services</u>				
347 20 Membership Dues	\$ 24,540	\$ 30,242	\$ 36,000	\$ 35,000
347 22 Other Memberships	892	1,372	4,000	2,000
347 24 Golf Fees	944,945	919,447	1,080,000	925,000
347 24 Adjustment Golf Fees	(80,485)	(11,282)	0	(5,000)
347 25 Driving Range	18,231	23,049	35,000	30,000
Total Charges for Services	\$ 908,122	\$ 962,828	\$ 1,155,000	\$ 987,000
<u>Miscellaneous Revenue</u>				
361 10 Interest Earnings	\$ 132	\$ 2,429	\$ 250	\$ 250
369 25 Pro Shop Merchandise	71,952	79,941	90,000	80,000
369 31 Reimbursement of Expenses	7,622	6,433	0	6,500
369 70 Events	(418)	1,425	3,514	0
369 80 Food	18,815	22,606	32,000	20,000
369 85 Settlement of Claims	48,984	0	0	0
369 89 Alcoholic Beverages	40,621	48,693	57,200	60,000
369 90 Misc Revenues	9,464	5,390	25,000	10,000
369 94 Snacks & Beverages	22,095	23,453	32,000	25,000
369 98 Other Misc Revenues	0	600	25,000	5,000
Total Miscellaneous Revenue	\$ 219,267	\$ 190,969	\$ 264,964	\$ 206,750
Total Revenues	\$ 1,127,390	\$ 1,153,797	\$ 1,419,964	\$ 1,193,750
<u>Transfers</u>				
381 01 Transfer from General Fund	\$ 358,000	\$ 0	\$ 0	\$ 0
382 50 Transfer from Solid Waste	0	0	0	0
Total Transfers	\$ 358,000	\$ 0	\$ 0	\$ 0
Appropriated Retained Earnings	0	0	0	0
TOTAL RESOURCES	\$ 1,485,390	\$ 1,153,797	\$ 1,419,964	\$ 1,193,750

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Golf Course Fund			
Fund/Division Number: 405-4500-572				

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Budgeted Staffing Level</u>				
Golf Course Manager	1	1	1	1
Golf Pro	1	1	2	2
Assistant Golf Pro	0	0	0	0
Superintendent	0	0	0	0
Cart Attendant (PT)	0	0	0	0
Lead Greenskeeper	0	0	0	0
Greenskeeper	0	0	0	0
Facilities Maint. Supervisor	0	0	0	0
Facilities Attendant	0	0	0	0
Total Budgeted Staffing Level	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Personnel Services</u>				
1010 Salaries and Wages	\$ 46,678	\$ 136,951	\$ 146,202	\$ 151,216
1030 Accrued Compensation	59,280	0	1,600	1,400
1040 Overtime	558	3,616	0	0
2010 FICA Taxes	7,922	11,114	11,307	11,675
2020 Retirement Contributions	14,623	23,448	24,786	25,670
2030 Life & Health Insurance	(28,400)	36,718	31,217	32,176
2035 Dental Insurance	1,134	1,234	1,654	1,552
2040 Workers' Comp.	1,890	2,864	2,956	2,945
Total Personnel Services	<u>\$ 103,685</u>	<u>\$ 215,946</u>	<u>\$ 219,723</u>	<u>\$ 226,635</u>

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Golf Course Fund
Fund/Division Number: 405-4500-572	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
Operating Expense				
3190 Consultant Fees	\$ 0	\$ 0	\$ 0	\$ 0
3200 Accounting & Auditing	1,851	1,906	2,100	2,250
3440 Aquatic Weed Control	635	0	0	0
3490 Contractual Fees	551,655	567,500	584,500	593,268
3495 Temp Employee Svcs	209,527	135,001	115,000	115,000
4110 Communications	24,022	31,399	17,500	17,000
4120 Freight and Postage	8	0	250	500
4310 Utilities	53,800	49,544	45,000	45,000
4410 Equipment Rental-Golf Carts	43,953	45,762	46,800	46,800
4420 Land Lease	45,602	45,457	45,000	45,810
4510 Insurance & Fidelity Bond	49,588	62,749	55,000	80,000
4610 Building Maintenance	837	1,031	1,000	750
4620 Building Supplies	79	1,512	1,000	1,000
4630 Irrigation Maintenance	0	4,527	750	750
4651 Vehicle Parts	0	26	0	0
4660 Equipment Maintenance	11,611	4,061	500	1,500
4670 Computer Maintenance	0	0	500	0
4675 Software Maintenance	10,611	23,061	2,000	18,000
4810 Advertising	29,999	24,680	23,000	15,000
4925 Cost of Events	883	3,150	1,200	0
4930 Cost of Goods Sold	22,491	22,301	20,000	13,000
4932 Liquor Expense	17,699	23,282	23,000	23,000
4935 Merchandise CGS	39,440	79,195	63,000	30,000
4940 Bad Debt Expense	0	0	0	0
4960 Administrative Charges	58,110	59,853	60,000	59,000
4976 License and Fees	723	1,173	1,200	1,200
4980 Over/Short Expense	(144)	(43)	0	0
4985 Taxes	14,030	2,447	15,000	7,000
4990 Miscellaneous Expense	1,278	100	0	0

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Golf Course Fund
Fund/Division Number: 405-4500-572	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Operating Expense contd.</u>				
5110 Office Supplies	1,379	952	1,000	1,000
5120 EDP Supplies	574	0	750	0
5150 Misc Equipment Expense	18,424	0	0	0
5210 Gas and Oil	37,432	32,346	25,000	24,000
5231 Safety Supplies	0	0	1,500	1,000
5232 Other Supplies	4,262	6,469	5,000	5,000
5235 Maintenance Supplies	0	0	0	0
5240 Golf Supplies	464	5,511	3,000	4,000
5241 Horticultural Supplies	0	0	0	0
5242 Chemicals	14,067	0	0	7,000
5243 Turf Supplies	0	0	0	0
5244 Fertilizer	22,727	0	0	0
5250 Uniforms	523	273	750	750
5410 Books,Pubs,Subscriptions&Mbrshp	3,298	3,922	3,300	3,400
5900 Depreciation	135,347	140,492	135,347	140,500
Total Operating Expense	\$ 1,426,784	\$ 1,379,640	\$ 1,298,947	\$ 1,302,478
<u>Capital Outlay</u>				
6200 Buildings	\$ 0	\$ 0	\$ 0	\$ 0
6320 Other Structures Facility	0	0	0	0
6410 Office Equip & Machinery	12,603	0	0	0
6420 Furniture & Furnishings	0	0	0	0
6445 Other Equipment	52,606	0	4,000	0
Total Capital Outlay	\$ 65,209	\$ 0	\$ 4,000	\$ 0
<u>Non-Operating Expense</u>				
9110 Transfer to General	\$ 7,000	\$ 0	\$ 28,000	\$ 0
9300 Loan Principal	0	0	4,597	4,597
9010 Loan Interest	0	0	44	44
Total Non-Operating Expense	\$ 7,000	\$ 0	\$ 32,641	\$ 4,641
TOTAL APPROPRIATIONS	\$ 1,602,678	\$ 1,595,586	\$ 1,555,311	\$ 1,533,754

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Sunrise Theatre Fund
Fund/Division Number: 406 0000	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
Grants				
331 00 00 Federal Grants	\$ 0	\$ 0	\$ 0	\$ 0
334 70 10 State Grant/DCF	0	0	42,000	0
Total Grants	\$ 0	\$ 0	\$ 42,000	\$ 0
Charges for Services				
347 56 10 Ticket Sales	\$ 1,663,539	\$ 1,352,530	\$ 1,750,000	\$ 1,400,000
347 56 11 Ticket Sales - Rentals	172,321	566,834	525,000	440,000
347 56 15 Ticket Handling Fees	112,016	115,557	115,000	120,000
347 56 50 Sponsorship Fees	21,000	33,798	30,000	30,000
347 56 80 Memberships	129,680	119,325	130,000	125,000
347 56 90 Donations & Pledges	16,692	13,036	15,000	15,000
Total Charges for Services	\$ 2,115,248	\$ 2,201,080	\$ 2,565,000	\$ 2,130,000
Miscellaneous Revenue				
361 10 00 Interest Earning	\$ 780	\$ 2,841	\$ 600	\$ 600
362 14 00 Rents and Royalties	32,638	66,133	50,000	47,500
369 31 00 Reimb. of Expenditures	115,215	8,873	116,400	53,948
369 70 00 Events	25,509	30,223	25,000	25,000
369 89 00 Packaged Sales	125,892	156,645	148,900	140,000
369 90 00 Miscellaneous Revenues	(1,838)	319	3,000	1,000
369 95 00 Commission/Tips/Merch.	2,688	3,204	5,000	3,000
369 96 00 Late Payment Charges	0	0	0	0
Total Miscellaneous Revenues	\$ 300,884	\$ 268,238	\$ 348,900	\$ 271,048
Other Resources				
381 01 00 Transfer from General	\$ 0	\$ 0	\$ 0	\$ 0
381 91 00 Transfer from FPRA	450,000	450,000	450,000	450,000
381 89 00 Transfer from Restricted Fund	5,726	30,338	0	0
Total Other Resources	\$ 455,726	\$ 480,338	\$ 450,000	\$ 450,000
Appropriated Retained Earnings	0	0	(90,800)	0
TOTAL RESOURCES	\$ 2,871,858	\$ 2,949,655	\$ 3,315,100	\$ 2,851,048

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Sunrise Theatre Fund		
Fund/Division Number: 406-4600-575			

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Budgeted Staffing Level</u>				
Executive Director	1	1	1	1
Technical/Facilities Manager	1	1	1	1
Box House/Operations Manager	1	1	1	1
Marketing & Development Manager	1	1	1	1
Box Office Clerk	1	1	1	1
Administrative Assistant	0	0	0	1
Public Relations & Development Mgr	1	1	1	0
Marketing & Public Relations Mgr	1	1	1	0
Executive Assistant	1	1	1	0
Total Budgeted Staffing Level	8	8	8	6

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Personnel Services</u>				
1010 Salaries and Wages	\$ 376,685	\$ 268,021	\$ 423,704	\$ 332,446
1030 Accrued Compensation	66,722	16,461	6,000	6,000
1040 Overtime	0	399	5,000	5,000
2010 FICA Taxes	27,347	21,853	33,576	26,595
2020 Retirement Contributions	62,574	42,574	72,900	57,768
2030 Life & Health Insurance	53,614	26,886	68,045	59,029
2035 Dental Insurance	3,156	2,266	3,757	3,063
2040 Workers' Comp	9,181	7,248	8,694	6,148
Total Personnel Services	\$ 599,279	\$ 385,708	\$ 621,676	\$ 496,048

<u>Operating Expense</u>				
3120 Legal Fees	\$ 0	\$ 0	\$ 0	\$ 0
3200 Accounting & Auditing	4,421	4,555	4,600	4,600
3490 Misc. Contract Services	55,383	151,149	95,000	81,000
3491 Custodial	62,567	54,105	62,000	50,000
3492 House Crew	71,012	69,332	75,000	63,000
3493 Support Staff	93,520	95,429	85,000	65,000
3495 Temp Employee Svc	75,531	58,057	62,000	60,000

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Sunrise Theatre Fund
Fund/Division Number: 406-4600-575	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Operating Expense contd.</u>				
3499 Security	21,966	24,830	18,000	15,000
4010 Car Allowance	4,200	4,200	4,200	4,200
4020 Travel & Education	4,567	3,308	7,000	3,500
4040 Hospitality/Entertainment	2,598	2,291	2,000	1,500
4043 Food	59,776	54,266	60,000	45,000
4044 Transportation	934	3,294	4,000	2,000
4045 Lodging	0	0	2,000	1,000
4110 Communications	52,904	63,925	50,000	40,000
4120 Freight and Postage	4,928	3,296	5,500	5,000
4310 Utilities	150,496	128,551	150,000	130,000
4410 Equipment Rental	21,662	24,497	25,000	13,500
4411 Audio Gear	400	0	1,000	500
4412 Backline	41,745	38,397	40,000	25,000
4413 Lighting	3,978	0	25,000	4,500
4414 Rigging	0	0	200	500
4415 Visual	0	0	1,000	1,000
4510 Insurance & Fidelity Bond	177,976	224,988	225,000	275,000
4540 FLC Liability & Property	3,323	7,106	3,200	7,200
4610 Building Maintenance	11,619	4,531	5,000	4,500
4640 A/C Maintenance	32,134	27,242	20,000	9,000
4645 Building Repair Supplies	3,133	1,072	3,000	1,000
4646 Theatre Supplies	3,995	1,728	2,500	1,000
4660 Equipment Maintenance	901	1,190	2,500	1,000
4670 Computer Maintenance	0	0	1,000	1,000
4675 Software Maintenance	2,910	3,493	2,000	3,500
4710 Reproduction	0	575	1,000	1,000
4720 Outside Printing	1,904	3,689	25,000	5,000
4810 Advertising	408,944	338,436	300,000	315,000

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Sunrise Theatre Fund
Fund/Division Number: 406-4600-575	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Operating Expense contd.</u>				
4925 Cost of Events	1,002,018	852,541	1,000,000	800,000
4926 Cost of Events/Rent Reimb	148,616	361,231	154,000	150,000
4932 Packaged Sales	30,545	26,968	35,000	30,000
4933 Concession Supplies	3,230	7,379	6,500	6,000
4940 Bad Debt Expense	46	279	0	0
4950 Settlement of Claims	0	0	0	0
4960 Administrative Charges	92,809	93,593	110,000	110,000
4976 Licenses & Fees	625	625	2,224	2,500
4985 Taxes	0	0	500	500
4990 Miscellaneous Expense	2,745	2,085	1,500	1,500
5110 Office Supplies	1,978	5,255	4,000	4,000
5120 EDP Supplies	470	899	1,000	1,000
5150 Misc Equipment Expense	808	2,284	1,000	1,000
5230 Cleaning Supplies	7,144	6,136	6,500	6,000
5410 Books,Publications,Subs&Mbrshp	2,799	1,744	2,500	2,500
5900 Depreciation	546,199	546,487	546,199	546,500
Total Operating Expense	\$ 3,219,457	\$ 3,305,038	\$ 3,239,623	\$ 2,901,500
<u>Capital Outlay</u>				
6200 Other Structures Facilities	\$ 0	\$ 0	\$ 0	\$ 0
6320 Other Improvements	0	0	0	0
6410 Office Equip & Mach	6,563	1,877	0	0
Total Capital Outlay	\$ 6,563	\$ 1,877	\$ 0	\$ 0
<u>Transfers</u>				
9110 Transfer to General	\$ 0	\$ 0	\$ 0	\$ 0
Total Transfers	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL APPROPRIATIONS	\$ 3,825,300	\$ 3,692,623	\$ 3,861,299	\$ 3,397,548

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Building Inspection Fund
Fund/Division Number: 420-2902	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Licenses and Permits</u>				
322 10 Permits-Building Dept.	\$ 1,201,407	\$ 1,222,470	\$ 1,750,000	\$ 2,000,000
322 20 Inspections	15,184	15,131	17,500	15,000
322 90 Other Permit Fees	780,274	928,391	750,000	1,000,000
329 40 Contractor's License	63,255	59,941	55,000	55,000
Total Licenses and Permits	\$ 2,060,120	\$ 2,225,932	\$ 2,572,500	\$ 3,070,000
<u>Grants</u>				
331 10 General Government	\$ 0	\$ 0	\$ 0	\$ 0
Total Grants	\$ 0	\$ 0	\$ 0	\$ 0
<u>Charge for Services</u>				
341 40 Cert, Copying, Rcd Search	\$ 61	\$ 174	\$ 2,000	\$ 2,000
341 60 Administration Fees	0	0	0	0
341 61 Demo & Flood Plain Mgmt	4,507	2,063	25,000	25,000
341 94 Credit Card Process Fees	37,567	27,086	25,000	25,000
Total Charges for Services	\$ 42,134	\$ 29,323	\$ 52,000	\$ 52,000
<u>Fines & Forfeits</u>				
354 60 Unlicensed Contracting	\$ 500	\$ 0	\$ 15,000	\$ 10,000
354 70 Violation of Local Ordinance	0	5,970	20,000	30,000
Total Fines & Forfeits	\$ 500	\$ 5,970	\$ 35,000	\$ 40,000
<u>Miscellaneous Revenue</u>				
361 10 Interest on Investments	\$ 7,215	\$ 38,946	\$ 12,500	\$ 25,000
361 33 Other Investment Interest	9,064	156	0	0
369 31 Reimbursement of Expenditures	0	0	0	0
369 57 St. Lucie County	27,918	41,463	10,000	25,000
369 90 Other Misc. Revenues	27,920	33,856	25,000	30,000
Total Miscellaneous Revenues	\$ 72,116	\$ 114,421	\$ 47,500	\$ 80,000
Total Revenues	\$ 2,174,871	\$ 2,375,646	\$ 2,707,000	\$ 3,242,000
<u>Interfund Transfers</u>				
381 10 General Fund	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL Interfund Transfers	\$ 0	\$ 0	\$ 0	\$ 0
Appropriated Retained Earnings	(536,648)	(750,952)	(79,694)	0
TOTAL RESOURCES	\$ 1,638,223	\$ 1,624,694	\$ 2,627,306	\$ 3,242,000

Proposed Budget for Fiscal Year 2020/21

Fund Title:	Building Inspection Fund
Fund/Division Number: 420-2902-524	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Budgeted Staffing Level</u>				
Building Official	1	1	1	1
Deputy Building Official	0	0	0	1
Building Department Coordinator	0	1	1	1
CRS Coordinator	1	1	1	1
Executive Assistant	1	1	1	1
Administrative Assistant	1	1	1	1
Building Inspector /Investigator	1.5	1	7	7
Senior Permit Specialist	1	1	1	1
Permit Specialist	2	1	1	4
Plan Examiner	4	4	4	0
Building Inspector	1	1	0	0
Building Inspector/Plans Examiner (3 p/t)	4	5	0	0
Total Budgeted Staffing Level	<u>18</u>	<u>18</u>	<u>18</u>	<u>18</u>

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Personnel Services</u>				
1010 Salaries and Wages	\$ 610,754	\$ 757,784	\$ 791,740	\$ 948,137
1030 Accrued Compensation	6,573	5,740	7,000	7,000
1040 Overtime	12,727	13,990	5,000	5,000
2010 FICA Taxes	47,351	58,585	61,486	73,772
2020 Retirement Contributions	98,149	121,435	126,205	161,495
2030 Life & Health Insurance	125,682	191,955	183,562	196,097
2035 Dental Insurance	8,527	10,275	12,348	11,040
2040 Workers' Compensation	15,271	17,365	17,221	17,765
Total Personnel Services	<u>\$ 925,034</u>	<u>\$ 1,177,129</u>	<u>\$ 1,204,562</u>	<u>\$ 1,420,306</u>

<u>Operating Expense</u>				
3120 Legal Fees	\$ 0	\$ 0	\$ 2,000	\$ 2,000
3170 Examination Fees	278	0	750	1,629
3200 Accounting & Auditing	1,158	1,193	1,400	1,500
3490 Contractual Fees	119,780	67,843	150,000	467,194

Proposed Budget for Fiscal Year 2019/20

Fund Title:	Building Inspection Fund
Fund/Division Number: 420-2902-524	

	2017/18 Actual	2018/19 Actual	2019/20 Approved	2020/21 Proposed
<u>Operating contd.</u>				
3495 Temp Employee Svcs	67,179	22,791	5,000	120,000
4010 Car Allowance	0	3,500	4,200	4,200
4020 Travel and Education	5,736	19,142	17,500	75,000
4110 Communications	27,010	24,489	22,000	30,000
4120 Freight and Postage	2,700	3,867	3,000	5,000
4410 Equipment Rental	6,818	6,825	7,500	15,000
4510 Liability	9,171	12,473	10,000	15,000
4650 Vehicle Maintenance	1,117	2,014	2,000	2,500
4651 Vehicle Parts	5,154	5,391	2,500	2,500
4652 Tires & Batteries	0	0	1,000	2,500
4660 Equipment Maintenance	0	0	0	0
4670 Computer Maintenance	0	0	0	0
4675 Software Maintenance	145,085	76,156	87,000	500,000
4710 Reproduction	3,709	4,424	2,500	5,000
4720 Outside Printing	3,397	4,350	2,500	5,000
4810 Advertising	467	647	500	500
4945 Refunds	0	0	0	0
4960 Administrative Fees	130,344	129,933	140,000	275,000
4990 Miscellaneous Expenses	2,149	4,080	2,500	5,000
5110 Office Supplies	4,883	6,007	4,000	5,000
5120 EDP Supplies	487	1,092	1,000	1,000
5150 Misc. Equipment	2,890	36,898	2,500	125,306
5210 Gas and Oil	9,979	9,750	15,000	15,000
5232 Other Supplies	267	890	1,000	1,000
5410 Books, Pubs, Subscriptions&Mbrshp	5,796	3,811	5,000	7,500
5900 Depreciation	62,000	68,787	62,000	70,000
Total Operating Expense	\$ 617,554	\$ 516,353	\$ 554,350	\$ 1,759,329
<u>Capital Outlay</u>				
6410 Office Equipment & Mach	\$ 152,358	\$ 0	\$ 0	\$ 0
6440 Vehicles	0	0	75,000	75,000
6420 Furniture & Furnishings	0	0	850,000	50,000
Total Capital Outlay	\$ 152,358	\$ 0	\$ 925,000	\$ 125,000
<u>Non-operating Expenses</u>				
9201 Debt Service/Radios	\$ 5,277	\$ 0	\$ 5,394	\$ 7,364
Total Capital Outlay	\$ 5,277	\$ 0	\$ 5,394	\$ 7,364
TOTAL APPROPRIATIONS	\$ 1,700,223	\$ 1,693,481	\$ 2,689,306	\$ 3,312,000

**City Commission Conference Agenda/Budget
Workshop**

4. b.

Meeting Date: 07/13/2020

Re: Proposed 2021 CIP

Submitted For: Nick Mimms, City Manager, City Manager

SUBJECT:

Presentation of proposed FY 2021 Capital Improvement Plan by City Engineer

Attachments

Capital Improvement Projects

Form Review

Inbox

City Manager

City Manager

Form Started By: Jennifer Robinson

Final Approval Date: 07/09/2020

Reviewed By

Nick Mimms

Nick Mimms

Date

07/09/2020 02:02 PM

07/09/2020 02:02 PM

Started On: 06/16/2020 10:23 AM

CAPITAL IMPROVEMENT PROJECTS



July 2020
Update



CITY OF FORT PIERCE
CONFERENCE AGENDA
JULY 13, 2020

Completed Projects - FY 19/20

TRANSPORTATION

PROJECT	TOTAL AMOUNT
Ohio Avenue Realignment (US 1@ Ohio Ave)	\$1,243,762
S. 7th Street Reconstruction (Wendell to 10 th St.)	\$801,484
Avenue A and B Reconstruction (7 th St. to 8 th St.)	\$365,640
Melody Lane Seawall Replacement	\$1,048,687

BUILDINGS

PROJECT	TOTAL AMOUNT
Waterproofing/Repair Parking Decks (City Hall Garage)	\$434,921
Permitting Hub Build-out (Sunrise Center)	\$1,052,360
Fuel Dock Support Building	\$889,598

Completed Projects - FY 19/20

MARINA

PROJECT	TOTAL AMOUNT
Intracoastal Waterway Maintenance Dredging	\$804,413

STORMWATER (SMU)

PROJECT	TOTAL AMOUNT
Surfside Park Neighborhood Drainage Improvements	\$1,097,370
8 th Street Stormwater Pump Station	\$340,710

PROJECT TOTAL	\$8,078,945
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Capital Improvement Plan
Fiscal Years 2020/2021 through 2024/2025

DRAFT

Revised Date: 6/11/2020

ITEM NO.	PROJECT NAME	TOTAL PROJECT COST	PREVIOUSLY APPROPRIATED	UNFUNDED AMOUNT	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FUNDING SOURCES
TRANSPORTATION										
STREET PROJECTS										
1	Street Resurfacing (Citywide) Description: Milling, curb reconstruction and asphalt overlay.	\$ 16,599,457	\$ 266,000	\$13,980,597	\$ 352,860 Construction	\$ 500,000 Construction	\$ 500,000	\$ 500,000	\$ 500,000	SUR, CITY-GF CITY-R Unfunded
2	Pavement Markings (Partial) Description: Replacement of pavement markings to comply with MUTCD Standards for marking retroreflectivity.	\$ 205,000	\$ -	\$205,000	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
3	8th Street (Avenue D to Avenue E) Description: Project includes reconstruction of roadway, drainage, and sidewalk reconstruction. Sanitary sewer, and water main have already been refurbished.	\$ 250,000	\$ -		\$ 250,000	\$ -	\$ -	\$ -	\$ -	SUR, FPUA
4	Avenue B (8th Street to 13th Street) Description: Project includes reconstruction of roadway, drainage, and sidewalk reconstruction. Sanitary sewer, and water main will be refurbished prior to construction.	\$ 650,360	\$ -		\$ 650,360	\$ -	\$ -	\$ -	\$ -	SUR, FPUA
5	5th Street (Boston Avenue to Delaware Avenue) Description: Project includes reconstruction of roadway, drainage, and sidewalk reconstruction, limited landscaping and street lighting. Sanitary sewer, and water main will be refurbished prior to construction.	\$ 483,088	\$ -		\$ 483,088	\$ -	\$ -	\$ -	\$ -	SUR, FPUA
6	13th St - Phase 3 (Ave. E to Ave. Q) Description: Project includes reconstruction of roadway, drainage, sidewalk, limited landscaping and street lighting. Sanitary sewer, water main, and overhead utilities conversion to underground anticipated, but not, included in project costs.	\$ 2,124,605	\$ 263,445 Design	\$1,861,160	\$ -	\$ -	\$ -	\$ -	\$ -	FPRA Unfunded
7	Wendell Road (8th to Chipola Road) Description: A joint project by the city and Fort Pierce Utilities Authority primarily for the replacement of utilities. The project will entail water and sewer main replacement, drainage improvements, sidewalk replacement and roadway reconstruction.	\$ 1,344,111	\$ -	\$1,344,111	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
8	Ohio Avenue (Sunrise Blvd. to US1) Description: A joint project by the city and Fort Pierce Utilities Authority primarily for the replacement of utilities. The project will entail water and sewer main replacement, drainage improvements, sidewalk replacement and roadway reconstruction.	\$ 1,346,535	\$ -	\$1,346,535	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
STREET PROJECTS TOTAL (this page)		\$ 23,003,156	\$ 529,445	\$18,737,403	\$ 1,736,308	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	



Capital Improvement Plan
Fiscal Years 2020/2021 through 2024/2025

DRAFT

Revised Date: 6/11/2020

ITEM NO.	PROJECT NAME	TOTAL PROJECT COST	PREVIOUSLY APPROPRIATED	UNFUNDED AMOUNT	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FUNDING SOURCES
TRANSPORTATION										
STREET PROJECTS										
9	13th St - Phase 4 (Georgia Ave. to Orange Ave.) Description: Project includes reconstruction of roadway, drainage, sidewalk, limited landscaping and street lighting. Sanitary sewer, water main, and overhead utilities conversion to underground anticipated, but not, included in project costs.	\$ 4,584,896	\$ 274,880	\$ 4,310,016	\$ -	\$ -	\$ -	\$ -	\$ -	FPRA Unfunded
10	Avenue I Corridor (13th St. to 25th St.) Description: Project includes reconstruction of roadway, drainage, sidewalk, limited landscaping and street lighting. Sanitary sewer, water main, and overhead utilities conversion to underground anticipated, but not, included in project costs.	\$ 2,824,545	\$ 164,474	\$ 2,660,071	\$ -	\$ -	\$ -	\$ -	\$ -	FPRA Unfunded
11	13th St. - Phase 5 (Virginia Ave. to Georgia Ave.) Description: Project includes reconstruction of roadway, drainage, canal enclosure, sidewalk, limited landscaping and street lighting. Sanitary sewer, water main, and overhead utilities conversion to underground anticipated, but not, included in project costs.	\$ 6,256,782	\$ -	\$ 6,256,782	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
12	US 1 @ Virginia Ave. Description: Addition of right turn lane on US 1. Preliminary design, land acquisition, and final design currently funded. Construction funding by FDOT currently beyond five year outlook.	\$ 3,410,445	\$ 421,115	\$ 0	\$ 100,000 Utilities	\$ 2,889,330 Construction/ Land	\$ -	\$ -	\$ -	FDOT
13	Indian River Dr. (Ave. A to Seaway Drive) Description: Reconstruction of roadway, drainage, sidewalks, street lighting, and landscaping. Conversion of overhead utilities to underground and water/sewer replacement anticipated, but not part of total project cost.	\$ 2,070,000	\$ -	\$ 2,070,000	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
14	Granada Street (Porpoise Avenue to North of Gulfstream) Description: Paving, drainage, and sidewalks for unpaved section of Granada Street.	\$ 355,500	\$ -	\$ 355,500	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
STREET PROJECTS TOTAL (this page)		\$ 19,502,168	\$ 860,469	\$ 15,652,369	\$ 100,000	\$ 2,889,330	\$ -	\$ -	\$ -	
STREET PROJECTS TOTAL (previous page)		\$ 23,003,156	\$ 529,445	\$ (18,737,403)	\$ 1,736,308	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	
STREET PROJECTS TOTAL		\$ 42,505,324	\$ 1,389,914	\$ 34,389,772	\$ 1,836,308	\$ 3,389,330	\$ 500,000	\$ 500,000	\$ 500,000	



Capital Improvement Plan
Fiscal Years 2020/2021 through 2024/2025

DRAFT

Revised Date: 6/11/2020

ITEM NO.	PROJECT NAME	TOTAL PROJECT COST	PREVIOUSLY APPROPRIATED	UNFUNDED AMOUNT	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FUNDING SOURCES
TRANSPORTATION										
STREETSCAPE PROJECTS										
1	Fisherman's Wharf (Indian River Dr. to Indian River) Description: Reconstruction of roadway, drainage, sidewalks, street lighting, and landscaping. Conversion of overhead utilities to underground. Decorative observation area.	\$ 1,631,950	\$ 154,200 Design	\$ 1,477,750	\$ -	\$ -	\$ -	\$ -	\$ -	FPUA-FDOT-CITY GF- SLC (Pending)
2	Avenue D (US1 to Indian River Dr.) Description: Reconstruction of roadway, drainage, sidewalks, street lighting, and landscaping. Conversion of overhead utilities to underground.	\$ 1,603,840	\$ -	\$ 1,603,840	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
3	5th St (Orange Ave. to Ave. A) Description: Reconstruction of roadway, drainage, sidewalks, street lighting, and landscaping. Conversion of overhead utilities to underground.	\$ 291,084	\$ -	\$ 291,084	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
4	Depot Drive (Orange Ave. to 2nd St.) Description: Reconstruction of roadway, drainage, sidewalks, street lighting, and landscaping. Project will convert one way traffic to two way and provide on-street parking.	\$ 1,262,380	\$ -	\$ 1,262,380	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
5	Hibiscus Park Neighborhood Description: Roadway paving, drainage improvements, sidewalks, street lighting.	\$ 4,343,281	\$ 349,555 Design	\$ 3,993,726	\$ -	\$ -	\$ -	\$ -	\$ -	CITY GF Unfunded
STREETSCAPE PROJECTS TOTAL		\$ 9,132,535	\$ 503,755	\$ 8,628,780	\$ -	\$ -	\$ -	\$ -	\$ -	



Capital Improvement Plan
Fiscal Years 2020/2021 through 2024/2025

DRAFT

Revised Date: 6/11/2020

ITEM NO.	PROJECT NAME	TOTAL PROJECT COST	PREVIOUSLY APPROPRIATED	UNFUNDED AMOUNT	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FUNDING SOURCES
TRANSPORTATION										
BICYCLE / PEDESTRIAN PROJECTS										
1	Emil Avenue Sidewalk (Oleander Ave. to US 1) Description: Construction of sidewalk on both sides of Emil Ave.	\$ 560,000	\$ -	\$560,000	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
2	Indian River Dr. Sidewalk (Delaware Ave. to Old Fort Park) Description: Construction of sidewalk along west side of Indian River Drive from existing sidewalk at Delaware Avenue south to Old Fort Park. Project cost includes \$15,000 for easement acquisition.	\$ 93,740	\$ -	\$93,740	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
3	Historic Downtown Ft. Pierce Retrofit - Bike Path/ Trail (Georgia Ave. to N. A1A) Description: Design phase.	\$ 496,562	\$ 196,562 PD&E	\$0	\$ -	\$ 300,000 Design	\$ -	\$ -	\$ -	FDOT
4	FEC Overpass - Bike Path / Trail (Savannas Recreation Area South to Savannah Rd.) Description: A proposed joint project between St. Lucie County and the City of Fort Pierce connecting the Savannas Recreation Area Trail crossing FEC Spur track.	\$ 3,541,211	\$ 106,220 PD&E	\$ -	\$ -	\$ 450,000 Design	\$ 174,377 Environmental	\$ 60,000 Utilities	\$ 2,750,614	FDOT
5	Crosswalk - SR A-1-A @ Fernandina Street Description: Improvements would consist of reconstruction of Fernandina Street from A1A to Binney Dr. converting traffic to one-way and shifting the pavement to the west. A sidewalk would be constructed on the east side aligning with the new crosswalk on A1A.	\$ 175,740	\$ -	\$175,740	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
BICYCLE / PEDESTRIAN PROJECTS TOTAL		\$ 4,867,253	\$ 302,782	\$829,480	\$ -	\$ 750,000	\$ 174,377	\$ 60,000	\$ 2,750,614	

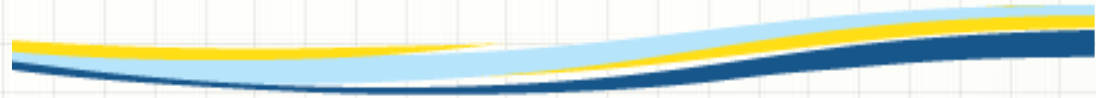


Capital Improvement Plan
 Fiscal Years 2020/2021 through 2024/2025

DRAFT

Revised Date: 6/30/2020

ITEM NO.	PROJECT NAME	TOTAL PROJECT COST	PREVIOUSLY APPROPRIATED	UNFUNDED AMOUNT	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FUNDING SOURCES
BUILDINGS										
<i>BUILDINGS</i>										
1	City Hall Exterior Refurbishment Description: The proposed work will repair any exterior deficiencies in the honeycomb portions of the building, provide weatherproofing and paint City Hall.	\$ 175,000	\$ -	\$175,000	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
2	Replacement of Fuel Canopy at Public Works Description: Existing canopy is showing signs of dilapidation. Structure needs to be replaced to meet new wind loads established by the Florida Building Code.	\$ 185,000	\$ -	\$185,000	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
3	Lincoln Theatre Renovation Description: Restoration of Lincoln Theatre at 1132 Avenue D.	\$ 1,824,394	\$ 324,394 Construction	\$1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	FPRA Unfunded
BUILDING PROJECTS TOTAL		\$ 2,184,394	\$ 324,394	\$1,860,000	\$ -	\$ -	\$ -	\$ -	\$ -	



Capital Improvement Plan

Fiscal Years 2020/2021 through 2024/2025

DRAFT

Revised Date: 7/1/2020

ITEM NO.	PROJECT NAME	TOTAL PROJECT COST	PREVIOUSLY APPROPRIATED	UNFUNDED AMOUNT	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FUNDING SOURCES
PARKING FACILITIES										
<i>PARKING FACILITIES</i>										
1	Porpoise Beach Parking Description: This project is an expansion of the existing Porpoise Beach Access parking area. In accordance with an interlocal agreement entered into with St. Lucie County, the City will construct a public parking area on a parcel of property immediately north of the existing parking.	\$ 115,263	\$ -	\$115,263	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
2	Parking at St. Lucie Ct. and Ocean Dr. Description: Temporary parking to be provided. Project includes demolition of existing building and grading for temporary parking.	\$ 55,000	\$ -	\$55,000	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
PARKING FACILITIES PROJECTS TOTAL		\$ 170,263	\$ -	\$170,263	\$ -	\$ -	\$ -	\$ -	\$ -	

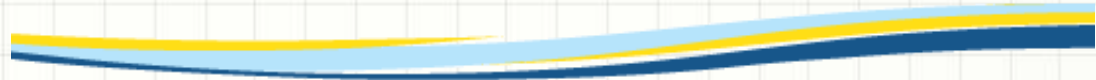


Capital Improvement Plan
Fiscal Years 2020/2021 through 2024/2025

DRAFT

Revised Date: 7/1/2020

ITEM NO.	PROJECT NAME	TOTAL PROJECT COST	PREVIOUSLY APPROPRIATED	UNFUNDED AMOUNT	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FUNDING SOURCES
PARK IMPROVEMENT PROJECTS										
<i>PARK IMPROVEMENT</i>										
1	Downtown Restroom (Fishing Pier Location) Description: Proposed construction of a 309 square feet restroom facility containing 2 water closets.	\$ 110,500	\$ 1,500 Design	\$ 109,000	\$ -	\$ -	\$ -	\$ -	\$ -	CITY-GF Unfunded
2	PAL Park Restroom Construction Description: Proposed construction of a 1392 square feet restroom facility and concession area. Building shall include 5 water closets and 3 urinals.	\$ 226,500	\$ 1,500 Design	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	CITY-GF Unfunded
3	PAL Park Football/Soccer Field Description: Construction of new football/soccer field to accommodate new programming at the PAL Center. (Football facility to include lighting, restroom, press box and concession stand)	\$ 280,000	\$ -	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
4	Causeway Park Upgrade Description: An extremely popular destination providing public water access to residents and tourists alike. So popular that parking, traffic flow and pedestrian safety have become a major concern.	\$ 750,000	\$ -	\$ -	\$ 49,000 Design	\$ 701,000 Construction	\$ -	\$ -	\$ -	Park MSTU
5	South Bridge Fishing Pier - Solar Lighting Description: The City will plan towards placing lights on the newly constructed decks. This is a high use area and very popular for night fishing.	\$ 150,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
6	Moore's Creek Linear Park - Phase 2 Description: The continuation of the linear park concept from 15th Street west to 29th Street. Project includes, canal enlargement, reshaping, pedestrian walkway, lighting, and landscaping.	\$ 7,772,800	\$ -	\$ 7,772,800	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
7	Pal Park Basketball Court Design and construction of a new outside basketball court to accommodate new programming at the PAL Center.	\$ 57,500	\$ -	\$ 57,500	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
PARK IMPROVEMENT PROJECTS TOTAL		\$ 9,347,300	\$ 3,000	\$ 8,994,300	\$ 49,000	\$ 701,000	\$ -	\$ -	\$ -	

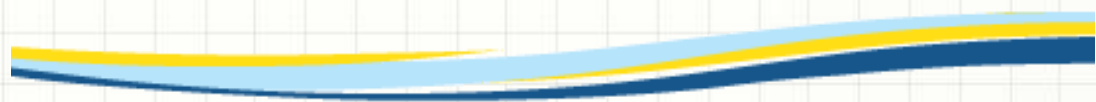


Capital Improvement Plan
 Fiscal Years 2020/2021 through 2024/2025

DRAFT

Revised Date: 7/1/2020

ITEM NO.	PROJECT NAME	TOTAL PROJECT COST	PREVIOUSLY APPROPRIATED	UNFUNDED AMOUNT	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FUNDING SOURCES
PARK IMPROVEMENT PROJECTS										
<i>PARK IMPROVEMENT</i>										
8	Fenn Park Design and construction of rehabilitated park facility. Proposed work includes parking lot, pavillions, play areas, walkways, restrooms and landscaping.	\$ 1,680,250	\$ -	\$ 1,680,250	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
9	Seaplane Base Description: Proposed construction of a seaplane landing lane and associated upland base.	\$ 510,000	\$ 23,890 Permit	\$ 486,110	\$ -	\$ -	\$ -	\$ -	\$ -	CITY-GF Unfunded
PARK IMPROVEMENT PROJECTS (Total This Page)		\$ 2,190,250	\$ 23,890	\$ (2,166,360)	\$ -	\$ -	\$ -	\$ -	\$ -	
PARK IMPROVEMENT PROJECTS (Total Previous Page)		\$ 9,347,300	\$ 3,000	\$ (8,594,300)	\$ 49,000	\$ 701,000	\$ -	\$ -	\$ -	
PARK IMPROVEMENT PROJECTS TOTAL		\$ 11,537,550	\$ 26,890	\$ (10,760,660)	\$ 49,000	\$ 701,000	\$ -	\$ -	\$ -	



Capital Improvement Plan

Fiscal Years 2020/2021 through 2024/2025

DRAFT

Revised Date: 7/1/2020

ITEM NO.	PROJECT NAME	TOTAL PROJECT COST	PREVIOUSLY APPROPRIATED	UNFUNDED AMOUNT	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FUNDING SOURCES
MARINA PROJECTS										
<i>MARINA PROJECTS</i>										
1	Sewage Pump-out Station Description: Installation of the sewage pump-out for north side of the marina	\$ 150,000	\$ -	\$150,000	\$ -	\$ -	\$ -	\$ -	\$ -	Unfunded
MARINA PROJECTS TOTAL		\$ 150,000	\$ -	\$150,000	\$ -	\$ -	\$ -	\$ -	\$ -	



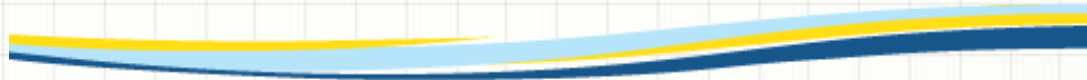
Capital Improvement Plan

Fiscal Years 2020/2021 through 2024/2025

DRAFT

Revised Date: 7/1/2020

ITEM NO.	PROJECT NAME	TOTAL PROJECT COST	PREVIOUSLY APPROPRIATED	UNFUNDED AMOUNT	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FUNDING SOURCES
STORMWATER UTILITY PROJECTS										
STORMWATER UTILITY PROJECTS										
1	Beach Court (Easter Ave. to Florida Ave.) Description: Project entails the replacement of failing storm drain along Beach Court. Approximately 500' LF of pipe, 8 inlet structures and 3 manholes will be constructed. Project will necessitate the replacement of 790 LF of curb and gutter and overlaying asphalt street.	\$ 242,305	\$ -	\$ 0	\$ -	\$ 242,305.00	\$ -	\$ -	\$ -	SMU
						Design/ Construction				
2	16th St (Ave K to Ave I) - Stormdrain Replacement Description: Project entails the replacement of a decrepit stormdrain along North 16th Street between Avenue K and Avenue I. The existing system has failed due to deterioration and age of the infrastructure. The project also proposes milling and resurfacing of the roadway.	\$ 208,849	\$ -	\$ 0	\$ -	\$ 208,849.00	\$ -	\$ -	\$ -	SMU
						Construction				
3	Frances Avenue (Fernandina Ave. to Thumb Point Dr.) Description: Project involves the replacement of failing metal side drains along Frances Avenue between Fernandina Avenue and Thumb Point Drive. The pipe will be replaced with concrete pipe and new inlets will be constructed. Replacement of driveway aprons is also proposed.	\$ 134,000	\$ -	\$ 0	\$ -	\$ -	\$ 134,000.00	\$ -	\$ -	SMU
							Design/ Construction			
4	Atlantic Avenue (5th St to 7th St) - Pipe Replacement Description: Numerous pavement failures have occurred directly in line with the stormdrain. Public Works Department has repeatedly filled these voids with asphalt. The failures continue to expand creating safety concerns	\$ 324,710	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ 324,710.00	\$ -	SMU
								Design/ Construction		
5	Avenue Q (14th to 17th) - Stormdrain Replacement Description: Project entails the replacement of failing stormdrain along Avenue Q between 14th and 17th Streets. Approximately 1,200 LF of 48" pipe along with the installation of 8 drainage structures is proposed. Also the replacement of curb and gutter and resurfacing of the roadway.	\$ 400,629	\$ -	\$ 0	\$ -	\$ -	\$ 400,629.00	\$ -	\$ -	SMU
							Design/ Construction			
6	Virginia Avenue Canal Stabilization (13th Street - 25th Street) 3,650 LF of canal bank stabilization utilizing articulated concrete block mats for canal banks and rip-rap application along the bottom of the canal.	\$ 4,600,000	\$ -	\$ 4,600,000	\$ -	\$ -	\$ -	\$ -	\$ -	SMU (Grant Application)
7	Moore's Creek Erosion Remediation Description: As a result of Hurricane Irma, Moore's Creek suffered erosion damage along its banks, primarily from 7th to 15th Street. A request was submitted to FEMA for bank stabilization and mitigation.	\$ 327,400	\$ -	\$ 0	\$ 327,400					SMU, FEMA
8	Moore's Creek Trash Interceptor Description: Proposed installation of "DownStream Defenders" to capture and retain stormwater sediment, trash and floatables before entering Moore's Creek.	\$ 120,000	\$ -	\$ 0	\$ 120,000	\$ -	\$ -	\$ -	\$ -	SMU
STORMWATER UTILITY TOTAL		\$ 6,357,893	\$ -	\$ (4,600,000)	\$ 447,400	\$ 451,154	\$ 534,629	\$ 324,710	\$ -	



Capital Improvement Plan
Fiscal Years 2020/2021 through 2024/2025

DRAFT

Revised Date: 7/1/2020

ITEM NO.	PROJECT NAME	TOTAL PROJECT COST	PREVIOUSLY APPROPRIATED	UNFUNDED AMOUNT	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FUNDING SOURCES
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STORMWATER UTILITY PROJECTS

STORMWATER UTILITY PROJECTS

9	Surfside Neighborhood Drainage - Phase II Description: The streets identified for drainage improvements under this project are: Plover, Pelican, Walnut, Eucalyptus and Cypress. Improvements will include valley gutters constructed on both sides of the roadway, elimination of the remaining roadside swales by re-grading from the edge of pavement to the right-of-way line and re-establishing the roadway crown by asphalt overlay.	\$ 1,437,730	\$ -	\$ -	\$ -	\$ 1,437,730.00	\$ -	\$ -	\$ -	SMU,SUR Design/ Construction
10	Surfside Neighborhood Drainage - Phase III Description: The streets identified for drainage improvements under this project are: Sunset Isles, Mimosa, and Jacaranda. Improvements will include valley gutters constructed on both sides of the roadway, elimination of the remaining roadside swales by re-grading from the edge of pavement to the right-of-way line and re-establishing the roadway crown by asphalt overlay.	\$ 962,920	\$ -	\$ 962,920	\$ -	\$ -	\$ -	\$ -	\$ -	SMU
11	Surfside Neighborhood Drainage - Phase IV Description: The streets identified for drainage improvements under this project are: Surfside, Cypress, Mimosa, Jacaranda, Coconut. Improvements will include valley gutters constructed on both sides of the roadway, elimination of the remaining roadside swales by re-grading from the edge of pavement to the right-of-way line and re-establishing the roadway crown by asphalt overlay.	\$ 1,828,600	\$ -	\$ 1,828,600	\$ -	\$ -	\$ -	\$ -	\$ -	SMU
12	South 2nd Street Drainage Improvements Description: Improvements to help alleviate drainage problems at the southern most end of 2nd Street. Currently, no positive outfall for drainage exists. This project would provide exfiltration trench to absorb stormwater runoff.	\$ 71,690	\$ -	\$ -	\$ -	\$ 71,690.00	\$ -	\$ -	\$ -	SMU Design/ Construction

STORMWATER UTILITY (Total This Page)	\$ 4,300,940	\$ -	\$ (2,791,520)	\$ -	\$ 1,509,420	\$ -	\$ -	\$ -	\$ -
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STORMWATER UTILITY (Total Previous Page)	\$ 6,357,893	\$ -	\$ (4,600,000)	\$ 447,400	\$ 451,154	\$ 534,629	\$ 324,710	\$ -	\$ -
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STORMWATER UTILITY TOTAL	\$ 10,658,833	\$ -	\$ (7,391,520)	\$ 447,400	\$ 1,960,574	\$ 534,629	\$ 324,710	\$ -	\$ -
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Upcoming Projects - FY 20/21

Transportation



- **Street Resurfacing**



- Fulton Dr.
- Tucker Ct.
- Pierce St.
- Miami Ct.
- 17th St.
- South Ave.
- Easter Ave.
- 18th St.
- 21st St.

**Estimated
Cost: \$352,860**



[BACK](#)

Upcoming Projects - FY 20/21

Transportation



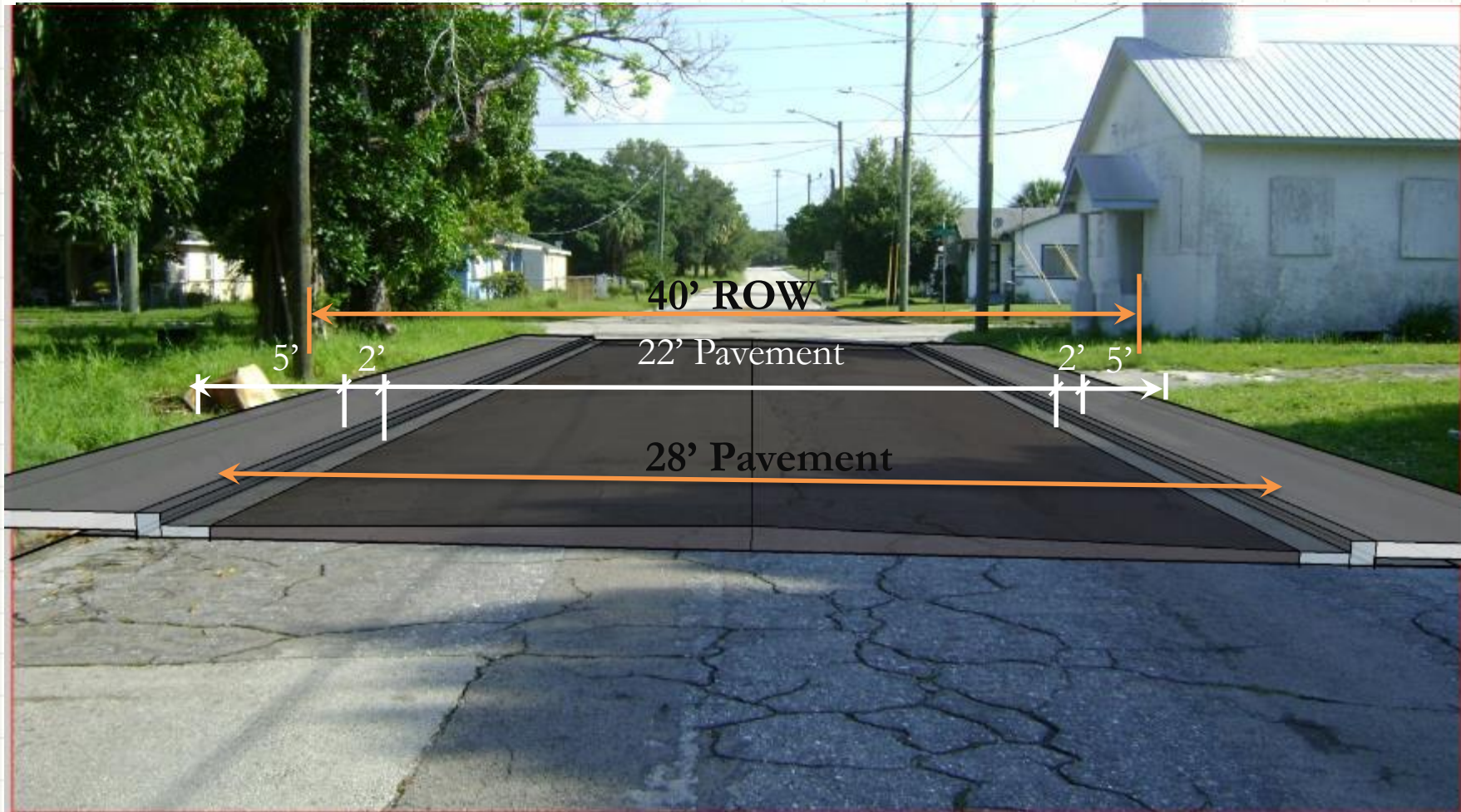
- **8th Street** (Avenue D to Avenue E)



- The condition of this section of roadway necessitates reconstruction as opposed to milling and resurfacing. The utilities (water and sewer) have been recently replaced. This project will include the reconstruction of the subgrade, base and surface of the roadway, along with curb and gutter and the rehabilitation of the drainage system. Sidewalk is planned for both sides of the pavement section.



- Existing right-of-way is 40' with 28' of pavement width



- The proposed cross-section will consist of 22' pavement with curb and gutter and 5' sidewalk on both sides.

Upcoming Projects - FY 20/21

Transportation



- **8th Street** (Avenue D to Avenue E)
 - Estimated Project Cost: \$250,000
 - Funding sources consist of:
 - FPUA (contribution for restoration)
 - Surtax account
 - Status:
 - Utilities rehabilitation completed
 - Design engineer preparing proposal for engineering design plans and specifications.

Upcoming Projects - FY 20/21

Transportation



- **Avenue B** (8th Street to 13th Street)



Existing Condition

- The condition of this section of roadway necessitates reconstruction as opposed to milling and resurfacing. The utilities (water and sewer) are scheduled to be replaced by the FPUA. This project will include the reconstruction of the subgrade, base and surface of the roadway, along with curb and gutter and the rehabilitation of the drainage system. Sidewalk is planned for both sides of the pavement section.

- Estimated Project Cost: \$650,360
- Funding sources consist of:
 - FPUA (contribution for restoration)
 - Surtax account
- Status:
 - Design engineer preparing proposal for engineering design plans and specifications.

[BACK](#)

Upcoming Projects - FY 20/21

Transportation

- **5th Street** (Boston Avenue to Delaware Avenue)

Existing Conditions



- The condition of this section of roadway necessitates reconstruction as opposed to milling and resurfacing. The utilities (water and sewer) are scheduled to be replaced by the FPUA. This project will include the reconstruction of the subgrade, base and surface of the roadway, along with curb and gutter and the rehabilitation of the drainage system. Sidewalk is planned for both sides of the pavement section.



Upcoming Projects - FY 20/21

Transportation

- **5th Street** (Boston Avenue to Delaware Avenue)
 - Estimated Project Cost: \$483,088
 - Funding sources consist of:
 - FPUA (contribution for restoration)
 - Road Impact Fees
 - Status:
 - Engineering design contract has been awarded
 - 100% design plans to be completed by October 2020

Surtax Update

- **Funds Received to Date** **\$ 2,424,812.70**
(March 2019 through June 2020)
- **Expended Funds** **\$ 431,682.18**
 - 7th Street \$306,427.86
 - Avenue A and B \$125,254.32
- **Encumbered Funds** **\$ 1,163,624.80**
 - 17th Street (Const.) \$305,897.00
 - 17th Street (CEI) \$129,800.00
 - Citrus Overpass (Const.) \$662,927.80
 - Citrus Overpass (CEI) \$ 65,000.00
- **Upcoming Projects** **\$ 80,000.00**
 - 8th Street (Design) \$25,000
 - Avenue B (Design) \$55,000
- **Unencumbered Balance** **\$ 749,505.72**
(As of June 2020)

**City Commission Conference Agenda/Budget
Workshop**

4. c.

Meeting Date: 07/13/2020

Re: Clean & Safe Initiative Update

Submitted For: Peggy Arraiz, Code Compliance Manager, Code Enforcement

SUBJECT:

Discussion of Clean & Safe Initiative (CSI) program and fees

Attachments

CSI presentation

Form Review

Inbox

City Manager

City Manager

Form Started By: Peggy Arraiz

Final Approval Date: 07/09/2020

Reviewed By

Peggy Arraiz

Nick Mimms

Date

07/08/2020 11:31 AM

07/09/2020 02:44 PM

Started On: 07/08/2020 11:30 AM

CLEAN & SAFE INITIATIVE UPDATE

JULY 13, 2020





HISTORY

- July 9, 2015 the idea for the Clean Community Initiative was first introduced to the City Commission.
- The proposed budget items included code enforcement actions, code enforcement staff and non-code related items.
- Due to the lack of focus on a particular area, the project did not receive approval.

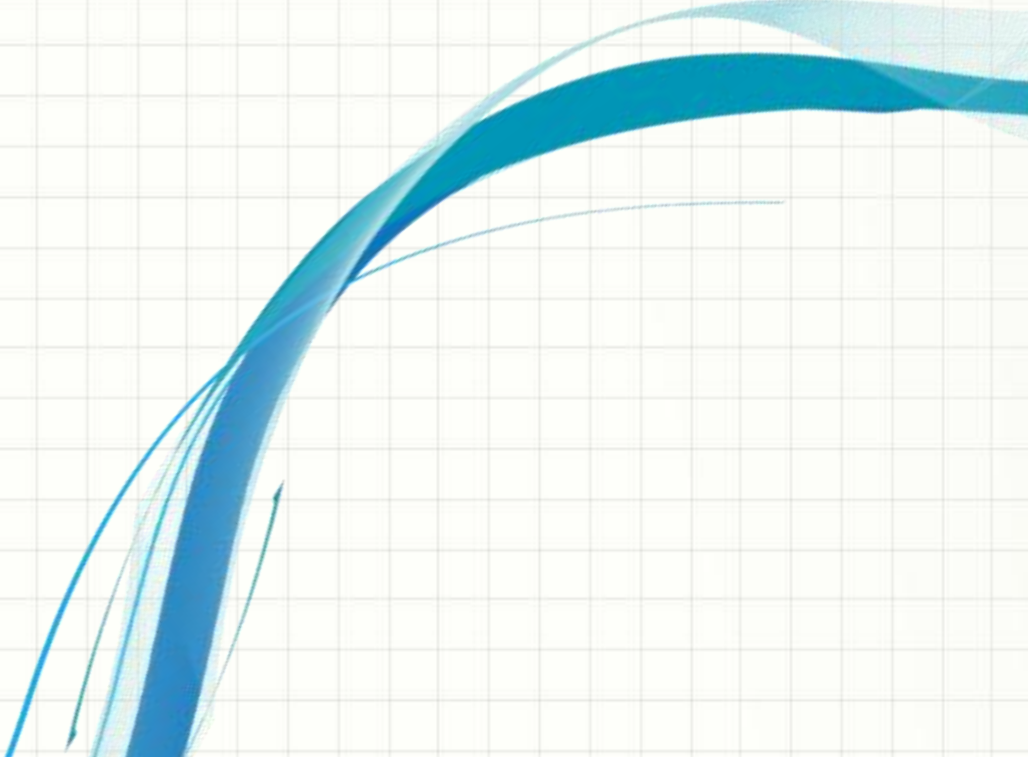
Project Description	Funding Amount
Demolition	\$53,000
Lot Clearing	\$56,065
Secure Vacant Structures	\$50,000
Graffiti Abatement	\$10,000
Tag & Tow	\$10,000
Code Enforcement (1 employee)	\$75,000
Keep Fort Pierce Beautiful	\$15,000
Youth & Crime Prevention	\$10,000



HISTORY

- September 5, 2017 staff presented the current “Clean & Safe Initiative” (CSI) to the City Commission.
- The project was focused on demolition and nuisance abatement of structures.
- All funds were restricted, and use must be approved by the City Commission.
- The project received the approval of the Commission.
- The CSI was incorporated into our Code of Ordinances with a sunset date of September 30, 2020, unless the Commission finds the goals have not been reached and the program will continue for an additional three years.

INCOME

- Funding for the project was set by Resolution at \$1 per month per utility bill.
 - FY 2018 - \$290,963.07
 - FY 2019 - \$315,676.56
 - FY 2020 - \$157,584.71 (YTD)
- 
- A decorative graphic consisting of several overlapping, curved, wavy lines in various shades of blue, starting from the bottom right and extending towards the top right of the slide.

THE NUMBERS

- A total of 148 demolition cases have been addressed:
 - 9 were demolished and 7 are in the process of being presented to the City Commission.
 - 9 were secured by the City.
 - TOTAL INVOLUNTARY – 25 (17%)
 - 65 were complied by owner.
 - 25 have active building permits.
 - 7 were secured by the owner.
 - TOTAL COMPLIANCE – 97 (66%)
 - 22 pending action.
 - 4 pending legal action.
 - TOTAL PENDING – 26 (18%)
- A total of 169 nuisance abatement cases have been addressed:
 - 40 (24%) were completed by the City
 - 7 (4%) are pending action.
 - 122 (72%) were complied by the owner.



THE NUMBERS

- Cost of Demolition:
 - FY 2018 - \$38,129
 - FY 2019 - \$42,735
 - FY 2020 – pending
- Cost of Nuisance Abatement:
 - FY 2018 - \$20,705
 - FY 2019 - \$46,295
 - FY 2020 - \$4,775 ytd
- Cost of Supplies
 - FY 2018 - \$5,327
 - FY 2019 - \$0
 - FY 2020 - \$4,998
- Cost of Administration
 - FY 2018 – approx. \$3,000
 - FY 2019 – approx. \$5,000
 - FY 2020 – approx. \$750 ytd



Lesson #1 –

The number of properties brought into compliance voluntarily is much higher than we anticipated.

Lesson #2 –

The City has not achieved its goal as drafted in 2017 and staff recommends amending the Code to include additional expenditures that relate directly to the safety of the community.

CSI Goals



- Demolition
- Secure buildings
- Lot clearing
- Graffiti
- Tag & tow
- Code staff
- Keep Fort Pierce Beautiful
- Youth & crime prevention

- Demolition
- Nuisance abatement
- Lot clearing
- Any safety measure as approved by the City Commission.

- Demolition
- Nuisance abatement of structures only

Sec. 5-369

Clean and safe community initiative

Staff recommends the following amendment to more fully address the goal of the ordinance, which is a “clean and safe community”:

- a) In an effort to curb the onslaught of blighted conditions throughout the community, the city has created a clean and safe community initiative. The clean and safe community initiative is intended to provide direct remediation of structures and conditions that create a hazard to the life, health and safety of the community, contribute to an increase in criminal activity and overall reduce property values and community pride. Such structures or conditions shall be declared unsafe or a nuisance and be remediated in compliance with the City Code of Ordinances or by any method deemed appropriate and approved by the City Commission.
- b) To provide funding for the clean and safe community initiative there shall be created a clean and safe community fee. The fee shall be set by resolution as approved by the City Commission.
- c) The clean and safe community initiative shall be effective for a period of three fiscal years. The effective period will automatically renew unless, prior to the expiration of the program period the city commission, after conducting public hearings, finds that the purpose of this program has ~~not yet~~ been achieved, it may decide to not extend the effective period of this program for an additional three (3) years.



QUESTIONS?

**City Commission Conference Agenda/Budget
Workshop**

4. d.

Meeting Date: 07/13/2020

Re: Body Worn Cameras

Submitted For: Nick Mimms, City Manager, City Manager

SUBJECT:

Discussion of Fort Pierce Police Department body worn cameras

Attachments

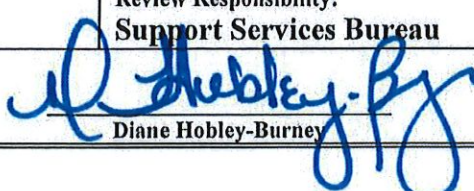
Body Worn Camera Policy

PCAC Body Camera Ordinance Recommendation

Form Review

Inbox	Reviewed By	Date
City Manager	Nick Mimms	07/09/2020 02:01 PM
City Manager	Nick Mimms	07/09/2020 02:01 PM
Form Started By: Jennifer Robinson		Started On: 06/16/2020 10:19 AM
Final Approval Date: 07/09/2020		

CITY OF FORT PIERCE POLICE DEPARTMENT
Policy and Procedure

Subject: Body Worn Camera	Effective Date: July 1, 2017	Number: 83.130
Revised:	Review Responsibility: Support Services Bureau	Number of Pages: 13
Authorized by: Chief of Police  Diane Hobley-Burney		

Contents:

- A. Purpose
- B. Policy
- C. Objectives
- D. Definitions
- E. Body Worn Camera Procedures
- F. Body Worn Camera User Guidelines
- G. Prohibited Conduct
- H. Media Uploading, Storage/Evidentiary Data
- I. Supervisory Inspection and Audit Responsibilities
- J. Critical Incident and Special Circumstances
- K. Documentation and Recording
- L. Retention and Public Release
- M. Issuance of Equipment
- N. Body Worn Camera, Policy Review
- O. Retention Periods by Category
- P. Authority and Reference

A. Purpose:

The purpose of this policy is to establish guidelines for the use and management of the Body-Worn Camera (BWC) System. This policy is intended to create guidelines for the management and official use of the BWC System and provide personnel with instructions for usage. It is not the intent of the Fort Pierce Police Department to utilize the BWC System as a disciplinary tool.

B. Policy:

It is the policy of the Fort Pierce Police Department (FPPD) that BWCs are to be worn by sworn personnel during their tour of duty of the rank of sergeant and officer, assigned to uniform patrol functions, as well as specific specialized units as determined by the Chief of Police or designee based upon the availability of the equipment. The primary use of the BWC is to enhance officer safety, public safety, and promote accountability and transparency while fostering positive relationships with the community.

The Department recognizes that the BWC will not capture exactly what an Officer sees and/or hears, or what an Officer senses or experiences. Footage captured by BWCs is only a portion of the encounters between law enforcement officers and individuals. The Department acknowledges that an Officer's recollection of specific details may be different from what is captured by the BWC. Although the BWCs do not capture an Officer's full knowledge of any particular situation, they are a valuable law enforcement tool to capture and preserve Data. This policy does not govern the use of surreptitious recording devices used in undercover operations.

C. Objectives:

The FPPD has adopted the use of the BWC System to accomplish the following objectives:

- A. To enhance officer safety.
- B. To capture Data and evidence during the course of police encounters with individuals.
- C. To enhance the law enforcement Officer's ability to document and review Data for both internal reporting requirements and for courtroom preparation/presentation.
- D. To preserve Data for use in current and future investigations.
- E. To provide a tool for self-critique and field evaluation during officer training.
- F. To promote and demonstrate transparency and openness in the police department's interactions with members of the community.

D. Definitions:

BODY WORN CAMERA (BWC): A portable electronic recording device that is worn on a law enforcement Officer's body and that records audio and video data in the course of the Officer performing his or her official duties and responsibilities.

BWC Records Compliance Officer (RCO): A position housed in the Department's Records Division. The RCO will be responsible for the receipt and tracking of all public records requests for BWC recordings and will process all requests in compliance with the requirements of Florida State Statute Chapter 119 involving the release of public records as well as any exemptions that might apply to those requests.

BWC SYSTEM: Includes the body-worn camera, microphone, battery pack, docking and charging equipment, video storage solution, evidentiary controls, and privacy redaction functions.

COMPLIANCE REVIEW: A process by which authorized members of the Department conduct reviews of the Data captured by the BWC Systems.

DATA: Audio, video, and metadata captured on the BWC.

METADATA: Summarizes basic embedded file information about a data file which can make finding and working with particular data files easier. For example, user, category, tags, event number (ID field), report number (Title field), date created and file size are examples of basic document metadata.

EVIDENTIARY DATA: Footage of an incident or encounter that could prove useful for investigative purposes, such as a crime, an arrest or citation, a search, a use of force incident, or a confrontational encounter with a member of the public. Evidentiary footage is further categorized by specific incident type, and the retention period is governed by evidentiary rules and applicable law.

NON-EVIDENTIARY DATA: Footage that does not necessarily have value to aid in an investigation or prosecution, such as footage of an incident or encounter that does not lead to an arrest or citation or footage of general activities that an Officer might perform while on duty (e.g., assisting a motorist or clearing a roadway).

OFFICIAL LAW ENFORCEMENT MATTER: An encounter where a law enforcement officer, acting in an official capacity, comes in contact with the general public. These contacts include response to calls for service, traffic enforcement, and self-initiated enforcement activities. Although every encounter that may result in an Official Law Enforcement Matter cannot be identified in advance, officers are to use their training and experience when determining what may turn into an Official Law Enforcement Matter.

OFFICER: To include any and all FPPD personnel assigned a BWC.

E. Body Worn Camera Procedures:

1. The BWC and accessories will be assigned to BWC trained Officers. Individual Officers will be responsible for the maintenance and secure storage of the BWC. Officers who are assigned a BWC and accessories must use the BWC in accordance with policies unless authorized by their immediate supervisor as more fully set forth in these policies.
2. Officers shall follow existing officer safety procedures when conducting enforcement stops as outlined in Department policies and procedures. Officer safety shall not be compromised in order to record an event.
3. All Officers assigned a BWC will ensure the BWC is powered on and worn at all times while in uniform, including off-duty details. This includes tactical uniforms during tactical operations and detectives in plain clothes while wearing outer vests carriers conducting overt enforcement or serving search warrants.
 - a. The BWC will be powered on and worn at all times while operating department vehicles. This will include to and from job assignments unless the BWC has been placed in the docking station for uploading and charging.
 - b. Officers and Detectives assigned as a Federal Task Force Officer will follow their assigned Federal Agency's policy on body cameras while working under the authority of the Federal Agency.
4. At the beginning of each tour of duty, the Officer will inspect the BWC System for any physical damage, ensure it is fully charged, and in proper working order. Equipment malfunctions will be reported by the Officer to the Information Technology Department (IT Department) with notification to the Officer's immediate supervisor. If the BWC is inoperable and a replacement is not available, an email will be sent by the officer to their immediate supervisor and shift commander documenting the circumstances. The Quality Assurance Manager will ensure the inoperable camera is returned to the manufacturer for replacement as soon as practical.
5. Prior to going into service with a BWC, Officers will ensure they are wearing an authorized uniform, clearly identifying them as an FPPD police officer, unless otherwise authorized by the Chief of Police or designee. This policy is not intended to cover undercover officers or hidden cameras.
6. Officers will make every effort to place the BWC in the "Record Mode" as soon as practicable when involved in an Official Law Enforcement Matter. Officers who fail to activate the BWC

when involved in an Official Law Enforcement Matter are required to immediately notify their immediate supervisor and explain the reason for the non-activation. Additionally, the Officer will document the incident and reason for non-activation via E-mail to the shift commander by the end of the Officer's shift. The E-mail shall include the event number (ID field) and report number (Title field). The Office of Professional Standards will be cc. (carbon copied) on the email.

7. All BWC System Equipment and Data, including Data involving police involved shootings, shall be the sole property of FPPD and will be used for official purposes only.
8. At the end of each tour of duty, Officers will ensure that metadata has been added to all videos and the Data has been uploaded. The uploading of Data may be completed utilizing the Multi-Dock docking stations that will be maintained at the police department. Officers will ensure that the uploading of Data has been completed by the end of shift or as soon as practical with the shift commander's approval. On a voluntary basis, Officers may wirelessly upload the BWC via Wi-Fi. Officers will be responsible for ensuring the BWC system is stored securely and fully charged prior to their next tour of duty. Regardless of choice, Officers will ensure that metadata has been added to all videos and the data has been uploaded at the end of each tour of duty.
9. The Information Technologies (IT) Department will be responsible for the assigning and maintenance of the BWC System. The IT Department will ensure BWC operators, supervisors, and investigators have "view only" access to the recorded Data for legitimate law enforcement purposes or for other official reasons.
10. The RCO or approved designee will be responsible for all duplication and redaction of Data and will be responsible for providing BWC recordings to the Records Division for release in compliance with the law and City/Department policy which includes notification of the City Clerk's Office prior to release.
 - a. The RCO or approved designee will distribute copies of the video to comply with a defendant's right to discovery. The defendant's attorney must provide a copy of the Answers for Discovery document filed by the State Attorney Office on the case. Only those videos under the Fort Pierce Police Department report number(s) included on the Answer for Discovery will be released. All other requests not included in the same report number(s) or additional requests will be handled as a Public Records Request.
 - b. All videos released for the purposes of discovery will be shared through the BWC system via email link. The link will be set to be valid for only seven days and include the following warning on the restriction of release of body camera video:

Law enforcement body camera recording is confidential and exempt from public disclosure when taken inside a private residence, inside a health care, mental health care or social services facility, or in a place that a reasonable person would expect to be private. F.S. Sec. 119.071(2)(l)
11. Officers must complete the required block of instruction prior to being issued body worn recording equipment. Any department personnel involved in the use, maintenance, storage or release of audio or video Data recorded by the BWC System must also receive training. All training will be conducted through the training supervisor. The training will include, at a minimum:

- a. A review of the policy, relevant state and federal laws governing consent, evidence, privacy, and public disclosure.
- b. Hardware operation, charging, docking, malfunctions, lost or damaged equipment.
- c. Categorization, data transfer procedures, data access, security, retention guidelines, reporting improper recordings, and preparing and presenting digital evidence for court.
- d. Annual refresher training coordinated by the Department's Training Unit.

F. Body Worn Camera User Guidelines:

1. Personnel assigned to wear a BWC shall have the discretion to choose the placement of the device on their uniform in a location approved by the Department and consistent with vendor recommendations.
2. Officers will activate the BWC when responding to a call for service or engaging in any Official Law Enforcement Matter, as defined in Section D of this policy and as indicated below:
 - a. Traffic stops.
 - b. Citizen contacts related to Official Law Enforcement Matters.
 - c. Impaired driver investigations.
 - d. Vehicle pursuits/foot pursuits.
 - e. Traffic crash investigations, including officer involved crashes.
 - f. All calls-for-service.
 - g. Transportation of any prisoner(s) or citizen(s) for any reason.
 - h. All searches (persons, vehicles, structures, etc.)
 - i. All arrest situations or any in-custody Miranda rights advisements and interviews unless recorded by other means (i.e., in-car camera, interview room, etc.).
 - j. Other legitimate law enforcement contacts when the Officer believes it is in the best interest of the Department and the community.
3. When officers are assigned a call for service they will activate their Body Worn Cameras and advise dispatch, "Enroute, Body Worn Camera activated," or words to that effect. The dispatcher will acknowledge the Body Worn Camera has been activated or prompt the officer to activate the Body Worn Camera. For self-initiated activity, Officers will still be required to manually activate the Body Worn Camera as soon as practicable given the circumstances. In these instances, officers should notify dispatch "Body Worn Camera activated" or words to that effect once the camera is activated.
4. Once the BWC is turned on, Officers will continue to record until the conclusion of the event unless one of the following circumstances arise:
 - a. Officers may honor a victim's request to turn off the BWC in locations where victims have

a reasonable expectation of privacy, such as a residence, hospital, or place of worship. However, if the recording is being made pursuant to an investigation, arrest or search of the residence or the individual, the officer will continue to record.

1. The officer will explain the reason for denying the request to discontinue recording to the requestor, i.e. the need to capture statements or record other evidence.
 - b. Officers should balance the need to capture Non-evidentiary Data with the dignity of individuals who may be experiencing matters of a personal nature and may turn off their BWC as deemed appropriate.
 - c. Officers may turn off the BWC for intelligence gathering or to obtain information for a criminal investigation when a citizen will not provide said information on video. Officers will state on the record that they are stopping the BWC and upon reactivation will state that the BWC was reactivated to avoid accusations of editing after the fact.
 - d. Officers will contact their immediately supervisor for approval prior to turning off their BWC, in any of the above listed circumstances, unless the lack of expediency in obtaining such approval would hinder the investigation/assistance. In such cases, Officers will notify their immediate supervisory as soon as practical.
 - e. The circumstances surrounding the termination of the recording will be documented in the incident report and the comments area of the file details for the video. If no report is written, the circumstances surrounding the termination of the recording will be documented in the notes area of the file details for the video.
 - f. The supervisor will review the video of the incident to ensure compliance with this policy by the end of their shift.
5. Officers are not required to obtain consent from individuals to video/audio record. Officers are not required to inform individuals that they are being recorded. If, however, the Officer determines that informing an individual may de-escalate a situation, or if asked whether a BWC is being utilized, the Officer should disclose that he/she is recording.
6. Additional arriving units dispatched to a scene who are assigned a BWC will begin recording and continue to record until the conclusion of the event.
7. BWC Data may only be disseminated for official purposes or as otherwise permitted by applicable law.
8. The Department and individual Officers are likely to be scrutinized whenever there is no video of an incident where video would have been helpful. Officer discretion and documentation will be paramount in explaining his or her actions.
9. Officers, supervisors, and investigators may use Data captured via the BWC System to assist with the investigation and/or completion of appropriate reports.
10. Officers and supervisors may use Data captured via the BWC System for training purposes, with proper and prior authorization from the Chief of Police or designee. The employee(s) who were

captured on the BWC System, wherein the video will be used for training purposes, will not be identified. The BWC System's redaction tools will be used to conceal identities.

G. Prohibited Conduct:

1. The BWC will not be utilized to record under the following circumstances:
 - a. To record other Department members unless it is during the course of an Official Law Enforcement Matter as defined in this policy;
 - b. During employee meal and restroom breaks;
 - c. While completing reports;
 - d. During case discussions with other Officers;
 - e. During other administrative functions;
 - f. During general or performance related discussions with employees/supervisors;
 - g. During any court related matter, to include pre-trial conferences, depositions, or any other activity within a courtroom;
 - h. While inside any police or county owned facility, unless the Officer is in the process of handling an Official Law Enforcement Matter;
2. Officers assigned a BWC shall not knowingly record confidential informants or officers working in an undercover capacity.
3. The Fort Pierce Police Department recognizes that BWC footage may contain sensitive and restricted information that must remain secure to protect the privacy of our citizens. Therefore, officers and employees are prohibited from participating in and will ensure that no one else participates in any of the following associated with the BWC or BWC Data:
 - a. Allowing citizens to review recordings on the scene. The Officer's immediate supervisor shall be notified if a citizen insists on viewing the recording on the scene. The immediate supervisor will explain the public records request procedure to obtain or view a copy of the footage.
 - b. Accessing, reviewing, copying, or facilitating the release of any recording obtained via the BWC without their immediate supervisor's approval and other than for official law enforcement purposes.
 - c. Making copies of any recordings for personal use and using any recording device (such as a phone, camera, or secondary video camera) to record any Data captured by the BWC System.
 - d. Using any other electronic devices, or other means, in order to intentionally interfere with

the capabilities of the BWC System.

- e. Posting BWC footage to any social media site, without prior written approval from the Chief of Police or designee.
 - f. Erasing, altering, modifying or tampering with any original BWC Data.
4. Employees are not permitted to utilize any personal video recording device to capture any event.
 5. Failure to activate the BWC System as outlined in this policy, properly retain and store recordings, or the abuse or misuse of the system may result in disciplinary action.
 6. Intentionally turning off the system in anticipation of a use of force incident or other confrontational citizen contact is absolutely forbidden, and will result in discipline up to and including termination.
 7. In cases where an Officer has captured restricted/prohibited footage, the Officer will mark the video restricted, notify his or her immediate supervisor and provide details of the incident. The immediate supervisor will notify the Support Services Bureau Commander or his designee via email with the circumstances for marking the video as restricted with the file number, the event number (ID field) and report number (Title field). The Support Services Bureau Commander or designee will review the video, gender specific when necessary, to determine the validity of the circumstances. The final decision of the status will be determined by the Chief of Police or designee. Once approval for the video to remain restricted is received from the Chief of Police or Designee, the email chain will be scanned and uploaded into the system. If a portion of the video is of evidentiary value, a copy of the video will be made with the restricted/prohibited portion redacted and unloaded to the system under the same event number (ID field) and report number (Title field).

H. Media Uploading, Storage/Evidentiary Data:

1. All BWC Data shall be retained for at least the minimum period of time required by law, as provided in Section L.
2. All BWC Data may be considered as evidence.
3. The Officer assigned the BWC or his or her immediate supervisor will ensure that the BWC is placed in the proper docking station at the end of each shift to facilitate the transfer of recordings.
4. Officer assigned the BWC shall be responsible for reviewing the footage and entering the Metadata in accordance with the Data management system. The Metadata will be added using department issued computers. Officers may opt to use the mobile application to add Metadata on a voluntary basis. This should be completed after each call, if practical, or by the end of his or her shift. This requirement may be waived if exigency exists and is approved by the shift commander; however, it must be completed as soon as practical.

Metadata entered for identification of footage shall include the following:

- a. The CAD event number will be entered in the "ID" field with no dashes.

- b. All FPPD case numbers will be entered in the "Title" field with no dashes.
- c. Selection of the proper category.
- d. Selection of the appropriate "tags" when applicable.
- e. Unless the information is available through other means such as Computer Aided Dispatch record, written report, citation, etc, officers shall add the incident information into the "notes" field. This will include, at minimum, the incident address, the name of the victim and name of the suspect. For example:

Location of event
Suspect's name
Victim's name

5. If applicable, the Officer will mark the segments of the recordings that are Evidentiary Data and label them according to the contents of the marked section (i.e. victim's statement, suspect's statement, Miranda warning, etc.). This should be completed after each call, if practical, or by the end of his or her shift. This requirement may be waived if exigency exists and is approved by the shift commander; however, it must be completed as soon as practical.
6. If BWC Evidentiary Data is required, the RCO must be notified within a suitable time prior to the need. The RCO will ensure proper dissemination of video evidence.

I. Supervisory Inspection and Audit Responsibilities:

1. Supervisors are responsible for ensuring that the BWC is operated in accordance with established departmental policy.
2. BWC recordings and Data are kept in a closed, cloud based solution which is regularly managed and audited. These features ensure the integrity of the Data uploaded to the cloud. The IT Department will maintain custody of this cloud based system.
3. When feasible, supervisors should review Data captured via the BWC prior to the completion of any FPPD administrative reports, such as crash reports, Supervisor's Use of Force Report, etc., where a BWC was utilized by any of the Officers on the scene.
4. BWC Data will not be utilized indiscriminately for disciplinary purposes, meaning random searches of videos looking for policy violations will not be conducted.
5. Supervisors may access applicable BWC Data to verify and address complaints received in response to an internal (from the Department) or external (from the public) source and prepare a memorandum documenting the action taken to the appropriate Bureau Commander for disposition.
6. Personnel assigned to Office of Professional Standards will review BWC video when internal/external complaints are received.
7. Supervisors will also review BWC Data in response to an observed performance deficiency.
8. The review of Data contained in the BWC System shall be used to assess training needs and to

ensure compliance with departmental policy.

9. Bureau Commanders shall ensure the following:

- a. All supervisor(s) with subordinates who carry the BWC System shall complete a Monthly Compliance Inspection by randomly picking at least two of his or her employees and randomly viewing at least three of their videos to ensure compliance with this policy. The results of the review will be documented on the BWC Monthly Compliance Report and forwarded to the appropriate Bureau Commander for review.
- b. Appropriate notifications via the chain-of-command are made when a departmental concern is discovered (i.e., FPPD Training Unit for training issues, Office of Professional Standards for policy violations, etc.).

J. Critical Incident and Special Circumstances:

1. During the course of a shift, Officer's equipped with BWC Systems may encounter situations where critical incidents or special circumstances are captured on video. Those situations require an immediate response from investigative units and include, but are not limited to, the following:
 - a. Contact police shootings.
 - b. Non-contact police shootings.
 - c. In-custody deaths.
 - d. Officer involved traffic crashes with fatalities or serious injuries.
 - e. On-scene complaints of excessive force.
 - f. Officer suffers serious injury or death in the line of duty.
2. During these circumstances, Officer's equipped with BWC Systems that captured the incident will stop recording by powering down the device at the conclusion of the event. The BWC System will remain affixed to the Officer(s) in the same position as it was affixed throughout the event, and shall not be handled in any fashion unless emergency medical attention is necessary, requiring that the device be removed. The lead investigator from the Criminal Investigative Division or Office of Professional Standards will retrieve the BWC device from the Officer(s) and process it according to agency standards for handling evidence. In addition, the lead investigator or designee will also coordinate the response of the IT Department, who will be responsible for the recovery and storage of all Data evidence captured on the device. The RCO will provide copies to any authorized outside agencies that may need one upon request.
3. Officers involved in a critical incident may review the recorded footage from the body camera, upon officer's own initiative or request, before writing a report or providing a statement regarding any event arising within the scope of the officer's official duties. Any such provision may not apply to an officer's inherent duty to immediately disclose necessary public safety information.
4. Officers equipped with BWCs should be cognizant that any conversations following the event will be captured. Therefore, protected conversations with appropriate counsel or union representative should not take place until the BWC is removed or completely powered down (for example, an Officer wearing a BWC involved in an officer-involved shooting should not have a conversation

with his attorney while still wearing the BWC system).

K. Documentation and Recording:

1. Use of the BWC shall be documented on the appropriate official departmental record (i.e., Offense Incident Report, Field Interview Report, or Uniform Traffic Citation) in all cases where a BWC is operational to indicate that BWC footage is available for a particular event. This will be completed by including the phrase "BWC Footage Available" as the last line of the narrative on all corresponding reports.
2. When preparing an official departmental record in connection with an investigation or police event (i.e., Use of Force, Employee Injury, or Citizen Complainant), Officers shall indicate on the last line of the report that a BWC was utilized and footage is available by including the phrase "BWC Footage Available" as the last line of the narrative.
3. If a malfunction of the BWC occurs and video is not able to be retrieved from the camera, the officer will include in all reports explanation of why BWC footage is not available for all cases affected.
4. Data recordings are intended to supplement departmental reports. Submitted written reports are still required to comprehensively capture the totality of events.
5. When a report is not written and the information is not available through other means such as Computer Aided Dispatch record, written report, citation, ect., the event details will be documented in the notes file for the video.

L. Retention and Public Release:

1. BWC Data captured as part of an Officer's duties shall be the property of the FPPD and be considered an official public record of the Department.
2. The release of BWC Data through a public records request or other legal authority shall be governed by applicable law.
3. Prior to releasing any BWC recordings, the Records Division will ensure that any and all redactions are in compliance with Florida's public record laws, consulting with the City Clerk's Office as necessary.
4. Non-evidentiary Data shall be retained for at least ninety (90) days, or as long as needed for administrative investigations or litigation.
5. All Data will be retained in compliance with the retention schedules published by the Department of State, Division of Library and Information Services.
6. Retention Periods by Category:
 - a. Traffic stops – six (6) months.
 - b. Citizen contacts related to Official Law Enforcement Matter – ninety (90) days.

- c. Impaired driver investigations – three (3) years.
- d. Vehicle pursuits/foot pursuits – one (1) year unless arrest, then the arrest retention applies.
- e. All Calls-For-Service – ninety (90) days.
- f. Transportation of any prisoner(s) or citizen(s) for any reason – six (6) months.
- g. All searches (persons, vehicles, structures, etc.) – ninety (90) days unless arrest, then the arrest retention applies.
- h. Felony Arrests – five (5) years or until final disposition of the case, whichever is later.
- i. Misdemeanor Arrests – three (3) years or until final disposition of the case, whichever is later.
- j. Other legitimate law enforcement contacts when the Officer believes it is in the best interest of the Department and the community, such as contacts involving death, serious bodily injury, or other critical incidents or special circumstances as outlined in Section J, - until manually deleted.
- k. Does not meet above criteria – ninety (90) days.
- l. Litigation Hold – until litigation hold is lifted.

M. Issuance of Equipment:

1. BWC Systems will be issued to individual Officers who have completed the approved BWC training.
2. A record of the inventory will be maintained by the IT Department and the Quality Assurance Manager.
3. IT Department shall coordinate the equipment transfer when removing a BWC System from one user to another user.
4. Officers will immediately report any loss of, or damage to, any part of the BWC equipment, by e-mail to their immediate supervisor. The officer will cc. the email to their respective chain-of-command, I.T Department and Professional Standards.

N. Body Worn Camera Policy Review:

The BWC Program and this policy will be reviewed annually or more frequently as needed to ensure compliance with current laws. Best practices as published by the law enforcement community will be considered in the review of this policy.

O. Authority and Reference:

F.S.S. 119.07

F.S.S. 119.071

F.S.S. 943.1718

Policy #53.100 Inspections

Policy #54.110 Public Records Request

Policy #84.100 Property Management & Evidence Handling

I.A.C.P. National Law Enforcement Policy Center, Body Worn Cameras, April 2014

DRAFTED BY: fa/November 1, 2016

Police Citizens Advisory Committee Body Camera Ordinance Recommendation

After careful consideration and discussion, the Police Community Advisory Committee has drafted the following statements regarding the Fort Pierce Police Department (FPPD) and the policy for Body Worn Cameras (BWC)

- 1 Committee agreed that the policy for BWC's was comprehensive and included necessary disciplinary action for non-compliance.
- 2 Committee does not believe any further disciplinary action is necessary for non-compliance as it is already included in the policy.
- 3 Supervisors conduct monthly random audits of the footage on the BWC system to assure officers are acted properly and is following policy. On top of that, these audits are reviewed by a Quality Assurance Manager to confirm the actions of previous reviews.
- 4 Attached is the statement from Axon that the BWC cannot be compromised in any way by an officer. All information on the camera remains on the camera.
- 5 The passage of an ordinance to arrest officers for failure to download their BWC immediately after the end of shift will further erode morale amongst officers at this very difficult time. There is no other police agency in Florida that has this provision.



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Axon Body Worn Video: Data Integrity and Authenticity

April 2020

Axon holds the integrity and authenticity of the data captured with its body worn cameras (BWCs) and transmitted to Axon Evidence as a high priority. Measures are in place at each stage of the process to ensure that the data recorded is the same data transmitted to Axon Evidence, and that same data is available for replay and/or download.

Axon BWCs – Data Integrity:

Axon BWCs are designed and built to meet the needs of the public safety community and undergo strict security analysis and assessments during the development process. In order to protect the integrity of the data on the camera, safeguards are in place to limit non-authorized access to the camera and its data. The BWC hardware is rugged, designed to meet the US Department of Defense environmental standard MIL-STD-810G, and are IEC 60529 rated for water and dust ingress. During production, they are configured in Axon facilities with up-to-date firmware and physical tampering protection. Data is stored on a solid-state, embedded MultiMediaCard (eMMC) integrated circuit, ball-grid-array (BGA) soldered onto the main circuit board – easily removable storage media is not used. Any firmware updates to the device in the field are done automatically during charging and data transfer via the Axon Dock; no human intervention is needed to ensure that the latest fixes and security updates are installed.

Wireless pairing (using Bluetooth or WiFi technology) requires simultaneous physical button presses. Due to known limitations in Bluetooth LE pairing security, Axon Cameras and Axon View (a client mobile application which does not allow modification of recorded data) contain additional application-level security pairing to protect against eavesdropping attacks. On initial connection over Bluetooth LE, the Axon Camera, Axon View or View XL apps exchange cryptographic keys using the Elliptic-curve Diffie-Hellman key exchange protocol. Axon Cameras use the Advanced Encryption Standard (AES), a standard adopted by the US government, to derive 256-bit session keys and establish an encrypted session for subsequent Bluetooth communication. WiFi connections create a secure network with a unique non-broadcasted services set identifier (SSID) secured via Wi-Fi Protected Access version 2 with a Pre-Shared Key (WPA2-PSK). A passphrase is generated on the camera to be entered on the paired device.



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Data sent to Axon Evidence is encrypted during transfer using encryption that meets industry standards – Federal Information Processing Standard (FIPS 140-2), validated Transport Layer Security (TLS) 1.2 (256-bit AES, RSA 2048 bit key), and Perfect Forward Secrecy (PFS).

Axon Body 3 (AB3) Cameras - Enhanced Security:

Axon Body 3 cameras have additional protections that establish not only integrity of the data on the device, but also provide assurance that the data is from a verified and specific Axon device. Data on an AB3 device is encrypted using the XTS-AES mode of the Advanced Encryption Standard with a 128-bit key, a full disk encryption method which protects against unauthorized manipulation of the encrypted data. Encrypting the data on the device is an added layer or protection to minimize the possibility of data extraction or data manipulation before being transferred to Axon Evidence.

Each AB3 camera contains a cryptographic certificate for each individual device stored in a dedicated hardware ‘trustzone’ on the device. This certificate is generated inside the trustzone on the device, signed in the Axon factory premises during manufacturing, and chained to the Axon root certificate. Therefore, only Axon applications that are also chained to the Axon root can authenticate the individual identity of each Axon camera. This ensures that AB3 cameras boot securely from Axon-signed firmware, and critical incoming commands including evidence deletion are verified to be coming from a trusted Axon source.

During upload, video files are parsed and verified to be identical to the copy created on the camera. At the completion of the upload process, the digital signature is verified to ensure an exact copy of the file has been successfully transmitted and the camera is instructed to delete the successfully uploaded file through signed commands. In the event of a disconnect or interruption in transmission, uploads will resume where they last left off.

Axon Evidence: SHA-2 Usage

Axon Evidence uses Secure Hashing Algorithm 2 (SHA-2), created by the United States National Security Agency (NSA), as a tool to authenticate copies of specific digital evidence. Specifically, Axon uses SHA-256, which is calculated using the data within the file and outputs a 64-character string that is specific to that file. The SHA-2 value



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is a “fingerprint” of the digital file. If any data within the file (not including the filename) were to change, then the SHA-2 value would also change. For example, if a single pixel of a single frame of a video file were to be changed and saved, the new file will have a different SHA-2 value than the original. And with that fact, we know that if 2 files have the same SHA-2 value, then we can guarantee the 2 files are identical, bit-for-bit (again, not including the filename).

When an Axon BWC recording is successfully uploaded to Axon Evidence, the system calculates and stores the SHA-2 value. This value is located on the Evidence Audit Trail for the video. Because the original file is always unchanged on Axon Evidence, all downloads of the file are simply identical copies. If the SHA-2 value of a copy of the file matches the original value on the Evidence Audit Trail, it is guaranteed that the copy is identical to the original. Audit trails are highly resistant to tampering and are stored in a secure database; they can be viewed, in a read-only format, by agency users with the appropriate permissions within Axon Evidence. Audit trails include system and user activity and interactions with the evidence file, and each log entry record is accompanied by a timestamp.

The video file contents of an Axon BWC configured for use with Axon Evidence cannot be accessed for editing, deletion, or any type of altering by the user. Users only have access to view the video or add annotation via app, neither of which changes any data contained within the file. For this reason, SHA-2 comparison is a preferred method to determine the authenticity of an Axon BWC video. When doing a comparison, there are multiple software solutions available that can calculate the SHA-2 hash of a file, but for this demonstration, we use Implbits® Hashtab™ (<http://implbits.com/products/hashtab/>).

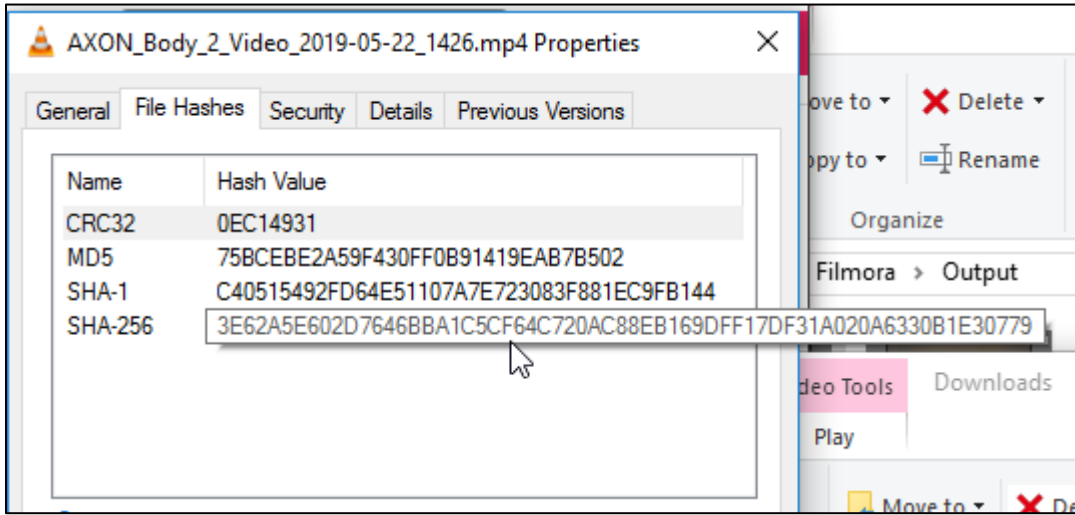
There are 2 ways to compare using Hashtab:



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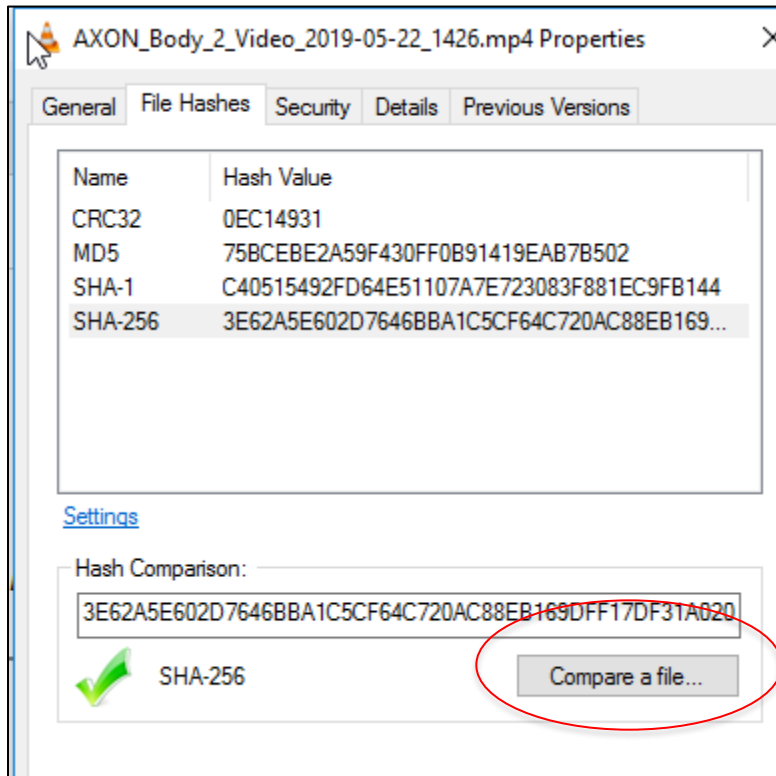
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METHOD 1: Open the properties of the file, select the “file hashes” tab, select the SHA-256 Hash, and visually compare it to the Audit Trail:



EVIDENCE AUDIT TRAIL	
Evidence	S
Evidence ID	D
Categories	D
Title	AXON Body 2 Video 2019-05-22 1426
Checksum	Sha2- 3e62a5e602d7646bba1c5cf64c720ac88eb169dff17df31a020a6330b1e30779

METHOD 2: Compare the copy to the original file (if both files are available on the computer) using HashTab:



As mentioned above, when the SHA-256 value calculated by Hashtab matches exactly to the SHA-2 listed on the Audit Trail, this means they are identical, bit for bit. If the values do not match, it simply means that something in the file has changed. Investigation into what changed and why is then needed. Only a thorough investigation can conclude whether video content has been altered or not.

**City Commission Conference Agenda/Budget
Workshop**

4. e.

Meeting Date: 07/13/2020

Re: City Commission Meetings

Submitted For: Nick Mimms, City Manager, City Manager

SUBJECT:

Discussion, at the request of Commissioner Perona, of the restructuring of City Commission meetings to include the following: frequency of meetings, duration of meetings, selection of one date per month for continuation of meeting (if necessary), and the agenda creation and modification process.

Attachments

Commission Meetings
Division 2 - Meetings
Regular Commission/Council Meetings
Roberts Rules of Order - Cheat Sheets

Form Review

Inbox	Reviewed By	Date
City Manager	Nick Mimms	07/09/2020 02:43 PM
City Manager	Nick Mimms	07/09/2020 02:43 PM
Form Started By: Jennifer Robinson		Started On: 06/30/2020 02:54 PM
Final Approval Date: 07/09/2020		

COMMISSION MEETINGS

Discussion - 4e July 13, 2020 Conference Agenda

- 1) Frequency of Meetings
 - a). Alternate evening and daytime meetings
 - b). Charter mandates two meetings a month without exception. (S. 2-27)
 - Change to allow for emergencies

- 2) Duration of Meetings
 - a). 3.5, 4, 4.5 Hour Limit
 - b). Until we get done

- 3) Standing Special Meeting
 - a). A regularly scheduled monthly meeting that can be canceled if not needed

- 4) Rules for submission of Agenda Items by Commission
 - a). Timely submission of Request
 - b). Backup Materials
 - c). List possible Solutions or Outcomes
 - d). Estimated Time for Discussion

- 5) Robert's Rules of Order - Cheat Sheets

DIVISION 2. - MEETINGS

Sec. 2-26. - Public meetings.

- (a) All meetings of the city commission or of the committee or the whole thereof shall be public and shall comply with Florida Statutes Section 286.011, commonly referred to as the "government in the sunshine" law.
- (b) All discussions between the chief executive officer of the public employer or his representative and the legislative body of the public employer relative to collective bargaining shall be exempt from the provisions of Florida Statutes section 286.011 in accordance with Florida Statutes section 447.605.

(Code 1960, §§ 2-4, 2-5)

Charter reference— Meetings of city commission and committees thereof to be public, § 24.

Sec. 2-27. - Regular meetings; date and place.

The city commission shall meet regularly not less than twice each month. All meetings of the commission, whether regular or special, shall be held in the City Hall Commission Chambers, 100 North U.S. #1, unless a majority of the commission directs that a meeting be held at some other specified date, place, and time.

(Code 1920, §§ 2-1, 2-3; Ord. No. I-175, § 2, 8-18-86; Ord. No. J-15, § 1, 2-18-92; Ord. No. K-443, § 1, 9-18-06; Ord. No. [18-001](#), § 1, 2-5-18)

State Law reference— Legal time, F.S. § 1.02.

Sec. 2-28. - Special meetings.

The mayor-commissioner, or any three (3) members of the commission, or the city manager and any two (2) members of the commission, may call special meetings of the city commission, upon at least six (6) hours' written notice to each member, served personally, or left at his usual place of residence or business.

(Code 1960, § 2-2)

Charter reference— Special meetings, how called, § 24.

Sec. 2-29. - Procedure—Generally.

- (a) *Order of business.* Promptly at the hour set on the day of each meeting, the members of the commission, city manager, city clerk and city attorney shall take their regular stations in the commission chambers, and the business of the commission shall be taken up for consideration and disposition in substantially the following order:
 - (1) Meeting called to order.
 - (2) Roll call.
 - (3) Approval of minutes.
 - (4) Comments from the public, relating to agenda items which do not require public hearings.

- (5) Additions or deletions to agenda and approval of agenda.
 - (6) Miscellaneous reports.
 - (7) Consent agenda.
 - (8) Items requiring public hearings.
 - (9) New business, matters of public interest.
 - (10) Comments from the public.
 - (11) Comments of city manager and city attorney.
 - (12) Comments of commissioners.
 - (13) Adjourn.
- (b) *Robert's Rules.* In all matters coming before the commission, the parliamentary conduct thereof shall be governed by Robert's Rules of Order, as revised, except as otherwise provided by state law, the charter or ordinances of the city.
- (c) *Request for placement on agenda.* Any person desiring to appear before the city commission on a matter set for public hearing may appear and speak for a reasonable length of time as determined by the commission. As to any subject which is either not set for public hearing or does not otherwise appear on the agenda, persons desiring to place an item on the agenda may make written request to the city manager no later than 5:00 p.m. fifteen (15) days preceding the regular city commission meeting. Such request must state the subject matter of the individual's appearance and should include any background materials pertinent to the issue. The city manager shall review the request to determine if the item might be handled administratively; or, determine whether the subject matter is an item of city business. If so, the city manager shall submit the item for placement on the agenda to the city clerk no later than 5:00 p.m. ten (10) days preceding the regular city commission meeting and shall direct appropriate staff to be prepared to answer any questions the commission may have. The mayor may impose a time limitation of five (5) minutes, or allow such additional time he or she determines necessary and appropriate for such person to make presentation. Such person shall state his or her name, address, and the subject on which he or she wishes to speak.
- (d) *Agenda.* All reports, communications, ordinances, resolutions, contracts, documents or other materials to be submitted to the commission shall, no later than 12:00 noon on Wednesday prior to each meeting, be delivered to the city clerk, who shall arrange a list of such matters and furnish each member thereof with a copy of the same prior to the regular meeting, and as far in advance of the meeting as time for preparation will permit.
- (e) *Writing; debate.* Ordinances and resolutions shall be reduced to writing before the same are read by the city clerk; however, amendments thereto may be made orally. The presiding officer shall require a motion and a second before allowing general debate thereon.

(Code 1960, § 2-5; Ord. No. K-443, §§ 2—4, 9-18-06; Ord. No. L-05, § 1, 3-3-08; Ord. No. L-283, §§ 1, 2, 11-5-12; [Ord. No. L-292, § 1, 7-15-13](#); [Ord. No. 14-006, § 1, 3-3-14](#); [Ord. No. 15-005, § 1, 3-2-15](#); [Ord. No. 16-001, § 1, 2-16-16](#); Ord. No. [17-025](#), § 1, 9-18-17)

State Law reference— Procedure for adoption of ordinances and resolutions, F.S. § 166.041.

Sec. 2-30. - Same—Special meetings.

Rules at special meetings of the commission shall be the same as for regular meetings except that no minutes of any meeting shall be finally approved except at a regular meeting.

(Code 1960, § 2-9.1)

Sec. 2-31. - Withdrawal of resolutions and motions.

Withdrawal of any resolution, motion or amendment by the member offering it shall be permitted at any time.

(Code 1960, § 2-6)

Sec. 2-32. - Voting.

- (a) Voting on all motions, resolutions and amendments except adjournment shall be by "yeas" and "nays" upon call of the roll of members in alphabetical order of surnames, except that the name of the mayor-commissioner may be called last. The record of the vote shall be recorded.
- (b) Any member may orally state the reason for his vote and may insert in the record his reason in writing in not to exceed twenty-five (25) words.

(Code 1960, § 2-7)

Charter reference— Quorum, voting by commission, § 25.

Sec. 2-33. - Minutes—Contents.

The city clerk shall keep and enter on the minutes of the meeting a record of all resolutions, motions and amendments passed, together with the vote of each member thereon. A brief statement of the substance or character of those not passed with the vote thereon will suffice.

(Code 1960, § 2-8)

Sec. 2-34. - Same—Attestation.

All minutes after approval and recording shall be attested by the signatures of the mayor-commissioner, or of the mayor pro tem who presided at the meeting, and the city clerk.

(Code 1960, § 2-9)

Sec. 2-35. - Addressing the commission generally.

- (a) *Limited participation.* The city manager, city clerk, and the city attorney shall have the right to take part in discussion but may not vote.
- (b) *Written communications by others.* Any person may address the commission concerning items on the agenda by submitting written communications. Such communications shall be received by the presiding officer and entered into the record of the meeting by the city clerk.
- (c) *Oral communication by others.* After first securing permission from the presiding officer, any person may address the commission orally on specific matters, at the appropriate times as designated by the order of business provided in code subsection 2-29(a).
 - (1) *Manner of addressing the commission; time limit.* Each person recognized by the presiding officer and granted leave to address the commission shall: (i) step up to the microphone; (ii) shall provide the city clerk with his name and address for the record; and (iii) unless further time is granted by majority vote of the commission, shall limit his address to three (3) minutes. All remarks shall be addressed to the commission as a body and not to any individual member thereof. No person, other than the commission and the person having the floor, shall be

permitted to enter into any discussion, either directly or through a member of the commission, without the permission of the presiding officer. No question shall be asked by a commission member. No person from the audience shall address the commission.

(2) *Decorum generally:*

- a. *By commission members.* While the commission is in session, the members must preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the commission, or disturb any member while speaking or refuse to obey the orders of the commission or its presiding officer, except as otherwise provided in this article.
- b. *By all persons.* Any person making personal, impertinent, slanderous, obscene, profane, inflammatory, irrelevant or immaterial remarks, or who shall become boisterous while in the commission chambers, or shall incite violence or fighting, whether or not addressing the commission, shall be declared by the presiding officer to be out of order. Any person who refuses to obey an order of the presiding officer in relation to preserving order and decorum shall be banned from further attendance at the meeting in question, unless permission to remain is granted by a majority vote of the commission. No heckling or verbal outbursts in support or opposition to a speaker or his remarks shall be permitted.

- (3) *Enforcement of decorum.* The chief of police, or such member of the police department as he may designate, shall be sergeant-at-arms of the commission meetings. The sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the commission meeting.

(Ord. No. 14-006, § 2, 3-3-14; [Ord. No. 15-005, § 2, 3-2-15](#).)

Secs. 2-36—2-45. - Reserved.

Regular Commission/Council Meetings

St Lucie County	1st Tuesday	6:00p
	3rd Tuesday	9:00a
Port St Lucie	2nd Monday	6:30p
	4th Monday	6:30p
Indian River County	1st Tuesday	9:00a
	2nd Tuesday	9:00a
Vero Beach	1st Tuesday	8:30a
	3rd Tuesday	8:30a

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote