

CITY OF PALMETTO
CITY COMMISSION WORKSHOP MEETING
September 10, 2018
4:30 PM

PLEDGE OF PUBLIC CONDUCT

We may disagree, but we will be respectful to one another.

We will direct all comments to issues.

We will avoid personal attacks.

516 8th Avenue West
Palmetto, Florida 34221

(941) 723-4570
<http://www.palmettofl.org>

SHIRLEY GROOVER BRYANT, MAYOR

COMMISSION MEMBERS

JONATHAN DAVIS, VICE MAYOR, COMMISSIONER-AT-LARGE 1

BRIAN WILLIAMS, COMMISSIONER, WARD 3

TAMARA CORNWELL, COMMISSIONER-AT-LARGE 2

HAROLD SMITH, COMMISSIONER, WARD 1

TAMBRA VARNADORE, COMMISSIONER, WARD 2

1. CAFR AWARD FOR FINANCIAL REPORTING ACHIEVEMENT

Mr. Freeman will present the Comprehensive Annual Financial Report (CAFR) Award for fiscal year ending 2017.

2. TENTATIVE BUDGET REVIEW (J. Freeman)

Mr. Freeman will review the few changes made to the Tentative Budget since the last discussion of Version 2. A copy of the Budget can be located on the City's Website:

[Tentative Budget](#)

3. CAPITAL IMPROVEMENT PLAN (CIP) (A. Tusing/J. Freeman)

(TAB 1)

If any person desires to appeal any decision of the City Commission, CRA Board, or of any other Board of the City, that person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (FS §286.0105). The City of Palmetto does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status or handicapped status in employment or in the provision of services. Handicapped individuals may receive special accommodation in services on forty-eight hours' notice (FS §286.26). Anyone requiring reasonable accommodation for this meeting as provided for in the American with Disabilities Act should contact the City Clerk by telephone at 941-723-4570, fax 941-723-4576 or e-mail jfreeman@palmettofl.org or alarowe@palmettofl.org.

POSTED: September 6, 2018



City of Palmetto Agenda Item

Meeting Date

9/10/2018

Presenter: **Jim Freeman**
Allen Tusing

Department: **City Clerk**
Public Works

Title: 2019-2023 CIP

Background:

Each year the City prepares and adopts a five year CIP plan. The plan that is before you is for discussion. The proposed FY2019 CIP funding is \$10,382,545 with a five year total of \$18,958,899.

The funding sources for the FY2019 projects are:

- Current revenues from water, sewer and reuse.
- Unused funds from FY2018 that are being carried forward into FY2019.
- Fund balance from General and Road & Bridge Funds.
- A SRF loan for the Equalization Basin Project.
- CDBG Grant for Subsystem #4 – Infrastructure Improvement Project (Please note, project is split between Road Improvements and Water/Sewer).

Funding for years 2020-2023 will be determined during each individual year's budgeting process.

The City is currently undergoing a Utility Rate Study for the Water/Sewer, Stormwater, and Reuse Funds. Any proposed rate change or corresponding adjustment to CIP funding will be brought back to Commission at a later date upon completion.

The City had previously been awarded a design loan with the Florida Department of Environmental Protection for the Equalization Basin Project. At its August 8, 2018 meeting, FDEP added a \$4,337,428 construction loan for this project to the fundable portion of their priority list. Staff is currently developing the bid documents and anticipates soliciting responses early in FY2019.

Staff is currently developing the Half-Cent Infrastructure project list and will bring back to Commission at a later date. Previously, CIP included Street Paving projects which were funded by Road & Bridge Fund Balance. These projects will now be included with the Half-Cent Infrastructure Fund.

City Commission approved funding for the CDBG – Fire Protection Upgrades project at the 5/21/2018 meeting. Staff is awaiting bid document approval from Florida Department of Economic Opportunity and anticipates advertising by the end of September. Any additional funding required will be brought back to Commission for approval.

Budgeted Amount:	<input type="text"/>	Budget Page No(s):	<input type="text"/>	Available Amount:	<input type="text"/>	Expenditure Amount:	<input type="text"/>
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Additional Budgetary Information:

Funding Source(s):	<input type="text"/>	Sufficient Funds Available:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Budget Amendment Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Source:	<input type="text"/>
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City Attorney Reviewed:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Advisory Board Recommendation:	<input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> N/A	Consistent With:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="text"/>
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Potential Motion/Direction Requested:

Staff Contact:	Matt Misco	Senior Accountant	Extension 7110
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Attachments: 2019-2023 CIP Attachment A, Fund Balance Usable for Capital Projects Attachment B.



**CITY OF PALMETTO, FLORIDA
2018-2019 BUDGET**

**2019- 2023 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Project Description	Supporting Fund	FY2018 PROJECTS CARRIED FORWARD	NEW FY2019 FUNDING	TOTAL FY2019 FUNDING	FY2020	FY2021	FY2022	FY2023	Total Project Cost
Road Improvements									
1 New Sidewalk Projects	Capital Projects	\$ 130,000	\$ -	\$ 130,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 390,000
Subsystem #4 - Infrastructure									
2 Improvements	Capital Projects	723,750	-	723,750	-	-	-	-	723,750
ROAD IMPROVEMENTS TOTAL		\$ 853,750	\$ -	\$ 853,750	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 1,113,750
Public Facilities									
1 City Facility Security	Capital Projects	\$ 21,690	\$ 19,810	\$ 41,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 141,500
2 City Wide Facilities Upgrades	Capital Projects	77,059	9,441	86,500	25,000	25,000	25,000	25,000	186,500
3 Public Works Yard Lighting	Capital Projects	-	-	-	45,000	-	-	-	45,000
4 New Public Works Facility Building	Capital Projects	-	-	-	-	47,754	3,183,600	-	3,231,354
PUBLIC FACILITIES TOTAL		\$ 98,749	\$ 29,251	\$ 128,000	\$ 95,000	\$ 97,754	\$ 3,233,600	\$ 50,000	\$ 3,604,354
Stormwater									
1 16th Ave Project - 5th to 6th Street	Road & Bridge	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
2 Dredging Projects	Road & Bridge	111,550	90,000	201,550	10,000	10,000	10,000	10,000	241,550
STORMWATER TOTAL		\$ 111,550	\$ 290,000	\$ 401,550	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 441,550
Water/Sewer									
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ 150,000	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	4,337,428	-	4,337,428	-	-	-	-	4,337,428
3 WWTP Upgrades	Water/Sewer	349,481	-	349,481	200,000	200,000	200,000	200,000	1,149,481
4 WWTP R&R	Water/Sewer	39,774	100,000	139,774	50,000	50,000	50,000	50,000	339,774
5 Lift Station Upgrades	Water/Sewer	119,275	95,678	214,953	100,000	100,000	100,000	100,000	614,953
6 Sewer Lines R&R	Water/Sewer	80,102	200,000	280,102	50,000	50,000	50,000	50,000	480,102
7 I&I Program	Water/Sewer	802,840	-	802,840	400,000	400,000	400,000	400,000	2,402,840
8 Water Lines R&R	Water/Sewer	297,087	-	297,087	150,000	150,000	150,000	150,000	897,087
9 Chloramines Injection System	* Water/Sewer & Loan	209,796	50,000	259,796	-	-	-	-	259,796
Subsystem #4 - Infrastructure									
10 Improvements	* Water/Sewer & Loan	1,279,850	100,000	1,379,850	-	-	-	-	1,379,850
WATER/SEWER TOTAL		\$ 7,715,633	\$ 695,678	\$ 8,411,311	\$ 950,000	\$ 950,000	\$ 950,000	\$ 950,000	\$ 12,211,311
Reuse									
1 PARS Expansion	Reuse	\$ 534,934	\$ 53,000	\$ 587,934	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,587,934
REUSE TOTAL		\$ 534,934	\$ 53,000	\$ 587,934	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,587,934
GRAND TOTAL		\$ 9,314,616	\$ 1,067,929	\$ 10,382,545	\$ 1,370,000	\$ 1,372,754	\$ 4,508,600	\$ 1,325,000	\$ 18,958,899

* Carry forward funding includes proceeds from FY2014 CIP Loan

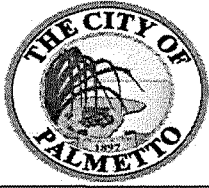


**CITY OF PALMETTO, FLORIDA
2018-2019 BUDGET**

**2019 - 2023 CAPITAL IMPROVEMENT PLAN
ATTACHMENT A**

Project Description	Supporting Fund	FY2018 Funding Carried Forward	Current Revenue	City Fund Balance	New Loan Funds	Grants	Total Funded Projects	Unfunded	Total FY2019 CIP
Road Improvements									
1 New Sidewalk Projects	Capital Projects	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ -	\$ 130,000
Subsystem #4 - Infrastructure									
2 Improvements	* Capital Projects	573,750	-	-	-	150,000	723,750	-	723,750
ROAD IMPROVEMENTS TOTAL		\$ 703,750	\$ -	\$ -	\$ -	\$ 150,000	\$ 853,750	\$ -	\$ 853,750
Public Facilities									
1 City Facility Security	Capital Projects	\$ 21,690	\$ -	\$ 19,810	\$ -	\$ -	\$ 41,500	\$ -	\$ 41,500
2 City Wide Facilities Upgrades	Capital Projects	77,059	-	9,441	-	-	86,500	-	86,500
3 Public Works Yard Lighting	Capital Projects	-	-	-	-	-	-	-	-
4 New Public Works Facility Building	Capital Projects	-	-	-	-	-	-	-	-
PUBLIC FACILITIES TOTAL		\$ 98,749	\$ -	\$ 29,251	\$ -	\$ -	\$ 128,000	\$ -	\$ 128,000
Stormwater									
1 16th Ave Project - 5th to 6th Street	Road & Bridge	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
2 Dredging Projects	Road & Bridge	111,550	-	90,000	-	-	201,550	-	201,550
STORMWATER TOTAL		\$ 111,550	\$ -	\$ 290,000	\$ -	\$ -	\$ 401,550	\$ -	\$ 401,550
Water/Sewer									
1 WWTP Expansion	Water/Sewer	\$ 200,000	\$ 150,000	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
2 Equalization Basin & Equipment	Water/Sewer & Loan	4,337,428	-	-	-	-	4,337,428	-	4,337,428
3 WWTP Upgrades	Water/Sewer	349,481	-	-	-	-	349,481	-	349,481
4 WWTP R&R	Water/Sewer	39,774	100,000	-	-	-	139,774	-	139,774
5 Lift Station Upgrades	Water/Sewer	119,275	95,678	-	-	-	214,953	-	214,953
6 Sewer Lines R&R	Water/Sewer	80,102	200,000	-	-	-	280,102	-	280,102
7 I&I Program	Water/Sewer	802,840	-	-	-	-	802,840	-	802,840
8 Water Lines R&R	Water/Sewer	297,087	-	-	-	-	297,087	-	297,087
9 Chloramines Injection System	* Water/Sewer & Loan	209,796	50,000	-	-	-	259,796	-	259,796
Subsystem #4 - Infrastructure									
10 Improvements	* Water/Sewer & Loan	679,850	100,000	-	-	600,000	1,379,850	-	1,379,850
WATER/SEWER TOTAL		\$ 7,115,633	\$ 695,678	\$ -	\$ -	\$ 600,000	\$ 8,411,311	\$ -	\$ 8,411,311
Reuse									
1 PARS Expansion	Reuse	\$ 534,934	\$ 53,000	\$ -	\$ -	\$ -	\$ 587,934	\$ -	\$ 587,934
REUSE TOTAL		\$ 534,934	\$ 53,000	\$ -	\$ -	\$ -	\$ 587,934	\$ -	\$ 587,934
GRAND TOTAL		\$ 8,564,616	\$ 748,678	\$ 319,251	\$ -	\$ 750,000	\$ 10,382,545	\$ -	\$ 10,382,545

* Carry forward funding includes proceeds from FY2014 CIP Loan



CITY OF PALMETTO, FLORIDA
2018-2019 BUDGET

FUND BALANCE USABLE FOR CAPITAL PROJECTS

Attachment B

Fund/Reserve	FY2018 Unassigned Fund Balance / Unrestricted Net Position as projected (1)	1/12 of FY2019 Original Budgeted Expenses (2)	# of Months of Unassigned Fund Balance/ Unrestricted Net Position	Amount over(under) 3 month minimum	Amount over(under) 4 month minimum	Amount over(under) 5 months for Capital Reserve
(3) General Fund	4,124,683	965,236	4.27	1,228,974	263,738	(701,498)
Road and Bridge	1,051,234	151,574	6.94	596,511	444,936	293,362
(4) Solid Waste	384,819	188,394	2.04	(180,363)	(368,757)	(557,151)
(5) Water/Sewer	2,434,518	562,390	4.33	747,348	184,958	(377,432)
Stormwater	(47,268)	82,085	(0.58)	(293,524)	(375,610)	(457,695)
(5) Reuse	96,142	26,077	3.69	17,911	(8,166)	(34,243)

(1) Amount is calculated using FY 2018 projected revenues and expenses as of 9/04/2018, Unassigned Fund Balance for General Fund, General operating expenses for Road and Bridge, and Unrestricted Net Position, less restricted cash for capital projects for all Enterprise funds. This is also calculated by removing all non-unassigned fund balance for governmental funds and net investment in capital assets and restricted net position for enterprise funds. Outstanding encumbrances are also taken into consideration.

(2) Amount is calculated using FY2019 budget as of 9/04/2018. The amounts for Enterprise funds are calculated using a modified accrual approach and all capital and principal debt service is included. Only budget for expenses funded from impact fees and/or restricted for debt service have been excluded.

(3) Unassigned Fund Balance is less than 5 months due to the purchase of the school board property.

(4) Unassigned Fund Balance is less than 3 months due to expense associated with Hurricane Irma. The estimate reimbursement from FEMA is \$284,000. This would add 1.39 months of unassigned fund balance with \$100,000 over the 3 month minimum.

(5) Unassigned Fund Balance for these two funds is net of funding for Capital Improvement Projects funded in 2015 through 2017 and not spent in the year received and carried over into the current fiscal year.