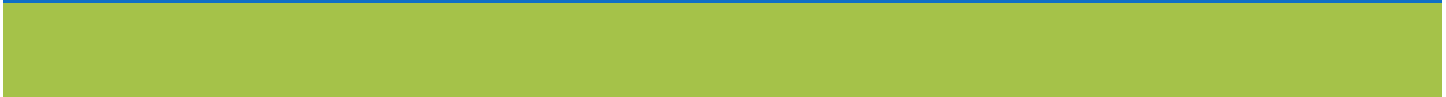




The City of
PLANT CITY
Florida



Annual Budget
Fiscal Year 2018-2019





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Plant City
Florida**

For the Fiscal Year Beginning

October 1, 2017

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Plant City, Florida for its annual budget for the fiscal year beginning October 1, 2017 for the second consecutive year.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.



CITY OF PLANT CITY

ANNUAL BUDGET

Fiscal Year October 1, 2018 – September 30, 2019

CITY COMMISSION

**Rick A. Lott
Mayor**

**Nathan A. Kilton
Vice-Mayor**

**Mary Thomas Mathis
City Commissioner**

**Michael S. Sparkman
City Commissioner**

**William D. Dodson
City Commissioner**

**Bill McDaniel
City Manager**

**Kenneth W. Buchman
City Attorney**

**Kerri J. Miller
City Clerk**

**Diane Reichard
Chief Financial Officer**

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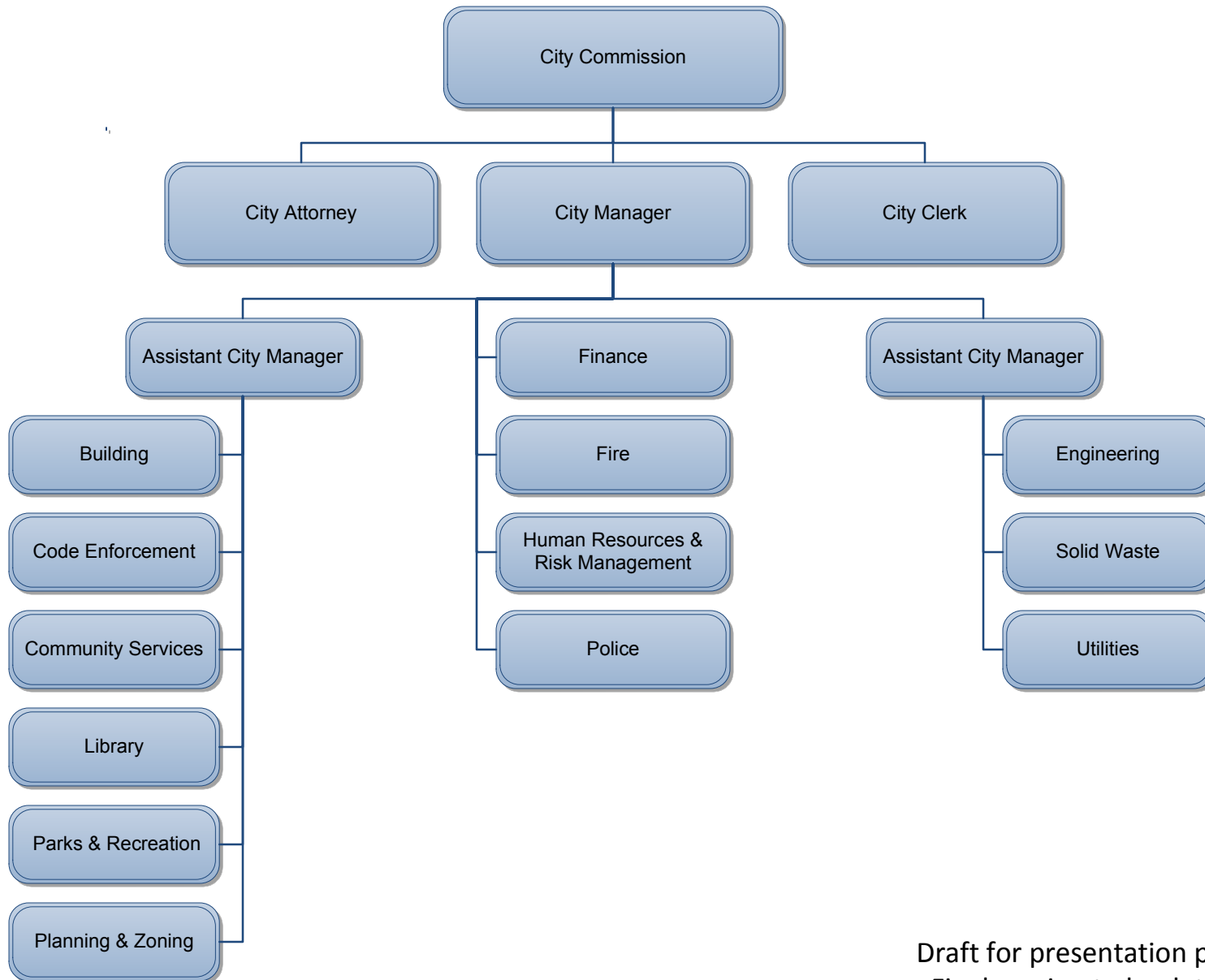


CITY OF PLANT CITY DEPARTMENT AND DIVISION MANAGERS

City Manager - Bill McDaniel

Assistant City Manager	Vacant
Assistant City Manager	Vacant
Chief Financial Officer	Diane Reichard
Budget Manager	Lauren Shatto
Chief Accountant	Amy Clark
Fleet Coordinator	Mark Emery
Procurement Manager	Buddy Storey
Utilities Billing Manager	Denise McDaniel
Fire Chief	David Burnett
Human Resources & Risk Management Director	Mercedes Perez
Police Chief	Ed Duncan
Building Official	Jesse Carr
Code Enforcement Manager	Tray Towles
Community Services Manager	Michael Karr
General Services Coordinator	Carla Rhoades
Information Technology Manager	Kent Andrel
Recreation & Parks Director	Jack Holland
Parks, Stadium, & Cemeteries Superintendent	Emilio Mendoza
Recreation Program Manager	Deborah Haldane
Planning & Zoning Manager	Julie Ham
Library Director	Tonda Morris
City Engineer	Michael Schenk
Streets / Traffic / Stormwater Superintendent	Vacant
Solid Waste Director	Jill Sessions
Utilities Director	Lynn Spivey
Utilities Maintenance Superintendent	Wayne Everhart
Utilities Operations Superintendent	Mike Darrow
Water Resources Supervisor	Al Miller

City of Plant City – Organizational Chart – Citywide



Draft for presentation purposes -
Final version to be determined



CITY OF PLANT CITY

CITY MANAGER'S OFFICE

September 24, 2018

Honorable Mayor, City Commissioners, and Citizens:

The Fiscal Year 2018-19 Budget is a balanced, responsible budget with a proactive spending plan that will benefit Plant City taxpayers for years to come. All funds are considered to be in a fiscally positive and prudent position. The General Fund Budget for Fiscal Year 2018-19 is \$34,179,480, while the total budget (including Water/Sewer, Solid Waste, Stormwater, Streets, and several special revenue funds) is \$76,055,834. The millage rate is set at 5.7157 mills, which includes 1.0 mil dedicated solely to street resurfacing and related maintenance. With a net increase of six employees, the City's total workforce will be 434 employees.

This budget serves as a spending plan and investment in our community and our workforce. The CRA has dedicated funds to Downtown and Midtown to encourage private sector development and business improvements to revitalize the area. The following core strategies are emphasized in this budget:

- Facilitate Economic Development - the City's number one goal.
- Foster Community Engagement
- Empower Outstanding Customer Service
- Engage in Effective Communication with Internal and External Stakeholders
- Maximize Organizational Effectiveness

ECONOMIC DEVELOPMENT

Plant City is the second largest city in Hillsborough County and is located along the I-4 corridor. The City provides funding to the Plant City Economic Development Corporation for creating new jobs, investment of new capital, and expansion of the local tax base in Plant City. Consequently, \$125,000 is included in the Fiscal Year 2018-19 Budget for the Plant City Economic Development Corporation to market Plant City on a full-time basis. Additionally, \$25,000 is appropriated for the annual investment fee to the Tampa Hillsborough Economic Development Corporation to furnish leads and identify incentive programs for new business recruitment and existing business expansion.

Aid to other organizations is included as follows: the Plant City Chamber of Commerce (\$65,000), Boys and Girls Club of Plant City (\$20,000), Railroad Museum Society (\$25,000), 1914 Building (\$50,000), Plant City Main Street (\$50,000), Plant City Art Council (\$6,000), and \$2,000 each to Black Heritage Celebration, Improvement League of Plant City, and the Christmas Parade.

INVESTING IN OUR WORKFORCE

The employees of the City of Plant City are our greatest asset, just like in the private sector. As such, the following have been included:

- In Fiscal Year 2015-16, the results of the General Employees Pay Plan Study showed that the existing pay structure was below the market by 16-17%. Consequently, all employees received a 7.5% market adjustment in Fiscal Year 2016-17 and another 7.5% in Fiscal Year 2017-18. The proposed 2018-19 budget provides for a 7.5% adjustment for all non-step employees to complete the pay study and compensate non-step employees for cost of living increases over the past three years.
- On October 1, all step employees will be adjusted to the rate of their applicable step plan based on their current step and will be eligible for the next step increase on their anniversary date. This is expected to allow the City to be competitive in the market for at least two years.
- Increased the work force to 434 by adding six new positions (net) at a cost of \$204,546.
- \$10,000 to continue the tuition reimbursement program for employees seeking a degree.
- Initiate a Certified Public Manager training program for employees at a cost of \$15,000.
- Issued a RFP to compare health insurance costs and providers resulting in a 5% decrease in premiums. The City changed providers to Public Risk Management (PRM) and realized a savings of \$200,000 across all funds.

INVESTING IN CAPITAL OUTLAY

The City has some major Capital Improvement Projects on the horizon as an investment in our community to maintain the utility system, improve travel on roads throughout the City, provide aesthetically pleasing park areas, and increase property values by keeping them clean and safe.

- Invest \$4.4 million to resurface arterial roads and neighborhood streets. This includes \$2.1 million of revenue generated from the 1.0 mil property tax, \$300,000 from CDBG revenue, and \$2.0 million from Hillsborough County, which will be recorded after the interlocal agreement is signed.
- Several recreation projects: construct a concession-restroom facility at Ellis-Methvin Park for \$990,000, install lighting at the Tennis Center parking lot for \$35,000, install walking trail lighting at Snowden Park for \$50,000, erect a restroom facility at Brewer Park for \$115,000, and a restroom/shower facility at the Tennis Center for \$275,000.
- Water and sewer infrastructure improvements of \$775,000 to replace waterlines, gravity sewer lines, and force mains to improve service.
- Resurface and repave municipal parking lots around the City for \$100,000.
- Invest \$300,000 towards the Roseland Park stormwater drainage improvement project to reduce flooding in the neighborhood.

FUND DISCUSSION

The **General Fund** budget is projected to rise by \$3.3 million over Fiscal Year 2017-18 mainly due to the additional \$1,033,422 ad valorem revenue, \$300,000 in major revenues, plus economic development and other growth factors. The 1.0 mil of the ad valorem millage rate dedicated solely for street resurfacing will generate revenue of \$2,081,053 to be used specifically for street resurfacing and related maintenance.

The **Water and Sewer Fund** budget of \$17.7 million will increase by \$1.3 million largely due to growth in revenue. In addition, the budget will add \$400,000 to fund balance for future projects. Revenue projections include a rate increase of 2.2% based on the deflator index as specified in the code, but there is no change in the rate structure.

The **Solid Waste Fund** budget will increase by \$420,000 specifically related to the additional 1,400 residential customers transferred from Hillsborough County on January 1, 2018. Customers will not see a rate increase in the coming year.

The **Stormwater Fund** also increased its total budget of \$3.5 million by \$345,000 primarily due to an increase in capital expenditures to appropriate \$300,000 towards Roseland Park. The rates will increase 3% per code to address drainage improvements.

The **Streets Fund** decreased by \$2.4 million compared to last fiscal year primarily due to the \$2.0 million from Hillsborough County for road improvements that will be recorded when the interlocal agreement is approved.

The **Community Redevelopment Agency** assessed valuation increased by 12.4% to \$199.9 million, with a tax increment value of \$131.0 million over the base value of \$68.9 million. The Plant City millage rate of 5.7157 and growth generated an additional \$157,334 to be used in the district. Some main projects are: Brewer Park restrooms (\$115,000), Snowden Trail lighting (\$50,000), parking lot improvements (\$50,000), street resurfacing generated from the 1.0 mil (\$130,501), and property acquisition (\$392,631).

ORGANIZATION-WIDE POSITIONS

There were nine new positions added and three eliminated for a net increase of six positions to the budget for Fiscal Year 2018-19; specifically a net increase of two positions to the General Fund, one to the Streets Fund, and three positions in Water/Sewer Fund, as seen below:

General Fund

- City Manager's Office added an Assistant City Manager: This position will provide additional capabilities to achieve operational and mission goals; such as the core strategy of "Organizational Effectiveness." Two positions (Assistant to the City Manager, and Engineering Administrative Assistant I) were eliminated to minimize the impact on the General Fund.
- Engineering added a CIP Projects Manager to oversee construction projects.
- The Fire Department restored the Operations Chief position to provide increased organizational effectiveness for the department.
- A Recreation Supervisor II is included to begin work in July 2019 with the opening of the new Community Center on MLK Blvd.

Streets Fund

- The Traffic Division added a Traffic Signal Technician, which is 100% funded from the increased revenue from the traffic signal maintenance agreement approved by the City Commission in June 2018.

Water/Sewer Fund

- Utilities Maintenance Division added four employees: Equipment Operator I, Maintenance Specialist I, Maintenance Specialist II, and Maintenance Specialist III that are 100% funded from operating expense decreases. In addition, one vacant Field Representative position was eliminated due to the implementation of the AMR program.

SPECIAL RECOGNITION

The City received several awards throughout various department; below are a few of these special recognitions:

The Finance Department received the Distinguished Budget Presentation Award from the Government Financial Officers Association (GFOA) for the second consecutive year. The award is the highest form of recognition in governmental budgeting and represents a significant achievement for the City and its budget. We believe the current budget will meet the guidelines of the Program's requirements to receive the award.

The Police Department received a Florida Law Enforcement Traffic Safety Challenge award for promoting traffic awareness and safety. They placed first for the State of Florida and won the award for Category III, which is comprised of agencies that have between 51 and 100 sworn officers.

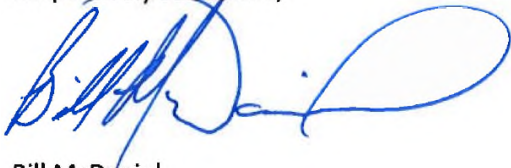
The Water and Sewer department received awards from the Florida Water Environments Association, and Florida Rural Water Association, and Florida Section American Water Works Association including: 1st Place Earle B. Phelps for the 7th consecutive year; the Water Reuse and Resources Professional of the Year; Water Operator Meritorious Service Award; and, Individual award of Water Plant Operator of the Year.

CONCLUSION

Preparing this budget was made possible through the contributions of professional hardworking men and women of the City of Plant City. Every line item was reviewed to ensure this budget represents a fiscally responsible organization. The Fiscal Year 2018-19 Budget is balanced with the collective efforts from department directors and the Finance Department in order to provide a spending plan that will make Plant City a sustainable municipality. I want to thank Diane Reichard, Amy Clark, Lauren Shatto, and all department directors for their outstanding efforts toward preparing a responsible budget for Fiscal Year 2018-19.

We sincerely appreciate the leadership and support from the City Commission in planning and guiding the financial affairs of the City in a responsible and progressive manner.

Respectively submitted,



Bill McDaniel
City Manager



City of Plant City City Overview

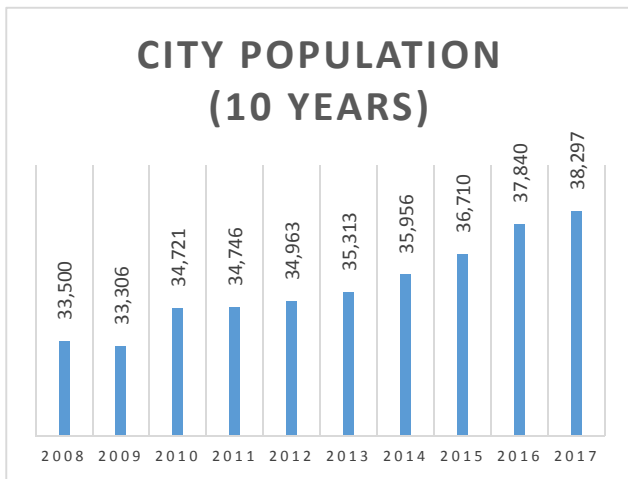
Statistic Overview

Governance

Date of Incorporation: January 10, 1885
 Fiscal Year: October 1 – September 30
 Original Charter Adopted: 1927
 Form of Government: Commission - Manager
 Mayors Serving Plant City since 1885: 67
 City Managers Serving Plant City since 1927: 16
 (1927 Charter enacted to appoint a mayor)

Contact Information

Website: www.plantcitygov.com
 Address: 302 W. Reynolds Street,
 Plant City FL 33563
 Phone: 813-659-4200



Major Employers

775	South Florida Baptist Hospital
434	City of Plant City
375	Dart Container
350	Highland Packaging Solutions, Inc
350	James Hardie Products
350	Mosaic Plant City

Median Age - 34

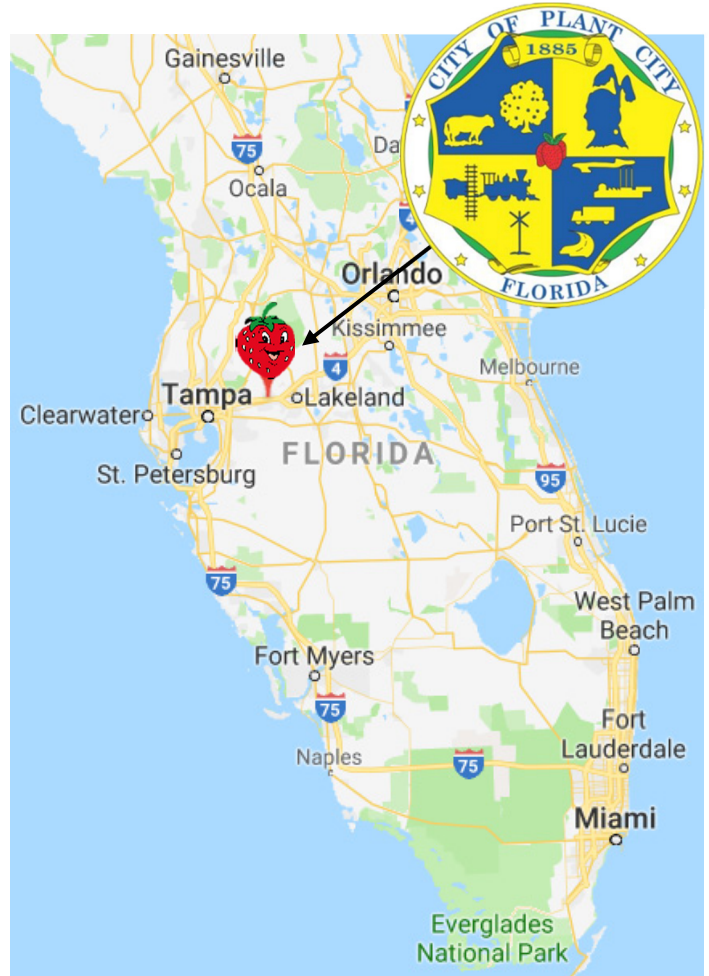
Median Household Income - \$48,712

City Facilities

City Hall: 302 W. Reynolds Street
 Fire Station 1: 604 E. Alexander Street
 Fire Station 2: 809 N. Alexander Street
 Fire Station 3 (2018-19): 1702 N. Park Road
 Library: 302 McLendon Street
 Parks and Recreation: 1904 South Park Road
 Police: 1 Police Center Drive
 Streets / Stormwater / Traffic: 1304 West Spenser Street
 Utilities / Solid Waste: 1802 West Spooner Drive

Map

Plant City is located in Hillsborough County on the west coast of Florida between Tampa and Orlando.





City of Plant City City Overview

Historic Overview

Located in the Heart of Central Florida

Plant City has a rich history dating back to the mid-1800s when settlers first began to populate Florida. Plant City was incorporated in 1885, 16 years after the state was chartered. Plant City derives its name not from the surrounding agricultural industry which greatly added to the city's growth, but from Henry Bradley Plant.

Ichepucksassa

Plant City's original name was Ichepucksassa after the Indian village that once occupied this territory. So much confusion was created with the spelling and pronunciation that the Irish postmaster renamed the village Cork, after his home city. In 1884, Henry B. Plant extended the South Florida Railroad into the town and 1 year later, when the town was incorporated, it was once again renamed this time in honor of Henry B. Plant.

The Winter Strawberry Capital of the World

Originally Plant City was a large cotton center. Changing its major crop to strawberries has brought it national recognition. Today, over 3/4 of the nation's midwinter strawberries come from Plant City. At the Florida Strawberry Festival, held each winter, you can taste some of the finest shortcake, pie, and cobblers made from the freshest strawberries in the land.

Additional Information on Plant City History

Other information regarding the history of Plant City is available at the Quintilla Geer Bruton Archives Center located on the ground floor of the 1914 Plant City High School Community Center, 605 North Collins Street, Plant City, Florida 33563. The Center holds more than 2,000 books, family, historical, genealogical and photographic files, periodicals, newspapers and records on microforms.

Detail Overview

Profile of the Government

The City of Plant City, a municipal corporation of the State of Florida located in Hillsborough County, was initially incorporated on January 10, 1885. Plant City is strategically located in Central Florida, along the I-4 corridor nestled between three large metropolitan cities: 25 miles east of Tampa, and 50 miles west of Orlando, and within 10 miles of Lakeland. Plant City prides itself as the "Winter Strawberry Capital of the World," and offers a hometown feel of a warm, thriving community. With its network of highways, state roads, and active rail lines that run through the community, Plant City provides the perfect location for manufacturing and distribution ventures. In addition, Plant City has proven to be an integral part of the global marketplace utilizing the cargo facilities at three international airports, three regional airports and the Port of Tampa.

Plant City has a reputation as a community that proudly offers safe walkable neighborhoods, charming historic districts, high quality schools, unique retail, dining and entertainment options. The City's location, climate, natural resources, and sense of community have influenced the



City of Plant City City Overview

City's growth. Residents and visitors enjoy numerous year-round recreational opportunities, which results in the perfect blend of community and prosperity.

The citizens enjoy a full range of services including general government, police and fire protection, ambulance service, engineering, streets, traffic, parks, recreation, planning, zoning, community services, code enforcement, and a library. The City also provides water, wastewater treatment, solid waste and stormwater as enterprise activities. Electric, telephone, gas and cable television services are provided by franchisees. The City includes two dependent special districts consisting of Community Redevelopment Agency and Walden Lake Community Association Local Government Neighborhood Improvement District.

City Structure

The City operates under the Commission/Manager form of government. Five Commissioners are elected at large for a three-year term with no term limits, which constitute the governing body of the City with legislative authority. The City Commission enact laws and ordinances, approve the annual budget, set policy and direction for various functions of the government, and appoint citizens to serve on various advisory boards and committees. At the first regular meeting in June, the City Commission shall, by majority, elect one of its members as Mayor. The Mayor selects the Vice-Mayor, and together, they serve a one-year term until the successor is appointed.

The City Manager is the chief administrative officer of the City and responsible to the City Commission for administration of all City affairs and performance of its municipal functions. The City Manager appoints, removes and determines compensation for the department heads and all other City employees, except those specified by the Charter.

Local Economy

Plant City has a population of approximately 38,297 residents, and is also a popular seasonal destination for visitors and part-time residents from both the United States and abroad during the winter months. Close proximity to the Tampa International Airport provides convenient access to part-time residents and out-of-state visitors. The population has increased over the last six years and is projected to continue to steadily increase.

Seasonal employment is common in Plant City due to the influx of seasonal residents and visitors during the winter months. The length of the typical "season," when most visitors and seasonal residents visit, lasts from approximately November through April. The seasonal influx of visitors and part-time residents does not create challenges for retail and commercial businesses, it only enhances the year-round client base to remain financially sustainable.

Property values have significantly increased in 2017 and 2018, rebounding from its lowest level in 2013, resulting in assessed property values that exceeded Plant City's peak in 2008. The property tax base is split 42-58 between residential and non-residential types. As the second largest city in Hillsborough County, and the largest city in Hillsborough County along the I-4 corridor, the City's number one priority is "Facilitating Economic Development." The City continues to support the Plant City Economic Development Corporation, which is assisting with job creation and capital investment to expand the local tax base. Commercial developments continue to grow on Park Road and County Line Road. New residential stock will expand over the next 10 years as new developments are approved in the northeast sector and the south end of town. The City is optimistic about the economic growth occurring in the community.



City of Plant City City Overview

Plant City's largest employment sector is Retail Trade, which comprises 15.3% of the workforce, followed by Health Care and Social Assistance with 13.1% and Accommodations and Food Services at 9.6%. Compared to the national average, Plant City has a high concentration in Agriculture, Forestry, Fishing and Hunting sectors. The median age is 34 and median household income is \$48,712. The employment trend increased 1.6% in 2017 and the average annual wage increased 4.6% in the Plant City Region.

Redevelopment. Plant City's primary redevelopment area called "Midtown" is comprised of 15 acres near the City's downtown. The City purchased property and completed street, water, sewer, stormwater, and clean-up activities, making the area prime for a firm to develop. The development should be consistent with the *CRA Redevelopment Plan and Midtown Redevelopment Vision Plan*. Various uses include retail, restaurant, office, and residential. This mixed use development should include strong pedestrian design characteristics to promote pedestrian traffic and activity. Long-range plans for this area in the CRA district include road and parking improvements.

Housing. Plant City's housing stock is comprised of 68.6% single-family detached homes with the remaining balance being divided between single-family attached homes (3.5%), multifamily homes (27.7%) and mobile homes (3.7%). There are almost 15,000 homes in the municipality, most of which (41%) are valued between \$100,000 and \$199,000. In 2017, the median value of a home in Plant City rose to \$162,600.

Comprehensive Plan and Zoning Code. The Plant City Commission adopted a major update to the *Imagine 2040: Plant City Comprehensive Plan* on February 8, 2016 to ensure the implementation of the vision and goals outlined in the *Imagine 2040: Plant City Comprehensive Plan*. Plant City's future vision is as follows:

Plant City is a diverse and vibrant "hometown" community. People work together to solve problems and ensure a better future for their children. Local businesses grow and prosper through innovation and hard work. Local government makes prudent investments in infrastructure and services. The safety and wellbeing of our citizens is a priority.

This update was crafted to streamline and improve the overall understanding of the document, address legislative mandates, remove duplication, correct inconsistencies, prioritize staff resources, update project status, and encourage future economic opportunities within Plant City. Furthermore, the policy direction contained within this plan protects the integrity and character of our neighborhoods and the natural environment of Plant City. In addition, the adopted level-of-service standards for potable water, wastewater, transportation, solid waste, stormwater, public schools and recreation will be maintained through and beyond the horizon year of 2040.

Looking ahead, Plant City is projected to increase in population to more than 71,000 by 2040. Where will they live? Where will they work? Where will they play? How will they get there? Based on the results of extensive public outreach on these and other questions, the general structure and framework of the *Imagine 2040: Plant City Comprehensive Plan* was reorganized to include an introduction and four major components that, when combined, represent Plant City as a whole: People, Places, Natural Spaces and Governance. These four components are



City of Plant City City Overview

representative of those fundamental growth management elements required by Chapter 163, Part II, Florida Statutes.

To this end the major goals of the Comprehensive Plan and Zoning Code is to promote or provide for a *Unique Sense of Place, Thriving Local Economy, Superior Education/Skills, Quality Services & Infrastructure, Citizen Involvement.*

Growth. Two dozen new projects have been built or are currently under construction, representing a minimum of 600 new jobs and over three million square feet of new commercial and light industrial space in Plant City. These companies will provide at least \$60 million in capital investment in the community.

Some of the major projects under construction or completed in the 2017-18 budget year are as follows:

Business	Type	Sq Ft	Jobs
QGS Development	Site development	16,000+	310
County Line Logistics Center			
Visionary Sleep	Manufacturer	66,000	55
Material Lifecycle Management Co.	Manufacturer	102,600	45
Central Florida Commerce Center			
Williams Sonoma	Retail company	60,000	25
Carolina Logistics	Wholesaler	71,000	20
Advanced Work Vans	Service	15,000	10
Building #2 (speculative)	Warehouse	139,750	
Saputo Dairy (cold storage)	Warehouse	16,600	10
Hungry Howie's (distribution & cold storage)	Warehouse	31,000	40
Wish Farms (South Frontage Road)	HQ facility	145,000	15
Project Lucky (grocery chain)	Warehouse/Office	400,000	100

The following warehouse facilities are under construction and the job count is not known: Florida Cold Storage (48,000 sq ft), Plant City Commerce Park (200,000 sq ft), Phillip's Pet Feed & Supply (140,000 sq ft), and Tenant Build Out on County Line Road (71,000 sq ft). In addition, 510,272 sq ft of speculative warehouse is planned for County Line Road – South of Fancy Farms Road, and 950,000 sq ft for two speculative buildings on South Frontage Road and Wiggins Road.

There are several others, of which the job count are not known: C&S Warehouse, Aspen Dental Office (42,000 sq ft), Suncoast medical Center (24,000 sq ft), and Medical Clinic – Collins Street (5,100 sq ft).

THE CITY OF
PLANT CITY

Florida



Introductory

City of Plant City, Florida



Mission Statement

Our mission is to provide excellent customer service, ensure safety, preserve hometown values and promote economic opportunity.

Vision Statement

An Ethical, transparent, and creative organization, recognized for the depth and quality of our service to our community.

Values Statement

Leadership is more than a T.I.T.L.E., it's Respect too!



VALUES

TEAMWORK

We will know we are living out this value when we exhibit the following behaviors one to another (and to others we serve):

1. Open and frequent communication.
2. Cooperation.
3. Collaboration, initiative and innovation.

INTEGRITY

We will know we are living out this value when we exhibit the following behaviors one to another (and to others we serve):

1. We value input from all parties.
2. We are impartial and trustworthy.
3. Our decisions and actions are seen as fair.

TRANSPARENCY

We will know we are living out this value when we exhibit the following behaviors one to another (and to others we serve):

1. We are accessible (we can be reached in a timely manner).
2. We are responsive.
3. We are open to and invite participation and collaboration.

LEADERSHIP

We will know we are living out this value when we exhibit the following behaviors one to another (and to others we serve):

1. Effective communication.
2. Visionaries.
3. Consistent.

EXCELLENCE

We will know we are living out this value when we exhibit the following behaviors one to another (and to others we serve):

1. Knowledge and application of best practices that have been tried, tested, and proven by other organizations.
2. Continuously meet and exceed all expectations.
3. Continuously learning and improving.

RESPECT

We will know we are living out this value when we exhibit the following behaviors one to another (and to others we serve):

1. Interact with others with politeness and civility.
2. Seek and listen to input from others.
3. Fairly consider the opinions of others.



City of Plant City

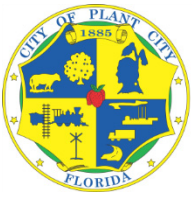
Executive Summary

CITY WIDE OVERVIEW:

Overall Citywide revenues and expenditures at \$76,055,834 are \$1,004,482 more than the 2017-18 adopted budget. Detailed information for all discussion points below can be found throughout the budget book in their respective sections.

Personal Services – The total amount of personal services increased by \$1,385,383 or 4.4% from \$31,336,001 in 2017-18, to \$32,721,384 in the 2018-19 Budget.

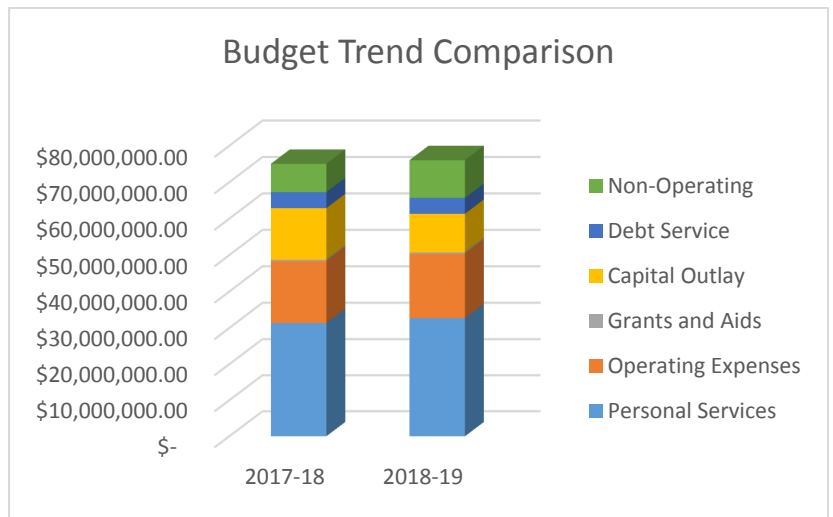
- Staff:
 - The total number of full-time equivalent (FTE) positions increased by six positions. The City's workforce will be 434 employees. The following changes resulted in a net cost increase of \$204,546 in Fiscal Year 2018-19:
 - Add nine new positions:
 - General Fund - Assistant City Manager, CIP Projects Manager, Operations Chief, Recreation Supervisor II.
 - Streets Fund - Traffic Signal Technician (100% funded from revenue).
 - Water/Sewer Fund - Equipment Operator I, Maintenance Specialist I, Maintenance Specialist II, and Maintenance Specialist III (100% funded from operating expense decreases).
 - Eliminate three positions:
 - General Fund - Engineering Administrative Assistant I and Assistant to the City Manager.
 - Water/Sewer Fund - Field Representative
- Wages and Fringe Benefits:
 - The City conducted a General Employee Pay Plan Study during fiscal year 2016 to determine whether the existing pay structure is equitable internally and competitive with the external market.
 - The results showed that the City was under market by 16-17%. In fiscal year 2016-17, all employees received a 7.5% increase, and another 7.5% in fiscal year 2017-18. On October 1, 2018, the City will implement a final 7.5% adjustment to complete the pay study and compensate non-step employees for cost of living increases over the past three years.
 - On October 1, all step employees will be adjusted to the rate of their applicable step plan based on their current step and will be eligible for the next step increase on their anniversary date. This is expected to allow the City to be competitive in the market for at least two years.
- Flexible Contributions:
 - Health insurance premiums decreased 5% for 2018-19 fiscal year. The City realized a savings of \$200,000.



City of Plant City Executive Summary

- Retirement Contributions:
 - The City will continue to contribute to all regular, full-time employees 8% of the individual's regular compensation.
 - The City provides a defined benefit pension plan for Firefighters and Police Officers pursuant to the provisions in F.S 175 and F.S 185.
- Other Contributions:
 - There is \$10,000 appropriation to support a tuition reimbursement program for employees who are seeking a degree.
 - There is \$15,000 to initiate a Certified Public Manager training program for employees who want to invest in the two-year program.

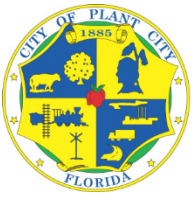
Operating Expenses – This category increased by \$633,246 or 3.7%, from \$17,026,711 to \$17,659,957. All departments worked to hold the line, which resulted in this increase that is in line with the CPI increase. Although the lease cost associated with City vehicles remained stable, the amount varies by department based on the age of the vehicle. The fund balance in the Fleet Replacement Fund can now sustain ongoing equipment/vehicle purchases as the useful life of a vehicle expires with support from annual lease payments from the funds.



Grants and Aids – This category remained stable at \$397,000 compared to last years \$395,000.

Capital Outlay – This category decreased by \$3,571,323 or 25.3%, from \$14,123,384 to \$10,552,061. A detailed list of all capital projects is included in the Capital Improvement and Fleet Replacement Fund section of the 2018-19 Budget.

- Some of the major projects include:
 - Online permitting, \$500,000.
 - Commission Room audio visual system, \$150,000.
 - Resurfacing arterial roads and neighborhood streets, \$4.4 million.
 - Infrastructure improvements to the water and sewer system of \$775,000.
 - Appropriate \$300,000 toward Roseland Park stormwater drainage improvements.
 - Investment in fleet purchases of \$1,105,161.
 - Brewer Park restrooms, \$115,000
 - Tennis Center restroom/shower facility, \$275,000.
 - Ellis-Methvin concession-restroom facility, \$990,000.



City of Plant City

Executive Summary

Debt Services – This category decreased \$52,500 or 1.2% over last year from \$4,395,971 to \$4,343,471. There was no new debt issued. There were two debt obligations paid off in the stormwater fund during fiscal year 2017-18.

Non-Operating – This category increased by \$2,607,676 from \$7,774,285 to \$10,381,961 primarily due to an 8% transfer from the enterprise funds to the General Fund totaling \$1,914,846.

FISCAL SUSTAINABILITY

Overall the City is fiscally stable. Yearly the City completes a financial trend study to review the fiscal position of the City. Results for financial trends are as follows:

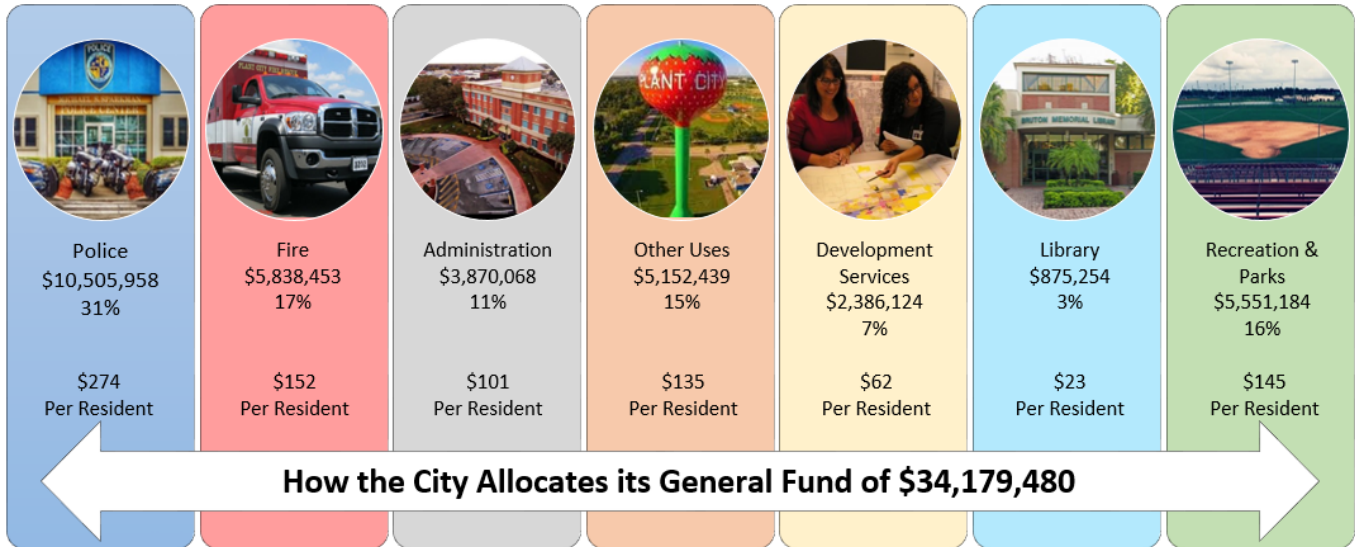
- Financial Trends Summary
 - The report for FY 2017 reflects that 20 of the 27 trends were positive and the other 7 were marginal.
 - Economic growth is on the rebound, yet personal income per capita indicates it has been at a slower pace for Plant City.
 - Population over the past 10 years has increased 14.3% or 4,750+ residents, which is an average growth rate of 1.5% per year.
- General Fund Financial Trends
 - Revenue per capita decreased from a high in FY 2008 at \$522.82 to \$468.98 in FY 2017.
 - Operating expenditures have risen from \$21,964,802 in FY 2008 to \$25,513,606 in FY 2017; yet the per capita dropped from \$482.11 to \$435.43.
- Taxable Value
 - Taxable values have increased for the past three years through FY 2017, and continues for the next two years:
 - FY 2017 is \$1,858,217,005
 - FY 2018 is \$2,000,261,839
 - FY 2019 is \$2,190,581,951
 - Property tax revenue per capita continues to rise up to \$146.11 in FY 2017.
- Financial Trends
 - Plant City's unemployment rate for FY 2017 was 3.3%, which is down from the high of 14.5% in FY 2009.
 - The unassigned fund balance in FY 2017 ended at \$11,491,153, which is the largest in a ten-year period at 41.8% of net operating revenue.

Additionally, in 2016-17 the City hired a consultant to complete an independent long range forecast of the General Fund fiscal sustainability, which was also favorable. The City is currently undergoing a rate study for both Water/Sewer and Solid Waste.



City of Plant City Executive Summary

GENERAL FUND:

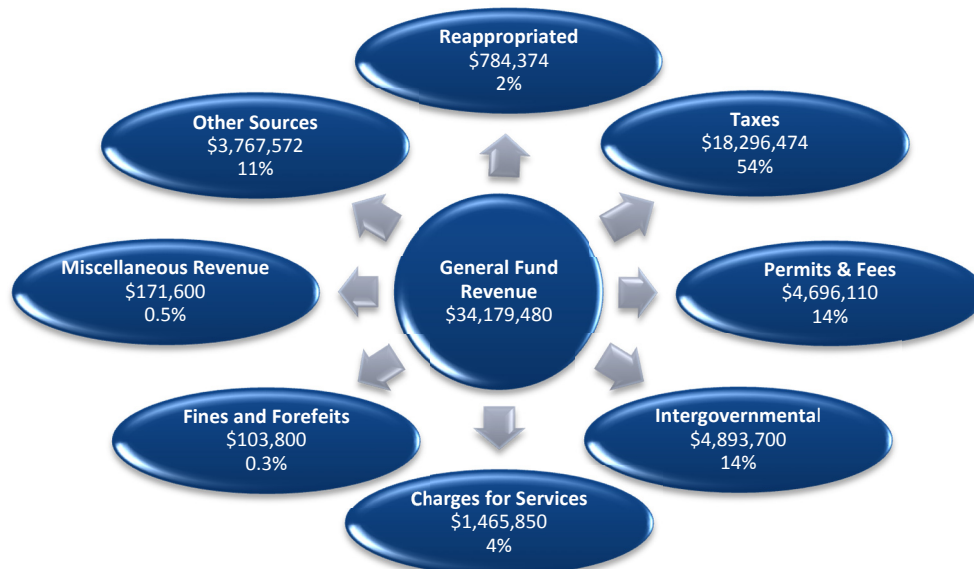


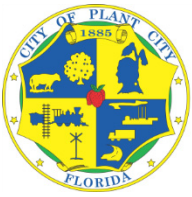
The General Fund reflects an increase in revenues and expenditures of \$1,657,519 or 5.1% from \$32,521,961 in 2017-18 to \$34,179,480 in 2018-19.

Revenues

Total General Fund revenue increase \$3,330,002 from \$30,065,104 to \$33,395,106 in fiscal year 2018-19.

- Property values increase by 9.5% to \$2.19 billion.
- The millage rate remained at 5.7157 mills.
- Ad valorem property tax revenues increase by \$1,033,422, which in total will generate \$2,081,053 from the 1.0 mil dedicated to street resurfacing.





City of Plant City Executive Summary

The major General Fund revenues are as follows:

	Fiscal Year		Fiscal Year		Increase /
	2017-18		2018-19		Decrease
Property Taxes	\$	10,876,252	\$	11,909,674	\$ 1,033,422
Franchise Fees		3,835,000		3,855,000	20,000
Public Service Tax		3,896,000		4,068,000	172,000
Building Permits and Fees		817,450		836,110	18,660
1/2 Cent Sales Tax		3,415,161		3,500,000	84,839
Business Tax		557,500		560,700	3,200
Recreation Fees		454,500		457,800	3,300
Transfer from Water/Sewer		-		1,341,286	1,341,286
Transfer from Solid Waste		-		573,560	573,560
Major Revenues	\$	23,851,863	\$	27,102,130	\$ 3,250,267

Expenditures

The major increase for expenditures can be found within personal services due to the payroll and benefit increase of \$1.0 million. Other major increases are found in Capital Outlay for major projects listed above.

	2017-18		2018-19		Increase /
					Decrease
Personal Services	\$	22,027,872	\$	23,029,115	\$ 1,001,243
Operating Expenditures		6,639,940		6,683,732	43,792
Capital Outlay		2,854,400		3,383,098	528,698
Grant and Aids		227,000		227,000	-
Non-Operating		772,749		856,535	83,786
Total Expenditures	\$	32,521,961	\$	34,179,480	\$ 1,657,519

SPECIAL REVENUE FUNDS - STREET FUND

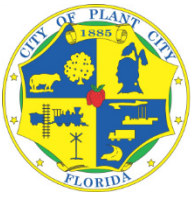
The Street Fund revenues and expenses remained relatively constant. A traffic signal maintenance agreement approved in June 2018 will provide revenue to support an additional traffic signal technician position and the cost to maintain the additional signals. The Intergovernmental Revenue, Local Grant-Transportation does not reflect the \$2.0 million from Hillsborough for street resurfacing in fiscal year 2018-19. The budget will be amended when the interlocal agreement is approved.

ENTERPRISE FUNDS - WATER AND SEWER FUND

Revenues

Overall, the Water and Sewer Fund revenues have risen due to the 2.2 percent rate increase and the growth in customer base. Below are the three major revenues in the Water and Sewer Fund.

	Fiscal Year		Fiscal Year		Increase /
	2017-18		2018-19		Decrease
Water Sales	\$	6,153,000	\$	6,606,000	\$ 453,000
Wastewater Revenue		8,500,000		8,872,102	372,102
Industrial Waste		1,236,000		1,373,080	137,080
Major Revenues	\$	15,889,000	\$	16,851,182	\$ 962,182



City of Plant City Executive Summary

Expenses

The major increases in the Water and Sewer Fund expenses are related to the category of non-operating with an increase of \$1,567,509. There was an added expense of \$1,341,286 based on 8 percent of operating revenue that was transferred to the General Fund in fiscal year 2018-19. Water Sewer which holds a large base of employees, incurred a decrease in health insurance premium costs that was offset by an increase associated with four new positions. Although operating expenses increased for routine maintenance, some line items decreased to cover the cost of the new positions which had been funded with contract labor. Capital outlay decreased until the master plans are complete to determine where to fund infrastructure improvements.

	Fiscal Year 2017-18	Fiscal Year 2018-19	Increase / Decrease
Personal Services	\$ 5,136,523	\$ 5,300,234	\$ 163,711
Operating Expenses	4,346,227	4,511,304	165,077
Capital Outlay	2,486,375	1,913,135	(573,240)
Debt Service	3,164,711	3,164,712	1
Non-Operating	1,306,332	2,873,841	1,567,509
Total Expenses	\$ 16,440,168	\$ 17,763,226	\$ 1,323,058

Debt Services

The three State Revolving Fund (SRF) loans with a total outstanding debt of \$28 million in the Water and Sewer Fund will be paid by 2028. Otherwise, there was no significant change to debt service expenses.

ENTERPRISE FUNDS - SOLID WASTE FUND

Revenues

Revenue received from the collection of consumer solid waste in residential, commercial and recycling are the major revenue sources in the Solid Waste Fund. The major solid waste revenue increased by \$268,116 from \$6,531,884 to \$6,800,000. The increase is due to an additional 1,400 customers gained from the Hillsborough County agreement beginning January 1, 2018. Customers will not see a rate increase in the coming year. All other revenues remained consistent.

Expenses

Overall solid waste expenses increased due majorly to the operating expense increase associated with paying disposal fees to Hillsborough County as required by the interlocal agreement. There was an added expense of \$573,560 based on 8 percent of operating revenue that was transferred to the General Fund in fiscal year 2018-19.

	Fiscal Year 2017-18	Fiscal Year 2018-19	Increase / Decrease
Personal Services	\$ 1,831,713	\$ 1,914,863	\$ 83,150
Operating Expenses	3,521,172	3,841,161	319,989
Capital Outlay	252,800	-	(252,800)
Non-Operating	1,232,699	1,503,476	270,777
Total Expenses	\$ 6,838,384	\$ 7,259,500	\$ 421,116



City of Plant City Executive Summary

ENTERPRISE FUNDS – STORMWATER FUND

Revenues

The one major revenue for charges for services increased by \$161,550 from \$2,652,250 to \$2,813,800 in 2018-19 for the Stormwater Fund.

Expenses

Expenses increased overall by \$344,952 from \$3,149,873 to \$3,494,825. The personal services increase was associated with the pay increase, which was offset by a health insurance decrease. The savings from the decrease in debt service will be used for capital projects.

	Fiscal Year 2017-18	Fiscal Year 2018-19	Increase / Decrease
Personal Services	\$ 1,401,314	\$ 1,518,314	\$ 117,000
Operating Expenses	866,153	889,826	23,673
Capital Outlay	544,685	798,335	253,650
Debt Service	60,919	-	(60,919)
Non-Operating	276,802	288,350	11,548
Total Expenses	\$ 3,149,873	\$ 3,494,825	\$ 344,952

Stormwater Debt

The outstanding debt was paid on June 15, 2018. Therefore, debt service expense decreased.

INTERNAL SERVICE FUNDS - FLEET REPLACEMENT

Over the past several years, the City has been conservatively spending the Fleet Maintenance Fund. The fund is now stable therefore the City included appropriations to replace damaged equipment and items that have exceeded their useful life. Although the quantity of equipment purchased increased, the dollar value substantially decrease since there are no large dollar items in this year's replacement program.

	2017-18 Projected Budget	2018-19 Proposed Budget
Dollar Amount spent on Vehicles	\$ 1,801,050	\$ 1,105,160
Number of Vehicles Being Funded for Replacement	32	43



City of Plant City Revenue Projections

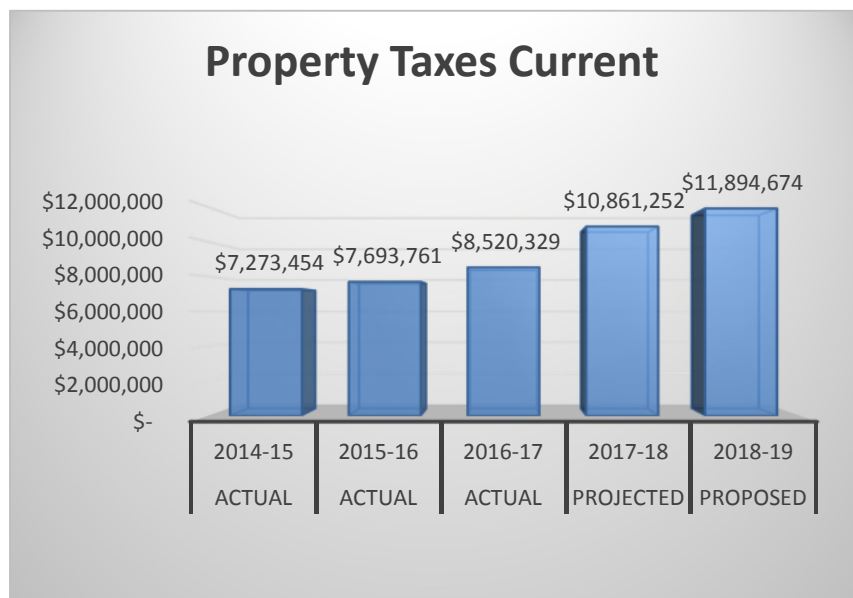
OVERVIEW - Revenue projections are a three step process that begin early in the budget cycle. The projection cycle is described below:

1. The first step begins with forecasting the current year projected actuals. This critical step establishes a basis to project the following year. Several factors are considered: historic, current year-to-date, and estimates of future revenue to end the current year.
2. The second step is to set estimated revenues for next year. The same three factors as described above are used, as well as the “Local Government Financial Handbook” from the Office of Economic and Demographic Research, which is used to estimate major revenues sources more accurately.
3. The last step occurs toward the end of the budget process, prior to adopting the “estimated revenues”. During this stage, a review of the proposed estimated revenues compared to the proposed appropriations will provide a clear picture of the overall budget. It is critical to examine the entire budget and confirm all revenue sources are realistic.

The following section provides an overview of the major revenue sources. However, a list of each revenue source can be found in the individual sections of the budget book.

TAXES – Overall tax revenues have increased an average of 12.5% yearly over the last 5 years and is estimated to increase by \$1,033,422 in fiscal year 2018-19. The 1.0 mil ad valorem property tax dedicated to street resurfacing generated revenue totaling \$2,081,053. These additional property tax revenues will be used solely for street resurfacing. Taxes include, property (ad valorem) taxes, local option infrastructure surtax (community investment tax), local option gas tax, 9th cent gas tax, communications services tax, public (utility) service tax, tourist development tax, insurance premium tax (pension), and business tax.

Ad valorem property tax– revenue is estimated to increase to \$11,909,674 this year due to a 9.5% increase in property values. Over the last five years, the average property tax revenue increased approximately 7% each year. The specific formula used to estimate current ad valorem tax revenues are calculated by multiplying the approved millage rate (5.7157) per \$1,000 times the aggregate assessed property value (as certified by the County Property Appraiser) times 95%.





City of Plant City Revenue Projections

Local option infrastructure surtax – Hillsborough County voters renewed the levy of an additional one cent tax on sales in the County pursuant to the provisions of Section 212.055, Florida Statutes. The City receives a portion of the tax based on an interlocal agreement with Hillsborough County and the three incorporated Hillsborough County municipalities, which expires December 31, 2026. Utilization of this tax is limited to long-term infrastructure improvements, pledges to pay debt service for improvements, acquire land for public uses, and improving facilities used as emergency shelters.

Local option gas tax and ninth cent gas tax – This tax, approved in a referendum election, provides for the levy of seven cents per gallon of motor fuel sold in the County and taxed pursuant to the provisions of Section 336, Florida Statutes. Utilization of the proceeds of this tax is limited to transportation expenditures, other infrastructure projects and bond indebtedness related to road and streets. This tax is shared with the municipalities based on a cooperative agreement between Hillsborough County and the three incorporated municipalities.



Communications Service Tax – This tax, as authorized by Section 202, Florida Statutes, requires service providers to collect tax on telephone, VOIP, Cable TV, fax, and pagers at a rate of 6.1% as approved by the City Commission.

Public Service Tax – Pursuant to the provisions of Section 166.231, Florida Statutes, the City Commission approved a 10% public service tax for electric, gas and water service sold to customers in the incorporated limits of the City of Plant City.

Tourist Development Tax – The City must compete for funds based on distribution rules designed by Hillsborough County as defined in Section 125.104, Florida Statutes. The City currently receives approximately \$400,000 annually to pay debt service on the stadium.

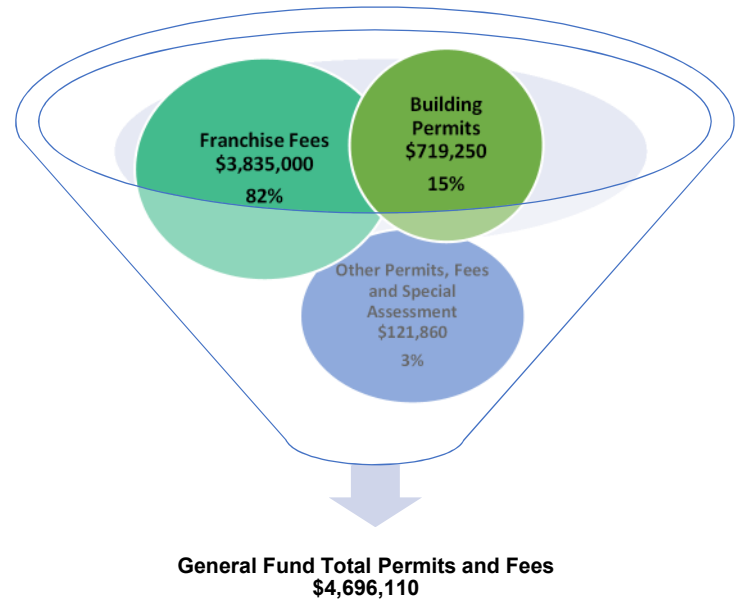
Taxes are projected mainly using the Local Government Financial Information Handbook, while also analyzing historical revenues received and current projected changes in legislature. Tax revenues are found within the Governmental Funds.



City of Plant City Revenue Projections

LICENSES AND PERMITS – This area is estimated to increase by approximately \$43,660 in the 2018-19 fiscal year. The increase is mainly due to an increase in building permits of \$35,000. Licenses and permits includes franchise fees, building, zoning, utility permits, impact and development fees, and other licenses and permits of a local nature. The revenues from this category are used for the building activities of the City.

Licenses and permits revenues are projected using both historical trends for received revenue and a predictions of the level of growth for the upcoming year. Revenue for this area is found within Governmental Funds.



INTERGOVERNMENTAL REVENUES – Intergovernmental revenue saw a total decrease of \$1,659,013 solely because the \$2 million from Hillsborough County toward resurfacing was recorded in 2017-18 and will be posted in 2018-19 after the interlocal agreement is approved. The General Fund is estimated to increase by \$115,339 in 2018-19 due to an increase in State Sales Tax Revenue Sharing of \$32,000 and a large increase in the ½ Cent Local Government Sales Tax of \$85,000. CIT revenue, CDBG revenue and fuel tax increases account for the remainder of the change to this category. Intergovernmental revenues includes federal, state, and local grants, state revenue sharing such as the City's share of state collected motor fuel taxes and sales taxes. The grant portion of this funding source is not reflected in the budget until the grant has been awarded and the appropriate legal documents are signed. Once the grant is approved, an adjustment will be made to include the match portion also. The City utilizes grant revenues for planned projects rather than allowing grant approval to skew priorities. The City's portion of revenue generated from state taxes is based on the state forecast as reported in the Local Government Financial Information Handbook.

Intergovernmental revenues are projected by reviewing grants that we plan to receive in the upcoming fiscal year along with estimates from the Local Government Financial Information Handbook. This is compared with historic trends of revenues received. Intergovernmental Revenues are found in Governmental Funds and Special Revenue Funds.

CHARGES FOR SERVICES - The majority of revenues for charges for services are found in the General Fund, Special Revenue Funds, Impact Fees, and the City's Enterprise Funds.

Charges for services remained consistent for 2018-19. This source of revenue includes water, sewer, and solid waste user fees, parks and recreational activity fees, certification and copying documents and records, cemetery fees, sale of maps and publications, and stormwater utility fees.



City of Plant City Revenue Projections

Charges for service revenues are projected by reviewing the historic trends in revenue along with evaluation of any increase/decrease to potential changes to the City population that could affect the inflow of revenues.

FINES AND FOREFEITURES –

Revenue from Fines and Forfeitures are expected to remain stable in the 2018-19 fiscal year. This revenue source includes court fines and fees, proceeds from confiscated property, and library fines. These revenues are found in the Governmental Funds.

Fines and Forfeiture revenues are projected by reviewing historical trends.

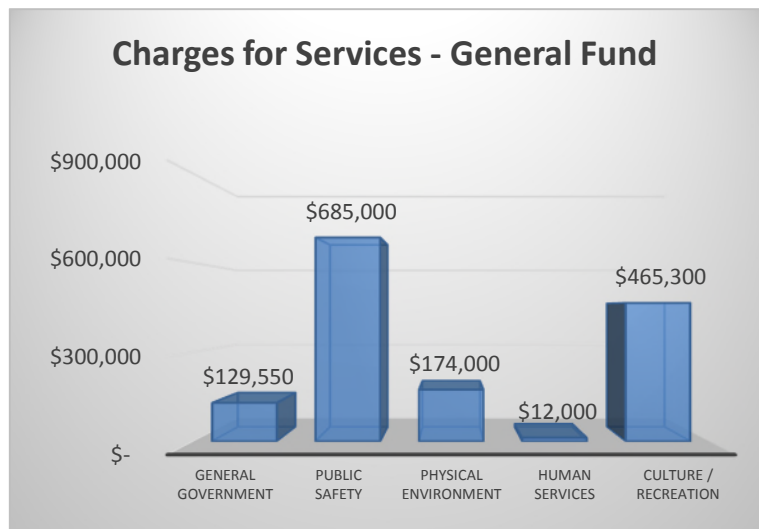
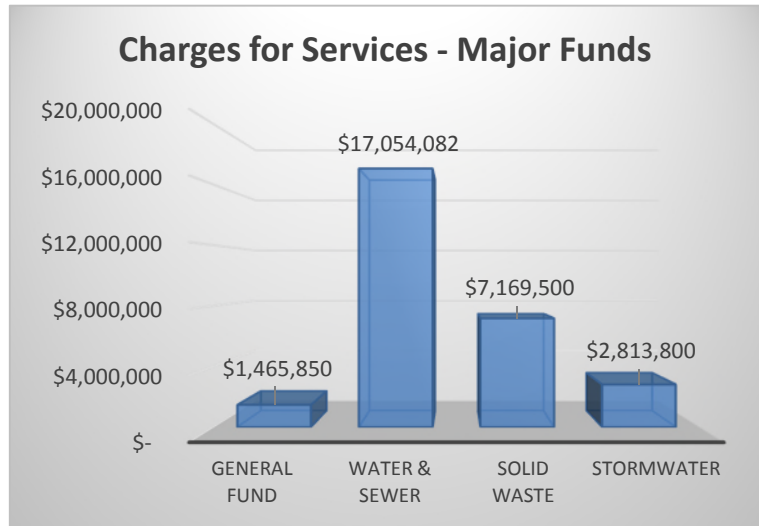
MISCELLANEOUS REVENUES –

Miscellaneous Revenues are expected to increase \$486,600 in fiscal year 2018-19 mainly due to interest income. This revenue source includes interest on investments, rentals, sales of surplus property, insurance proceeds, assessments, refunds, contributions, and revenues not recorded in other classifications.

Miscellaneous Revenues can be found in a majority of funds throughout the City and is projected by reviewing historical trends along with future estimates.

OTHER SOURCES – Other Sources is expected to increase by \$2,035,815 in fiscal year 2018-19. This increase is due to an increase of \$161,000 in cost allocations across funds to properly account for expenses in each fund. The City began a transfer of 8% from the Water/Sewer and the Solid Waste Funds to the General Fund as payment in lieu of taxes concept (PILOT), which increased this category by \$1,914,000. This revenue source includes debt service, aid to private organizations, interfund transfers, cost allocation contingency, capital project funds that will be used during the budget year, and fund balance appropriated to be used for current year expenditures.

Other Sources revenue can be found in a majority of funds throughout the City and is projected by reviewing historical trends along with future estimates.





City of Plant City Debt Summary

Debt Overview:

The Financial Policy of the City of Plant City limits general obligation bonds to no greater than two and a half percent (2.5%) of the non-exempt assessed valuation of the City. The City takes a planned and methodical approach to debt. All debt obligations serve a valuable physical purpose for the citizens of Plant City and the overall community. All long term debt obligations are thoroughly analyzed and reviewed by the City Commission prior to approval. There is no external debt planned for the next five years. Construction of fire station #3 will be funded with an internal loan from the Solid Waste fund.

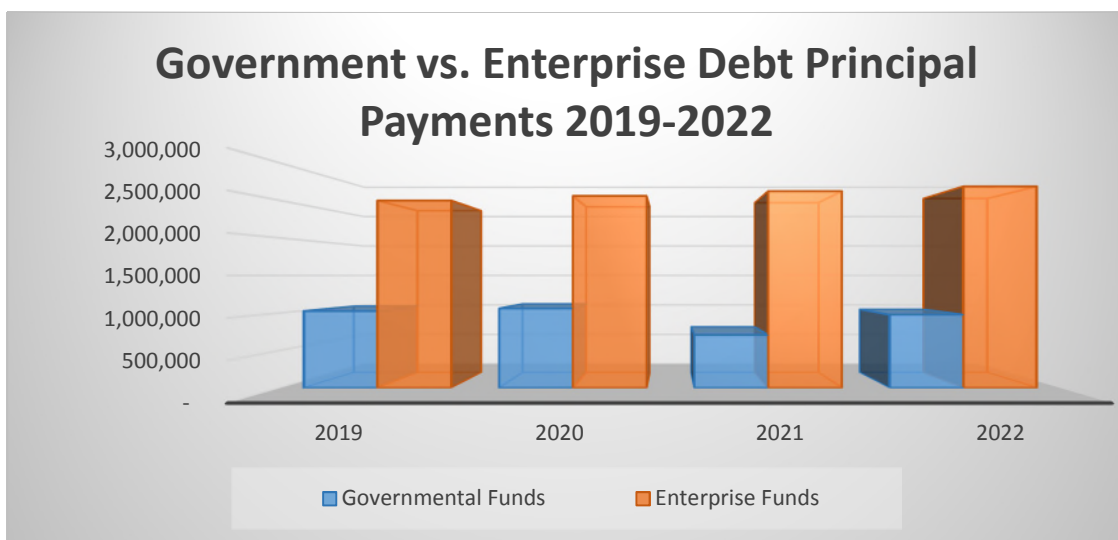
Each note is managed within a debt service account and payments are paid out of their respective funds.

The constitution of the State of Florida, Florida Statute 200.181 and the City of Plant City, Florida, set no legal debt limit.

Overall Principal and Interest Payments:

The annual debt service requirements to maturity for the debt outstanding as of September 30, 2018, are as follows:

<u>Fiscal Year</u>	<u>Governmental Funds</u>		<u>Enterprise Funds</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2019	1,025,000	152,058	2,498,777	665,934
2020	1,060,000	114,486	2,560,065	604,646
2021	705,000	85,321	2,622,857	541,853
2022	976,250	64,881	2,687,192	477,520
2023-2027	1,505,000	66,182	14,457,637	1,365,914
2028-2029	-	-	3,107,762	56,949
	\$ 5,271,250	\$ 482,927	\$27,934,289	\$ 3,712,815





City of Plant City Debt Summary

Governmental Debt Service:

There are three Governmental Revenue notes that are recorded in the Debt Service Funds.

CIT revenues are used to pay the debt service for the 2010 Series and 2012 Series Non-Ad Valorem Refunding Revenue Notes. The 2005B Series Florida Municipal Loan Council note is paid by the revenue from Tourist Development Tax.

Below you will find the summary of the Revenue Notes:

Governmental Debt Service

Special Revenues

	2010 Series Non-Ad Valorem Refunding Revenue Note	2012 Series Non-Ad Valorem Refunding Revenue Note	2005B Series Florida Municipal Loan Council
Issued	June 3, 2010	November 1, 2012	May 26, 2005
Final Maturity	September 1, 2024	September 1, 2024	November 1, 2019
Original Debt	\$4,610,000	\$3,290,000	\$3,180,000
Outstanding Principal	\$2,285,000	\$2,005,000	\$730,000
Interest Rate	3.660%	2.035%	varies 3% - 5%
Main Use	City Hall and Infrastructure to Improve Streets	Police Station, General Services Building Fleet Maintenance Facility	Plant City Stadium & Recreation Administrative Offices

Enterprise Debt Service:

There are three Enterprise Revenue notes. These notes are located within the Water Sewer Fund. Below you will find a summary of the Revenue Notes:

The Water Sewer revenues are used to pay the debt service for the Water Sewer - Enterprise Fund Debt listed below:

Enterprise Funds Debt Service

Water Sewer

	60420P State Revolving Funds Construction Loan	604210 State Revolving Funds Construction Loan	604220 State Revolving Funds Construction Loan
Issued	July 7, 2005	January 18, 2006	October 29, 2007
Final Maturity	July 15, 2028	July 15, 2028	July 15, 2028
Original Debt	\$2,670,199	\$40,000,000	\$5,000,000
Outstanding Principal	\$1,622,268	\$23,417,710	\$2,894,312
Interest Rate	2.450%	varies 2.35% to 2.51%	2.500%
Main Use	Expand and Upgrade Water Treatment Plant	Expand and Upgrade Water Treatment Plant	Expand and Upgrade Water Treatment Plant

Financial Policy

The City of Plant City Financial Policy serves as a foundation for long and short range planning, facilitate decision making, and provide direction to staff for handling the City's day-to-day financial business. The policy establishes the financial guidelines that provide a standard of performance endorsed by both the City Commission and management. A written policy becomes the conscience of the organization by reducing the uncertainties for making unprecedented financial decisions. Due to the diverse nature of the City's numerous departments, clearly defined financial policies minimize the risk of developing conflicting or inconsistent goals and objectives which could have a negative impact on the overall financial position of the City.

Fund Structure

Major Funds

Below is a list of funds, of which, the City has five major funds, two in Governmental – General Fund and CRA and three in proprietary, Water/Sewer, Stormwater and Solid Waste.

Governmental Funds

The City maintains twenty-one governmental funds. The largest of these funds is the General Fund which contains the operating expenditures for general government services, public safety, physical environment, transportation, culture and recreation, and economic development. Other funds included in the governmental fund category are ten Special Revenue funds (Community Redevelopment Agency Fund, Law Enforcement Trust Fund, Federal Equitable Shared Fund, Ticket Surcharge for Training Fund, Community Investment Tax Fund, Cemetery Escrow Fund, Library Donations Fund, Community Development Fund, and Streets Fund,). There are also three debt service funds: CIT Debt Service Fund, 2012 Non-Ad Valorem Debt Service Fund, and the Stadium Loan Debt Service Fund). In addition, there are eight Capital Projects funds (Capital Improvement Fund, Streets RR&I Fund, Community Investment Tax Fund, Library Impact Fees Fund, Fire Impact Fees Fund, Police Impact Fees Fund, Parks and Recreation Impact Fees Fund, and Transportation Impact Fees Fund).

Proprietary Funds

The City maintains six proprietary funds, comprised of enterprise funds and internal service funds. There are four enterprise funds that are used to report revenues and expenses the same way that private enterprise does with the motive to recover all costs and make a profit. These include Water/Sewer Fund, Solid Waste Fund, Stormwater Fund and Industrial Park Fund. All enterprise funds, except the Industrial Park Fund are expected to be self-supporting. The Industrial Park Fund will be phased out when the current funds are utilized for economic growth.

There are two internal service funds which are used to centralize services and allocate the cost of service within the City government. These are the Fleet Replacement Fund and the Workers' Compensation Fund.

Fiduciary Funds

The City maintains three fiduciary funds, which are funds used to account for resources held for the benefit of parties outside the City, and are accounted for much like that used for proprietary funds. These funds are not available to support City operations. The three funds are Safety Employees' Retirement Fund, Employees' Retirement Fund and Deferred Compensation Fund. These funds are not budgeted.

See Appendix A attached for flow chart of Governmental and Proprietary Funds.

Operating Budget Policies

- The fiscal year of the City is October 1 through September 30 as prescribed by State Statutes.
- In January, the Chief Financial Officer issues a budget calendar setting forth all the dates when budget instructions will be issued and when proposed department budgets and Capital Improvement Program requests are due. The calendar also lists dates of budget decisions and department head meetings to review the proposed budget with the City Manager. *Appendix B Attached.*
- On or before September 1 each year, the City Manager presents to the City Commission a proposed budget for the fiscal year commencing October 1, along with an explanatory message.
- The City Manager's proposed budget shall be available to the public for inspection and copying and published on the City's website. The County Tax Collector sends a notice to all property owners, in accordance with the Truth in Millage Act, stating the effect of the millage rate on their property tax bill, as well as the scheduled dates and location of the public hearings.
- During the scheduled City Commission meetings in September, the City Commission holds two public hearings on the proposed budget. At the second public hearing, the City Commission adopts the budget by the passage of an ordinance.
- Encumbrance Carryover – If a fund has open and valid purchase orders at the end of a fiscal year, those related appropriations are encumbered and carried over to the ensuing fiscal year and added to the budget appropriations to cover the actual expense when it occurs.
- All appropriations not spent or encumbered at the end of the fiscal year lapse into the fund balance applicable to the specific fund, except for Capital Projects and Grant Funds.

- Annual budgets are adopted for the General Fund, Special Revenue Funds, Debt Service Funds and Enterprise Funds.
- Budgetary control is maintained at the department level. Department heads are permitted to transfer appropriations between line items within the operating expense category of their budget. Transfers between categories requires City Manager approval. All other types of budget transfers or amendments must be approved by the City Commission. Expenditures may not legally exceed budgeted appropriations at the department level.
- The City Commission may amend the adopted budget, upon recommendation by the City Manager, by making supplemental appropriations from actual revenues received, anticipated revenues, grant revenues, bond proceeds, new fees or encumbrances carried over from the prior fiscal year.
- The City Commission may amend the adopted budget, upon recommendation by the City Manager, by decreasing appropriations below the adopted budget during the fiscal year brought upon by changes in service demand, economic conditions and projected growth limits.
- The City will comply with all Federal, State and Local legal requirements pertaining to the operating budget.
- The City has the following budgetary basis: Budgets for funds that have formal budgetary integration are prepared in accordance with generally accepted accounting principles. Budgets for governmental funds are adopted using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recognized in the period in which the fund liability is incurred (except matured interest on general long-term debt, which is recognized when due). While budgets for the proprietary fund types are not required by generally accepted accounting principles (GAAP) or by state or local law, they are adopted using the modified accrual basis of accounting to provide for comparability with the other funds. Comparing a budget prepared on a cash basis to actual expenses recorded on the accrual basis can be misleading in a budget document. The following three items are presented differently: capital project expenses, principal debt payments and reserve for future capital.
- A balanced budget is achieved when the amounts available from taxation and other revenue sources, including amounts from the unassigned fund balance, equal the total appropriations for expenditures.
- The City will maintain a minimum unassigned fund balance in the General Fund of 15 percent of budgeted revenues. The City will not appropriate from the unassigned fund balance if it causes fund balance to fall below the minimum required. Fund balance is made up of nonspendable, restricted, committed, assigned and unassigned. Nonspendable fund

balance consists of amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to remain intact. Restricted fund balance consists of amounts that can be spent only for specific purposes because of the City Charter, City Code, State or Federal laws, or externally imposed conditions by grantors or creditors. Committed fund balance consists of amounts that can be used only for specific purposes determined by a formal action by the city commission or resolution. Assigned fund balance consists of amounts that have been designated by the City for a particular purpose but are neither restricted nor committed. Unassigned fund balance consists of all amounts not included in the other classifications.

- The City will employ an expenditure and revenue forecasting system to allow for effective financial planning.
- Essential services will receive first priority for funding. The City will attempt to maintain current service levels for all essential services.
- The City will consider non-essential services for reduction or elimination, if necessary, before essential services.
- The City will consider the establishment of user fees as an alternative to service reductions or elimination.
- The City will attempt to avoid layoffs of permanent employees to balance the budget. If possible, personnel reductions will be scheduled to come primarily from attrition.
- The City will pay for all current expenditures with current revenues. Long-term debt will not be used for funding current expenditures. The City will not accrue future years' revenues or roll over short-term debt.
- The budget will provide for adequate maintenance and repair of capital plant and equipment and provide for their replacement when funds are available.
- The City will maintain a vehicle replacement fund and will charge the user fund annually for replacement of the equipment. The amount of the charge will provide funds for the projected future cost of replacing the vehicles.
- The budget will provide sufficient funding to cover annual debt service costs.
- The City will consider technological and capital investment programs which are cost effective and which will reduce operating costs, as high funding priorities.
- The City will maintain a budgetary control system to ensure adherence to the budget and will use a budget/encumbrance control system to ensure proper budgetary control.

- The City administration will prepare quarterly reports comparing actual revenues and expenditures to budgeted amounts.
- Where possible, the City will integrate service levels and performance measures within the budget.
- At least annually, surplus and obsolete property will be disposed of through auction. This revenue will be returned to the fund that purchased the equipment.
- All enterprise fund operations should be self-supporting and will pay administrative and other appropriate service charges to the General Fund for administrative support.
- The total number of permanent full-time and part-time positions approved in the annual operating budget may not be exceeded without prior approval of the City Commission.
- The City will coordinate the development of the Capital Improvement Program with the development of the operating budget to ensure future operating expenditures and revenues associated with new capital improvements will be projected and incorporated into the current and future operating budgets.
- The City will update the Financial Trend Monitoring System annually to provide current information regarding its financial condition.

Revenue Policies

- The City will take active measures to encourage economic development, thereby developing a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source.
- The City will consider establishing user charges and fees at a level closely related to the full cost of providing the services (i.e. direct, indirect and capital costs), taking into consideration similar charges/fees being levied by other organizations.
- The City will recalculate the full cost of activities supported by user fees to identify the impact of inflation and other cost increases, and will take this into account when revising fees.
- Targeting specific revenues for special programs or projects is discouraged, as it promotes fiscal inflexibility. However, intergovernmental grant assistance will be targeted as much as possible toward capital improvements.

- The City will seek Federal and State grant and capital improvement funds for projects of benefit to the City and for which funds to cover increased operating expenses are projected to be available.
- The City will avoid the use of one-time revenues for ongoing expenditures. Any such use shall be noted and justified in the budget. One-time revenues should be used to fund one-time expenditures.
- The City will maintain development fees and impact fees to help meet projected capital needs and will review those fees on an annual basis.

Debt Policies

- The City will issue bonds only for capital improvements including infrastructure and equipment, of which the term shall not exceed the useful life of the expenditure being financed.
- Whenever possible, the City will use special assessment, revenue, or self-supporting bonds instead of general obligation bonds.
- The City will limit general obligation bonds to no greater than two and a half percent (2.5%) of the non-exempt assessed valuation of the City. The taxable value at September 30, 2017 is \$2,000,261,839. Under this policy, the maximum in bonds issued would be \$50,006,546. At 2.0% interest for 20 years, the bonds would require an annual debt service payment of \$3,035,700. The millage levy required to support debt service on these bonds would be 1.5159 mills.
- The City will not issue notes or bonds to subsidize or finance current operations.
- The City will publish and distribute an official statement for each bond issue.
- If cost effective, the City will purchase private bond insurance at the time of issuance of the bonds.
- General Obligation debt will not be used to finance the activities of enterprise funds whether of a capital or operating nature.
- The City will defease existing bond issues if the resulting savings is significant.
- The City will maintain an adequate debt service fund regarding each bond issue.
- The City will seek to maintain high bond ratings in order to minimize borrowing costs and preserve access to credit.

Cash Management / Investment Policies

- The City will deposit all cash receipts within twenty-four hours of receipt.
- The City will collect revenues aggressively, including past due bills of any type and will utilize an outside collection agency to accomplish this.
- The City will maintain a prudent cash management and investment program in order to meet daily cash requirements, increase funds available for investment, and earn maximum rates of return on invested funds commensurate with appropriate security.
- The City will follow its adopted investment policy when handling public funds.
 - The primary objectives of the adopted investment policy, in priority order of investment activities shall be safety, liquidity, and yield. Investments not listed in the investment policy are prohibited.
 - The City Manager receives a quarterly investment report which includes a management summary of the investment portfolio and a listing of the transitions made over the last quarter. The summary shall be prepared in a manner to ascertain whether investment activities during the reporting period have conformed to the investment policy regarding authorized investment types, credit rating, maturity limitations and, portfolio consumption.

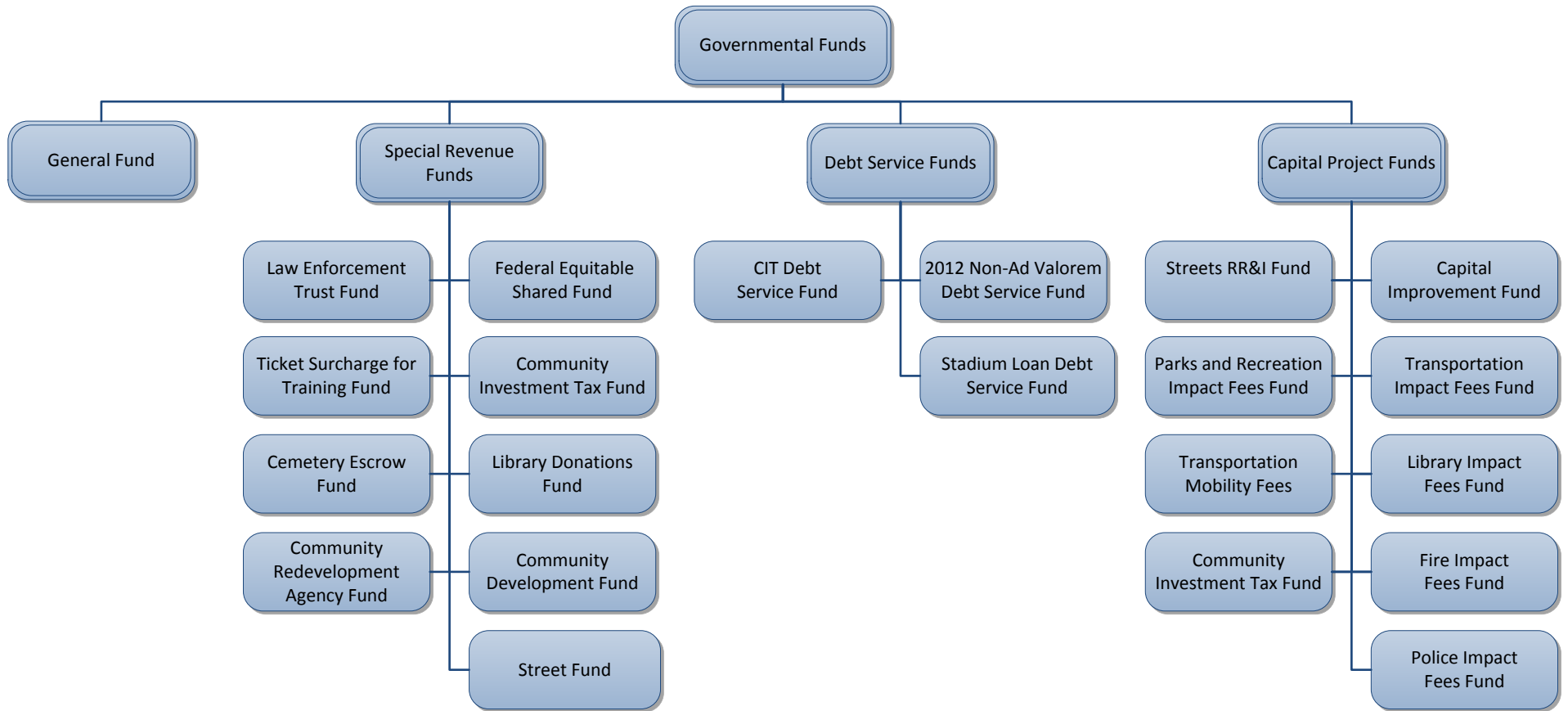
Accounting, Auditing and Financial Reporting Policies

- An independent audit will be performed annually, including the issuance of a management letter.
- The City administration will promptly evaluate the audit management letter recommendations, determine the proper actions in response to these recommendations and complete within established time frames, all actions that correct or otherwise resolve the matters included in the management letter.
- The City will produce financial reports in accordance with Generally Accepted Accounting Principles (GAAP).
- The City will maintain the highest level of accounting practices consistent with Generally Accepted Accounting Principles promulgated by the Government Accounting Standards Board.

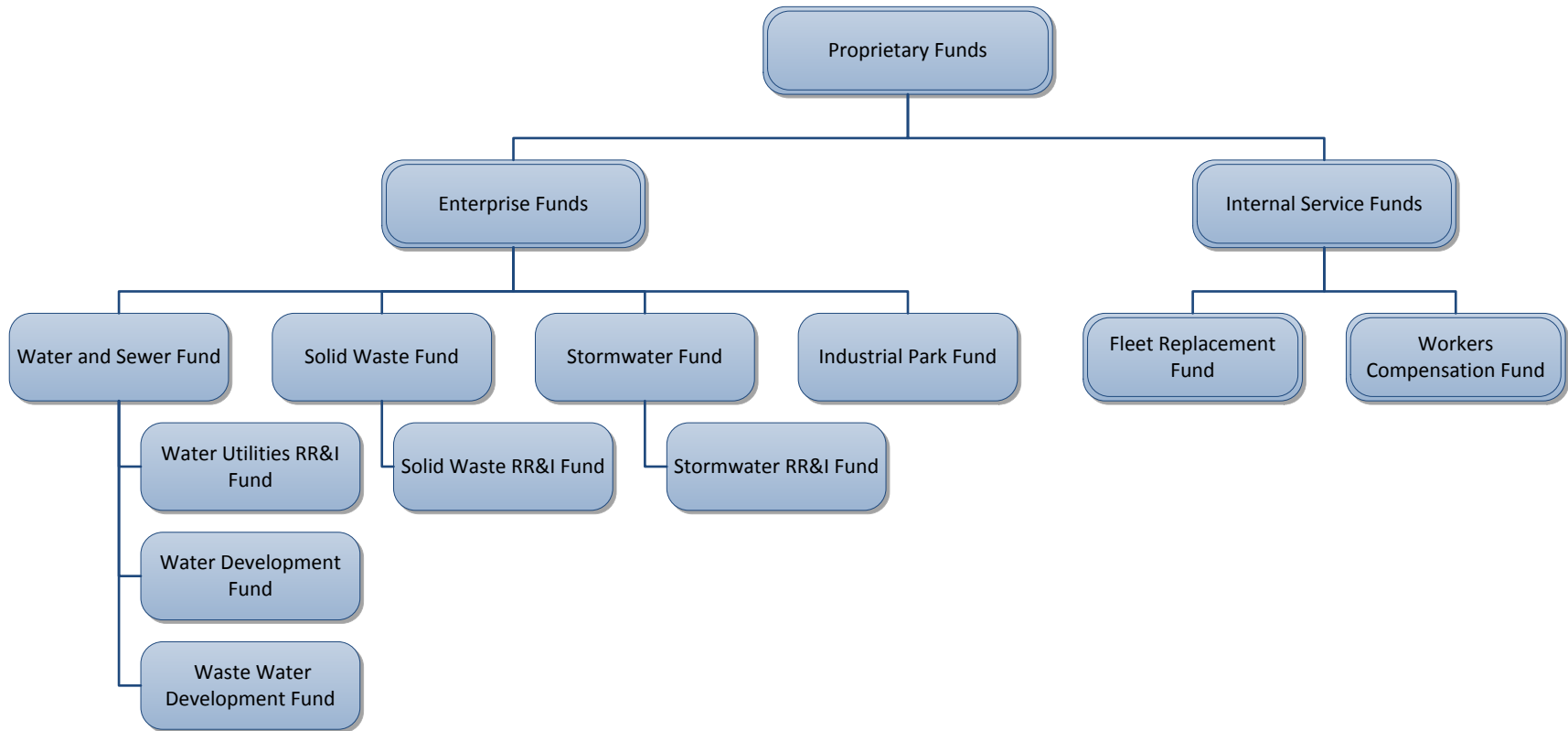
Capital Improvement Program Policies

- The City will adopt the first year of a multi-year Capital Improvements Program and Asset Management Program. These programs will be updated annually and every effort will be made to complete all improvements in accordance with the plans.
- The City will coordinate the development of the Capital Improvement Program with the development of the operating budget to ensure future operating expenditures and revenues associated with new capital improvements will be projected and incorporated into the current and future operating budgets.
- The Asset Management Program is for maintenance of capital improvements for the purpose of taking care of what currently exists.
- A Capital Improvement Project is defined as infrastructure, equipment or construction which results in a capitalized asset costing more than \$50,000 and having a useful life of two or more years.
- The City will determine the least costly financing method available for all new capital improvement projects.
- All projects in the Comprehensive Improvement Element (CIE) of the Comprehensive Plan will be included in the Capital Improvement Program.

Appendix A: Flow Chart of Governmental Funds



Appendix A: Flow Chart of Proprietary Funds



Appendix B: Budget Calendar and Flow Chart

Phase I – Planning

January – February

- City Commission approves budget calendar and establishes citywide core values
- City Commission prioritizes capital projects for 5-year Capital Improvement Plan

Phase II – Department Preparation

March - April

- Departments submit requests for additional personnel, reclassifications, and promotions
- Human Resources Department evaluates job descriptions, pay grades, and salary ranges
- Budget Manager distributes forms and information to departments regarding budget requests

May

- Departments submit goals, objectives and performance measures
- Budget Manager reviews financial budget requests and makes recommendations along with the department's goals, objectives and performance measures.

Phase III – City Manager Budget Review

May - June

- City Manager, CFO and Budget Manager review goals, objectives and department requests
- Under the direction of the City Manager, the CFO and Budget Manager balance the budget that will be presented to the City Commission in July
- Property Appraiser submits estimate of current year total assessed values

Phase IV – City Commission Budget Review

July

- City Manager presents tentative citywide and Community Redevelopment Agency budgets
- City Commission conducts budget review sessions and provides staff direction
- City Commission tentatively adopts budget and millage rate

August

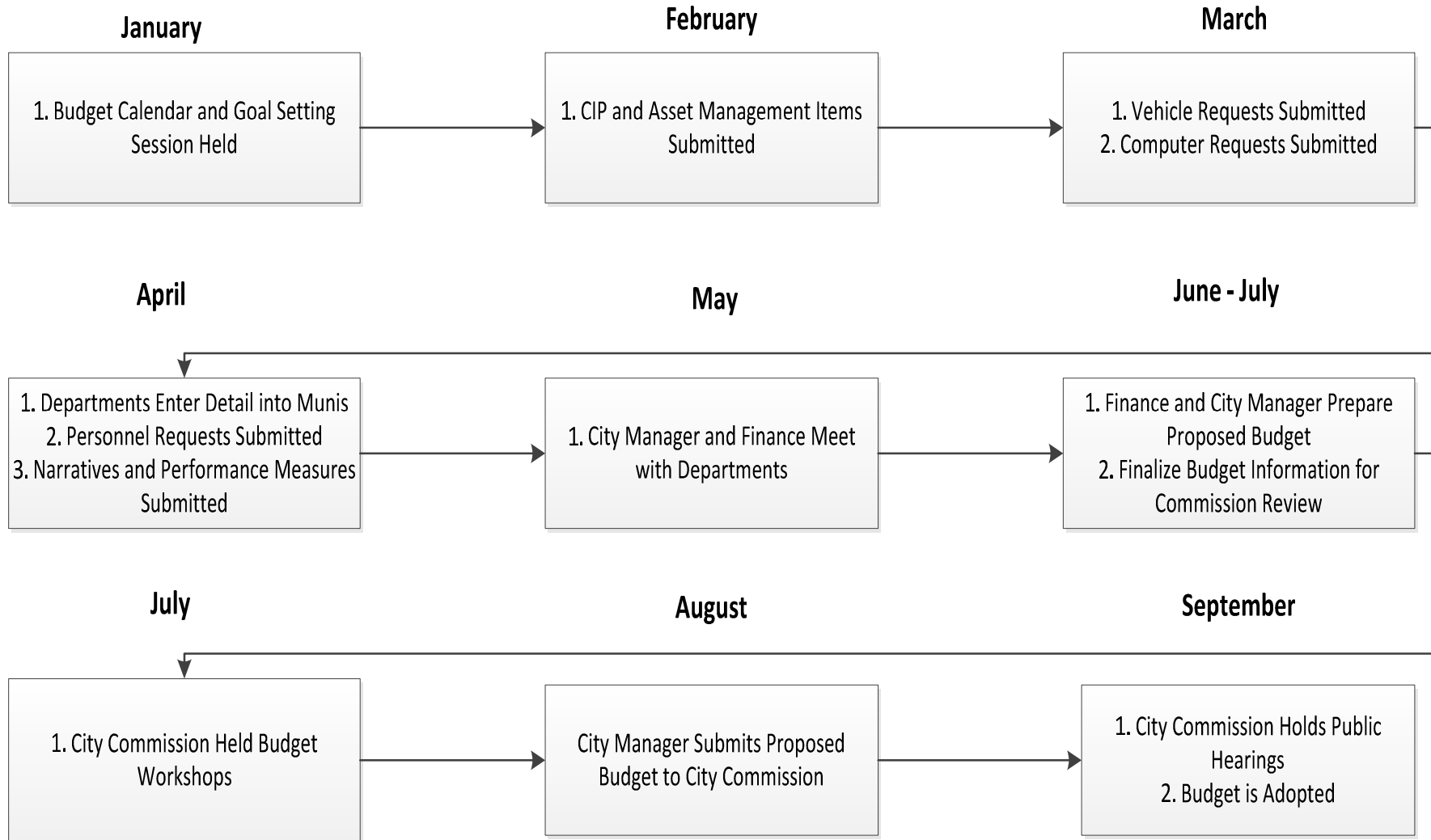
- City notifies Property Appraiser of proposed millage rate and date, time and place of the first budget public hearing
- CFO and Budget Manager finalizes budget document and prepare for budget adoption

Phase V – Final Review and Budget Adoption

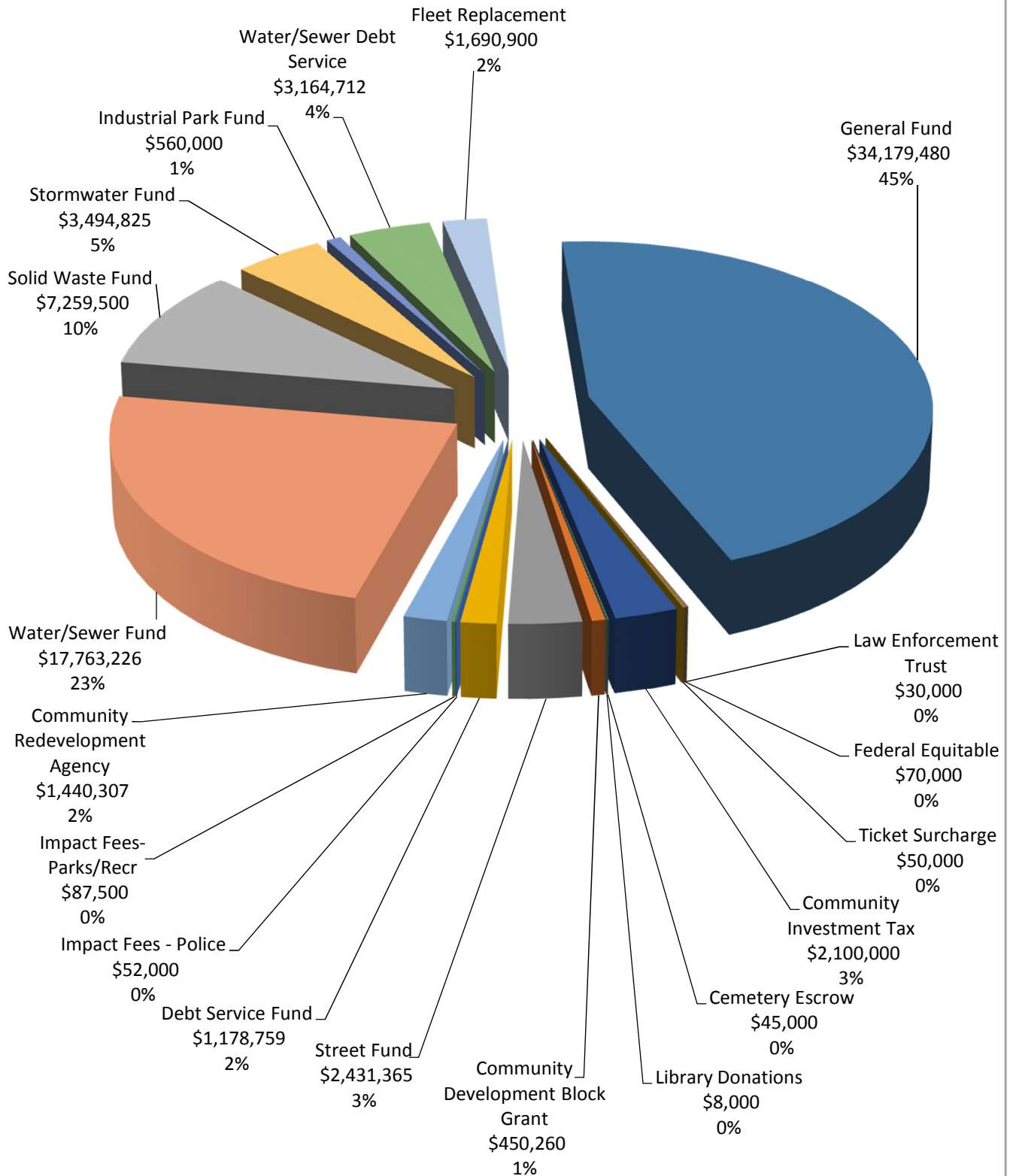
September

- CRA district approves budget prior to adoption of total budget
- City advertises public hearing and notice of property tax increase, if applicable
- City Commission conducts final hearing to adopt millage rate and the budget
- City notifies Property Appraiser and files TRIM compliance

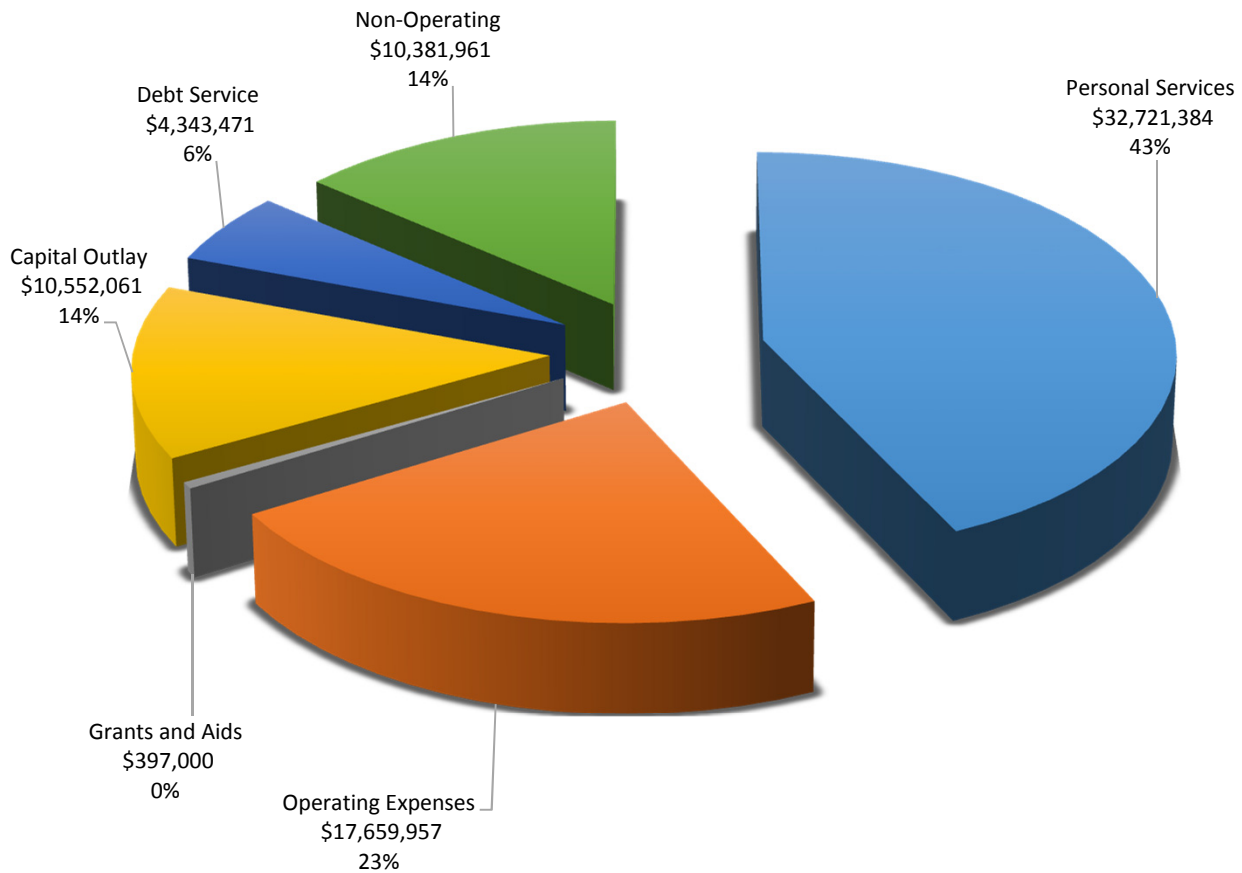
Appendix B: Budget Calendar and Flow Chart



City of Plant City Fiscal Year 2018-19 Total Revenues - \$76,055,834



City of Plant City Fiscal Year 2018-19 Total Expenditures - \$76,055,834



Non-Operating:

Interfund Transfers, Cost Allocation and Contingency
Cost Allocation for all Departments

Capital Outlay:

Cost >\$1,000 with useful life >2 years

Street Resurfacing, Street Improvements, Vehicles, Equipment, Infrastructure improvements, Stormwater Management Plan, Fire Station 2 Renovation, Park Improvements.

Debt Service:

Water Sewer - Principal and Interest for Waste Water Treatment Plant

Governmental Debt Service - Police Station, General Services Building, Plant City Stadium, Recreation Administrative Offices, City Hall and Other Infrastructure Improvements.

Fund: All Funds	Department: All Departments	Org Code: 001-510*
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REVENUE DETAILS

	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
REVENUES					
General Fund	\$ 28,866,458	\$ 32,521,961	\$ 34,640,944	\$ 30,549,642	\$ 34,179,480
Law Enforcement Trust	802	38,500	39,700	-	30,000
Federal Equitable	26,824	112,000	83,660	20,000	70,000
Ticket Surcharge	9,916	15,000	15,000	19,400	50,000
Community Investment Tax	1,946,658	2,300,920	2,800,920	2,338,759	2,100,000
Cemetery Escrow	50,286	35,300	35,300	65,000	45,000
Library Donations	11,766	43,000	43,000	8,000	8,000
Community Development Block Grant	196,377	410,000	564,554	564,554	450,260
Street Fund	2,890,125	4,858,671	5,657,921	4,993,858	2,431,365
Debt Service Fund	1,176,595	1,170,341	1,170,341	1,189,847	1,178,759
Capital Projects Fund	2,146,760	435,000	435,000	-	-
Impact Fees-Library	66,200	-	170,000	-	-
Impact Fees - Fire	92,049	100,000	100,000	-	-
Impact Fees - Police	131,438	105,000	355,000	-	52,000
Impact Fees-Parks/Recr	68,842	165,000	165,000	-	87,500
Community Redevelopment Agency	1,037,014	1,282,973	3,195,264	1,446,169	1,440,307
Water/Sewer Fund	19,126,911	16,440,168	16,440,168	16,988,100	17,763,226
Solid Waste Fund	7,177,809	6,838,384	7,060,890	7,063,288	7,259,500
Stormwater Fund	3,105,545	3,149,873	3,412,379	2,919,796	3,494,825
Industrial Park Fund	3,729	40,000	40,000	-	560,000
Water/Sewer Debt Service	3,164,710	3,164,711	3,164,711	3,164,711	3,164,712
Fleet Replacement	2,812,336	1,824,550	3,924,753	1,824,550	1,690,900
TOTAL REVENUES	\$ 74,109,151	\$ 75,051,352	\$ 83,514,505	\$ 73,155,674	\$ 76,055,834
DEDUCT INTERFUND TRANSFERS					
General Fund	\$ 1,413,777	\$ 1,762,391	\$ 1,762,391	\$ 1,762,391	\$ 3,767,572
CDBG	38,461	40,199	40,199	40,199	45,414
Street Fund	239,571	246,758	296,008	296,008	254,161
Debt Service	786,880	788,920	788,920	788,492	794,933
Capital Projects Fund	2,146,760	435,000	435,000	-	-
Water/Sewer Fund	335,371	254,468	254,468	254,468	317,644
Stormwater Fund	206,487	-	222,506	222,506	-
Water/Sewer Debt Service	3,164,710	3,164,711	3,164,711	3,164,711	3,164,712
Fleet Replacement Fund	88,332	-	16,309	-	-
TOTAL INTERFUND TRANSFERS	\$ 8,420,349	\$ 6,692,447	\$ 6,980,512	\$ 6,528,775	\$ 8,344,436
NET TOTAL REVENUES	\$ 65,688,802	\$ 68,358,905	\$ 76,533,993	\$ 66,626,899	\$ 67,711,398

Fund: All Funds	Department: All Departments	Org Code: 001-510*
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APPROPRIATIONS DETAIL

	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
EXPENSES					
General Fund	\$27,656,718	\$32,521,961	\$34,640,944	\$33,409,988	\$34,179,480
Law Enforcement Trust	1,363	38,500	39,700	25,000	30,000
Federal Equitable	50,010	112,000	83,660	65,660	70,000
Ticket Surcharge	5,507	15,000	15,000	15,000	50,000
Community Investment Tax	2,171,880	2,300,920	2,800,920	2,800,920	2,100,000
Cemetery Escrow	-	35,300	35,300	55,000	45,000
Library Donations	16,537	43,000	43,000	-	8,000
Community Development Block Grant	184,942	410,000	564,554	849,661	450,260
Street Fund	2,585,323	4,858,671	5,657,921	5,474,141	2,431,365
Debt Service Fund	1,169,533	1,170,341	1,170,341	1,169,913	1,178,759
Capital Projects Fund	732,544	435,000	435,000	-	-
Library - Impact Fees	36,991	-	170,000	-	-
Fire - Impact Fees	-	100,000	100,000	-	-
Police - Impact Fees	-	105,000	355,000	355,000	52,000
Park - Impact Fees	7,643	165,000	165,000	175,440	87,500
Community Redevelopment Agency	721,669	1,282,973	3,195,264	2,212,813	1,440,307
Water/Sewer Fund	23,565,804	16,440,168	16,440,168	15,895,316	17,763,226
Solid Waste Fund	7,787,477	6,838,384	7,060,890	7,075,907	7,259,500
Stormwater Fund	3,479,439	3,149,873	3,412,379	3,363,617	3,494,825
Industrial Park Fund	20,058	40,000	40,000	10,000	560,000
Water/Sewer Debt Service	475,353	3,164,711	3,164,711	3,164,711	3,164,712
Fleet Replacement	1,331,953	1,824,550	3,924,753	2,137,030	1,690,900
TOTAL EXPENSES	\$72,000,744	\$75,051,352	\$83,514,505	\$78,255,117	\$76,055,834
DEDUCT INTERFUND TRANSFERS					
General Fund	\$ 97,367	\$ 40,199	\$ 56,508	\$ 56,508	\$ 45,414
Community Investment Tax	786,880	788,920	788,920	788,920	794,933
Street Fund	5,133	123,272	123,272	123,272	148,133
Water and Sewer Fund	4,221,807	4,329,166	4,329,166	4,329,166	5,612,553
Solid Waste Fund	1,917,224	1,134,088	1,405,844	1,405,844	1,455,053
Stormwater Fund	310,759	276,802	276,802	276,802	288,350
TOTAL INTERFUND TRANSFERS	\$ 7,339,171	\$ 6,692,447	\$ 6,980,512	\$ 6,980,512	\$ 8,344,436
NET TOTAL EXPENDITURES	\$64,661,573	\$68,358,905	\$76,533,993	\$71,274,605	\$67,711,398

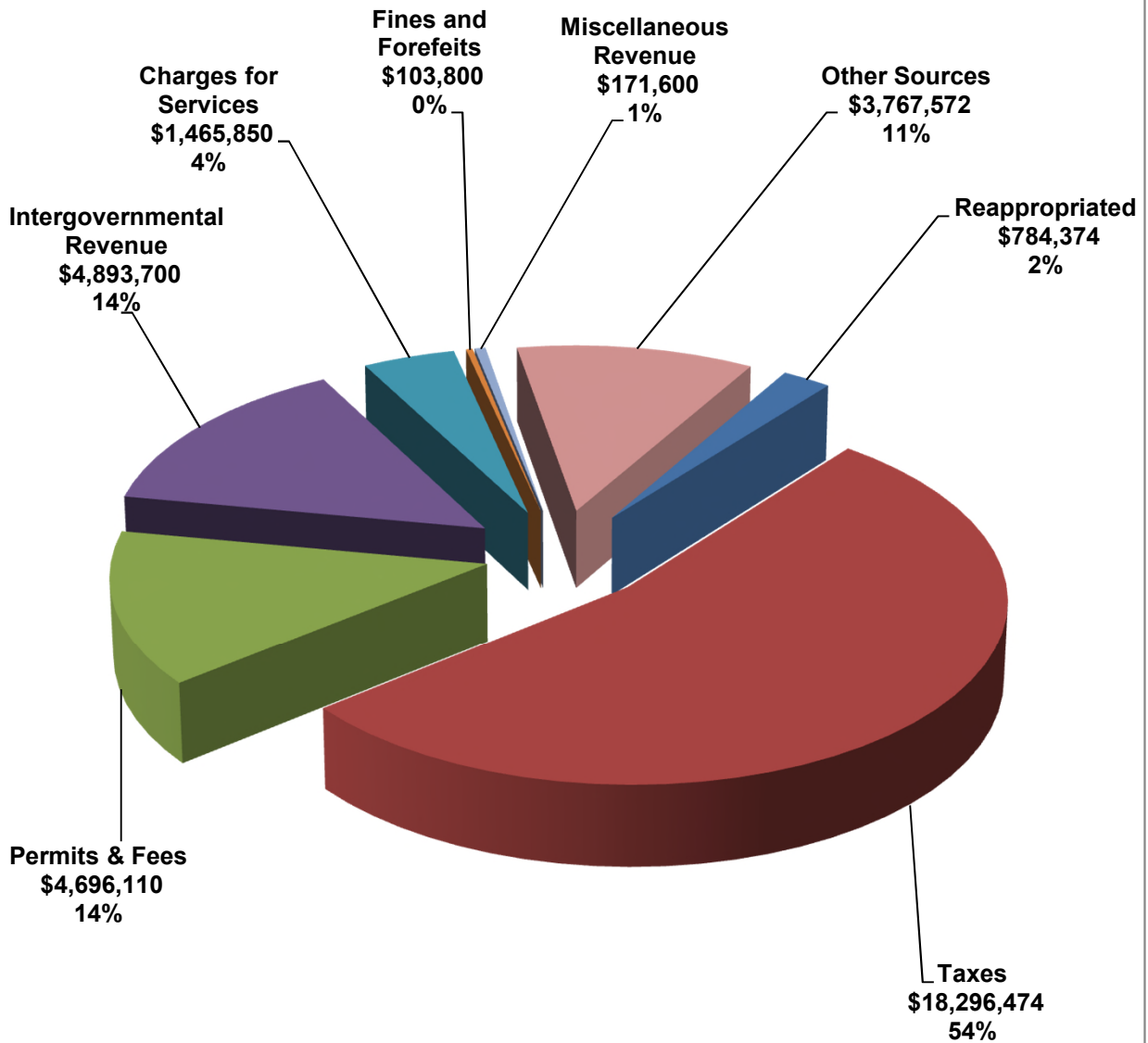
THE CITY OF
PLANT CITY

Florida

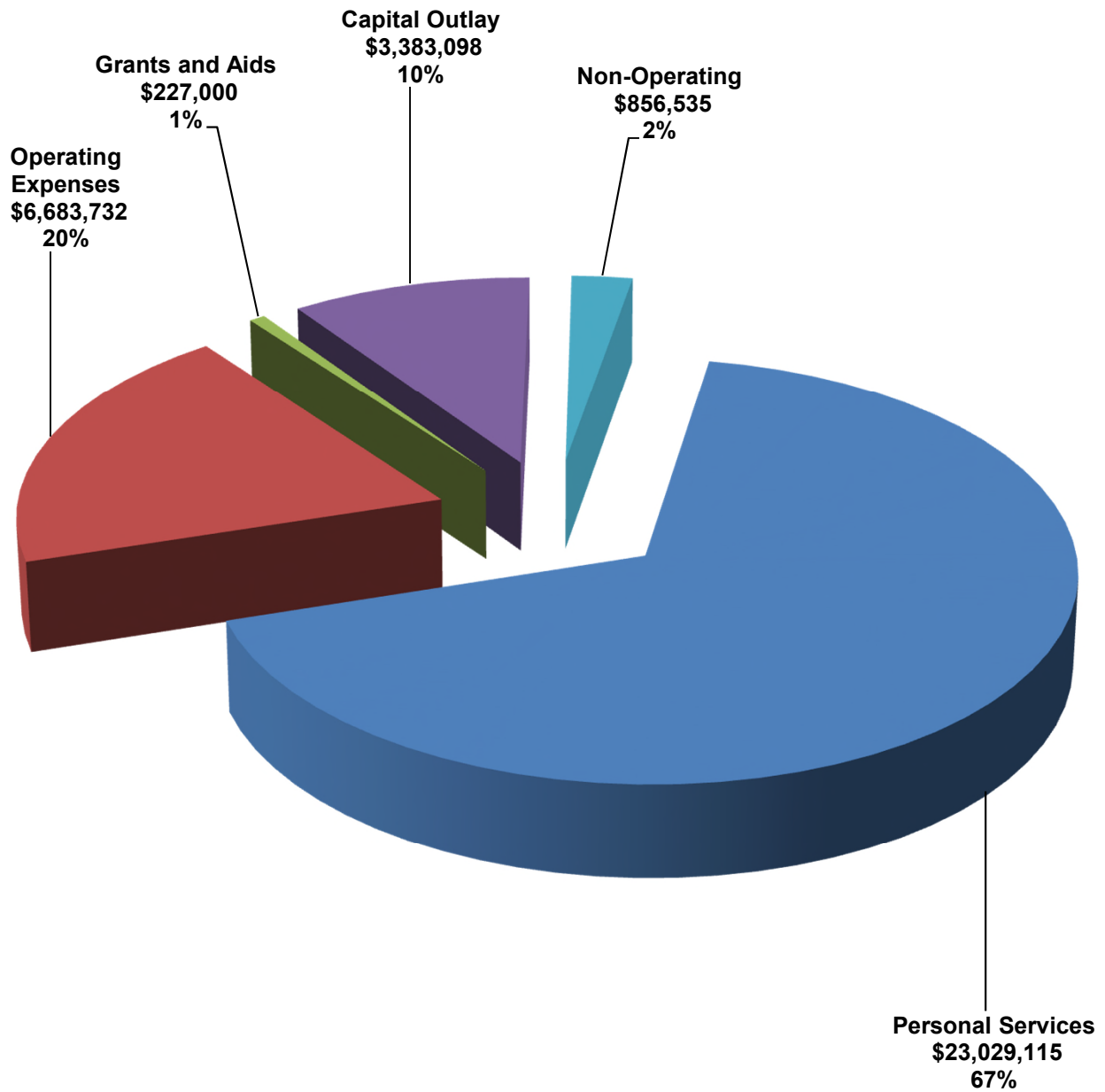


General Fund

**City of Plant City
Fiscal Year 2018-19
General Fund
Revenues - \$34,179,480**



**City of Plant City
Fiscal Year 2018-19
General Fund
Expenditures - \$34,179,480**



Fund: General Fund	Department: All Departments	Org Code: 001*
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REVENUES DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ 2,456,857	\$ 4,456,857	\$ -	\$ 784,374
TOTAL REAPPROPRIATED	\$ -	\$ 2,456,857	\$ 4,456,857	\$ -	\$ 784,374

TAXES

311100 Property Taxes Current	\$ 8,520,329	\$10,861,252	\$10,861,252	\$ 10,861,252	\$11,894,674
311105 Prior Year Property Taxes	41,077	15,000	15,000	15,000	15,000
312510 Firefighters Pension State	230,688	235,000	235,000	235,000	235,000
312520 Police Pension State of FL	312,590	315,000	315,000	315,000	317,000
314100 Electric Utility Tax	3,861,671	3,250,000	3,250,000	3,300,000	3,400,000
314300 Water Utility Tax	591,891	574,000	574,000	580,000	592,000
314800 Gas Utility Tax	76,328	72,000	72,000	72,000	76,000
315000 Communications Services Tax	1,146,197	1,215,000	1,215,000	1,183,000	1,100,000
316000 Business Taxes	530,728	557,500	557,500	561,580	560,700
319001 911 User Fee	106,100	106,100	106,100	106,100	106,100
TOTAL TAXES	\$15,417,599	\$17,200,852	\$17,200,852	\$ 17,228,932	\$18,296,474

PERMITS & FEES

322000 Building Permits	\$ 438,201	\$ 440,000	\$ 440,000	\$ 450,000	\$ 475,000
322010 Electrical Permits	60,002	61,200	61,200	70,000	75,000
322020 Plumbing Permits	53,092	50,000	50,000	60,000	68,000
322030 Mechanical Code Permits	77,938	65,000	65,000	65,000	70,000
322040 Misc Bldg Permit Fees	1,820	1,000	1,000	2,500	1,250
322050 Plan Review Fees-Bldg Dept	19,339	45,000	45,000	20,000	30,000
323100 Electric Franchise Fees	3,767,920	3,700,000	3,700,000	3,700,000	3,700,000
323400 Gas Franchise Fees	166,856	135,000	135,000	140,000	155,000
329001 Engineering Fees	74,037	70,500	70,500	20,473	49,550
329021 Planning Fees	29,468	47,700	47,700	46,919	52,600
329039 Building: Misc Fees	1,470	20,000	20,000	1,000	1,000
329051 Fire Fees	31,809	9,000	9,000	18,888	10,135
329200 Gas Permits	3,345	4,000	4,000	3,500	3,500
329300 Other Permits and Fees	5,465	4,050	4,050	5,075	5,075
TOTAL PERMITS AND FEES	\$ 4,730,763	\$ 4,652,450	\$ 4,652,450	\$ 4,603,355	\$ 4,696,110

Fund: General Fund	Department: All Departments	Org Code: 001*
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REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
331201 Federal Grant	91,378	-	65,455	157,141	-
334210 State Grant	7,059	-	8,413	8,413	-
335123 Sales Tax-State Revenue Shar	1,127,703	1,043,000	1,043,000	1,043,000	1,075,000
335140 Mobile Home License	56,076	50,000	50,000	55,000	52,500
335150 Beverage Licenses	19,308	25,000	25,000	20,000	21,000
335180 1/2 Cent Local Govt Sales Tax	3,232,425	3,415,161	3,415,161	3,415,161	3,500,000
335230 Firefighter State Supplement	9,000	9,000	9,000	9,000	9,000
337700 County Service Fund Library	191,220	191,200	191,200	191,200	191,200
338100 County Business Taxes	11,277	10,000	10,000	10,000	10,000
339000 PILOT-Housing Authority	50,246	35,000	35,000	35,000	35,000
TOTAL INTERGOVERNMENT REV.	\$ 4,795,692	\$ 4,778,361	\$ 4,852,229	\$ 4,943,915	\$ 4,893,700

CHARGES FOR SERVICES

341300 Copies Maps Budget Code Book	2,167	500	500	1,200	1,300
341310 Admin Services for CRA	93,230	90,000	90,000	90,000	90,000
341320 Contractor Registration Fee	2,250	10,000	10,000	5,000	6,000
341340 Police:Reports and Certifications	10,927	8,000	8,000	8,365	9,000
341350 Library Copies & Other Taxable	21,528	23,000	23,000	23,000	23,000
341900 Election Qualifying Fees	215	250	250	250	250
342600 Ambulance Fees	663,195	650,000	650,000	650,000	660,000
342900 Misc. Income-Police	22,507	25,000	25,000	25,000	25,000
343800 Cemetery Interment fees	147,704	120,000	120,000	120,000	125,000
343805 Cemetery Fees	54,637	47,000	47,000	49,762	49,000
346900 Mowing/Cleaning of Lots	17,214	12,000	12,000	12,000	12,000
347201 Softball League Revenue	1,240	1,500	1,500	1,500	-
347210 Recreation-Building Rentals	16,053	12,000	12,000	12,000	8,000
347211 Softball Tournaments-Entry Fee	6,910	5,000	5,000	5,000	5,000
347212 Softball Concessions	48,900	50,000	50,000	50,000	8,000
347213 Softball Field Rentals	47,739	45,000	45,000	45,000	10,000
347214 Pavilion Rentals	8,075	6,500	6,500	7,000	7,000
347215 Field Rentals	227,413	150,000	150,000	199,868	175,000
347216 Recreation-Staff Time:Rentals	16,601	15,000	15,000	15,000	10,000
347217 Instructional Fees	7,019	6,500	6,500	7,000	7,000
347219 Summer Recreation Programs	79,412	30,000	30,000	78,095	50,000
347240 MLK Center-After School	9,015	3,000	3,000	5,200	3,000
347250 Tennis Program Fees	24,800	16,000	16,000	24,000	24,000
347251 Tennis Intructional Fees	2,030	2,000	2,000	2,000	2,000
347261 Youth Leagues	55,845	55,000	55,000	60,000	55,000
347262 Other League Concessions	105,199	55,000	55,000	100,000	90,000
347400 Recreation-Special Events	17,663	9,500	9,500	11,300	11,300
TOTAL CHARGES FOR SERVICES	\$ 1,709,488	\$ 1,447,750	\$ 1,447,750	\$ 1,607,540	\$ 1,465,850

Fund: General Fund	Department: All Departments	Org Code: 001*
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REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>FINES AND FORFEITS</u>					
351100 Fines:Police Department	103,281	85,000	85,000	80,000	80,000
352000 Library Fines & Copies	11,695	12,000	12,000	5,000	4,000
354100 Parking Violations	420	500	500	700	800
359000 Re-Inspections	13,120	3,000	3,000	7,385	7,000
359005 Code Enforcement Fines	24,718	15,000	15,000	12,000	12,000
TOTAL FINES AND FORFEITS	\$ 153,234	\$ 115,500	\$ 115,500	\$ 105,085	\$ 103,800
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	111,494	61,200	61,200	121,500	130,000
361900 Discount Earned Accts Payable	11,100	10,000	10,000	10,000	10,000
362000 Rental Income	9,600	9,600	9,600	24,600	9,600
364220 Sale of Land / Equipment	50,204	-	-	47,579	-
366900 Contributions & Donations	4,250	-	45,115	45,115	-
366950 Donations-Recreation Activities	7,725	5,000	5,000	4,600	-
369900 Miscellaneous Revenue	451,531	22,000	22,000	45,030	22,000
TOTAL MISCELLANEOUS REV.	\$ 645,903	\$ 107,800	\$ 152,915	\$ 298,424	\$ 171,600
<u>OTHER SOURCES</u>					
380100 Cost Allocation-Streets	5,134	123,272	123,272	123,272	148,133
380151 Cost Allocation-General Svcs	21,000	-	-	-	-
380200 Cost Allocation-Water/Sewer	905,208	1,041,390	1,041,390	1,041,390	1,029,799
380300 Cost Allocation-Solid Waste	328,709	395,600	395,600	395,600	474,083
380400 Cost Allocation-Stormwater	153,726	202,129	202,129	202,129	200,711
381015 Interfund Trsf - GF frm PILOT	-	-	-	-	1,914,846
TOTAL OTHER SOURCES	\$ 1,413,777	\$ 1,762,391	\$ 1,762,391	\$ 1,762,391	\$ 3,767,572
TOTAL REVENUES	\$ 28,866,458	\$ 32,521,961	\$ 34,640,944	\$ 30,549,642	\$ 34,179,480

Fund: General Fund	Department: All Departments	Org Code: 001*
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APPROPRIATIONS BY DIVISION/PROGRAM

Division/Program	2015-16	2016-17	2016-17	2016-17	2017-18
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
City Commission	\$ 115,963	\$ 122,165	\$ 122,865	\$ 121,894	\$ 122,824
Office of the City Attorney	298,685	328,933	328,933	325,718	343,562
Office of the City Manager	514,079	555,760	555,760	482,234	692,326
Office of the City Clerk	233,379	291,223	291,223	285,997	295,745
Human Resources	268,031	410,128	410,128	388,125	433,479
Information Technology	755,531	883,127	883,127	851,894	740,154
Special Appropriations	1,130,468	3,274,006	3,233,732	3,218,376	3,647,222
Finance	729,844	832,275	832,275	718,558	834,114
Procurement	185,633	272,810	274,310	258,743	407,864
Fire Rescue					
Administration	356,389	397,243	397,243	386,684	447,674
Prevent/Inspect	30,371	84,794	84,794	75,490	110,415
Operations	4,363,357	4,545,083	4,674,053	4,573,547	4,835,351
Criminal Investigation	383,230	442,653	452,666	420,665	445,013
Police					
Office of Police Chief	405,838	442,556	442,556	408,423	359,398
Uniform Patrol	5,524,740	5,726,390	5,724,390	5,608,680	5,689,062
Support Services	1,299,073	1,612,821	1,612,821	1,393,489	1,710,067
Administrative Services	696,961	778,928	780,928	769,016	806,963
Criminal Investigation	1,722,606	1,853,299	1,853,299	1,794,973	1,940,468
Planning and Zoning	263,602	291,139	291,139	218,062	238,207
Recreation	1,204,243	1,296,527	3,296,527	3,204,288	1,306,735
Parks					
Park Maintenance	2,539,082	2,748,832	2,730,633	2,650,623	3,195,592
Cemetary	340,506	364,662	400,935	414,508	420,017
Stadium	551,464	660,188	660,188	631,109	628,840
Public Library	809,330	894,969	894,969	831,097	875,254
Building Department	759,824	881,642	881,642	861,944	930,728
Code Enforcement	267,954	318,880	318,880	313,659	339,973
Engineering	624,607	776,813	776,813	757,574	877,216
General Services	1,279,801	1,402,315	1,402,315	1,410,438	1,471,917
Fleet Maintenance	2,128	31,800	31,800	34,180	33,300
Total Expenditures	\$ 27,656,718	\$ 32,521,961	\$ 34,640,944	\$ 33,409,988	\$ 34,179,480

Performance *Spotlight*

Department Mission

To serve as representatives of the electors of the City and responsible for establishing the direction and policies of all affairs of the City.

Program Description:

The City Commission exercises legislative leadership, enacts laws and ordinances of the City, approves an annual budget to provide for the needs and services of the City, sets policy and direction for the various functions of City government and appoints citizens to serve on various advisory boards and committees.

Fund: General Fund	Department: City Commission	Org Code: 00150100
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 41,351	\$ 43,298	\$ 43,298	\$ 42,914	\$ 43,298
421000 Social Security	3,163	3,160	3,160	3,283	3,316
424000 Workers' Compensation	77	107	107	107	110
TOTAL PERSONAL SERVICES	\$ 44,591	\$ 46,565	\$ 46,565	\$ 46,304	\$ 46,724
<u>OPERATING EXPENSES</u>					
440000 Courses Training and Meetings	\$ 924	\$ 2,500	\$ 2,400	\$ 2,500	\$ 2,500
441000 Telephone	1,610	3,000	3,000	3,000	3,000
442000 Postage	7	100	100	100	100
445000 Insurance	3,419	4,700	4,700	3,990	4,500
451000 Office Supplies	61	100	800	800	800
452100 Other Supplies	351	200	300	200	200
TOTAL OPERATING EXPENSES	\$ 6,371	\$ 10,600	\$ 11,300	\$ 10,590	\$ 11,100
<u>GRANTS AND AIDS</u>					
482000 Aid to Private Organizations	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
TOTAL GRANTS AND AIDS	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
TOTAL CITY COMMISSION	\$ 115,963	\$ 122,165	\$ 122,865	\$ 121,894	\$ 122,824

Performance

Spotlight

Department Mission

To provide legal services to the City, its officers, department heads and boards.

Program Description:

The City Attorney serves at the pleasure of the City Commission as legal adviser and counselor for the City and all its Officers in matters relating to their official duties.

The City Attorney prepares contracts, bonds and other legal instruments; defends the City in legal proceedings when directed by the City Commission; and provides the City Commission, the City Manager, department heads, City boards and officers, the City Attorney's opinion on any question of law relating to their respective powers and duties.

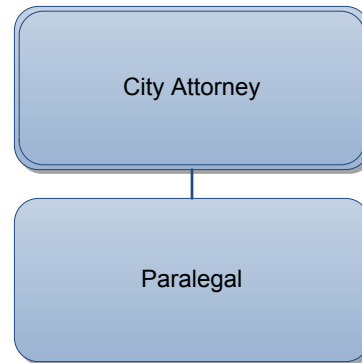
Program Objectives:

- Work cooperatively with the City Manager and department heads in providing legal services necessary to carry out the policy decisions of the City Commission.
- Perform necessary legal services for the City within the amounts budgeted by the City Commission.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Resolutions Prepared	201	200	200
Ordinances Prepared	11	25	25

City of Plant City – Organizational Chart – City Attorney



Fund: General Fund	Department: Office of the City Attorney	Org Code: 00150400
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APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 159,433	\$ 176,621	\$ 176,621	\$ 176,635	\$ 194,044
414000 Overtime Pay	51	-	-	-	-
415500 Other Benefits	1,022	838	838	200	200
421000 Social Security	12,073	13,512	13,512	13,333	14,027
422000 Pension	13,074	14,130	14,130	14,397	15,728
423000 Health and Life Insurance	15,806	19,819	19,819	18,635	18,904
424000 Workers' Compensation	155	213	213	213	219
TOTAL PERSONAL SERVICES	\$ 201,612	\$ 225,133	\$ 225,133	\$ 223,413	\$ 243,122
<u>OPERATING EXPENSES</u>					
431300 Litigation and Outside Counsel	\$ 84,843	\$ 80,000	\$ 79,664	\$ 80,000	\$ 80,000
434000 Other Contractual Services	-	2,000	2,000	1,000	1,000
440000 Courses Training and Meetings	3,060	4,980	4,980	4,980	5,000
440100 Car Allowance	2,340	2,340	2,340	2,340	2,340
441000 Telephone	596	700	700	700	700
442000 Postage	91	600	600	300	300
445000 Insurance	1,662	2,200	2,200	1,870	2,100
451000 Office Supplies	1,165	1,000	1,575	1,080	1,000
452100 Other Supplies	580	-	25	25	500
454000 Subscriptions and Memberships	2,734	7,500	7,206	7,500	7,500
TOTAL OPERATING EXPENSES	\$ 97,073	\$ 101,320	\$ 101,290	\$ 99,795	\$ 100,440
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 2,480	\$ 2,510	\$ 2,510	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ 2,480	\$ 2,510	\$ 2,510	\$ -
TOTAL CITY ATTORNEY	\$ 298,685	\$ 328,933	\$ 328,933	\$ 325,718	\$ 343,562

Performance

Spotlight

Department Mission

To serve the City Commission as the City's administrative head and is responsible for the proper administration of all affairs of the City.

Program Description:

The City Manager exercises administrative leadership and managerial oversight to see that laws and ordinances are enforced, departments are supervised, the City Commission is informed of the financial condition and the needs of the City are met. The City Manager submits a proposed budget and administers it upon approval, makes recommendations to the City Commission, appoints, disciplines and removes employees of the City and assures that franchise contracts are properly administered.

The City Manager also provides administrative support to Commissioners regarding correspondence, proclamations, meeting arrangements, and appointments.

Program Objectives:

General Administration:

- Improve Performance Measurements.
- Promote Economic Development.
- Structure organizations to perform tasks and expand efficient methods for accomplishing work.
- Examine alternative revenue resources.
- Pursue grant opportunities.
- Employ financial trend monitoring as part of the budget process.
- Provide the City Commission with quality information and recommendations for decision making.

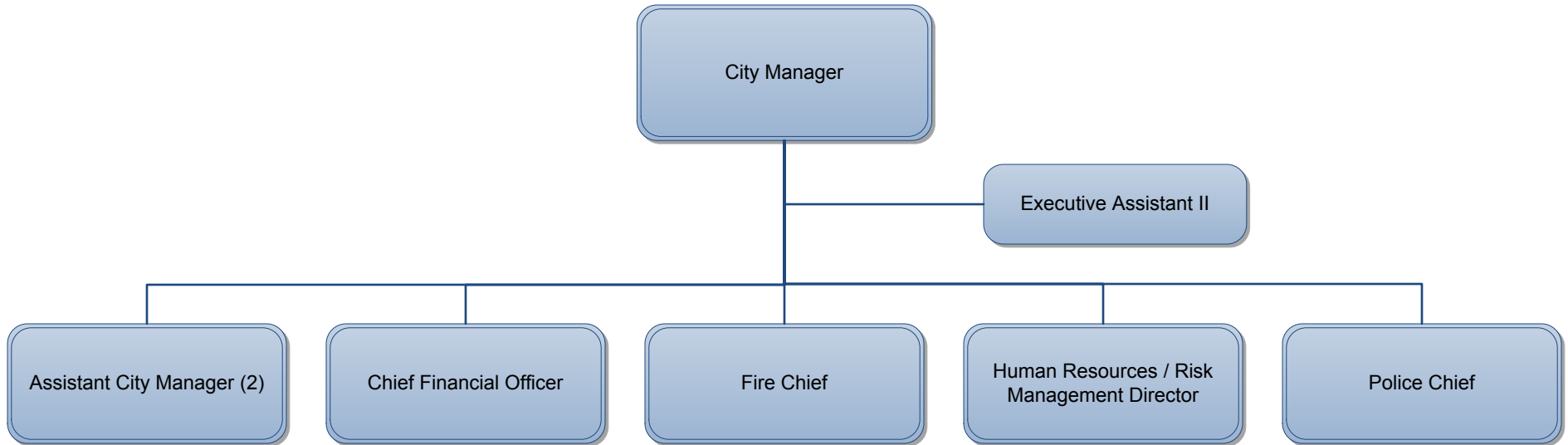
Community Redevelopment Agency:

- Serve as Executive Director and oversee assignment of CRA staff.
- Manage redevelopment of Midtown and other CRA projects.
- Administer CRA budget and interlocal agreement concerning service provisions.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Staff Pre-Agenda meetings conducted	23	23	23
City Manager Reports prepared	23	23	23
Agenda follow-up meetings conducted	23	23	23
Agenda follow-up minutes issued	23	23	23

City of Plant City – Organizational Chart – City Manager



Fund: General Fund	Department: Office of the City Manager	Org Code: 00150700
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APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 400,511	\$ 416,710	\$ 416,710	\$ 323,000	\$ 487,985
412500 Temporary Pay	-	-	-	45,000	65,000
414000 Overtime Pay	6,624	-	-	-	-
415500 Other Benefits	400	400	400	400	400
421000 Social Security	28,518	29,536	29,536	29,434	39,030
422000 Pension	29,126	33,861	33,861	21,214	39,928
423000 Health and Life Insurance	29,478	39,863	39,863	28,586	30,956
424000 Workers' Compensation	386	530	530	530	546
TOTAL PERSONAL SERVICES	\$ 495,043	\$ 520,900	\$ 520,900	\$ 448,164	\$ 663,845
<u>OPERATING EXPENSES</u>					
440000 Courses Training and Meetings	\$ 1,594	\$ 6,500	\$ 2,800	\$ 4,800	\$ 5,000
440100 Car Allowance	7,189	8,340	8,340	8,340	10,681
441000 Telephone	1,597	1,900	1,900	1,900	1,900
442000 Postage	46	200	200	200	200
445000 Insurance	3,929	5,200	5,200	4,410	4,700
451000 Office Supplies	1,024	1,200	1,200	1,200	1,500
452100 Other Supplies	1,852	1,700	7,160	5,160	2,000
454000 Subscriptions and Memberships	1,805	2,500	2,500	2,500	2,500
TOTAL OPERATING EXPENSES	\$ 19,036	\$ 27,540	\$ 29,300	\$ 28,510	\$ 28,481
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 7,320	\$ 5,560	\$ 5,560	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ 7,320	\$ 5,560	\$ 5,560	\$ -
TOTAL CITY MANAGER	\$ 514,079	\$ 555,760	\$ 555,760	\$ 482,234	\$ 692,326

Performance Spotlight

Department Mission

To provide the professional link between citizens, the local governing body and other governmental agencies.

Program Description:

The City Clerk serves the City Commission, responds to inquiries and provides information to citizens. Responsibilities include directing publication, maintains City Code; prepares and distributes City Commission agendas; records official minutes; filing and safekeeping Commission proceedings; recording official documents; coordinating elections; developing and administering improved management of the City's records and providing the required restoration, preservation and protection of the City's Documents.

Program Objectives:

- Comply with all applicable Florida Statutes for legal advertisements, public record requests, and record retention requirements.
- Provide excellent service to the public and information to staff and other governmental agencies within 24-48 hours.
- Utilize technology to ensure transparency and improve public record response times.
- Preserve, protect and manage the City's official records while maintaining regulatory compliance.

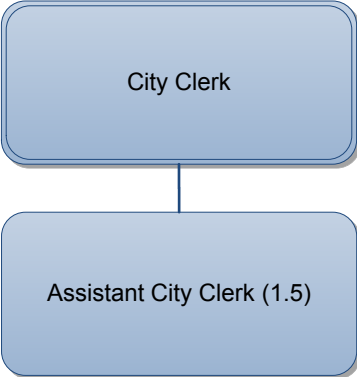
Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
City Commission meetings	28	26	26
CRA meetings	10	8	8
Code Enforcement meetings	1	3	3
Correspondences	763	750	750
Citizen's requests	847	850	900
Records management maintenance & disposition	314	400	400
Election meetings	2	2	2
Development Review Committee meetings	18	20	20
Safety Employee Pension meetings	5	6	6

Goals & Objectives Accomplished:

- Generated, proofed and placed 96 legal advertisements in the local newspaper as required by law.
- Attested, processed and distributed 527 agreements, 202 resolutions, 11 ordinances and 44 minutes.
- Notarized and recorded 52 Cemetery Deeds.
- Received, processed and responded to 648 public records requests.
- Facilitated periodic software updates of Granicus
- Provided staff support in preparing and loading items into Granicus/Legistar agenda program.
- Maintained Laserfiche archival technology for records management to improve document retrieval in response to staff and public inquiries.

City of Plant City – Organizational Chart – City Clerk



Fund: General Fund	Department: Office of the City Clerk	Org Code: 00151000
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 116,190	\$ 128,657	\$ 128,657	\$ 129,202	\$ 141,632
414000 Overtime Pay	244	-	-	-	-
415500 Other Benefits	300	300	300	300	300
421000 Social Security	8,640	9,844	9,844	9,632	10,359
422000 Pension	8,259	10,293	10,293	9,107	9,761
423000 Health and Life Insurance	14,510	17,466	17,466	17,343	15,724
424000 Workers' Compensation	155	213	213	213	219
TOTAL PERSONAL SERVICES	\$ 148,299	\$ 166,773	\$ 166,773	\$ 165,797	\$ 177,995
<u>OPERATING EXPENSES</u>					
431100 Code Codification	\$ 6,782	\$ 6,800	\$ 6,800	\$ 6,800	\$ 6,800
434000 Other Contractual Services	33,529	35,200	35,200	35,200	33,400
440000 Courses Training and Meetings	4,126	7,000	7,000	6,800	6,800
441000 Telephone	1,030	1,100	1,100	1,100	1,100
442000 Postage	2,561	2,300	2,300	3,000	3,000
445000 Insurance	3,854	4,900	4,900	4,150	4,100
449100 Legal Advertising & Recording	25,041	42,000	42,000	40,000	38,000
451000 Office Supplies	1,316	2,500	2,500	2,500	2,500
452020 Election Expenses	165	18,000	16,000	14,000	17,000
452100 Other Supplies	2,220	3,900	5,750	5,900	4,200
454000 Subscriptions and Memberships	861	750	900	750	850
TOTAL OPERATING EXPENSES	\$ 81,484	\$ 124,450	\$ 124,450	\$ 120,200	\$ 117,750
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 3,597	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 3,597	\$ -	\$ -	\$ -	\$ -
TOTAL CITY CLERK	\$ 233,379	\$ 291,223	\$ 291,223	\$ 285,997	\$ 295,745

Performance Spotlight

Department Mission

Human Resources: To recruit, employ, and maintain official records for all City employees, while ensuring compliance with applicable laws and City policies.

Risk Management: Direct safety measures to reduce employee incidents and to manage claims arising under the City's workers' compensation self-insurance program, and the general liability, property, automobile and miscellaneous risk programs.

Program Description:

The Human Resources and Risk Management Department provides for the development, communication and implementation of sound personnel policies, pay and benefits administration, employment and labor relations practices.

Human Resources

- The department recognizes achievements, maintains morale and ensures equitable standards for all employees; resolves issues that arise from grievances, charges of discrimination, disciplinary actions and policy administration; executes compensation administration and weekly payroll, inclusive of the coordination of fair and equitable application of City pay policies and the production of weekly payroll for all City staff consistent with FLSA provisions, annual W-2 earnings statements and related periodic state/federal reports.

Risk Management

- The department manages the City's property, liability, workers' compensation and personnel risks through cost-effective prevention efforts, claims management and insurance programs. Administration of benefits includes negotiation and management of active contracts for medical, dental, vision, disability and other ancillary plans, along with recordkeeping, resolution of grievances and invoice processing necessary to administer offered programs. This division is also responsible for the administration and oversight of the City's safety employee's pension plans.

Program Objectives:

- Manage weekly payroll processing, benefits administration, compensation programs and policies.
- Ensure sound risk management practices that resolve claims issues equitably and minimize potential loss exposures.
- Provide effective administrative direction and oversight of all Employee Pension Plans.
- Review all employee benefit programs to ensure quality plans are available to employees at an affordable cost.
- Collaborate with the City's Wellness Coordinator to promote, educate, and motivate employees to make healthy lifestyle choices that will assist the City in reducing overall health insurance costs.
- Proactively review and update City policies and procedures and execute uniformly throughout departments.
- Coordinate employee recognition activities through annual events and service awards.
- Modernize HR programming to maximize organizational efficiency and provide outstanding customer service.
- Collaborate with City department heads to initiate effective succession planning strategies.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Human Resources			
Pay Stubs Issued	22,215	22,715	22,715
Employment Applications	506	536	800

Performance *Spotlight*

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
New Hires (includes summer temps)	101	85	85
Terminations/Dismissals	50	27	40
Risk Management			
Liability & Property Claims	61	35	35
Workers' Compensation Claims	44	25	25

Goals and Accomplishments:

Human Resources

- Implemented MUNIS HRIS Software Programming and completed departmental staff training.
- Collaborated with Florida League of Cities to promote yearly health and wellness awareness initiatives.
- Launched SWAT (Safety Wellness Action Team) that focuses on training/education sessions for employees such as HR's "Did you Know" emails, lunch and learn training/education sessions, and benefit plan outreach workshops.
- Assisted in the transition of the City Manager position after unexpected vacancy and recruited new City Manager.
- Collaborated with City executive team to execute second phase of 2016 pay study market adjustments for staff.
- Secured a health consultant to provide a comprehensive review of all offered health insurance benefit plans.
- Renegotiated rates with US Healthworks for all employee health screening services. Flat rate renewal awarded.
- Cross-trained benefits and payroll staff to ensure proper coverage of all HR department.
- Promoted community outreach efforts by participating in various community sponsored employment fairs & events.
- Complete comprehensive review and update of City policies and procedures and ensure uniform implementation.
- Secure needed training programs for staff and assess departmental training needs.
- Seek community partnerships and secure needed programming for City staff.
- Modernize HR programming by building upon current performance measures and strategic planning goals.
- Seeking to launch view-only mode of Employee Self-Service Module in the Fall of 2018.
- Effectuate new hire orientation program which incorporates proper departmental onboarding.
- Assessed City-wide temporary staffing needs.

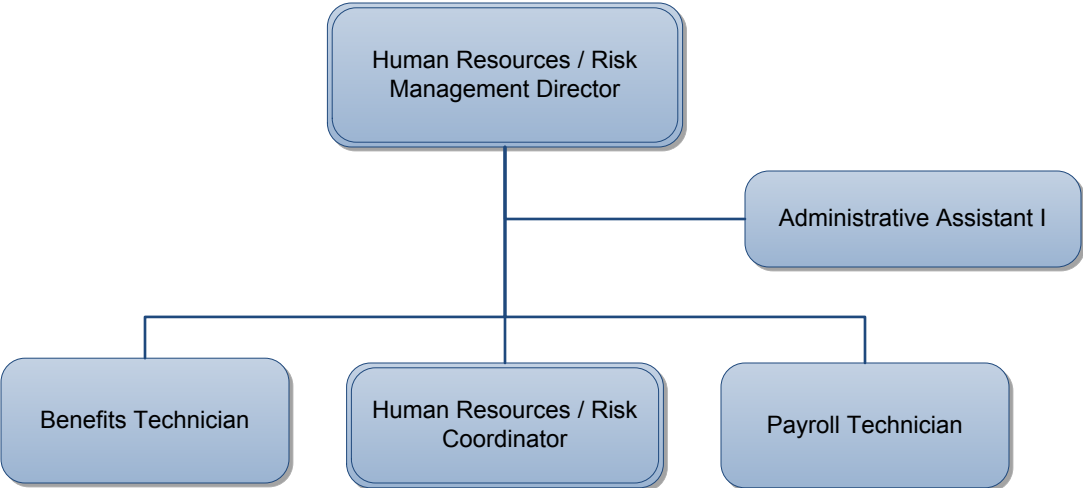
Risk Management

- Hired HR Risk Coordinator to assist in management of City safety initiatives.
- Provided annual legal training on Workers Compensation to remain current on established laws.
- Secured assessment of City building assets to monitor potential safety risks and needed repairs.
- Ensured sound risk management practices that resolve claims equitably and minimize potential loss exposures.
- Collaborated with Safety Coordinator to educate employees and promote effective safety behaviors.
- Established a uniform safety training program throughout the City that will reduce liability and encourage maximum safety environments for staff.
- Initiated a successful incentive program which will foster safer employee working habits.
- Launched SWAT (Safety Wellness Action Team) that focuses on education sessions, executing proactive safety site inspections, and reviewing all workplace incidents, while providing positive feedback on preventive measures.

Capital Outlay:

Desktop	1,830
Total	\$1,830

City of Plant City – Organizational Chart – Human Resources



Fund: General Fund	Department: Human Resources and Risk Management	Org Code: 00151300
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APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 179,233	\$ 255,083	\$ 255,083	\$ 238,849	\$ 274,249
414000 Overtime Pay	2,157	2,000	2,000	2,000	2,000
415500 Other Benefits	1,459	1,680	1,680	400	500
421000 Social Security	13,912	19,512	19,512	16,878	20,734
422000 Pension	13,450	20,407	20,407	17,883	21,984
423000 Health and Life Insurance	16,179	22,643	22,643	27,902	29,053
424000 Workers' Compensation	232	319	319	319	329
TOTAL PERSONAL SERVICES	\$ 226,622	\$ 321,644	\$ 321,644	\$ 304,231	\$ 348,849
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 13,653	\$ 53,634	\$ 53,634	\$ 53,634	\$ 34,600
440000 Courses Training and Meetings	3,038	4,500	4,500	4,500	7,000
441000 Telephone	596	600	600	600	600
442000 Postage	442	600	600	600	600
445000 Insurance	2,494	3,300	3,300	2,800	4,800
449010 Special Activities	6,852	8,000	8,000	8,910	16,000
449200 Credit Card Processing Fee	20	100	100	100	100
449300 Tuition Reimbursement	3,844	10,000	10,000	5,000	10,000
451000 Office Supplies	4,026	3,500	3,500	3,500	3,500
452100 Other Supplies	870	3,800	3,800	3,800	5,000
454000 Subscriptions and Memberships	288	450	450	450	600
TOTAL OPERATING EXPENSES	\$ 36,123	\$ 88,484	\$ 88,484	\$ 83,894	\$ 82,800
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 5,287	\$ -	\$ -	\$ -	\$ 1,830
TOTAL CAPITAL OUTLAY	\$ 5,287	\$ -	\$ -	\$ -	\$ 1,830
TOTAL HUMAN RESOURCES	\$ 268,031	\$ 410,128	\$ 410,128	\$ 388,125	\$ 433,479

Performance *Spotlight*

Department Mission

To serve and support the City of Plant City through technology and innovation.

Program Description:

The Information Technology Division (IT) works with City departments and divisions to understand their computer and telecommunications needs, objectives, and business operations in order to stay abreast of current and future roles with computers and telecommunications within the organization. Information Technology also supports City operations by providing an underlying data structure, including networks, storage, servers, operating systems, security and phones.

Responsibilities include: system and network administration; preservation of City data; responding to calls for technical assistance; support; installation and/or upgrades of software applications; selection and deployment of computer equipment including PCs, laptops, printers, copiers, switches, network devices, routers, servers and operating systems.

Program Objectives:

- Resolve computer and network issues within 24 hours depending upon their complexity.
- Proactively maintain 99% network availability to meet the business requirements.
- Provide a secure and reliable network infrastructure to City employees.
- Maintain 756 desktops, laptops, switches and servers.

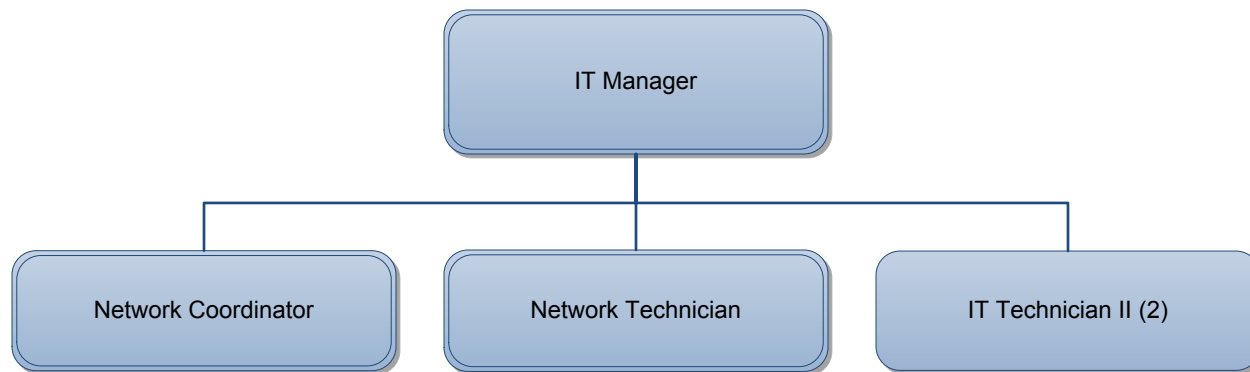
Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Support Requests	5,213	5,500	5,500
Closed Requests	5,213	5,500	5,500
Resolutions Complete	100%	100%	99%
Percentage Completed On Time	100%	100%	100%
Percentage Network Availability	99%	99%	99%

Goals and Objectives Accomplished:

- Developed a more robust backup solution for the Police Departments' network virtual servers.
- Implemented the Fiber Loop project by implementing phases two and three.
- Seven departments converted over to new VoIP City-wide phone system.

City of Plant City – Organizational Chart – Information Technology



Fund: General Fund	Department: Information Technology	Org Code: 00151600
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 254,089	\$ 271,182	\$ 271,182	\$ 267,757	\$ 286,355
414000 Overtime Pay	7,086	8,000	8,000	6,381	8,000
415500 Other Benefits	946	955	955	400	500
421000 Social Security	19,592	20,745	20,745	20,572	20,885
422000 Pension	21,055	21,694	21,694	21,937	22,952
423000 Health and Life Insurance	37,955	46,401	46,401	40,507	42,874
424000 Workers' Compensation	309	425	425	425	438
TOTAL PERSONAL SERVICES	\$ 341,032	\$ 369,402	\$ 369,402	\$ 357,979	\$ 382,004
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 13,428	\$ 11,300	\$ 11,300	\$ 5,000	\$ 5,300
434100 Computer and Software Services	70,529	78,850	78,850	70,000	99,450
440000 Courses Training and Meetings	3,220	7,700	7,700	4,000	7,700
441000 Telephone	1,524	1,500	1,500	1,500	2,500
442000 Postage	7	100	100	100	100
444000 Rental Agreement Office Eq	23,201	30,900	30,900	30,900	29,200
444010 Lease of Vehicles	4,000	-	-	-	4,800
445000 Insurance	3,929	5,300	5,300	4,490	5,200
446040 Maintenance of Motor Equipment	-	1,000	1,100	1,100	1,200
446200 Maintenance of Office Equipmnt	11,073	14,000	14,000	14,000	14,000
451000 Office Supplies	238	800	800	800	800
452000 Fuel	201	550	550	300	400
452100 Other Supplies	2,081	6,000	5,900	6,000	6,000
452200 Tools	116	500	500	500	500
452300 Safety Equipment & Supplies	750	1,500	1,500	1,500	750
454000 Subscriptions and Memberships	200	225	225	225	250
TOTAL OPERATING EXPENSES	\$ 134,498	\$ 160,225	\$ 160,225	\$ 140,415	\$ 178,150
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 17,500	\$ 17,500	\$ 17,500	\$ -
491000 Capital Project Account	280,000	336,000	336,000	336,000	180,000
TOTAL CAPITAL OUTLAY	\$ 280,000	\$ 353,500	\$ 353,500	\$ 353,500	\$ 180,000
TOTAL INFORMATION TECHNOLOGY	\$ 755,531	\$ 883,127	\$ 883,127	\$ 851,894	\$ 740,154

Fund: General Fund	Department: Special Appropriations	Org Code: 001519*
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APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
416000 Unemployment Compensation	\$ 10,999	\$ 25,000	\$ 25,000	\$ 15,000	\$ 20,000
TOTAL PERSONAL SERVICES	\$ 10,999	\$ 25,000	\$ 25,000	\$ 15,000	\$ 20,000
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 151,710	\$ 230,930	\$ 230,930	\$ 205,000	\$ 338,325
445000 Insurance	-	-	-	-	31,100
452150 Other Supplies	728	4,000	4,000	1,500	2,350
454000 Subscriptions and Memberships	14,636	15,500	15,500	15,500	15,600
434200 Crossing Grd Cntrct-Hills Cnty	65,858	68,487	68,487	68,487	65,000
TOTAL OPERATING EXPENSES	\$ 232,932	\$ 318,917	\$ 318,917	\$ 290,487	\$ 452,375
<u>GRANTS AND AIDS</u>					
482000 Aid to Private Organizations	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
482200 Plant City EDC	150,000	150,000	150,000	150,000	150,000
TOTAL GRANTS AND AIDS	\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000
<u>CAPITAL OUTLAY</u>					
491000 Capital Project Account	\$ 205,760	\$ 1,995,340	\$ 1,995,340	\$ 1,995,340	\$ 2,156,312
TOTAL CAPITAL OUTLAY	\$ 205,760	\$ 1,995,340	\$ 1,995,340	\$ 1,995,340	\$ 2,156,312
<u>NON-OPERATING</u>					
481100 Transfer to CRA	\$ 461,653	\$ 632,550	\$ 632,550	\$ 632,550	\$ 711,121
491300 Transfer to CDBG	38,461	40,199	40,199	40,199	45,414
495000 Contingency	18,662	100,000	59,726	82,800	100,000
TOTAL NON-OPERATING	\$ 518,776	\$ 772,749	\$ 732,475	\$ 755,549	\$ 856,535
TOTAL SPECIAL APPROPRIATIONS	\$ 1,130,468	\$ 3,274,006	\$ 3,233,732	\$ 3,218,376	\$ 3,647,222

Performance *Spotlight*

Department Mission

To manage the fiscal affairs of the City ensuring that expenditures have a public purpose while employing professional standards, personal ethics and compliance with all laws, rules and regulations.

Program Description:

The Accounting Department provides accounting and finance support to all City departments to assist with business decisions and ensure that all accounting transactions are properly authorized, recorded, and reported. The department also prepares an annual budget for commission approval each year. The functions performed by the accounting department include:

- ✓ Cash Management (Disbursements & Collections)
- ✓ Debt Administration and Investments
- ✓ General Ledger Accounting
- ✓ Business Taxes
- ✓ Utility Bill Processing
- ✓ Budget & CIP Management and Preparation
- ✓ Financial Reporting and Planning
- ✓ Fixed Assets

Program Objectives:

- Provide 500 hours per year of employee training.
- Forecast revenues with 95% accuracy.
- Complete quarterly reporting within 30 days - Investment, Budget vs. Actual, and CIP.
- Earn 30 basis points above benchmark on investment portfolio.
- Improve bill generation preparation and processing time.
- Improve the ratings regarding the GFOA Distinguished Budget Award.

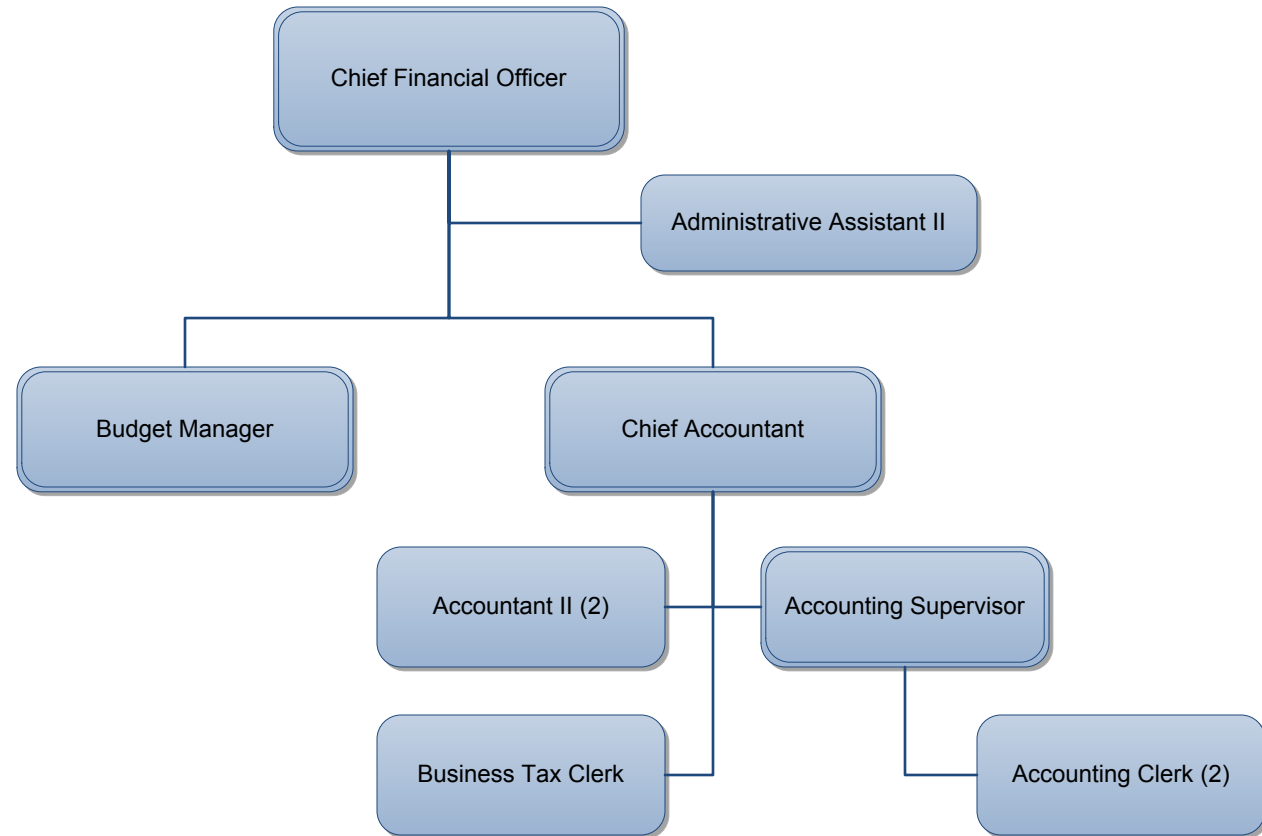
Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
% of check payment decrease	6%	14%	20%
# of training hours attended by staff	437	500	500
% of revenues – budget vs actual	117%	102%	95%
Quarterly report completed on time	2	3	4
Avg. # of basis points above benchmark	24	30	30

Goals & Objectives Accomplished:

- Earned the Distinguished Budget Award from GFOA.
- Submitted the CAFR for the Award for Excellence in Financial Reporting to the GFOA.
- Earned 1.07% return on investment as of September 30, 2017.
- Received the Tyler Excellence Award for the use of Project Accounting to track Hurricane Irma expenditures.

City of Plant City – Organizational Chart - Accounting



Fund: General Fund	Department: Finance Program: Accounting	Org Code: 00152101
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APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 477,254	\$ 522,137	\$ 522,137	\$ 479,169	\$ 526,565
412500 Temporary Pay	22,567	34,710	34,710	1,088	40,269
414000 Overtime Pay	659	3,000	3,000	2,000	3,000
415500 Other Benefits	1,060	1,700	1,700	960	960
421000 Social Security	36,856	46,104	46,104	35,700	39,652
422000 Pension	38,375	48,215	48,215	37,753	42,318
423000 Health and Life Insurance	73,642	92,533	92,533	85,332	87,160
424000 Workers' Compensation	464	637	637	637	656
TOTAL PERSONAL SERVICES	\$ 650,876	\$ 749,036	\$ 749,036	\$ 642,639	\$ 740,580
<u>OPERATING EXPENSES</u>					
432000 Annual Audit	\$ 28,302	\$ 33,500	\$ 33,500	\$ 28,690	\$ 35,000
434000 Other Contractual Services	1,648	3,500	3,500	3,500	12,000
434100 Computer and Software Services	-	-	-	-	300
440000 Courses Training and Meetings	7,491	11,200	11,200	11,200	12,700
440100 Car Allowance	1,404	1,404	1,404	1,404	1,404
441000 Telephone	891	660	660	600	650
442000 Postage	7,445	7,500	7,500	7,000	7,500
445000 Insurance	8,992	12,100	12,100	10,250	10,900
446040 Maintenance of Motor Equipment	2,293	1,000	1,150	1,150	1,200
446200 Maintenance of Office Equipmnt	235	-	-	-	-
449200 Credit Card Processing Fee	400	500	500	450	450
451000 Office Supplies	4,424	5,000	4,850	4,850	4,850
452000 Fuel	269	400	400	350	400
452100 Other Supplies	5,572	4,930	4,930	4,930	4,850
454000 Subscriptions and Memberships	1,272	1,545	1,545	1,545	1,330
457000 Cash Short and Over	20	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 70,657	\$ 83,239	\$ 83,239	\$ 75,919	\$ 93,534
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 8,311	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 8,311	\$ -	\$ -	\$ -	\$ -
TOTAL FINANCE	\$ 729,844	\$ 832,275	\$ 832,275	\$ 718,558	\$ 834,114

Performance

Spotlight

Department Mission

To maintain prudent and fair procurement practices that result in maximum savings with the highest quality and best price for the City. To conduct business with excellent customer service, ethical standards, and transparency, while welcoming qualified, responsible, and diverse vendors.

Program Description:

The Procurement Department reviews, approves, and processes all purchase requisitions; Negotiates contracts; Assists all departments in developing scopes and specifications; Manages the Purchasing Card Program; Reviews, maintains and updates procurement policies and procedures; and Trains employees.

Program Objectives:

- Decrease the number of Purchase Orders by 5% through use of the City's Purchasing Card Program.
- Staff to attend a total of 120 hours of training per year.
- Train City staff on current policies and procedures.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Purchase orders processed	5,829	5,000	4,800
# of training hours attended by staff	114	100	120
# of City staff trained on current policies and procedures	105	100	100
Contracts negotiated	35	15	15
Bids / Proposals issued	38	50	45

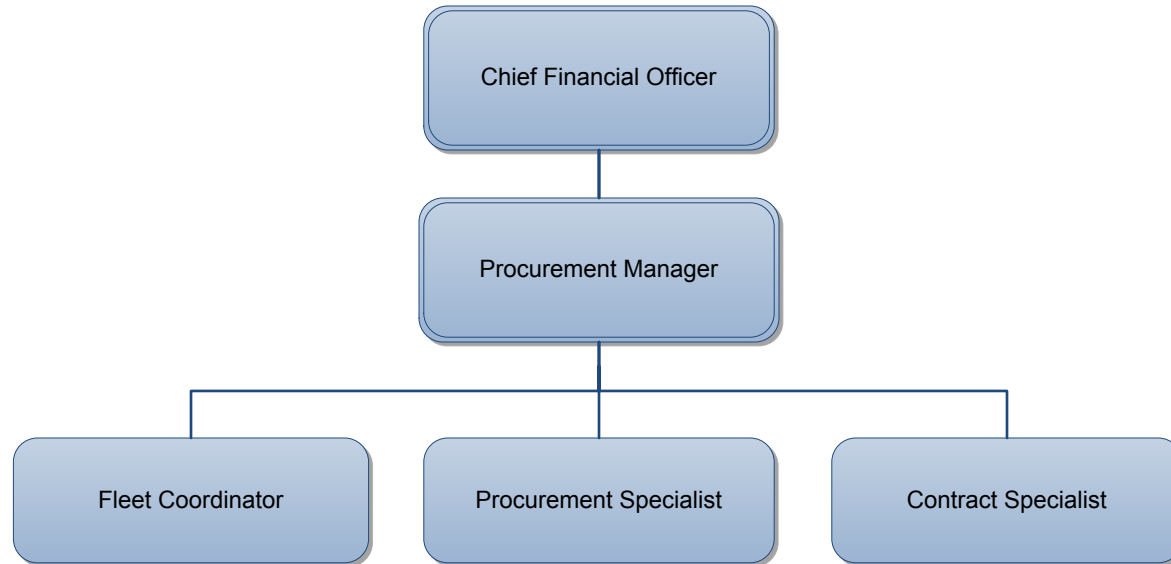
Goals & Objectives Accomplished:

- Increased the number of Bids, RFP's, and RFQ's, thereby decreasing the number of non-contract purchases and increasing the number of annual contracts that may be used by all City departments.
- Decreased PO's by 700 by implementing the P-Card Program.
- Continued the implementation of a Contract Management Program to track expiration dates of contracts and insurance policies.
- Conducted Procurement Policy training for 100 City employees.
- Conducted Munis training for 36 requisitioners.
- Developed a consistent process for the preparation, execution, and distribution of contract documents.

Capital Outlay:

Laptop	1,780
Total	\$1,780

City of Plant City – Organizational Chart – Procurement



Fund: General Fund	Department: Finance Program: Procurement	Org Code: 00152400
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APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 124,919	\$ 189,926	\$ 189,926	\$ 178,890	\$ 288,622
414000 Overtime Pay	1,373	1,000	1,000	319	-
415500 Other Benefits	1,259	1,380	1,380	200	300
421000 Social Security	9,682	14,530	14,530	13,635	20,657
422000 Pension	10,254	15,194	15,194	14,420	23,117
423000 Health and Life Insurance	9,332	14,583	14,583	13,802	29,103
424000 Workers' Compensation	77	107	107	107	110
TOTAL PERSONAL SERVICES	\$ 156,897	\$ 236,720	\$ 236,720	\$ 221,373	\$ 361,909
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 12,390	\$ 13,775	\$ 13,435	\$ 13,435	\$ 17,400
440000 Courses Training and Meetings	4,464	7,400	7,300	7,400	10,000
442000 Postage	128	400	400	400	400
445000 Insurance	756	1,900	1,900	1,610	3,000
449100 Legal Advertising & Recording	3,757	7,500	7,500	7,000	8,000
451000 Office Supplies	439	500	1,840	1,740	800
451050 Printing Supplies	2,557	3,500	2,600	3,500	3,500
452100 Other Supplies	230	-	-	-	-
454000 Subscriptions and Memberships	470	1,115	1,115	865	1,075
TOTAL OPERATING EXPENSES	\$ 25,191	\$ 36,090	\$ 36,090	\$ 35,950	\$ 44,175
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 3,545	\$ -	\$ 1,500	\$ 1,420	\$ 1,780
TOTAL CAPITAL OUTLAY	\$ 3,545	\$ -	\$ 1,500	\$ 1,420	\$ 1,780
TOTAL PROCUREMENT	\$ 185,633	\$ 272,810	\$ 274,310	\$ 258,743	\$ 407,864

Performance *Spotlight*

Department Mission

To ensure the community's safety through partnerships, prevention, education, and professionalism.

Program Description:

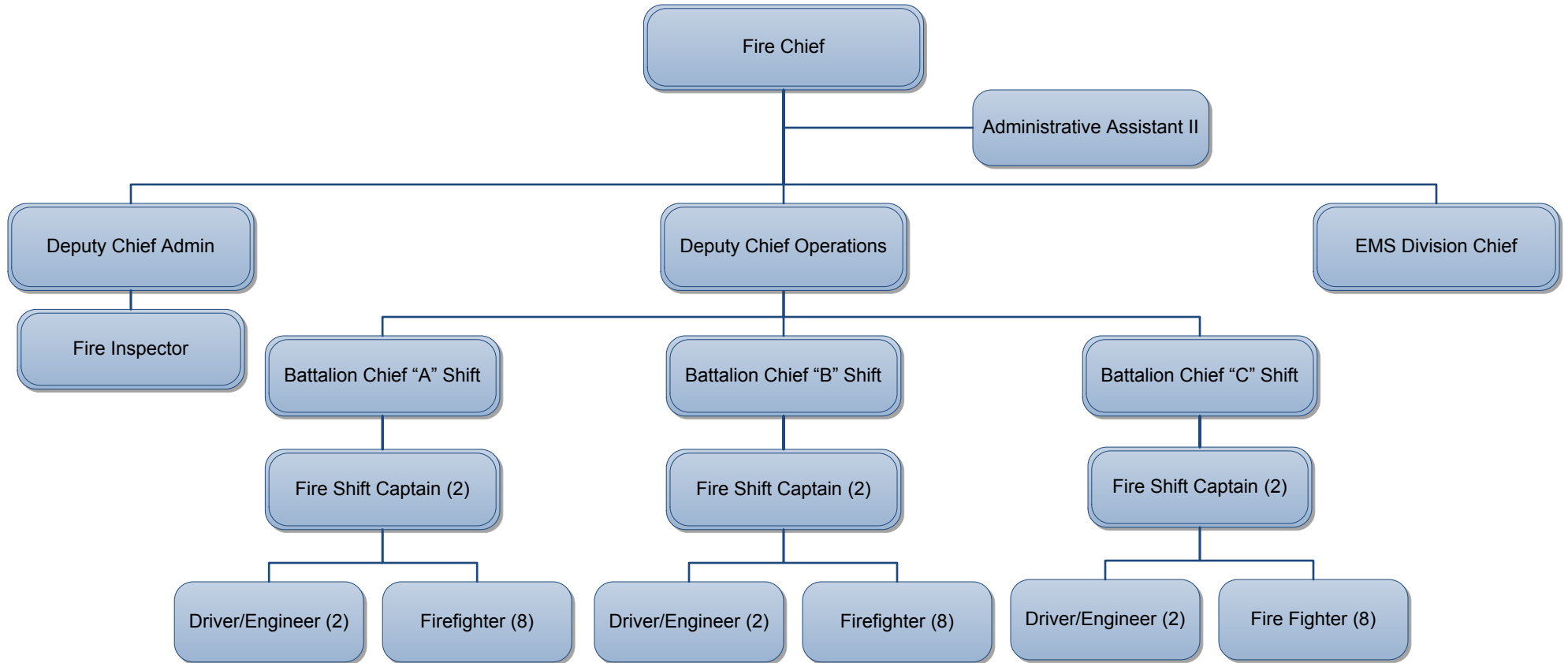
The administration division manages the administrative and operational functions of Plant City Fire Rescue. The program functions include:

- ✓ Administer and provide fiscal oversight on all divisions budgetary programs.
- ✓ Maintain State of Florida Advanced Life Support Service license.
- ✓ Pursue federal and state grants.
- ✓ Provide a software to maintain Fire and EMS incident reports.
- ✓ Recruit, retain, and create succession planning for firefighters.
- ✓ Facilitate promotional assessment testing to fill vacant leadership positions.
- ✓ Support personnel training development.
- ✓ Maintain community partnerships to promote fire safety awareness.
- ✓ Oversees contract with private ambulance billing company for EMS services rendered.

Program Objectives:

- Provide oversight on all program objectives and key measures for Operations, Prevention, and Emergency Medical Services.

City of Plant City – Organizational Chart – Fire Rescue



Fund: General Fund	Department: Fire Rescue Program: Administration	Org Code: 00152701
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APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 202,095	\$ 216,736	\$ 216,736	\$ 216,757	\$ 239,471
414000 Overtime Pay	2,199	-	-	-	-
415500 Other Benefits	1,359	1,380	1,380	300	300
421000 Social Security	15,335	16,384	16,384	16,227	18,103
422000 Pension	80,736	95,639	95,639	95,639	89,705
423000 Health and Life Insurance	16,439	20,419	20,419	20,274	12,550
424000 Workers' Compensation	2,936	4,032	4,032	4,032	4,153
TOTAL PERSONAL SERVICES	\$ 321,100	\$ 354,590	\$ 354,590	\$ 353,229	\$ 364,282
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 626	\$ 1,500	\$ 1,500	\$ 1,000	\$ 1,000
440000 Courses Training and Meetings	377	1,000	1,000	800	1,000
441000 Telephone	13,658	16,600	16,600	12,000	15,852
442000 Postage	220	800	800	200	800
444010 Lease of Vehicles	2,550	4,453	4,453	4,453	9,800
445000 Insurance	3,082	3,900	3,900	3,390	5,200
446040 Maintenance of Motor Equipment	5,899	4,300	4,300	4,300	4,640
446100 Radio Maintenance	767	-	-	-	-
446110 Building and Property Repair	-	-	-	12	-
451000 Office Supplies	1,434	2,000	2,000	1,500	2,000
452000 Fuel	3,030	4,500	4,500	3,000	4,500
452100 Other Supplies	2,632	2,600	2,600	2,000	12,600
452120 Uniforms and Clothing	615	600	600	500	600
454000 Subscriptions and Memberships	399	400	400	300	400
TOTAL OPERATING EXPENSES	\$ 35,290	\$ 42,653	\$ 42,653	\$ 33,455	\$ 58,392
<u>CAPITAL OUTLAY</u>					
491000 Capital Project Account	\$ -	\$ -	\$ -	\$ -	\$ 25,000
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ 25,000
TOTAL ADMINISTRATION	\$ 356,389	\$ 397,243	\$ 397,243	\$ 386,684	\$ 447,674

Performance *Spotlight*

Program Description:

The Fire Inspector conducts annual fire prevention inspections of business occupancies as required by the Florida Fire Prevention Code. The department uses the Florida Fire Prevention Code to ensure that safety requirements are in place for all commercial occupancies to minimize property loss in the event of a fire. Prevention conducts fire safety educational programs for civic organizations, schools, as well as the general public. The Deputy Chief of Administration is responsible for construction plan review requiring fire rescue approval. The Fire Inspector conducts construction site inspections and may also do life safety plan reviews for commercial development when needed.

Program Objectives:

- Provide trained fire inspector to conduct fire safety inspections.
- Hold fire prevention programs throughout the year to educate community about fire hazards, and fire safety.
- Complete mandated annual business inspections.
- Improve the public knowledge of codes and statutes and how they can reduce loss.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Inspections Completed	200	150	150
Citizens receiving public education	300	250	250

Goals & Objectives Accomplished:

- Inspected licensed daycare occupancies.
- Inspected business occupancies constructed per Florida Fire Prevention Code.
- Facilitated fire prevention programs within the community.

Fund: General Fund	Department: Fire Rescue	Org Code: 00152702
	Program: Prevent/Inspect	

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ -	\$ 45,035	\$ 45,035	\$ 40,436	\$ 66,962
415500 Other Benefits	-	100	100	-	100
421000 Social Security	-	3,445	3,445	1,017	5,123
422000 Pension	21,501	20,211	20,211	20,211	12,376
423000 Health and Life Insurance	-	3,776	3,776	2,746	13,202
424000 Workers' Compensation	850	1,167	1,167	1,167	1,202
TOTAL PERSONAL SERVICES	22,351	73,734	73,734	65,577	98,965
<u>OPERATING EXPENSES</u>					
440000 Courses Training and Meetings	\$ 392	\$ 500	\$ 500	\$ 500	\$ 500
445000 Insurance	1,089	1,300	1,300	1,150	1,300
446040 Maintenance of Motor Equipment	1,435	1,160	1,160	1,160	1,550
448200 Prevention Program	785	1,000	1,000	1,000	1,000
451000 Office Supplies	88	100	100	75	100
452000 Fuel	3,358	5,500	5,500	5,000	5,500
452100 Other Supplies	108	200	200	178	200
452120 Uniforms and Clothing	290	300	300	150	300
452310 Firefighting/Training Supplies	475	1,000	1,000	700	1,000
TOTAL OPERATING EXPENSES	\$ 8,020	\$ 11,060	\$ 11,060	\$ 9,913	\$ 11,450
TOTAL PREVENT/INSPECT	\$ 30,371	\$ 84,794	\$ 84,794	\$ 75,490	\$ 110,415

Performance *Spotlight*

Program Description:

The three Battalion Chiefs manage the three shifts that provide fire and emergency coverage to the City from two fire stations. Each fire station has one Advanced Life Support (ALS) fire engine and one ALS rescue unit staffed for response with a total of thirteen personnel on duty, 24 hours a day. Operations personnel are cross-trained in both Fire and Emergency Medical Services (EMS) to rapidly respond to all emergencies. Operations division provides professional training and career counseling/development to personnel.

Program Objectives:

- Provide adequate staffing, equipment, tools, and training to achieve the 6 minute state standard for emergency response.
- Reduce the community's level of risk from fire, disasters and medical emergencies by safely providing the most expedient and professional emergency response and mitigation possible.
- Improve firefighter safety and maximize the knowledge of all personnel through education and technology.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Number of emergency calls	5,088	5,000	5,100
Number of working fires	220	200	250
Effective response time to arrive within 6 minutes of call per State standard	88%	90%	90%
Training man hours	1,750	1,800	1,800

Goals & Objectives Accomplished:

- Secured City Commission approval to proceed with Fire Station 3 construction.
- Ordered replacement fire apparatus and completed new fire apparatus specifications.
- Conducted firefighter eligibility testing and recruitment.
- Conducted new driver promotional assessment testing to develop list for future promotions.

Capital Outlay:

Desktop (2)	2,820
Toughbook (4)	17,180
800 MHz Radio	4,800
Handheld 800 MHz Radios (4)	8,800
Fire Truck 800 MHz Radio	8,600
Firefighting Gear (8)	19,200
Notification Radio System (2)	33,000
Wood Frame Shed	2,750
Signage	5,400
Concrete/Steel Cutting Circular Saw	2,000
Rescue/Ventilation Saw	2,000
Total	\$106,550

Fund: General Fund	Department: Fire Rescue Program: Operations	Org Code: 00152703
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 2,389,843	\$ 2,396,083	\$ 2,396,083	\$ 2,384,217	\$ 2,497,633
414000 Overtime Pay	88,300	85,000	85,000	40,000	85,000
415000 Incentive Pay	8,999	9,000	9,000	10,008	15,965
415500 Other Benefits	10,803	10,833	10,833	3,900	4,000
421000 Social Security	184,401	185,953	185,953	187,190	191,213
422000 Pension	1,005,352	1,036,321	1,036,321	1,036,321	1,128,418
423000 Health and Life Insurance	264,154	338,187	338,187	341,685	336,055
424000 Workers' Compensation	35,458	48,696	48,696	48,696	50,157
TOTAL PERSONAL SERVICES	\$ 3,987,310	\$ 4,110,073	\$ 4,110,073	\$ 4,052,017	\$ 4,308,441
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 34,283	\$ -	\$ 35,000	\$ 35,000	\$ 43,020
440000 Courses Training and Meetings	2,517	3,900	3,900	3,000	3,900
443000 Water Sewer & Solid Waste	15,251	15,000	15,000	14,000	15,000
443100 Power Heat & Lights	20,501	26,000	26,000	20,000	26,000
444010 Lease of Vehicles	30,800	6,660	6,660	6,660	30,200
445000 Insurance	35,785	47,000	47,000	41,270	47,600
446040 Maintenance of Motor Equipment	109,321	95,250	95,250	95,250	113,340
446100 Radio Maintenance	7,882	8,500	8,500	7,500	8,500
446110 Building and Property Repair	13,018	54,000	39,000	54,000	20,000
451000 Office Supplies	384	700	700	650	700
452000 Fuel	17,545	33,000	33,000	25,000	33,000
452100 Other Supplies	8,376	13,000	13,000	10,000	13,000
452120 Uniforms and Clothing	14,617	23,300	23,300	15,000	23,300
452300 Safety Equipment & Supplies	15,339	25,000	16,855	20,000	25,000
452310 Firefighting/Training Supplies	3,195	12,500	12,500	5,000	12,500
452600 Fire Hose	4,529	5,000	5,000	4,000	5,000
454000 Subscriptions and Memberships	-	300	300	200	300
TOTAL OPERATING EXPENSES	\$ 333,343	\$ 369,110	\$ 380,965	\$ 356,530	\$ 420,360
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 42,705	\$ 65,900	\$ 183,015	\$ 165,000	\$ 106,550
TOTAL CAPITAL OUTLAY	\$ 42,705	\$ 65,900	\$ 183,015	\$ 165,000	\$ 106,550
TOTAL SUPPRESSION	\$ 4,363,357	\$ 4,545,083	\$ 4,674,053	\$ 4,573,547	\$ 4,835,351

Performance *Spotlight*

Program Description:

The EMS program consists of an EMS Division Chief who works with our Medical Director and interacts with South Florida Baptist Hospital. Fire Rescue personnel provide Advanced Life Support (ALS) and Basic Life Support (BLS) assessment, treatment, stabilization and transport utilizing an established set of medical protocols. Plant City Fire Rescue (PCFR) is licensed to operate four ALS transport capable rescue units, three ALS non-transport engines, and one ALS ladder truck. Each ALS unit, when in operation, in an ALS capacity, is staffed with at least one state certified Paramedic and one state certified Emergency Medical Technician (EMT). At minimum, two ALS transport units and two ALS non-transport units are in service and available for calls 24 hours a day.

Program Objectives:

- Provide an average service delivery time of less than or equal to 6 minutes from time of dispatch for all emergency calls.
- Provide a trained team of emergency personnel to respond to each emergency medical call.
- Maintain required personnel levels on all ALS apparatus.
- Procure new innovative equipment.
- Provide cost-effective state-of-the-art pre-hospital emergency medical service.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Anticipated
EMS incidents	3,873	3,800	3,850
BLS transports	906	900	950
ALS transports	2,245	2,200	2,250
Trauma Alert victims	24	20	25
STEMI Alert victims	28	20	30
Stroke Alert victims	72	70	75
Emergency Medical Training of 2 hours per month.	Yes	Yes	Yes

Goals & Objectives Accomplished:

- Purchased new ambulance.
- Held Pediatric Advanced Life Support and Advanced Cardiovascular Life Support courses for Paramedics.
- Held CPR recertification course for all EMTs/Paramedics.
- Placed Autopulse CPR device in-service on ambulances.
- Installed four new cardiac monitors on ambulances and fire trucks.
- Provided trained EMS personnel for the Florida Strawberry Festival.

Fund: General Fund	Department: Fire Rescue Program: EMS	Org Code: 00152705
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 71,251	\$ 91,972	\$ 91,972	\$ 76,045	\$ 88,276
414000 Overtime Pay	1,377	-	-	-	-
415500 Other Benefits	100	100	100	100	100
421000 Social Security	5,416	6,933	6,933	5,682	6,762
422000 Pension	32,780	46,963	46,963	46,963	39,144
423000 Health and Life Insurance	7,125	10,096	10,096	8,526	3,950
424000 Workers' Compensation	1,082	1,486	1,486	1,486	1,531
TOTAL PERSONAL SERVICES	119,132	157,550	157,550	138,802	139,763
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 61,538	\$ 73,000	\$ 73,000	\$ 70,000	\$ 75,200
440000 Courses Training and Meetings	642	4,000	4,000	3,000	4,000
444010 Lease of Vehicles	46,520	64,973	64,973	64,973	67,000
445000 Insurance	4,867	12,700	12,700	10,800	12,800
446040 Maintenance of Motor Equipment	37,705	30,430	30,430	30,430	35,550
446110 Building and Property Repair	-	-	-	-	-
451000 Office Supplies	297	400	400	350	400
452000 Fuel	4,812	8,000	8,000	5,000	8,000
452100 Other Supplies	59,431	65,000	65,000	64,000	69,900
452120 Uniforms and Clothing	682	900	900	700	600
452300 Safety Equipment & Supplies	797	900	10,913	9,000	900
452310 Firefighting/Training Supplies	550	2,500	2,500	1,500	2,500
454000 Subscriptions and Memberships	270	300	300	100	300
TOTAL OPERATING EXPENSES	\$ 218,111	\$ 263,103	\$ 273,116	\$ 259,863	\$ 277,250
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 7,988	\$ -	\$ -	\$ -	\$ -
491000 Capital Project Account	38,000	22,000	22,000	22,000	28,000
TOTAL CAPITAL OUTLAY	\$ 45,988	\$ 22,000	\$ 22,000	\$ 22,000	\$ 28,000
TOTAL EMS	\$ 383,230	\$ 442,653	\$ 452,666	\$ 420,665	\$ 445,013

Performance *Spotlight*

Department Mission

To maintain order, provide a safe and enjoyable community for our residents and visitors, recruit and develop a sustainable workforce that demonstrates proficiency and professionalism while creating a sense of trust and collaboration throughout the community.

Program Description:

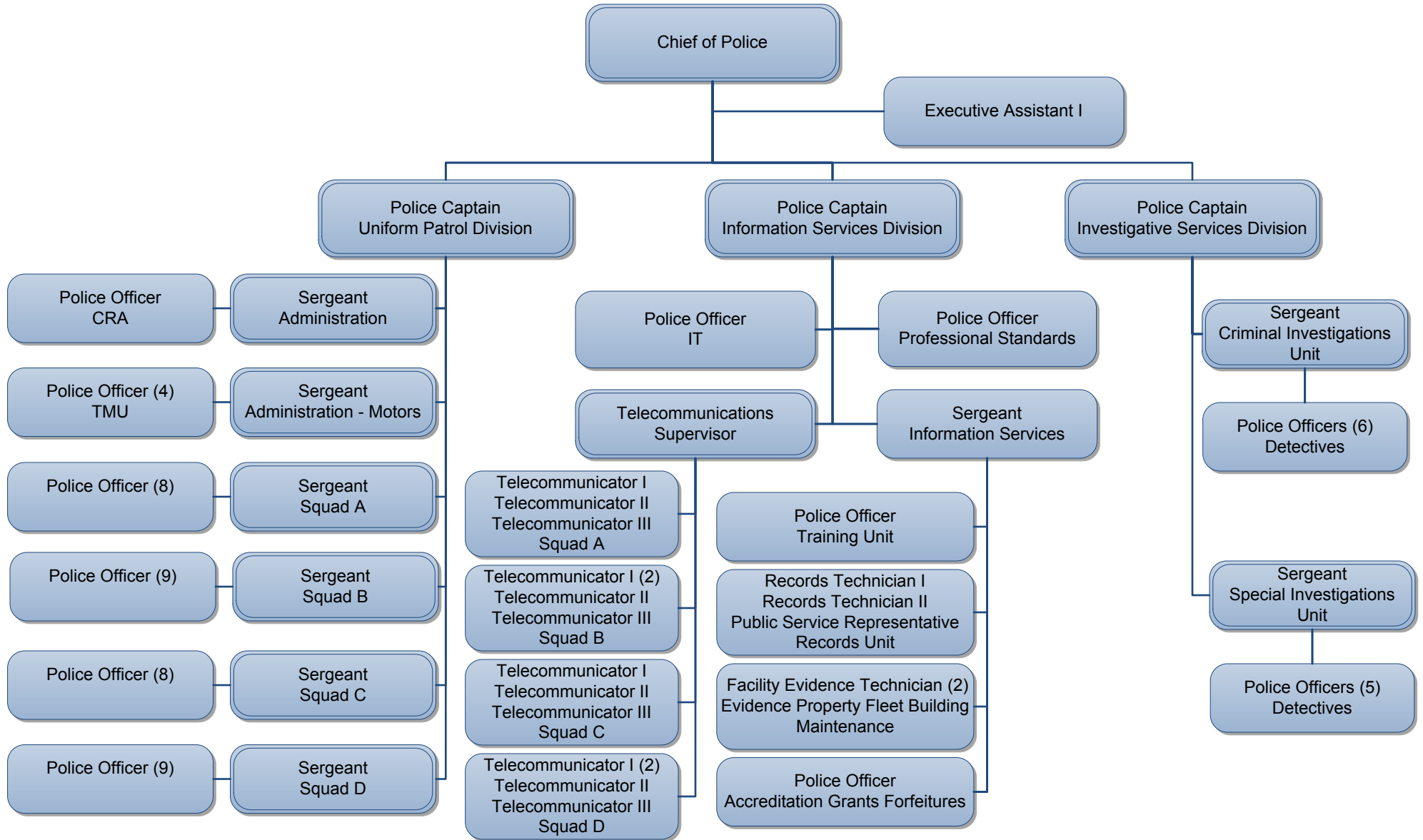
The Office of the Chief is tasked with ensuring all administrative and operational functions of the Plant City Police Department are accomplished in accordance with applicable laws, standards, and benchmarks. These administrative and operational functions include:

- ✓ Respond to emergency and non-emergency calls for service.
- ✓ Conduct proactive crime suppression patrols.
- ✓ Conduct thorough criminal and non-criminal investigations.
- ✓ Document investigative findings in a thorough and concise manner.
- ✓ Maintain a fully operational Communications Center to include all 911 emergency operations.
- ✓ Provide a record management program that ensures all official documents are maintained accurately.
- ✓ Maintain an Evidence Section compliant with all evidence collection, storage, and disposal regulations.
- ✓ Provide crime prevention education throughout the community.
- ✓ Recruit and train a sustainable workforce.
- ✓ Identify and develop personnel that demonstrate upper level management skills.
- ✓ Administer budgetary programs, ensuring fiduciary integrity.
- ✓ Develop and maintain collaborative partnerships with the community and other law enforcement agencies.

Program Objectives:

- Oversee all program objectives and key measures for the Plant City Police Department that are covered in the accompanying narratives.

City of Plant City – Organizational Chart – Police



Fund: General Fund	Department: Police	Org Code: 00153001
	Program: Office of Police Chief	

APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 211,145	\$ 228,035	\$ 228,035	\$ 197,533	\$ 168,710
414000 Overtime Pay	5,878	-	-	-	-
415000 Incentive Pay	40,801	40,680	40,680	40,680	41,559
415500 Other Benefits	1,359	1,380	1,380	300	200
421000 Social Security	19,266	20,304	20,304	17,721	14,917
422000 Pension	76,905	93,853	93,853	93,853	77,267
423000 Health and Life Insurance	20,742	25,700	25,700	25,392	23,640
424000 Workers' Compensation	2,704	3,714	3,714	3,714	3,825
TOTAL PERSONAL SERVICES	\$ 378,800	\$ 413,666	\$ 413,666	\$ 379,193	\$ 330,118
<u>OPERATING EXPENSES</u>					
431000 Administration & Legal Svcs	\$ 1,359	\$ 1,500	\$ 2,500	\$ 2,000	\$ 2,500
440000 Courses Training and Meetings	628	1,200	1,200	1,200	1,200
441000 Telephone	-	-	-	-	500
442000 Postage	520	1,500	1,500	1,500	1,500
445000 Insurance	4,025	5,000	5,000	4,450	4,800
446040 Maintenance of Motor Equipment	3,133	4,590	4,590	4,500	3,680
446200 Maintenance of Office Equipmnt	-	-	-	380	-
451000 Office Supplies	7,883	11,500	11,500	11,500	11,500
452100 Other Supplies	-	500	500	700	500
452120 Uniforms and Clothing	430	500	500	400	500
452130 Patrol Accessories	200	200	200	200	200
454000 Subscriptions and Memberships	360	400	400	400	400
455100 State Education Program	-	2,000	1,000	2,000	2,000
TOTAL OPERATING EXPENSES	\$ 18,538	\$ 28,890	\$ 28,890	\$ 29,230	\$ 29,280
<u>CAPITAL OUTLAY</u>					
464400 Fed Eqtable Shrd Proceeds Expe	\$ 8,500	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 8,500	\$ -	\$ -	\$ -	\$ -
TOTAL OFFICE OF POLICE CHIEF	\$ 405,838	\$ 442,556	\$ 442,556	\$ 408,423	\$ 359,398

Performance *Spotlight*

Program Description:

The Uniform Patrol Division is responsible for performing traditional patrol activities twenty-four hours a day. This is accomplished with pro-active patrol tactics and by responding to emergency and non-emergency calls to protect and serve the citizens of Plant City. Additional responsibilities include: K9 Unit, Traffic Management Unit, Honor Guard, Chaplin services, SWAT & Community Redevelopment Area Officer.

Program Objectives:

- Target emerging crime trends with directed patrol.
- Target hazardous streets and intersections to reduce traffic accidents.
- Target high crime areas with strategic allocation of resources.
- Work with the community to identify and resolve quality of life issues within the city.

Key Performance Measures:

Performance Outcomes	FY 2016 -17 Actual	FY 2017 -18 Projected	FY 2018 - 19 Proposed
Calls for service	94,328	81,984	91,500
# of crashes	1,622	1,651	1,675
# of arrests	1,249	1,145	1,090
# of ticket / warnings	11,884	11,436	11,600
Response time for priority one calls (mins)	4:24	4:44	5:00

Goals & Objectives Accomplished:

- Maintained the appropriate staffing levels for police service calls and patrol maintained 46 positions.
- Maintained an average response time of five minutes or less to priority one calls for police service.
- Responded to citizen complaints regarding traffic safety concerns in order to improve quality of life issues throughout the City.
- Maintained appropriate police coverage for events held in the City such as Christmas Parades, Strawberry Festival, Grand Parade, 4th of July fireworks and other events.

Capital Outlay:

Laser Mapping System	18,000
Patrol K9 Dog, Equipment, & Kennel	12,500
Total	\$30,500

Fund: General Fund	Department: Police	Org Code: 00153002
	Program: Uniform Patrol	

APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 2,813,853	\$ 2,917,095	\$ 2,917,095	\$ 2,877,149	\$ 3,046,038
414000 Overtime Pay	55,316	25,000	23,000	16,574	25,000
415500 Other Benefits	14,531	15,124	15,124	4,300	4,600
421000 Social Security	212,532	220,934	220,934	214,513	231,409
422000 Pension	1,205,387	1,283,752	1,283,752	1,283,752	1,320,378
423000 Health and Life Insurance	308,190	393,445	393,445	375,533	373,910
424000 Workers' Compensation	37,544	51,560	51,560	51,560	53,107
TOTAL PERSONAL SERVICES	\$ 4,647,353	\$ 4,906,910	\$ 4,904,910	\$ 4,823,381	\$ 5,054,442
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 9,059	\$ 20,000	\$ 20,000	\$ 20,000	\$ 15,000
440000 Courses Training and Meetings	1,956	4,000	4,000	1,900	4,000
441000 Telephone	-	-	-	-	6,000
444010 Lease of Vehicles	556,800	423,470	423,470	423,470	232,500
445000 Insurance	64,689	101,200	84,891	53,720	99,100
446040 Maintenance of Motor Equipment	139,898	188,310	188,310	197,000	163,520
449250 Canine Expenses	8,444	8,500	8,500	6,000	7,000
449255 SWAT Expenses	13,061	15,000	15,000	14,900	15,000
449260 Motor Unit Expenses	3,946	4,000	4,000	3,800	4,000
449798 2016 Edward Byrne Grant NC	7,207	-	-	-	-
452100 Other Supplies	5,968	5,000	5,000	5,000	5,000
452120 Uniforms and Clothing	32,962	29,000	29,000	28,900	35,000
452130 Patrol Accessories	9,989	15,000	15,000	13,500	15,000
455100 State Education Program	2,360	6,000	6,000	800	3,000
TOTAL OPERATING EXPENSES	\$ 856,339	\$ 819,480	\$ 803,171	\$ 768,990	\$ 604,120
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 21,048	\$ -	\$ -	\$ -	\$ 30,500
TOTAL CAPITAL OUTLAY	\$ 21,048	\$ -	\$ -	\$ -	\$ 30,500
<u>NON-OPERATING</u>					
491510 Trsfr to Fleet Replacement Fnd	\$ -	\$ -	\$ 16,309	\$ 16,309	\$ -
TOTAL NON-OPERATING	\$ -	\$ -	\$ 16,309	\$ 16,309	\$ -
TOTAL UNIFORM PATROL	\$ 5,524,740	\$ 5,726,390	\$ 5,724,390	\$ 5,608,680	\$ 5,689,062

Performance *Spotlight*

Program Description:

The Support Services Division is responsible for the Communications Unit, Information Technology Unit, Evidence Unit, Property Control Unit, and extra duty management.

Program Objectives:

Communications Unit

- Dispatch ALL police, fire, and medical calls as appropriate and in a professional and efficient manner.
- Ensure proper routing of all calls.
- Ensure compliance with all dissemination agreements and rules reference information obtained from FCIC / NCIC / CJNET / DAVID.
- Dispatch all priority one 911 calls within two minutes.
- Dispatch all non-priority 911 call within four minutes.
- Answer all calls coming into PCPD Dispatch Center within 10 seconds.

Information Technology

- Implement new technologies to maintain effective operation of PCPDs various information systems.
- Perform daily backups and maintenance to PCPD's intranet network.

Evidence Unit

- Complete evidence intake in an expedient and efficient manner.
- Ensure disposal of found, safe keeping, and abandoned property after its mandatory hold time.
- Process State Attorney’s Office (SAO) evidence requests within three business days of receipt.

Property Control Unit

- Maintain entire police headquarters in a state of operational readiness.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Average time of priority one calls dispatched	2:01	2:00	1:55
Average time of non-priority one calls dispatched	2:48	2:45	2:45
Average ring time for all incoming calls	4 seconds	4 seconds	4 seconds

Goals & Objectives Accomplished:

- Answered 127,821 inbound phone calls from Plant City Citizens.
- Answered 22,996 emergency 911 calls from Plant City Citizens.
- Dispatched over 18,727 citizen generated calls.
- Completed an electrical upgrade and installed state of the art P-25 antennas on the Herring St. radio tower.
- Oversaw over 8,692 hours of extra duty jobs for PCPD officers.
- PCPD Evidence Tech. entered over 6,001 pieces of evidence into PCPD's evidence room.
- Acquired Byrne Grant funding to purchase outdated and un-repairable radars and lasers for use in Patrol Division.

Capital Outlay:

Laptops (15)	22,500
Total	\$22,500

Fund: General Fund	Department: Police Program: Support Services	Org Code: 00153003
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APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 573,853	\$ 743,680	\$ 743,680	\$ 596,461	\$ 797,331
414000 Overtime Pay	76,110	70,000	70,000	73,392	70,000
415500 Other Benefits	4,113	4,653	4,653	1,400	1,900
421000 Social Security	48,653	56,857	56,857	50,316	57,408
422000 Pension	94,778	84,235	84,235	84,235	99,027
423000 Health and Life Insurance	97,696	123,617	123,617	115,384	130,075
424000 Workers' Compensation	618	849	849	849	874
TOTAL PERSONAL SERVICES	\$ 895,821	\$ 1,083,891	\$ 1,083,891	\$ 922,037	\$ 1,156,615
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 42,779	\$ 40,000	\$ 40,000	\$ 40,000	\$ 5,000
440000 Courses Training and Meetings	930	3,000	4,225	4,500	3,500
441000 Telephone	10,888	15,000	15,000	15,000	58,592
445000 Insurance	21,315	26,500	26,500	22,560	26,800
446040 Maintenance of Motor Equipment	13,343	12,620	12,620	12,324	7,360
446100 Radio Maintenance	15,543	19,000	19,000	15,000	30,000
446200 Maintenance of Office Equipmnt	117,019	121,200	121,200	121,000	122,400
448210 Pistol Range	12,561	13,000	13,000	13,000	13,000
449200 Credit Card Processing Fee	292	300	300	200	300
452000 Fuel	141,343	250,000	248,775	200,000	250,000
452100 Other Supplies	3,986	4,000	4,000	4,000	4,000
452120 Uniforms and Clothing	3,254	3,500	3,500	3,400	3,500
452130 Patrol Accessories	371	3,000	3,000	3,000	4,500
452510 Janitorial Supplies	538	2,000	2,000	2,000	2,000
TOTAL OPERATING EXPENSES	\$ 384,161	\$ 513,120	\$ 513,120	\$ 455,984	\$ 530,952
<u>CAPITAL OUTLAY</u>					
464798 2016 Edward Byrne Grant	\$ 5,449	\$ -	\$ -	\$ -	\$ -
464100 Other Capital Equipment	13,642	15,810	15,810	15,468	22,500
TOTAL CAPITAL OUTLAY	\$ 19,091	\$ 15,810	\$ 15,810	\$ 15,468	\$ 22,500
TOTAL SUPPORT SERVICES	\$ 1,299,073	\$ 1,612,821	\$ 1,612,821	\$ 1,393,489	\$ 1,710,067

Performance *Spotlight*

Program Description:

The Administrative Services Division is responsible for PCPD's Training Unit, Accreditation Team, front lobby operations, Human Resources, Grant Management, Asset Forfeiture, Crime Prevention, and Records Unit.

Program Objectives:

Training Unit

- Deliver regular and systematic in-service and roll call training to all police department members.
- Conduct all mandatory training in accordance with FDLE regulations.
- Coordinate the delivery of advanced and specialized training to sworn members of PCPD.
- Maintain training program documentation to include course goals, lesson plans, attendance and scores.
- Conduct firearms qualifications for all sworn members in accordance to FDLE regulations.
- Conduct annual refresher training in each of the "high liability" areas to all sworn members of PCPD.
- Assure all sworn members maintain state standards in accordance to FDLE regulations.

Accreditation Team

- Ensure PCPD maintains all accreditation standards.
- Ensure front lobby team greets all visitors and connect them to appropriate staff member.
- Write specific after-the-fact reports and supplements to maximize the officers in the field.
- Fingerprint, conduct faulty equipment checks, and complete VIN verifications to maximize officer’s time.

Crime Prevention

- Deliver public education programs on a wide array of crime prevention topics.
- Coordinate, advertise, and participate in DEA's periodic prescription drug turn-in campaign.
- Schedule and participate in the annual Great American Teach-In event with Hillsborough County Schools.
- Coordinate and conduct public demonstrations of police equipment.

Records Unit

- Process all paperwork (reports, field interview reports citations, warning, crashes, etc.) within 24 hours of receipt.
- Assist all walk-in customers in a friendly and professional manner.
- Compile and ensure all Uniform Crime Report (UCR) statistics are accurate and submitted biannually.
- Compile and submit monthly statistics by the 5th of the following month.

Specific Measurements

- Conduct 20 roll call training sessions on various topics pertaining to police functions.
- Conduct 12 crime prevention programs throughout the City annually.
- Ensure the destruction of 10 cubic feet of records annually that meet the proper guidelines

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Roll call training sessions	12	15	20
Crime prevention programs	15	15	20
Cubic feet of records destructed	26.5	26	28

Goals & Objectives Accomplished:

- PCPD's Training Unit oversaw the completion of all FDLE training for sworn personnel with no extensions.
- Completed all “high liability” training on time and with a 100% success rate.

Fund: General Fund	Department: Police	Org Code: 00153004
	Program: Administrative Services	

APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 348,179	\$ 361,875	\$ 361,875	\$ 360,917	\$ 387,359
412500 Temporary Pay	301	-	-	-	-
414000 Overtime Pay	7,612	-	2,000	909	-
415500 Other Benefits	600	600	600	600	600
421000 Social Security	26,078	27,395	27,395	26,642	29,190
422000 Pension	106,940	135,304	135,304	135,304	149,336
423000 Health and Life Insurance	46,793	59,005	59,005	58,467	55,397
424000 Workers' Compensation	4,172	5,729	5,729	5,729	5,901
TOTAL PERSONAL SERVICES	\$ 540,675	\$ 589,908	\$ 591,908	\$ 588,568	\$ 627,783
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 11,827	\$ 7,500	\$ 7,500	\$ 7,500	\$ -
434900 Accreditation Cost	4,971	2,500	2,500	2,500	2,500
440000 Courses Training and Meetings	455	500	500	551	500
443000 Water Sewer & Solid Waste	36,171	32,000	32,000	32,000	32,000
443100 Power Heat & Lights	64,145	85,000	85,000	80,000	85,000
445000 Insurance	8,133	10,000	10,000	8,640	11,100
446040 Maintenance of Motor Equipment	11,302	20,000	20,000	19,257	16,560
446100 Radio Maintenance	225	-	-	-	-
446110 Building and Property Repair	14,889	18,000	18,000	18,000	18,000
448200 Prevention Program	2,481	2,500	2,500	2,500	2,500
452120 Uniforms and Clothing	924	3,020	3,020	3,000	3,020
452130 Patrol Accessories	763	5,000	5,000	5,000	5,000
455100 State Education Program	-	3,000	3,000	1,500	3,000
TOTAL OPERATING EXPENSES	\$ 156,286	\$ 189,020	\$ 189,020	\$ 180,448	\$ 179,180
TOTAL ADMINISTRATIVE SERVICES	\$ 696,961	\$ 778,928	\$ 780,928	\$ 769,016	\$ 806,963

Performance Spotlight

Program Description:

The Investigative Services Division (ISD) is responsible for follow-up investigations of all 1st and 2nd degree felonies and 3rd degree felonies not worked by the Patrol Division. ISD is responsible for the investigation of all homicides, arsons involving death, aggravated battery where death is a likelihood, armed robberies, rape, felony, child abuse, kidnapping, burglaries, fraud, computer related fraud, and crimes against children.

Program Objectives:

- Maintain an overall clearance rate consistent with the national average of 45.6% on violent crimes and 18.3% on property crimes.
- Investigate criminal activity within the City in accordance with applicable laws and PCPD standards.
- Proactively target felony crime trends as they are recognized via statistical analysis.
- Investigate vice and narcotics crimes occurring within the City limits.
- Proactively investigate gang-related criminal activity, including graffiti.
- Conduct regular investigative operations to ensure sexual offenders/predators are properly supervised.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
# of reported violent crimes	194	200	205
% of cleared violent crimes	80%	45.6%	46.6%
# of reported property crimes	1,464	1,500	1,600
% of cleared property crimes	35%	21%	23%
# of search warrants	24	20	22
# of sex offender checks	108	108	110

Goals & Objectives Accomplished:

- Maintained a clearance above the national average.
- Completed two sessions of sex offender/predator checks for compliance.
- Successfully worked several vice/narcotics cases that resulted in arrests or search warrants.

Fund: General Fund	Department: Police	Org Code: 00153005
	Program: Criminal Investigation	

APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 1,056,264	\$ 1,045,119	\$ 1,045,119	\$ 1,011,598	\$ 1,103,265
414000 Overtime Pay	(5,649)	15,000	15,000	15,000	15,000
415500 Other Benefits	5,637	5,720	5,720	1,300	1,500
421000 Social Security	81,133	79,127	79,127	76,266	83,477
422000 Pension	403,111	470,368	470,368	470,368	514,532
423000 Health and Life Insurance	99,338	126,760	126,760	114,416	122,684
424000 Workers' Compensation	12,746	17,505	17,505	17,505	18,030
TOTAL PERSONAL SERVICES	\$ 1,652,580	\$ 1,759,599	\$ 1,759,599	\$ 1,706,453	\$ 1,858,488
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 2,859	\$ 5,000	\$ 5,000	\$ 4,800	\$ 6,000
434110 Special Services	4,328	3,500	3,500	3,500	4,000
440000 Courses Training and Meetings	-	1,000	1,000	500	9,000
445000 Insurance	7,101	33,200	33,200	28,720	32,100
446040 Maintenance of Motor Equipmen	11,903	17,000	17,000	17,000	12,880
452100 Other Supplies	1,842	3,500	3,500	3,000	3,500
452120 Uniforms and Clothing	14,520	12,000	12,000	13,000	12,000
452130 Patrol Accessories	1,350	1,500	1,500	1,500	1,500
455100 State Education Program	66	1,000	1,000	500	1,000
TOTAL OPERATING EXPENSES	\$ 43,970	\$ 77,700	\$ 77,700	\$ 72,520	\$ 81,980
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 16,000	\$ 16,000	\$ 16,000	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ 16,000	\$ 16,000	\$ 16,000	\$ -
<u>NON-OPERATING</u>					
491510 Trsfr to Fleet Replacement Fnd	\$ 26,056	\$ -	\$ -	\$ -	\$ -
TOTAL NON-OPERATING	\$ 26,056	\$ -	\$ -	\$ -	\$ -
TOTAL CRIMINAL INVESTIGATION	\$ 1,722,606	\$ 1,853,299	\$ 1,853,299	\$ 1,794,973	\$ 1,940,468

Performance Spotlight

Department Mission

To provide quality professional planning services, and excellent customer service to residents, development professionals and their clients, appointed advisory boards and the City Commission. In addition, provide support to three citizen boards that advise the City Commission, the Historic Resources Board, Board of Adjustments and the Planning Board.

Program Description:

The Planning and Zoning Division is responsible for the long-and-short range land use planning activities of the City of Plant City. This division is responsible for providing guidance on a wide variety of issues, such as annexations, land use amendments, protection of historic resources, subdivision plats, rezoning, right-of-way vacancies, pre-development counseling, concurrency management, tree removal, land development regulations, variances and other planning.

Program Objectives:

Meet the Vision

- Implement the City's vision by developing, analyzing and providing recommendations on the consistency of plan amendments and other development proposals with the Imagine 2040: Plant City Comprehensive Plan and Code of Ordinances.
- Manage and support a land use and marketing study for Alexander Street north of Interstate-4.

Support Midtown Redevelopment

- Provide guidance and promote the development of Midtown consistent with the form-based code and guiding principles of the Midtown Redevelopment Vision Plan.

Promote Economic Growth

- Update land development and other regulations to address planning issues, improve economic opportunities, and continue to streamline the development review processes of Plant City. This task will include creating land development regulations for the Mixed Use Gateway and improving the operating procedures of the Development Review Committee (DRC).

Enhance Mobility

- Identify transportation priorities for the City on an annual basis in cooperation with the Engineering Department.
- Support the concepts of Vision Zero and the development of a Bicycle-Pedestrian Plan with the assistance of the Hillsborough County Metropolitan Planning Organization.
- Initiate and guide corridor studies for both Sam Allen and Rice Roads.

Staff Advisory Boards

- Process and prepare reports for the appointed advisory boards that serve the City Commission, which includes the Historic Resources Board, Board of Adjustments and Planning Board.
- Provide input and serve on numerous committees of other agencies or groups, such as those of the Hillsborough County Metropolitan Planning Organization.

Excellent Customer Service

- Provide quality professional planning services and excellent customer service to development professionals and their clients, nearby jurisdictions and agencies, and the residents of Plant City.
- Improve existing and create new information handouts for the Planning and Zoning Division.
- Provide planning and other related presentations to interested groups in Plant City and Hillsborough County.

Performance *Spotlight*

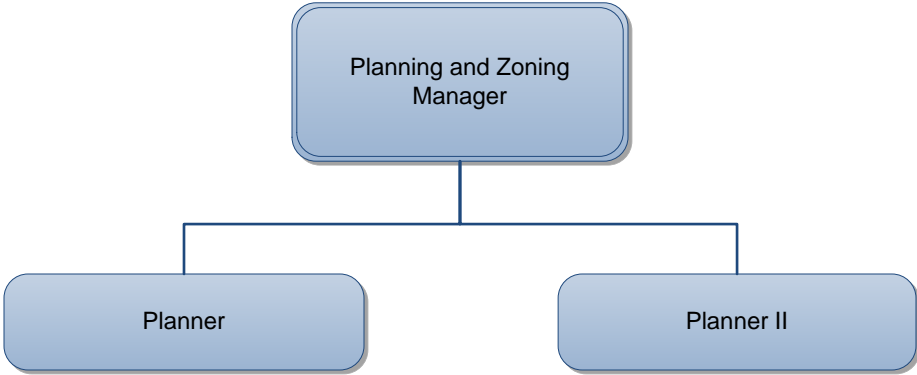
Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
# of subdivision or plats reviewed	3	2	2
# of commercial and industrial development plans reviewed	12	20	25
# of prepared Planning Board cases	19	30	30
# of prepared Board of Adjustment cases	6	6	6
# of prepared Historic Resources cases	7	6	6
# of processed tree removal permits	228	230	240
# of processed outdoor sales permits	75	60	75
# of Certificate of Appropriateness issued	84	90	90
Review time for building permits (hrs)	4	4	4
Review and issue time for Tree removal or Outdoor vendor permits (hrs)	.25	.5	.25
% of general staff availability	99	99	99

Goals & Objectives Accomplished:

- Met all staff review times and availability measures of the Planning and Zoning Division.
- Established a Bicycle-Pedestrian Plan with the Metropolitan Planning Organization.
- Managed and improved the process of Site Plan Reviews.

City of Plant City – Organizational Chart – Planning / Zoning



Fund: General Fund	Department: Planning and Zoning	Org Code: 00153301
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APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 161,681	\$ 173,894	\$ 173,894	\$ 143,110	\$ 163,573
414000 Overtime Pay	22	-	-	-	-
415500 Other Benefits	547	652	652	300	300
421000 Social Security	12,634	13,304	13,304	10,982	12,279
422000 Pension	13,368	13,911	13,911	11,721	13,299
423000 Health and Life Insurance	21,547	26,785	26,785	22,943	24,197
424000 Workers' Compensation	155	213	213	213	219
TOTAL PERSONAL SERVICES	\$ 209,954	\$ 228,759	\$ 228,759	\$ 189,269	\$ 213,867
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 40,840	\$ 45,000	\$ 45,000	\$ 16,000	\$ 10,500
440000 Courses Training and Meetings	2,153	3,000	3,000	2,900	4,000
440100 Car Allowance	4,410	4,680	4,680	2,340	2,340
442000 Postage	315	200	200	300	400
445000 Insurance	1,228	2,800	2,800	2,380	2,700
451000 Office Supplies	330	1,000	1,000	600	1,000
452100 Other Supplies	645	1,600	1,600	1,000	1,900
454000 Subscriptions and Memberships	945	1,200	1,200	600	1,500
TOTAL OPERATING EXPENSES	\$ 50,865	\$ 59,480	\$ 59,480	\$ 26,120	\$ 24,340
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 2,782	\$ 2,900	\$ 2,900	\$ 2,673	\$ -
TOTAL CAPITAL OUTLAY	\$ 2,782	\$ 2,900	\$ 2,900	\$ 2,673	\$ -
TOTAL PLANNING AND ZONING	\$ 263,602	\$ 291,139	\$ 291,139	\$ 218,062	\$ 238,207

Performance Spotlight

Division Mission

To promote an enriched quality of life for Plant City residents and visitors through a wide range of superior leisure opportunities and facilities

Program Description:

The Recreation Division oversees the recreation center programs for three buildings, athletics programs at all City parks and produces community-wide special events.

Recreation Programming

- Responsible for all recreation center offerings, including special interest class development, instructor recruitment, scheduling and promotion. Classes include adult fitness, youth/adult self-defense, dance, art and senior programming. Youth out-of-school time offerings such as after school and summer programs are also coordinated. In addition, all production aspects for special events, including securing sponsorships, vendors, volunteers, entertainment and more, for department run large special events (July 4th Celebration, City-Wide Easter Egg Hunt, Bi-Annual Youth Fishing Derbies, Daddy-Daughter Date Night, Mom-Son Bowling event and Christmas in the Park). Staff also assists with other non-City coordinated special events (Chamber of Commerce, Main Street, Willaford Railroad Museum, other local non-profits). Oversee any community special events on their properties (Dr. Martin Luther King Jr. Festival, Black Heritage Festival).

Athletic Programming

- Responsible for all production and coordination aspects, including calendar, game scheduling, Parks Division field prep, youth sports uniforms and equipment, youth sports coach recruitment, part time officials recruitment/training/scheduling, and publicity for department-run athletic programming (youth flag football, youth basketball, youth soccer, youth sport skills contests, adult softball and adult Halloween softball tournament). Coordinates field use, calendar and Parks Division field prep for local non-profit youth sports organizations (baseball/softball, tackle football/cheer, competitive soccer). Coordinates field use, Parks Division field prep and acts as a liaison for non-City run tournaments and other field rentals held over 40 weekends a year for youth travel baseball, youth travel softball, youth travel soccer, youth tackle football, youth lacrosse, youth/adult flag football and adult baseball/softball. Also, total oversight of the Plant City Tennis Center, from scheduling 10 courts, programming league play and developing programs and tournaments.

Program Goals:

- Offer quality programs to meet the physical and mental health and enjoyment needs of our community.
- Provide excellent customer service throughout the various operations of the division.
- Be an effective catalyst for communication and efficiency to better serve the community.
- Provide a welcoming atmosphere for our users and event visitors which promotes economic development.

Program Objectives:

- Maximize the number of recreation center programs offered through increased instructor recruitment.
- Increase participation in programs through promotions and community awareness in print and social media.
- Maintain the level of field rentals for non-City tournaments and other events.

Performance

Spotlight

Key Performance Measures:

Performance Outcome	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Independent Sports Programs Hosted	165	170	175
Independent Special Events Hosted	43	45	50
Pavilion Rentals	314	320	330
Tennis Center Participants	4,825	4,900	5,000
Recreation Center Rentals	82	40*	40*
Recreation Programs Offered	333	275*	275*
Recreation Program Participants	69,736	60,000*	60,000*

**Reductions due to the Dr. Martin Luther King Jr. Recreation Center being off-line.*

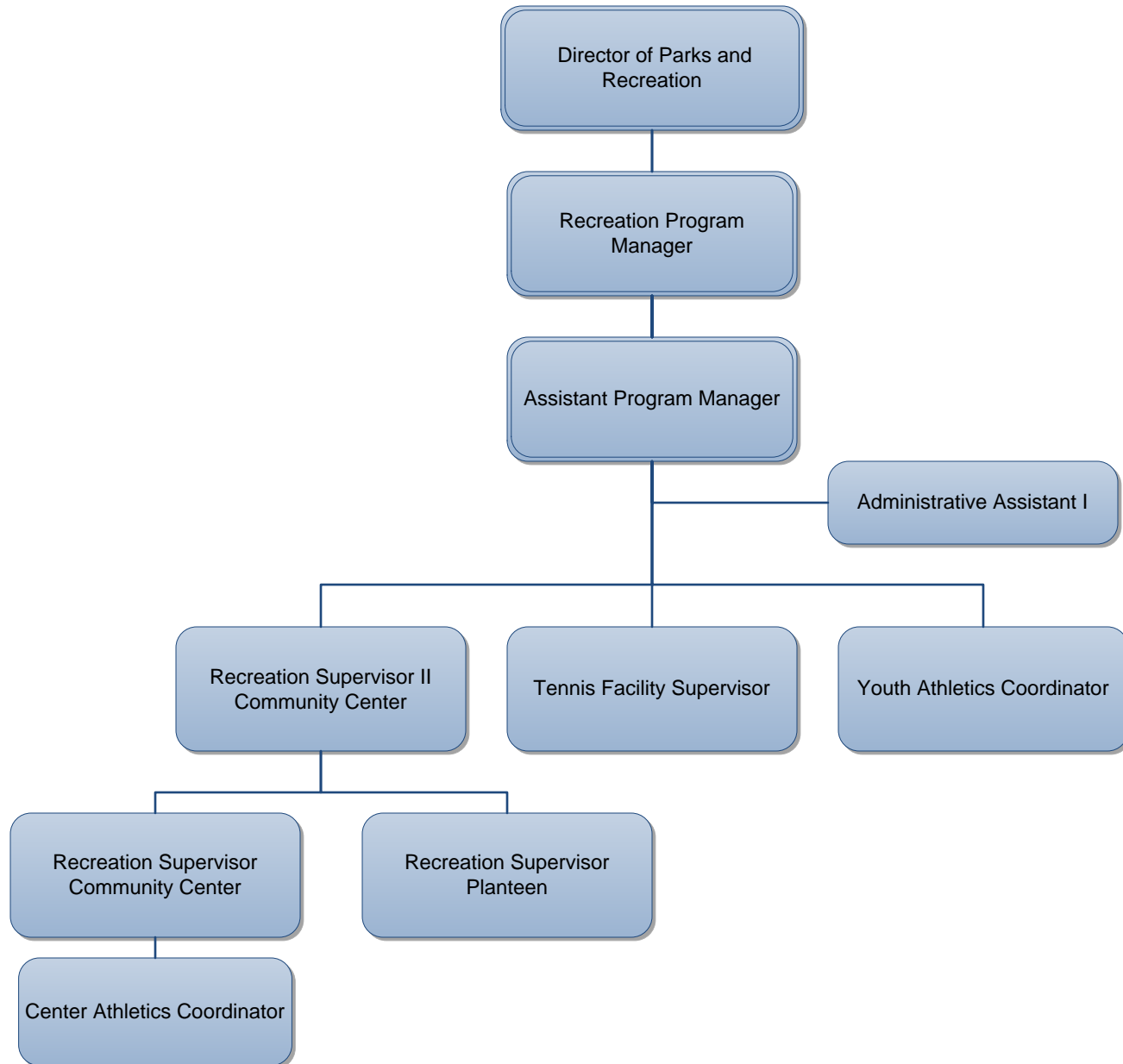
Goals & Objectives Accomplished:

- Coordinated field use for outside organizations 40+ weekends a year.
- Hosted major tournaments - largest five:
 - United Youth Football League National Championships (135 youth tackle football teams).
 - National Club Baseball/Softball Association Spring Training (65 college-level teams).
 - Global Sports Alliance (25+ weekends of youth travel baseball team tournaments).
 - Suncoast Travel Ball (nine weekends of youth travel baseball team tournaments).
 - Florida Youth Soccer Association (three weekends of youth travel soccer team tournaments).
- Provided quality athletic and non-athletic programming - largest five:
 - July 4th Celebration at Plant City Stadium - 6,000+ spectators.
 - Tennis Center participation - over 4,500 users.
 - City-Wide Easter Egg Hunt - 800-1000 youths plus spectators.
 - Youth Athletics programs (soccer 1,212, basketball 252, and flag football 200).
 - Daddy-Daughter Dance - 150 couples, over 300 attendees.

Capital Outlay:

Desktop (4)	5,736
Portable AED Units (3)	5,700
Total	\$11,436

City of Plant City – Organizational Chart – Recreation



Fund: General Fund	Department: Recreation and Parks Program: Recreation	Org Code: 00153600
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 357,815	\$ 379,587	\$ 379,587	\$ 377,116	\$ 411,310
412500 Temporary Pay	214,114	194,740	194,740	132,621	195,000
414000 Overtime Pay	21,179	17,000	17,000	13,848	17,000
415500 Other Benefits	1,364	1,577	1,577	800	860
421000 Social Security	44,964	41,374	41,374	39,374	44,437
422000 Pension	30,486	30,367	30,367	31,374	33,089
423000 Health and Life Insurance	64,611	78,377	78,377	74,680	65,148
424000 Workers' Compensation	6,566	9,018	9,018	9,018	9,289
TOTAL PERSONAL SERVICES	\$ 741,098	\$ 752,040	\$ 752,040	\$ 678,831	\$ 776,133
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 33,916	\$ 33,950	\$ 33,950	\$ 33,000	\$ 28,750
440000 Courses Training and Meetings	2,137	3,900	3,900	3,500	3,800
440100 Car Allowance	1,404	1,404	1,404	1,404	1,404
441000 Telephone	3,473	3,600	3,600	3,000	4,692
442000 Postage	344	1,500	1,500	1,000	1,000
443000 Water Sewer & Solid Waste	48,996	50,300	50,300	50,000	50,300
443100 Power Heat & Lights	147,885	165,000	163,900	165,000	165,000
444010 Lease of Vehicles	6,600	5,983	5,983	5,983	5,900
445000 Insurance	21,308	27,300	27,300	23,120	25,900
446040 Maintenance of Motor Equipment	8,601	9,000	9,000	9,000	8,270
446100 Radio Maintenance	521	1,000	1,000	1,000	1,000
446110 Building and Property Repair	7,030	20,000	20,000	20,000	20,000
449010 Special Activities	5,929	7,000	7,000	7,000	7,000
449200 Credit Card Processing Fee	1,943	2,500	2,500	2,500	3,000
449210 Summer Recreation Programs	33,440	30,000	30,000	30,000	30,000
449320 Sport Camps	11,288	2,000	2,000	8,800	2,000
451000 Office Supplies	1,489	4,000	4,000	4,000	4,000
452000 Fuel	3,136	4,500	4,500	4,500	4,500
452140 Recreation Supplies	29,441	38,000	38,000	38,000	38,000
452150 Other Supplies	8,397	11,800	24,400	5,500	5,500
452160 Softball League Expense	1,031	1,500	1,500	1,500	1,500
452180 Softball Concession Expense	27,963	50,000	50,000	50,000	50,000
452190 Other League Concession Expense	46,876	55,000	55,000	55,000	55,000
452300 Safety Equipment & Supplies	90	150	150	150	150
454000 Subscriptions and Memberships	1,719	2,500	2,500	2,500	2,500
TOTAL OPERATING EXPENSES	\$ 454,957	\$ 531,887	\$ 543,387	\$ 525,457	\$ 519,166
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 8,188	\$ 12,600	\$ 1,100	\$ -	\$ 11,436
491000 Capital Project Account	-	-	2,000,000	2,000,000	-
TOTAL CAPITAL OUTLAY	\$ 8,188	\$ 12,600	\$ 2,001,100	\$ 2,000,000	\$ 11,436
TOTAL RECREATION	\$ 1,204,243	\$ 1,296,527	\$ 3,296,527	\$ 3,204,288	\$ 1,306,735

Performance

Spotlight

Department Mission

To preserve, protect and enhance the City's park land and public green spaces

Program Description:

The Parks Division maintains over 809 acres of City property (636 acres of active and passive park land, 121 acres of non-park City property and 52 acres of cemetery land). They are responsible for a routine maintenance program to preserve, protect and enhance program areas within the parks and have facilities available for community use and prepped for recreational programming and tournaments. They are also responsible for grounds maintenance for most non-park City properties, tree trimming services on all City properties and rights-of-way as well as management of the City's five cemeteries. All 42 employees are also involved with any storm-related recovery, including street clearing and debris removal.

All crews except Tree Trimming share similar duties such as, mow, edge, weedeat, litter control, shrubbery and low tree trimming, application of various chemicals, park restroom servicing, safety inspections of park buildings and amenities, and minor park building and property repairs, along with their specific tasks as listed below. Crews also prepare ball fields and special event areas in downtown and at the recreation centers.

Park Maintenance

- Landscape Crew
 - Maintains over 40 parcels which include neighborhood parks, pavilions, playgrounds, walking trails, the Midtown District, downtown parking lots and other City-owned non-park properties and greenspaces.
- MLK Rec Center/Marie B. Ellis Park/Snowden Park (MMS) Crew
 - Maintains over 40 parcels which include neighborhood parks, basketball courts, pavilions, playgrounds, walking trails, baseball fields and multi-use fields at MLK Rec Center and Snowden Park, affordable housing vacant lots and other City-owned non-park properties and greenspaces.
- Mike Sansone Park/Otis M. Andrews Sports Complex/Ellis-Methvin Park (Sansone/OMA/E-M) Crew
 - Maintains over 165 acres which include baseball/softball fields, basketball courts, sand volleyball courts, modular skate park, pavilions, playgrounds, nature trail, football/soccer/lacrosse fields, hard/clay tennis courts and walking trails.
- Tree Trimming Crew
 - Performs tree trimming on City-owned property, including City street right-of-way. Responsibilities are to trim or remove damaged, diseased or dying trees, raise the tree canopy over City-maintained roadways and around street signage/lighting, large area (bush hog) mowing, fencing repairs and installation, welding/gate repairs, assist other departments with high-reach work needing a tall bucket truck. This crew is also considered "first responder" for fallen trees in roadways.

Cemetery

- Responsible for 52 acres of cemetery property with over 26,000 spaces. Manage the City's services for burial activities, schedule interments, maintain records of lot sales and interments, handle lot sales and interment open/close requests, coordinate space locates for families and monument installations. They also oversee outsourced grounds maintenance for the Park Road medians and Public Works facility.

Performance Spotlight

Stadium

- This crew maintains over 125 acres, including the Plant City Stadium baseball/softball field, grandstands and press box, the Randy L. Larson Softball Four-Plex baseball/softball fields, pavilion, and playground, as well as the access areas in and around the Urban Forest property.

Program Goals:

- Provide quality facilities, prepared for use by our area residents and visiting events.
- Seek to identify ways to improve assets to provide the best user experience possible.
- Provide excellent, friendly customer service during the work day and when responding to work requests.

Program Objectives:

- Maintain or increase levels of care already established for ball fields and other park and City properties.
- Remain a venue destination of choice for large tournaments to host activities.
- Decrease the number of on-the-job injuries through safety training.
- Seek to identify ways to improve assets to provide the best user experience possible.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-17 Projected	FY 2018-19 Proposed
Trees trimmed or removed	1,909	1,500	1,500
Tons of fertilizer spread	656	600	600
Gallons of insecticide sprayed	15,465	13,000	13,000
Pounds of granular insecticide spread	7,048	4,500	4,500
Gallons of herbicide sprayed	20,439	15,000	15,000
Pounds of granular herbicide spread	12,062	10,000	10,000
Tons of landscape and tree debris hauled	1,086	900	900
Cemetery interments performed	139	120	120
Cemetery spaces sold	40	50	40

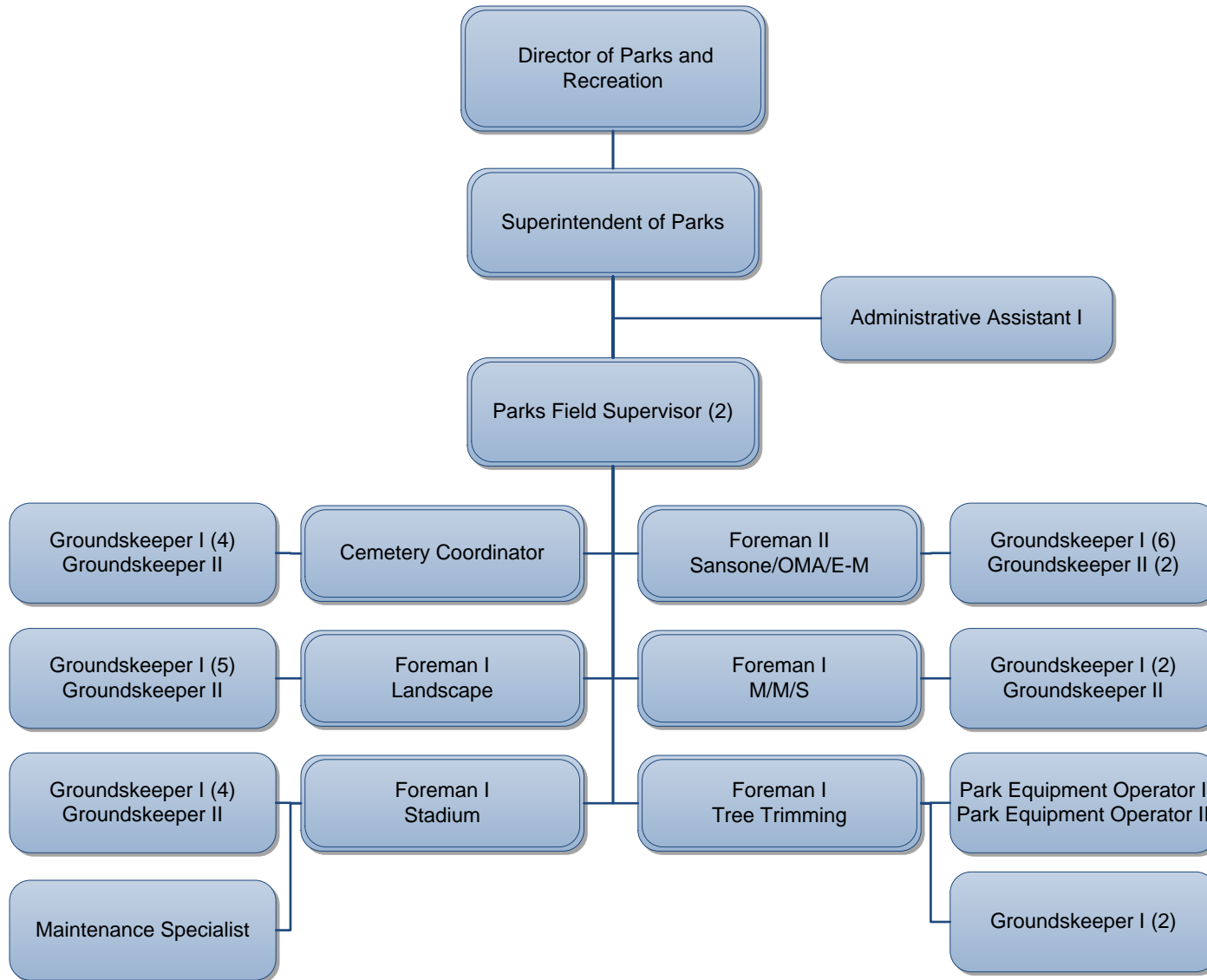
Goals & Objectives Accomplished:

- Continued high level of use of City facilities for large tournaments and activities.
- Increased quantity of support materials to improve field quality.
- Replaced of older, troublesome fleet equipment to increase efficiency and reduce maintenance cost.

Capital Outlay:

<i>Parks Maintenance</i>	
Desktop (3)	4,206
<i>Cemetery</i>	
Desktop (1)	1,402
<i>Stadium</i>	
Desktop (1)	1,402
Total	\$7,010

City of Plant City – Organizational Chart – Parks



Fund: General Fund	Department: Recreation and Parks Program: Park Maintenance	Org Code: 00153901
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APPROPRIATIONS DETAIL

Object Code		2016-17	2017-18	2017-18	2017-18	2018-19
		ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>						
412000	Payroll	\$ 703,075	\$ 859,066	\$ 821,501	\$ 739,311	\$ 917,645
414000	Overtime Pay	164,269	120,000	120,000	179,145	180,000
415500	Other Benefits	6,570	7,375	2,300	2,300	2,864
421000	Social Security	65,861	65,708	65,708	69,436	65,416
422000	Pension	69,957	68,729	68,729	74,349	73,726
423000	Health and Life Insurance	166,438	225,679	219,046	203,007	194,782
424000	Workers' Compensation	9,888	13,580	13,580	13,580	13,987
TOTAL PERSONAL SERVICES		\$ 1,186,058	\$ 1,360,137	\$ 1,310,864	\$ 1,281,128	\$ 1,448,420
<u>OPERATING EXPENSES</u>						
434000	Other Contractual Services	\$ 188,746	\$ 159,100	\$ 172,100	\$ 128,000	\$ 134,000
434150	Landfill Fees	50,060	38,000	38,000	34,000	38,000
440000	Courses Training and Meetings	2,325	3,000	3,000	3,000	3,000
440100	Car Allowance	702	702	702	702	702
441000	Telephone	3,717	4,500	4,500	4,400	8,904
443000	Water Sewer & Solid Waste	441,162	400,000	400,000	400,000	400,000
443100	Power Heat & Lights	41,021	49,000	49,000	48,000	49,000
443200	Light System Maintenance	25,195	25,000	25,000	50,000	50,000
444010	Lease of Vehicles	5,900	22,593	22,593	22,593	43,000
445000	Insurance	71,000	78,100	78,100	66,990	77,900
446040	Maintenance of Motor Equipment	191,656	190,000	190,000	190,000	180,500
446100	Radio Maintenance	1,800	2,000	2,000	2,000	2,000
446110	Building and Property Repair	49,526	50,000	68,074	75,000	67,000
451000	Office Supplies	1,669	4,500	4,500	4,000	4,500
452000	Fuel	43,458	50,000	45,700	45,000	50,000
452100	Other Supplies	45,562	50,500	50,500	51,000	51,400
452120	Uniforms and Clothing	8,571	10,500	10,500	9,000	10,500
452200	Tools	7,773	10,700	10,700	10,000	10,700
452210	Chemicals	70,218	122,300	122,300	100,000	122,300
452300	Safety Equipment & Supplies	6,020	2,700	7,000	10,300	4,050
454000	Subscriptions and Memberships	260	500	500	510	510
TOTAL OPERATING EXPENSES		\$ 1,256,339	\$ 1,273,695	\$ 1,304,769	\$ 1,254,495	\$ 1,307,966
<u>CAPITAL OUTLAY</u>						
464100	Other Capital Equipment	\$ 21,685	\$ -	\$ -	\$ -	\$ 4,206
491000	Capital Project Account	75,000	115,000	115,000	115,000	435,000
TOTAL CAPITAL OUTLAY		\$ 96,685	\$ 115,000	\$ 115,000	\$ 115,000	\$ 439,206
TOTAL PARK MAINTENANCE		\$ 2,539,082	\$ 2,748,832	\$ 2,730,633	\$ 2,650,623	\$ 3,195,592

Fund: General Fund	Department: Recreation and Parks	Org Code: 00153902
	Program: Cemetery	

APPROPRIATIONS DETAIL

Object Code		2016-17	2017-18	2017-18	2017-18	2018-19
		ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>						
412000	Payroll	\$ 132,238	\$ 162,524	\$ 179,289	\$ 181,074	\$ 205,263
414000	Overtime Pay	9,111	8,000	8,000	16,350	16,300
415500	Other Benefits	1,780	1,897	600	600	633
421000	Social Security	10,673	12,440	14,940	14,715	13,654
422000	Pension	11,452	13,002	15,802	15,897	16,469
423000	Health and Life Insurance	36,468	46,138	53,843	54,601	46,200
424000	Workers' Compensation	2,318	3,183	3,183	3,183	3,278
TOTAL PERSONAL SERVICES		\$ 204,038	\$ 247,184	\$ 275,657	\$ 286,420	\$ 301,797
<u>OPERATING EXPENSES</u>						
434000	Other Contractual Services	\$ 45,049	\$ 10,000	\$ 17,800	\$ 22,600	\$ 9,400
440000	Courses Training and Meetings	343	500	500	500	500
441000	Telephone	1,189	1,100	1,100	800	1,388
443000	Water Sewer & Solid Waste	14,083	15,200	15,200	14,500	15,200
443100	Power Heat & Lights	4,372	3,900	3,900	3,900	4,200
444010	Lease of Vehicles	11,900	14,128	14,128	14,128	19,700
445000	Insurance	5,969	11,400	11,400	9,660	11,900
446040	Maintenance of Motor Equipmen	37,810	39,500	39,500	39,500	27,580
446100	Radio Maintenance	-	300	300	300	300
446110	Building and Property Repair	3,205	5,700	5,700	5,700	11,000
446200	Maintenance of Office Equipmnt	-	200	200	-	-
449200	Credit Card Processing Fee	100	500	500	200	300
451000	Office Supplies	523	800	800	800	800
452000	Fuel	6,544	6,000	5,500	6,000	6,000
452100	Other Supplies	811	2,500	2,500	2,500	2,500
452120	Uniforms and Clothing	1,190	1,500	1,500	2,500	2,000
452200	Tools	894	1,900	1,900	1,900	1,900
452210	Chemicals	290	1,500	1,500	1,000	1,000
452300	Safety Equipment & Supplies	950	750	1,250	1,500	1,050
454000	Subscriptions and Memberships	35	100	100	100	100
TOTAL OPERATING EXPENSES		\$ 135,257	\$ 117,478	\$ 125,278	\$ 128,088	\$ 116,818
<u>CAPITAL OUTLAY</u>						
464100	Other Capital Equipment	\$ 1,210	\$ -	\$ -	\$ -	\$ 1,402
TOTAL CAPITAL OUTLAY		\$ 1,210	\$ -	\$ -	\$ -	\$ 1,402
TOTAL CEMETERY		\$ 340,506	\$ 364,662	\$ 400,935	\$ 414,508	\$ 420,017

Fund: General Fund	Department: Recreation and Parks	Org Code: 00153903
	Program: Stadium	

APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 220,863	\$ 260,756	\$ 251,256	\$ 232,939	\$ 249,408
414000 Overtime Pay	37,473	40,000	40,000	52,291	45,000
415500 Other Benefits	2,566	2,703	2,703	700	743
421000 Social Security	19,121	19,942	19,942	21,340	16,402
422000 Pension	20,905	20,861	20,861	22,972	20,036
423000 Health and Life Insurance	51,624	69,422	69,422	60,592	63,732
424000 Workers' Compensation	2,781	3,820	3,820	3,820	3,935
TOTAL PERSONAL SERVICES	\$ 355,334	\$ 417,504	\$ 408,004	\$ 394,654	\$ 399,256
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 9,118	\$ 10,800	\$ 20,300	\$ 20,000	\$ 10,500
440000 Courses Training and Meetings	159	500	500	500	500
440100 Car Allowance	234	234	234	234	234
441000 Telephone	787	1,200	1,200	1,031	928
443000 Water Sewer & Solid Waste	1,908	2,500	2,500	2,200	2,500
443100 Power Heat & Lights	4,437	7,000	7,000	7,000	7,000
443200 Light System Maintenance	863	23,000	23,000	23,000	23,000
445000 Insurance	21,514	26,100	26,100	22,110	25,200
446040 Maintenance of Motor Equipmen	83,633	90,000	90,000	86,500	74,470
446100 Radio Maintenance	-	300	300	300	300
446110 Building and Property Repair	27,581	30,000	30,000	30,000	30,000
451000 Office Supplies	379	400	400	400	400
452000 Fuel	6,319	8,000	6,800	6,000	8,000
452100 Other Supplies	8,077	15,000	15,000	8,180	15,000
452120 Uniforms and Clothing	2,225	2,500	2,500	2,400	2,500
452200 Tools	835	2,000	2,000	2,500	2,500
452210 Chemicals	25,211	22,000	22,000	22,000	24,000
452300 Safety Equipment & Supplies	1,609	1,050	2,250	2,000	1,050
454000 Subscriptions and Memberships	35	100	100	100	100
TOTAL OPERATING EXPENSES	\$ 194,920	\$ 242,684	\$ 252,184	\$ 236,455	\$ 228,182
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 1,210	\$ -	\$ -	\$ -	\$ 1,402
TOTAL CAPITAL OUTLAY	\$ 1,210	\$ -	\$ -	\$ -	\$ 1,402
TOTAL STADIUM	\$ 551,464	\$ 660,188	\$ 660,188	\$ 631,109	\$ 628,840

Performance Spotlight

Department Mission

To promote lifelong learning, an informed citizenry, individual intellectual freedom, and to broaden horizons for all.

Program Description:

The Library accomplishes its mission by assisting citizens to locate information and materials that meet their education, knowledge, and leisure objectives. Customer contact can be in person, by phone, through community outreach, online, or through social media. We are a member of the Hillsborough County Public Library Cooperative (HCPLC), so our customers have access to eBooks, databases, and can reserve materials online. Wi-Fi is enabled throughout the building for personal devices and public computers are provided to support virtual activities. The Library offers story times, informative programs, and cultural events. Bruton Memorial houses a welcoming and comfortable environment with study, work, and meeting spaces available for individuals and groups.

Program Objectives:

- Offer customers popular materials in our collection and through HCPLC's communal resources.
- Revise and update the policy manual as needed with the Library Board.
- Implement improved library services through our HCPLC partnership.
- Replace the youth furniture.
- Increase community outreach through external communication and by participating in local events.
- Record and report all technology service assistance provided to customers.

Key Performance Measures:

Performance Outcomes	FY 2016-17	FY 2017-18	FY 2018-19
	Actual	Projected	Proposed
Registered Card Holders	47,017	45,950	45,000
Circulation of Physical Items	234,253	230,948	230,000
Customer Visits	178,284	158,508	130,000
Information Requests	94,764	82,794	72,000
Meeting Room Sessions	1,504	1,586	1,700
Computer Sign-Ins	42,819	36,840	32,000
Wi-Fi Sessions*	177,439	188,892	201,084
Programs/Attendance	681/13,007	475/9,260	480/10,000
Community Outreach Events	65	86	113

*Unable to get from provider; projections were made by averaging numbers from North Tampa, Temple Terrace, and Town & Country libraries. They closely compare to Bruton in visitors & circulation providing a base for reasonable estimates.

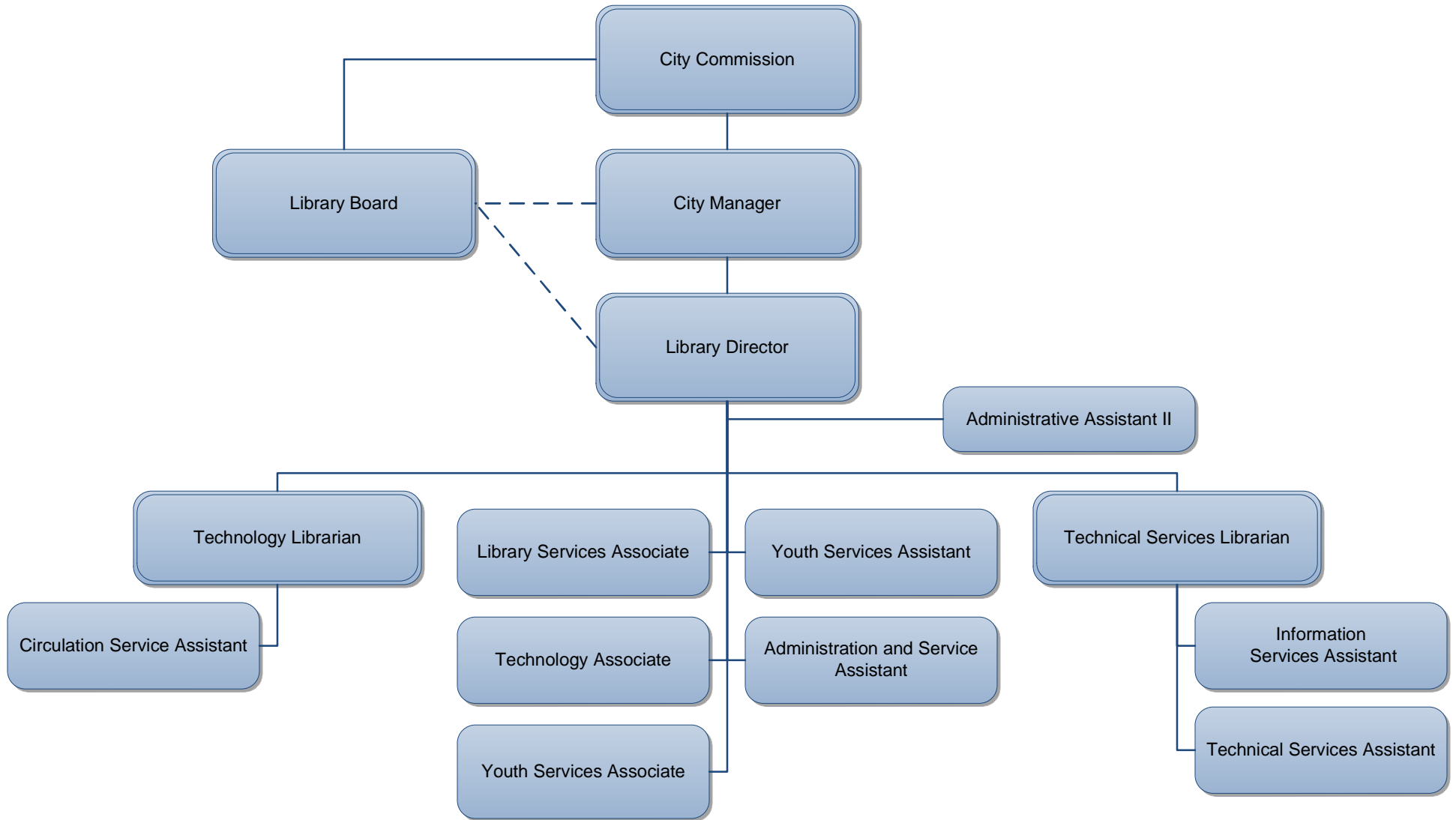
Performance

Spotlight

Goals & Objectives Accomplished:

- Building and Property
 - o Installed new furniture in the magazine and study area of the library's adult section.
 - o Upgraded the staff work area which has increased workflow efficiency.
- Technology
 - o Updated RFID software on self-service kiosks for easier customer use.
 - o Implemented library access for all Hillsborough County school students; HALL pass program.
 - o Eliminated fines in partnership with all the HCPLC libraries.
- Security
 - o Installed three more security cameras for a total of twelve with 24 hour recording and 30 day retention.
- Library Board
 - o Approved eleven revised library policy documents.
- Operations
 - o Adjusted Library Assistant schedules for greater efficiency at the Customer Service Desk.
 - o Reclassified a job to create a mid-range four-year degree position in charge of adult programming; a more effective and efficient use of personnel funds and staff operation assignments.

City of Plant City – Organizational Chart – Library



Fund:
General Fund

Department:
Public Library

Org Code:
00154200

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
PERSONAL SERVICES					
412000 Payroll	\$ 469,205	\$ 504,598	\$ 504,598	\$ 476,048	\$ 517,154
414000 Overtime Pay	435	-	-	-	1,000
415500 Other Benefits	1,420	1,658	1,658	1,000	1,200
421000 Social Security	35,360	38,601	38,601	36,129	39,186
422000 Pension	37,477	40,368	40,368	38,483	41,660
423000 Health and Life Insurance	86,579	109,973	109,973	93,292	79,587
424000 Workers' Compensation	386	531	531	531	547
TOTAL PERSONAL SERVICES	\$ 630,862	\$ 695,729	\$ 695,729	\$ 645,483	\$ 680,334
OPERATING EXPENSES					
434000 Other Contractual Services	\$ 2,922	\$ 4,000	\$ 5,500	\$ 5,278	\$ 5,500
440000 Courses Training and Meetings	1,889	5,100	5,100	5,100	3,900
440100 Car Allowance	2,340	4,740	4,740	4,740	2,340
441000 Telephone	9,179	7,600	7,600	7,600	9,880
442000 Postage	80	300	300	300	300
443000 Water Sewer & Solid Waste	5,419	6,000	6,000	6,000	6,000
443100 Power Heat & Lights	29,507	44,000	44,000	35,000	40,000
444000 Rental Agreement Office Equipm	12,108	12,300	12,300	12,300	13,300
445000 Insurance	15,037	20,000	20,000	16,940	19,400
446110 Building and Property Repair	4,139	10,000	10,000	10,000	10,000
446200 Maintenance of Office Equipmnt	-	1,800	1,800	1,160	1,200
451000 Office Supplies	12,446	13,000	11,500	13,000	13,000
452100 Other Supplies	6,910	12,000	12,000	12,000	15,200
452170 Periodicals	3,458	3,000	3,000	1,250	2,000
454000 Subscriptions and Memberships	1,787	1,800	1,800	1,800	1,800
454010 Leased Books	2,039	2,500	2,500	2,046	-
457000 Cash Short and Over	1	100	100	100	100
TOTAL OPERATING EXPENSES	\$ 109,261	\$ 148,240	\$ 148,240	\$ 134,614	\$ 143,920
CAPITAL OUTLAY					
464100 Other Capital Equipment	\$ 2,261	\$ -	\$ -	\$ -	\$ -
466020 Books and AV Materials	45,946	51,000	51,000	51,000	51,000
TOTAL CAPITAL OUTLAY	\$ 48,207	\$ 51,000	\$ 51,000	\$ 51,000	\$ 51,000
NON-OPERATING					
491400 Indirect Cost Allocation	\$ 21,000	\$ -	\$ -	\$ -	\$ -
TOTAL NON-OPERATING	\$ 21,000	\$ -	\$ -	\$ -	\$ -
TOTAL LIBRARY	\$ 809,330	\$ 894,969	\$ 894,969	\$ 831,097	\$ 875,254

Performance *Spotlight*

Department Mission

To promote life safety, health and the welfare of citizens and visitors by ensuring that construction projects comply with the minimum intent of the codes and that the use of buildings and structures provide for safety within the City.

Program Description:

The Building Department is responsible for the enforcement and administration of the Florida Building Code and National Electric Code, as adopted by State Statutes and City Ordinances. Additional responsibilities include, state mandated codes for construction, alterations, relocations, enlargement, replacement, use, occupancy, location, removal, demolition and maintenance of every building within the City. The Department reviews plans for construction documents, issues permits and inspects each phase of the project.

The Building Department recognizes the ongoing need to develop improved safety standards in the constantly evolving construction methods, procedures and materials and the importance of communication with developers, contractors and property owners to assist in achieving their goals and objectives.

Program Objectives:

- Provide excellent customer service.
- Create and maintain a highly qualified, professional, diverse and responsive team.
- Promote a safe and healthy living/working environment for the citizens and visitors of the City, through the enforcement of local and state mandated codes.
- Establish clear lines of communication with customers, contractors and developers.
- Maintain quality controls to reduce time for the planning department.
- Implement online permitting services.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Inspections conducted	8,334	8,500	8,670
Plans reviewed	1,386	1,414	1,442
Inspections within 24hrs of request during work days	8,167	8,330	8,497
Plans reviewed within 10 working days of receipt	1,317	1,343	1,370
Inspections per inspector	1,667	1,700	1,734
New residential permits	485	495	505
New commercial permits	120	122	124
Total permits	2,827	2,884	2,942

Performance *Spotlight*

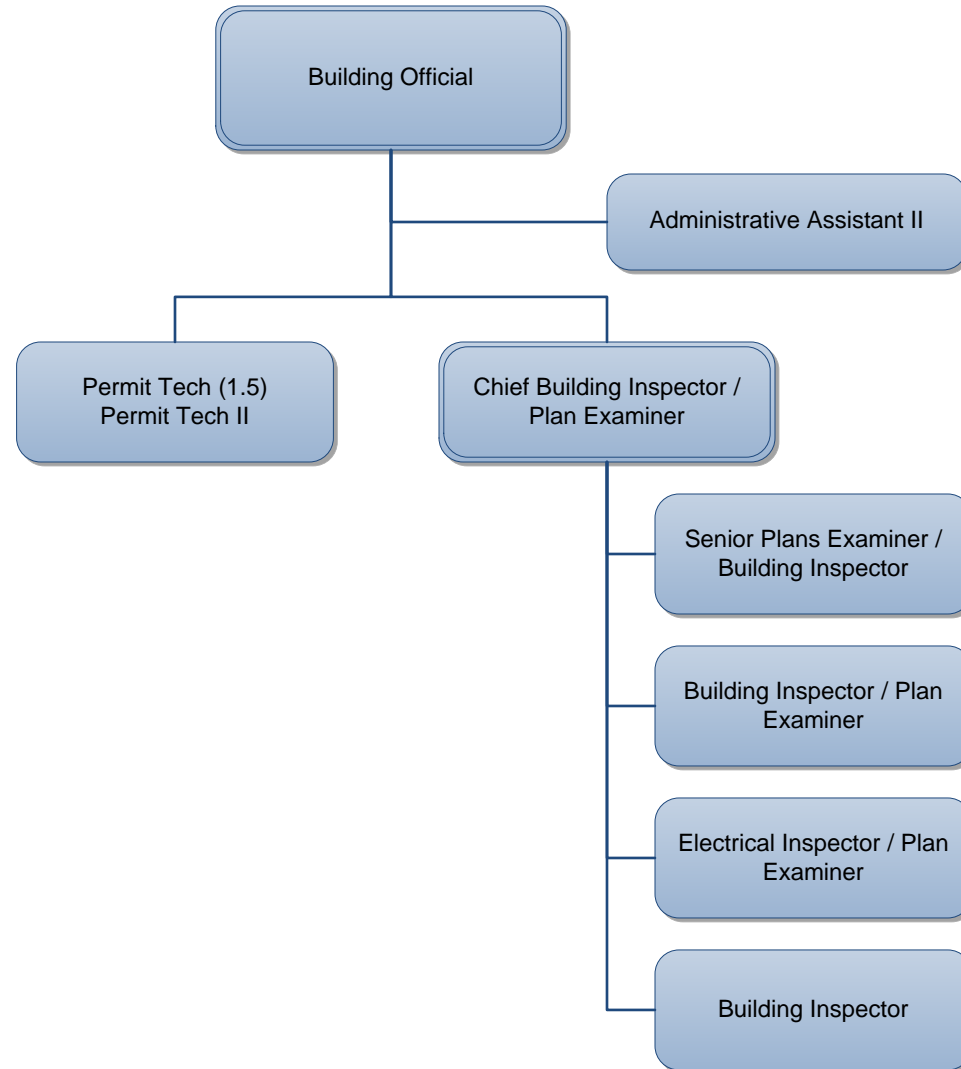
Goals & Objectives Accomplished:

- Individual Employee Accomplishments:
 - o (1) Achieved the 1&2 Family Dwelling Inspector License.
 - o (1) Achieved Standard Building Inspector License.
 - o (1) Approved to test for Standard Building Plans Examiner.
 - o (1) Approved to test for Standard Plumbing Plans Examiner.
 - o (1) Approved to test for Coastal Construction Inspector.
 - o (1) Approved to test for Building Code Administrator.
- The Building Department issued 2,827 Permits for an estimated construction value of \$76,039,384, collected \$664,982 in Permit Fees, performed 1,386 Plans Reviews, and 8,334 Inspections.

Capital Outlay:

Desktop	1,490
Laptop	2,570
Total	\$4,060

City of Plant City – Organizational Chart – Building



Fund: General Fund	Department Building Department	Org Code: 00154501
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APPROPRIATIONS DETAIL

Object Code		2016-17	2017-18	2017-18	2017-18	2018-19
		ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>						
412000	Payroll	\$ 463,322	\$ 509,573	\$ 509,573	\$ 522,190	\$ 557,454
412500	Temporary Pay	64,726	105,092	105,092	75,866	105,103
414000	Overtime Pay	7,015	8,000	8,000	6,600	8,000
415500	Other Benefits	900	1,050	1,050	900	950
421000	Social Security	39,143	47,020	47,020	44,716	45,667
422000	Pension	38,181	49,172	49,172	42,861	45,117
423000	Health and Life Insurance	70,927	89,590	89,590	93,861	89,569
424000	Workers' Compensation	4,558	6,260	6,260	6,260	6,448
TOTAL PERSONAL SERVICES		\$ 688,770	\$ 815,757	\$ 815,757	\$ 793,254	\$ 858,308
<u>OPERATING EXPENSES</u>						
434000	Other Contractual Services	\$ -	\$ 250	\$ -	\$ 150	\$ 250
440000	Courses Training and Meetings	2,307	4,000	4,000	4,000	4,500
440100	Car Allowance	5,460	5,460	5,460	5,460	5,460
441000	Telephone	5,955	5,000	5,000	7,700	8,160
442000	Postage	73	400	100	100	100
445000	Insurance	9,445	12,600	12,600	10,680	12,400
446040	Maintenance of Motor Equipment	9,135	6,000	6,000	6,000	8,000
449200	Credit Card Processing Fee	4,420	4,000	4,000	5,500	5,500
451000	Office Supplies	4,405	3,300	3,850	4,000	4,000
452000	Fuel	7,151	8,000	8,000	8,000	8,000
452100	Other Supplies	3,458	2,650	2,650	2,600	4,440
452120	Uniforms and Clothing	668	1,400	500	1,000	1,000
452200	Tools	68	600	700	600	600
452300	Safety Equipment & Supplies	1,158	1,050	1,150	1,025	1,050
454000	Subscriptions and Memberships	1,120	2,025	2,025	2,025	2,400
454020	Books - Publications	-	2,350	3,050	3,050	2,500
TOTAL OPERATING EXPENSES		\$ 54,824	\$ 59,085	\$ 59,085	\$ 61,890	\$ 68,360
<u>CAPITAL OUTLAY</u>						
464100	Other Capital Equipment	\$ 4,380	\$ 6,800	\$ 6,800	\$ 6,800	\$ 4,060
TOTAL CAPITAL OUTLAY		\$ 4,380	\$ 6,800	\$ 6,800	\$ 6,800	\$ 4,060
<u>NON-OPERATING</u>						
491510	Trsfr to Fleet Replacement Fnd	\$ 11,850	\$ -	\$ -	\$ -	\$ -
TOTAL NON-OPERATING		\$ 11,850	\$ -	\$ -	\$ -	\$ -
TOTAL BUILDING DEPARTMENT		\$ 759,824	\$ 881,642	\$ 881,642	\$ 861,944	\$ 930,728

Performance

Spotlight

Department Mission

To partner with the community to improve the quality of life of our citizens, preserve our historic, residential, commercial and natural resources, and to effectively eliminate blight by encouraging personal responsibility through fair and impartial enforcement of our codes and ordinances.

Program Description:

The Code Enforcement Division is responsible for enforcing the municipal codes and ordinances of the City of Plant City, which impact health, safety, and quality of life issues. The Division addresses residential complaints and code violations related to such items as tall weeds, garbage, foreclosure homes, building violations, and property maintenance. The Division also addresses commercial complaints and code violations related to such items as tenant improvements, insect and rodent infestations, and other quality of life related concerns. The Division issues notices, warnings and citations for non-compliance when necessary, writes reports and documents enforcement actions, and prepares cases for testimony before the Plant City Code Enforcement Board.

Program Objectives:

- Beautify Plant City through personal responsibility one case at a time.
- Prevent, detect, and remediate violations of City Code and other applicable codes, rules, and ordinances.
- Practice impeccable customer service and unrivaled professionalism.
- Develop creative and proactive procedures and measures for voluntary compliance.
- Train at the highest level, to provide an opportunity to live in a safe and healthy community.
- Partner with community groups to assist disabled and low income households with code compliance.

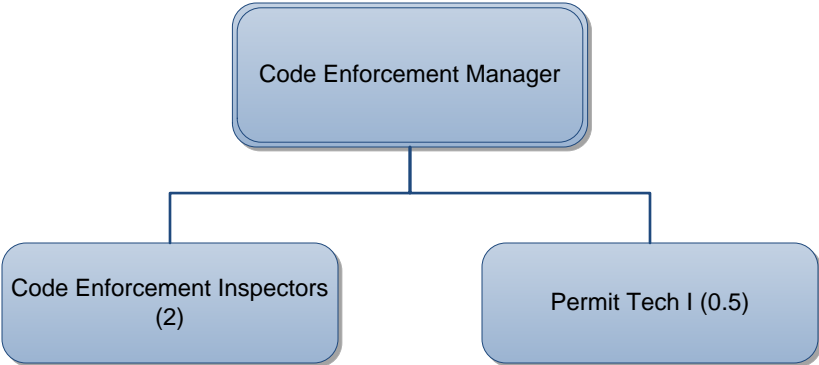
Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
New Investigations Opened	1,470	1,686	1,700
New Investigations Resolved and Closed	996	1,146	1,156
Inspections Conducted	5,346	5,734	5,800
Illegal Signs Removed	6,570	6,500	6,500
Properties Mowed and/or Cleaned (Abatement)	86	94	85
Code Enforcement Board cases heard	2	2	5
Structures Condemned	10	12	15
Structures Demolished (City or Owner)	7	9	12

Goals & Objectives Accomplished:

- Proactive – Streamlined condemnation and demolition process.
- Impeccable Customer Service - Division featured in Quality Cities Magazine for best practices.
- Training – Division attended quarterly training sessions for Florida Association of Code Enforcement.
- Partnerships – Division partnered with Solid Waste Department for beautification of the City.

City of Plant City – Organizational Chart – Code Enforcement



Fund: General Fund	Department: Code Enforcement	Org Code: 00154600
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APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 163,275	\$ 177,236	\$ 177,236	\$ 174,385	\$ 190,539
414000 Overtime Pay	759	1,000	1,000	-	-
415500 Other Benefits	2,086	2,510	2,510	200	350
421000 Social Security	12,427	13,558	13,558	12,947	13,402
422000 Pension	13,295	14,180	14,180	13,991	15,273
423000 Health and Life Insurance	19,645	23,218	23,218	25,143	24,464
424000 Workers' Compensation	1,622	2,228	2,228	2,228	2,295
TOTAL PERSONAL SERVICES	\$ 213,110	\$ 233,930	\$ 233,930	\$ 228,894	\$ 246,323
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 930	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
440000 Courses Training and Meetings	670	3,200	3,200	3,200	3,200
441000 Telephone	2,992	3,200	3,200	3,200	3,200
442000 Postage	6,526	5,000	5,000	5,155	5,000
444010 Lease of Vehicles	4,150	-	-	-	9,700
445000 Insurance	3,802	4,700	4,700	4,360	4,700
446040 Maintenance of Motor Equipment	3,678	3,000	3,000	3,000	4,000
446050 Demolition and Lot Clearing	22,320	50,000	50,000	50,000	50,000
449200 Credit Card Processing Fee	3	50	50	50	50
451000 Office Supplies	597	1,000	1,000	1,000	1,000
452000 Fuel	3,685	7,000	7,000	7,000	5,000
452100 Other Supplies	2,451	2,500	2,500	2,500	2,500
452120 Uniforms and Clothing	1,217	2,500	2,500	2,500	2,500
452300 Safety Equipment & Supplies	450	450	450	450	450
454000 Subscriptions and Memberships	150	350	350	350	350
TOTAL OPERATING EXPENSES	\$ 53,620	\$ 84,950	\$ 84,950	\$ 84,765	\$ 93,650
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 1,224	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 1,224	\$ -	\$ -	\$ -	\$ -
TOTAL CODE ENFORCEMENT	\$ 267,954	\$ 318,880	\$ 318,880	\$ 313,659	\$ 339,973

Performance Spotlight

Department Mission

To provide responsible leadership for controlled infrastructure development within the City by improving processes and project design, creating a user friendly environment for customers and working with City divisions/departments to streamline permitting, provide project design, construction inspections and management.

Program Description:

The Engineering Department provides the leadership and direction to ensure quality residential, commercial and industrial developments within the City. The Department is responsible for Capital Improvement Projects (CIP) for maintenance and improvements of streets, stormwater and traffic infrastructure. The Department provides review of site plans, building and engineering permit approvals, project construction inspections, utility locations, GIS mapping, FEMA elevation determinations and coordinates the FEMA Community Rating System Program.

Program Objectives:

- Review residential, commercial and industrial site plans within 5-15 days.
- Approve building permits within 1-3 days.
- Review FEMA determinations within 1 day.
- Respond to utility locate requests through Sunshine One within 48 hours.
- Respond to residents' calls and/or complaints the same day
- Select streets for the yearly street resurfacing project
- Update the Community Rating System (CRS) Program annually which allows Plant City residents a discount of 10% on homeowners' flood insurance
- Provide field inspections for erosion control for construction sites that is reported yearly to the Florida Benchmark Consortium and is also included in the City's Annual NPDES Permit Report
- Coordinate with CSX Railroad for street closures
- Attend DRC meeting and provide comments to developers and their representatives on proposed developments
- Provide engineering support to other City Departments on various projects
- Administer the design, permitting and construction for City CIP Projects

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Site Plan Reviews	40	60	70
Engineering and Building Permits	266	335	425
GIS Maps, Documents & Public Requests	666	865	900
FEMA Determinations	22	23	25
Project Inspections	1,179	1,650	2,000
Utility Locates	3,351	3,900	4,500

Performance *Spotlight*

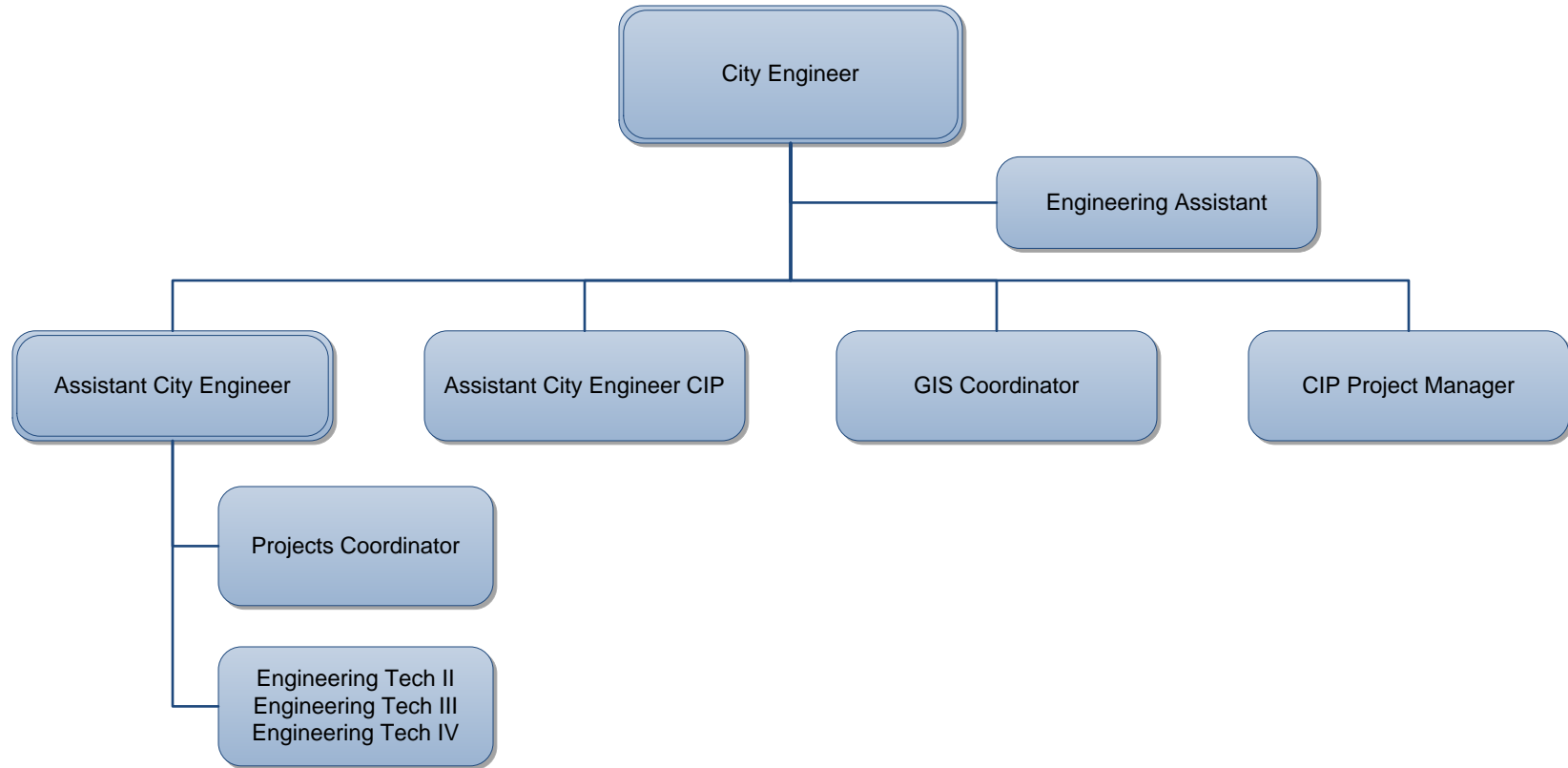
Goals & Objectives Accomplished:

- Street Resurfacing of eleven (11) streets with utility repairs will be completed by May 2018
- Street Resurfacing of thirty-two (32) streets with no utility repairs will be completed by September 2018
- Westside Canal Improvements are complete and the sampling program final report has been submitted to FDEP
- N. Vermont Street Reconstruction completed March 2018
- Completed the CDBG funded sidewalk project in the Lincoln Elementary School neighborhood area
- Waller Street edge repair and resurfacing completed
- Cherry Street stormwater inlet and curbing replaced and Cherry Street road depression repaired
- SWFWMD Environmental Resource Permit for Ellis-Methvin Park converted from construction to operation
- Juniper Drive underdrain system installed to eliminate wet conditions along sidewalk
- Repaired manhole connection of stormwater pipe and patched North Frontage Park Place road depression
- FEMA Community Rating System (CRS) re-certification for community floodplain management activities

Capital Outlay:

Desktops (2)	2,320
Workstation	3,060
High Resolution CAD/GIS Monitors (2)	2,000
Scanner Color Copier - 24x36	15,000
Utility Locator Machine	25,000
Total	\$47,380

City of Plant City – Organizational Chart – Engineering



Fund: General Fund	Department: Engineering	Org Code: 00154800
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APPROPRIATIONS DETAIL

Object Code		2016-17	2017-18	2017-18	2017-18	2018-19
		ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>						
412000	Payroll	\$ 404,478	\$ 479,496	\$ 479,496	\$ 460,743	\$ 527,748
414000	Overtime Pay	2,173	2,000	2,000	1,418	2,000
415500	Other Benefits	3,722	3,438	3,438	645	890
421000	Social Security	32,096	36,639	36,639	35,920	39,213
422000	Pension	33,781	38,312	38,312	38,002	42,721
423000	Health and Life Insurance	43,251	54,165	54,165	61,625	67,795
424000	Workers' Compensation	386	531	531	531	547
TOTAL PERSONAL SERVICES		\$ 519,887	\$ 614,581	\$ 614,581	\$ 598,884	\$ 680,914
<u>OPERATING EXPENSES</u>						
431010	Miscellaneous Professional Svc	\$ 21,170	\$ 40,000	\$ 39,946	\$ 45,000	\$ 45,000
434000	Other Contractual Services	21,031	35,300	35,300	35,000	32,340
440000	Courses Training and Meetings	2,174	12,800	8,500	8,000	10,000
440100	Car Allowance	10,282	10,282	10,282	8,210	5,382
441000	Telephone	5,547	6,000	6,000	6,000	8,250
442000	Postage	138	300	300	150	200
445000	Insurance	11,930	16,500	16,500	13,980	15,900
446040	Maintenance of Motor Equipment	5,394	3,000	5,854	5,800	4,000
446200	Maintenance of Office Equipmnt	-	1,000	1,000	500	1,000
447100	Reproduction and Printing	3,268	2,000	2,000	2,000	2,500
451000	Office Supplies	1,665	2,500	2,500	2,000	2,700
452000	Fuel	2,703	4,500	4,500	3,000	4,500
452100	Other Supplies	5,678	20,200	3,200	11,800	14,150
452120	Uniforms and Clothing	445	1,600	1,600	1,500	900
452300	Safety Equipment & Supplies	795	750	750	750	750
454000	Subscriptions and Memberships	387	1,000	1,000	1,000	1,350
TOTAL OPERATING EXPENSES		\$ 92,607	\$ 157,732	\$ 139,232	\$ 144,690	\$ 148,922
<u>CAPITAL OUTLAY</u>						
464100	Other Capital Equipment	\$ 12,112	\$ 4,500	\$ 23,000	\$ 14,000	\$ 47,380
TOTAL CAPITAL OUTLAY		\$ 12,112	\$ 4,500	\$ 23,000	\$ 14,000	\$ 47,380
TOTAL ENGINEERING		\$ 624,607	\$ 776,813	\$ 776,813	\$ 757,574	\$ 877,216

Performance

Spotlight

Department Mission

To maintain City buildings, structures and parking lots, including downtown decorative street lighting.

Program Description:

The General Services Division renovates, repairs and maintains 136 buildings, which includes electrical, air conditioning, plumbing, roofing, siding, flooring, painting, concrete slabs, metal fabrication and all types of carpentry such as custom furniture, cabinet work, finish work, and concrete forms. In addition, General Services manages contracts for custodial, elevator, fuel, pest control, and security to ensure that services are on schedule.

The General Services staff are locksmiths and are responsible for key cutting, re-keying and master keying. General Services installs and maintains alarm and camera systems.

General Services welds, installs electrical services and completes building renovations. General Services installs the downtown decorative lighting and designs, fabricates, and installs the Christmas decorations.

General Services oversees the Fleet Maintenance contract to ensure that the City's fleet is in good condition. They prepare vehicle and equipment bid specifications; manage the Fleet Replacement Program; maintain an accurate up-to-date record for City vehicles and equipment, monitor fuel consumption at the refueling sites; develop and implement policies and procedures relating to Fleet Maintenance.

Program Objectives:

- Perform in-house projects to save money.
- Evaluate underutilized vehicles and equipment to reduce cost.
- Promote increased safety awareness for City vehicles/equipment users and operators.
- Monitor the City's fuel consumption to identify deficiencies in fuel efficiencies and problems with equipment.
- Improve the building preventive maintenance program.
- Identify and apply upgrades for American Disabilities Act (ADA) compliance to City buildings.
- Improve the City's asset management program for air conditioning replacements.
- Identify and gain energy cost savings through education, conservation and efficiency improvements within City buildings.
- Improve data collecting to track performance measurements.

Performance *Spotlight*

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Building Repairs	1,908	1,964	1,975
Furniture Manufactured	102	64	72
Locksmith-Key Cuts	512	528	535
Locksmith-Repairs and Installation	113	112	115
Maintenance Call-Out (After Hours)	19	32	24
Construction/Renovation	1	3	4
Fabrication / Welding	591	725	675

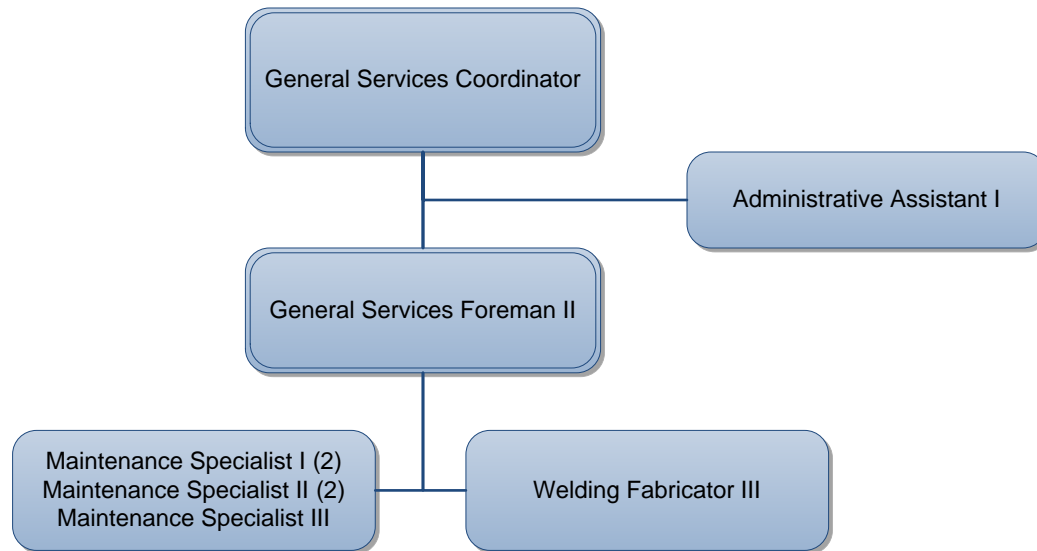
Goals & Objectives Accomplished:

- Installed and removed Christmas lighting and “Lights of Love” and had another successful “Lights of Love: lighting ceremony at McCall Park.
- Installed Christmas lighting at City Hall, McCall Park, Library and Sam Cooper Park.
- Installed and removed 2017 sculpture collection.
- Installed Security Equipment at the Library.
- Performed reroofs and repairs on multiple locations due to Hurricane Irma.
- Installed and removed electrical lines for the Empty Bowl Project, so they would have another successful year.
- Installed electrical and kept the Pig Jam rolling without a hitch.

Capital Outlay:

Desktop	1,490
Total	\$1,490

City of Plant City – Organizational Chart – General Services



Fund: General Fund	Department: General Services	Org Code: 00155100
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 325,095	\$ 390,094	\$ 390,094	\$ 393,077	\$ 352,501
414000 Overtime Pay	10,689	8,000	8,000	9,747	8,000
415500 Other Benefits	1,530	1,842	1,842	1,100	1,000
421000 Social Security	24,644	29,843	29,843	29,835	24,533
422000 Pension	27,003	31,209	31,209	32,428	28,285
423000 Health and Life Insurance	65,375	83,379	83,379	94,443	78,525
424000 Workers' Compensation	4,944	6,790	6,790	6,790	6,994
TOTAL PERSONAL SERVICES	\$ 459,281	\$ 551,157	\$ 551,157	\$ 567,420	\$ 499,838
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 214,136	\$ 251,916	\$ 251,916	\$ 251,916	\$ 254,400
440000 Courses Training and Meetings	4,740	2,000	2,000	2,000	2,000
441000 Telephone	28,489	33,000	33,000	33,000	53,964
442000 Postage	8	100	100	50	100
443000 Water Sewer & Solid Waste	29,998	33,000	33,000	33,000	33,000
443100 Power Heat & Lights	119,084	130,000	130,000	130,000	130,000
444010 Lease of Vehicles	10,600	6,442	6,442	6,442	-
445000 Insurance	13,461	17,300	17,300	14,660	16,800
446040 Maintenance of Motor Equipment	42,612	50,000	50,000	50,000	58,325
446100 Radio Maintenance	1,327	1,400	1,400	1,400	1,400
446110 Building and Property Repair	87,357	70,000	64,600	70,000	70,000
449020 Christmas Lights & Decorations	3,057	2,000	6,000	2,000	14,000
451000 Office Supplies	1,324	1,500	1,500	1,500	1,500
452000 Fuel	9,846	15,000	15,000	11,000	11,000
452100 Other Supplies	1,380	1,500	1,500	1,500	1,500
452120 Uniforms and Clothing	2,727	5,000	5,000	4,000	4,000
452200 Tools	618	2,000	2,000	2,000	2,000
452300 Safety Equipment & Supplies	1,804	750	750	1,500	1,350
452510 Janitorial Supplies	39,954	45,000	45,000	42,000	42,000
TOTAL OPERATING EXPENSES	\$ 612,520	\$ 667,908	\$ 666,508	\$ 657,968	\$ 697,339
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ -	\$ 1,400	\$ 1,800	\$ 1,490
491000 Capital Project Account	208,000	183,250	183,250	183,250	273,250
TOTAL CAPITAL OUTLAY	\$ 208,000	\$ 183,250	\$ 184,650	\$ 185,050	\$ 274,740
TOTAL GENERAL SERVICES	\$ 1,279,801	\$ 1,402,315	\$ 1,402,315	\$ 1,410,438	\$ 1,471,917

Performance *Spotlight*

Department Mission

To provide excellent service utilizing a quality driven and customer oriented team to keep the City fleet in a good repair.

Program Description:

The Fleet Maintenance Division provides support to all City owned vehicles and equipment. Services include: preventative maintenance, diagnosing and repair of various vehicles and equipment and emergency services 24 hours a day.

Program Objectives:

- Provide training for emergency vehicle, small equipment, motorcycle and automobile service excellence certifications for its technicians to reduce overall downtime.
- Reduced frequency of oil changes through oil analysis to detect potential engine, transmission, hydraulic and differential problems which reduces oil usage and the amount of wasted oil and filter usage.
- Reduce Plant City's environmental footprint as it pertains to vehicle maintenance.
- Reduce the amount of service calls by 15%.
- Reduce the average time to repair vehicles.

Key Performance Measures:

Performance Outcome	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Scheduled Services	1,884	1,780	1,900
Scheduled Repairs	1,369	1,250	1,200
Unscheduled Repairs	3,016	1,600	1,400
Service Calls	605	550	475
Fleet Availability	96%	97%	97%
Units in Service	926	926	926
Preventative Maintenance on Vehicles	873	890	900

Goals & Objectives Accomplished:

- Maintain Fleet availability of 97% which results in greater vehicle/equipment utilization.
- Decreased Fleet downtime from 5% to 3% which also increases the vehicles/equipment availability.
- Maintain a 95% completion of scheduled Preventative Maintenance Services. This will impact vehicle utilization and reduce emergency road calls.

Fund: General Fund	Department: Finance	Org Code: 00155400
	Program: Fleet Maintenance	

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
OPERATING EXPENSES					
434000 Other Contractual Services	\$ (21,716)	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600
443100 Power Heat & Lights	16,930	17,000	17,000	22,000	18,000
445000 Insurance	2,775	4,100	4,100	3,480	3,600
446100 Radio Maintenance	900	900	900	900	900
452000 Fuel	2,876	5,000	5,000	3,000	6,000
452200 Tools	362	1,200	1,200	1,200	1,200
TOTAL OPERATING EXPENSES	\$ 2,128	\$ 31,800	\$ 31,800	\$ 34,180	\$ 33,300
TOTAL FLEET MAINTENANCE	\$ 2,128	\$ 31,800	\$ 31,800	\$ 34,180	\$ 33,300

Note: The contract with Vector for fleet maintenance services is allocated to all departments / divisions that utilize the services. The contract is managed by Procurement.

THE CITY OF
PLANT CITY

Florida



Special Revenues Funds

Fund: Special Revenues	Department: Special Revenues	Org Code: 1015-1505*
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Below is a recap of several Governmental fund types used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

REVENUES BY FUND

Fund	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
Law Enforcement Trust	\$ 802	\$ 38,500	\$ 39,700	\$ -	\$ 30,000
Federal Equitable Sharing	26,824	112,000	83,660	20,000	70,000
Ticket Surcharge	9,916	15,000	15,000	19,400	50,000
Community Investment Tax	1,946,658	2,300,920	2,800,920	2,338,759	2,100,000
Cemetery Escrow Account	50,286	35,300	35,300	65,000	45,000
Library Donations	11,766	43,000	43,000	8,000	8,000
CDBG	196,377	410,000	564,554	564,554	450,260
Total Revenues	\$ 2,242,629	\$ 2,954,720	\$ 3,582,134	\$ 3,015,713	\$ 2,753,260

APPROPRIATIONS BY FUND

Fund	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
Law Enforcement Trust	\$ 1,363	\$ 38,500	\$ 39,700	\$ 25,000	\$ 30,000
Federal Equitable Sharing	50,010	112,000	83,660	65,660	70,000
Ticket Surcharge	5,507	15,000	15,000	15,000	50,000
Community Investment Tax	2,171,880	2,300,920	2,800,920	2,800,920	2,100,000
Cemetery Escrow Fund	-	35,300	35,300	55,000	45,000
Library Donations	16,537	43,000	43,000	-	8,000
CDBG	184,942	410,000	564,554	849,661	450,260
Total Expenditures	\$ 2,430,239	\$ 2,954,720	\$ 3,582,134	\$ 3,811,241	\$ 2,753,260

Fund: Law Enforcement Trust Fund	Department: Police	Org Code: 10153005
	Program: Law Enforcement Trust	

Description:

The fund was established under Florida Statutes to allow law enforcement agencies to seize and forfeit any contraband that have been used in the commission of felonies. This includes vehicles, vessels, aircraft, real property, cash or any other items. The cash or proceeds from a sale of the seized items can be used by the law enforcement agency.

REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
REAPPROPRIATED					
271200 Reappropriated Funds	\$ -	\$ 38,500	\$ 39,700	\$ -	\$ 30,000
TOTAL REAPPROPRIATED	\$ -	\$ 38,500	\$ 39,700	\$ -	\$ 30,000
JUDGEMENTS, FINES AND FOREFEITS					
350100 Law Enforcement Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FINES AND FOREFEITS	\$ -	\$ -	\$ -	\$ -	\$ -
MISCELLANEOUS REVENUE					
361100 Interest Income	\$ 274	\$ -	\$ -	\$ -	\$ -
364410 Sale of Equipment	528	-	-	-	-
TOTAL MISCELLANEOUS REVENUE	\$ 802	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 802	\$ 38,500	\$ 39,700	\$ -	\$ 30,000

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
OPERATING EXPENSES					
435150 Non Capital Expense	\$ 1,363	\$ 18,500	\$ 19,700	\$ 15,000	\$ 15,000
TOTAL OPERATING EXPENSES	\$ 1,363	\$ 18,500	\$ 19,700	\$ 15,000	\$ 15,000
CAPITAL OUTLAY					
464150 Other Capital Equipment	\$ -	\$ 20,000	\$ 20,000	\$ 10,000	\$ 15,000
TOTAL CAPITAL OUTLAY	\$ -	\$ 20,000	\$ 20,000	\$ 10,000	\$ 15,000
TOTAL EXPENDITURES	\$ 1,363	\$ 38,500	\$ 39,700	\$ 25,000	\$ 30,000

Fund: Federal Equitable Sharing	Department: Police Program: Federal Equitable Sharing	Org Code: 10253001
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Description:

Federal Equitable Sharing Trust Fund - The fund was established under Florida Statutes for receipts and revenues received from federal criminal, administrative, or civil forfeiture proceedings and from federal asset-sharing programs. Proceeds can be used for law enforcement operations and investigations (not including payroll), training and education, public safety and detention facilities, equipment, contracting for services, travel and per diem, awards and memorials, drug and gang education and awareness programs, matching funds and community based programming.

REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ 102,000	\$ 73,660	\$ -	\$ 70,000
TOTAL REAPPROPRIATED	\$ -	\$ 102,000	\$ 73,660	\$ -	\$ 70,000
<u>FINES AND FOREFEITS</u>					
359100 Fed Equitable Shared Proceeds	\$ 26,057	\$ 10,000	\$ 10,000	\$ 20,000	\$ -
TOTAL FINES AND FOREFEITS	\$ 26,057	\$ 10,000	\$ 10,000	\$ 20,000	\$ -
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 767	\$ -	\$ -	\$ -	\$ -
TOTAL MISCELLANEOUS REVENUE	\$ 767	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 26,824	\$ 112,000	\$ 83,660	\$ 20,000	\$ 70,000

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>OPERATING EXPENSES</u>					
434410 Non Capital Expense	\$ 47,510	\$ 43,000	\$ 28,000	\$ 10,000	\$ 25,000
TOTAL OPERATING EXPENSES	\$ 47,510	\$ 43,000	\$ 28,000	\$ 10,000	\$ 25,000
<u>CAPITAL OUTLAY</u>					
464400 Other Capital Equipment	\$ -	\$ 66,000	\$ 52,660	\$ 52,660	\$ 40,000
TOTAL CAPITAL OUTLAY	\$ -	\$ 66,000	\$ 52,660	\$ 52,660	\$ 40,000
<u>GRANTS AND AID</u>					
483000 Aid to Nonprofit Organizations	\$ 2,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 5,000
TOTAL GRANTS AND AID	\$ 2,500	\$ 3,000	\$ 3,000	\$ 3,000	\$ 5,000
TOTAL EXPENSES	\$ 50,010	\$ 112,000	\$ 83,660	\$ 65,660	\$ 70,000

Fund: Ticket Surcharge	Department: Police Program: Ticket Surcharge	Org Code: 10353001
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Description:

Florida Statutes allows a two dollar surcharge on every traffic ticket issued and the proceeds are to be used for law enforcement officer's higher education.

REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ 5,100	\$ 5,100	\$ -	\$ 40,000
TOTAL REAPPROPRIATED	\$ -	\$ 5,100	\$ 5,100	\$ -	\$ 40,000
<u>FINES AND FOREFEITS</u>					
351150 Ticket Surcharge Revenue	\$ 8,722	\$ 9,400	\$ 9,400	\$ 9,400	\$ 10,000
TOTAL FINES AND FOREFEITS	\$ 8,722	\$ 9,400	\$ 9,400	\$ 9,400	\$ 10,000
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 1,193	\$ 500	\$ 500	\$ 10,000	\$ -
TOTAL MISCELLANEOUS REVENUE	\$ 1,193	\$ 500	\$ 500	\$ 10,000	\$ -
TOTAL REVENUES	\$ 9,916	\$ 15,000	\$ 15,000	\$ 19,400	\$ 50,000

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>OPERATING EXPENSES</u>					
449300 Tuition Reimbursement	\$ 5,507	\$ 15,000	\$ 15,000	\$ 15,000	\$ 50,000
TOTAL OPERATING EXPENSES	\$ 5,507	\$ 15,000	\$ 15,000	\$ 15,000	\$ 50,000
TOTAL EXPENSES	\$ 5,507	\$ 15,000	\$ 15,000	\$ 15,000	\$ 50,000

Fund: Community Investment Tax	Department: Community Service Program: Community Investment Tax	Org Code: 120505*
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Description:

Proceeds from a discretionary sales surtax of one and a half percent, levied by the county based on approval from a majority of the voters. The Department of Revenue distributes the revenue to the county and the county calculates the City's portion based on a population based formula. Proceed to be used to finance, plan, and construct infrastructure; or to acquire land for public recreation, conservation, or protection of natural resources.

REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ 383,720	\$ 633,720	\$ -	\$ -
TOTAL REAPPROPRIATED	\$ -	\$ 383,720	\$ 633,720	\$ -	\$ -
<u>INTERGOVERNMENT REVENUE</u>					
335182 Community Investment Tax Reven	\$ 1,919,502	\$ 1,900,000	\$ 1,900,000	\$ 2,038,759	\$ 2,075,000
TOTAL INTERGOVERNMENT REVENUE	\$ 1,919,502	\$ 1,900,000	\$ 1,900,000	\$ 2,038,759	\$ 2,075,000
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 27,156	\$ 17,200	\$ 17,200	\$ 50,000	\$ 25,000
TOTAL MISCELLANEOUS REVENUE	\$ 27,156	\$ 17,200	\$ 17,200	\$ 50,000	\$ 25,000
<u>OTHER SOURCES</u>					
381000 Interfund Transfer	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -
TOTAL OTHER SOURCES	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ -
TOTAL REVENUES	\$ 1,946,658	\$ 2,300,920	\$ 2,800,920	\$ 2,338,759	\$ 2,100,000

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>					
491000 Capital Project Account	\$ 1,385,000	\$ 1,512,000	\$ 2,012,000	\$ 2,012,000	\$ 1,275,000
TOTAL CAPITAL OUTLAY	\$ 1,385,000	\$ 1,512,000	\$ 2,012,000	\$ 2,012,000	\$ 1,275,000
<u>NON-OPERATING</u>					
495000 Contingency	\$ -	\$ -	\$ -	\$ -	\$ 30,067
491120 Transfer to Debt Service Fund	786,880	788,920	788,920	788,920	794,933
TOTAL NON-OPERATING	\$ 786,880	\$ 788,920	\$ 788,920	\$ 788,920	\$ 825,000
TOTAL EXPENSES	\$ 2,171,880	\$ 2,300,920	\$ 2,800,920	\$ 2,800,920	\$ 2,100,000

Fund: Cemetery Escrow	Department: Parks and Recreation Program: Cemetery Escrow Fund	Org Code: 13053902
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Description:

This fund was established per the City Code of Ordinances, Section 22-32 as a perpetual care fund for the operations of maintenance of the City cemeteries. Proceeds from lot sales shall be placed in escrow. The fund balance will accumulate until interest earned on the balance is sufficient to pay operations and maintenance costs.

REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
MISCELLANEOUS REVENUE					
361100 Interest Income	\$ 10,473	\$ 5,300	\$ 5,300	10,000	10,000
364100 Cemetery Lot Sales	39,813	30,000	30,000	55,000	35,000
TOTAL MISCELLANEOUS REVENUE	\$ 50,286	\$ 35,300	\$ 35,300	\$ 65,000	\$ 45,000
TOTAL REVENUES	\$ 50,286	\$ 35,300	\$ 35,300	\$ 65,000	\$ 45,000

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
NON-OPERATING					
491800 Transfer to Cemetery Escrow	\$ -	\$ 35,300	\$ 35,300	\$ 55,000	\$ 45,000
TOTAL NON-OPERATING	\$ -	\$ 35,300	\$ 35,300	\$ 55,000	\$ 45,000
TOTAL EXPENSES	\$ -	\$ 35,300	\$ 35,300	\$ 55,000	\$ 45,000

Fund: Library Donations	Department: Library Program: Library Donations	Org Code: 14054200
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Description:

Library donation proceeds are received and used for books or improvements.

REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -
TOTAL REAPPROPRIATED	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 287	\$ -	\$ -	\$ -	\$ -
366100 Library Donations	11,480	8,000	8,000	8,000	8,000
TOTAL MISCELLANEOUS REVENUE	\$ 11,766	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
TOTAL REVENUES	\$ 11,766	\$ 43,000	\$ 43,000	\$ 8,000	\$ 8,000

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>OPERATING EXPENSES</u>					
452150 Other Supplies	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 8,000
TOTAL OPERATING EXPENSES	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 8,000
<u>CAPITAL OUTLAY</u>					
466100 Gift Books and Equipment	16,537	28,000	28,000	-	-
TOTAL CAPITAL OUTLAY	\$ 16,537	\$ 28,000	\$ 28,000	\$ -	\$ -
TOTAL LIBRARY DONATIONS	\$ 16,537	\$ 43,000	\$ 43,000	\$ -	\$ 8,000

Performance Spotlight

Department Mission

To provide projects, activities and resources which address community needs, stimulates economic reinvestment, and furthers improvements to the Plant City community.

Program Description:

Community Services Department manages and provides oversight of grant funded programs and projects including, but not limited to infrastructure and facility improvements, affordable housing and public service activities. This may entail the formulation of administrative guidelines, policies and procedures, program and project planning and implementation, preparation and monitoring of budget and fiscal activities, including auditing program expenditures, compliance with federal, state and local regulations, and evaluation of program accomplishments.

Program Objectives:

Develop, implement and administer projects, services and resources which address community needs and further improvements to Plant City neighborhoods.

Key Performance Measures:

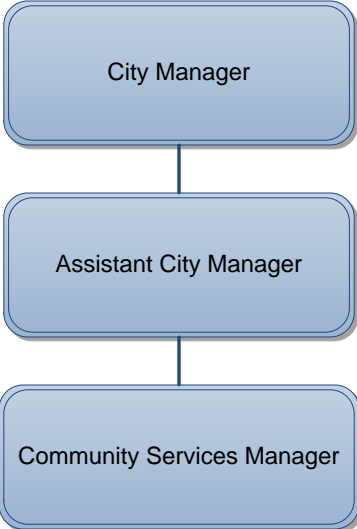
Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Façade and Incentive Program			
Grants Awarded	8	2	2
Amount of Grants	63,255	20,000	30,000
Private Finance	166,172	60,000	60,000
Private/Public Ratio	2.5/1	3/1	2/1
Property Acquisition/Disposition			
Parcels Acquired	1	2	2
Parcels Sold	1	0	0
Infrastructure/Facility Improvement			
Projects Engineered	2	1	1
Projects Construction Completed	2	1	1
Davis Bacon/Section 3 Compliance Projects	2	1	1
Resident Based Activities/Service Programs	0	1	1

Performance *Spotlight*

Goals & Objectives Accomplished:

- Utilized CDBG funding to engineer two infrastructure sidewalk improvement projects.
- Coordinated with the Human Resources Department to connect residents with volunteers that provided services and programs during the storm event.
- Provided an event which connected residents to services, programs, and career opportunities.
- Worked with the Main Street Program to assist with the volunteer base used for Main Street events.

City of Plant City – Organizational Chart – Community Services



Fund: CDBG	Department Community Services Program: CDBG	Org Code: 15055700
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 65,106	\$ 72,133	\$ 72,133	\$ 72,135	\$ 77,543
415500 Other Benefits	463	470	470	100	100
421000 Social Security	5,016	5,518	5,518	5,535	5,940
422000 Pension	5,244	5,771	5,771	5,788	6,212
423000 Health and Life Insurance	7,702	9,200	9,200	8,121	8,355
424000 Workers' Compensation	77	107	107	107	110
TOTAL PERSONAL SERVICES	\$ 83,608	\$ 93,199	\$ 93,199	\$ 91,786	\$ 98,260
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 10,000
440000 Courses Training and Meetings	40	-	-	-	-
442000 Postage	246	350	350	350	350
445000 Insurance	680	1,000	1,000	850	1,000
446050 Demolition and Lot Clearing	6,210	-	-	-	-
451000 Office Supplies	215	500	500	500	500
452100 Other Supplies	-	150	150	150	150
TOTAL OPERATING EXPENSES	\$ 7,391	\$ 22,000	\$ 22,000	\$ 21,850	\$ 12,000
<u>CAPITAL OUTLAY</u>					
463160 Flood Drainage and Street Imp	\$ -	\$ -	\$ -	\$ -	\$ -
463406 Sidewalk Improvements	-	254,801	254,801	254,801	-
463406 Street Improvements	25,139	-	137,054	423,724	300,000
TOTAL CAPITAL OUTLAY	\$ 25,139	\$ 254,801	\$ 391,855	\$ 678,525	\$ 300,000
<u>GRANTS AND AID</u>					
482000 Aid to Private Organizations	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
482600 Rehabilitation Grants	\$ 48,804	\$ 20,000	\$ 37,500	\$ 37,500	\$ 20,000
TOTAL GRANTS AND AID	\$ 68,804	\$ 40,000	\$ 57,500	\$ 57,500	\$ 40,000
TOTAL EXPENSES	\$ 184,942	\$ 410,000	\$ 564,554	\$ 849,661	\$ 450,260

Fund: CDBG	Department Community Services	Org Code: 15055700
	Program: CDBG	

REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>INTERGOVERNMENT REVENUE</u>					
331540 Housing/Community Dev Revenue	\$ 94,563	\$ 329,801	\$ 466,855	\$ 466,855	\$ 364,846
TOTAL INTERGOVERNMENT REVENUE	\$ 94,563	\$ 329,801	\$ 466,855	\$ 466,855	\$ 364,846
<u>CHARGES FOR SERVICES</u>					
345100 CDBG Program Income	\$ 62,252	\$ 40,000	\$ 57,500	\$ 57,500	\$ 40,000
TOTAL CHARGES FOR SERVICES	\$ 62,252	\$ 40,000	\$ 57,500	\$ 57,500	\$ 40,000
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 1,101	\$ -	\$ -	\$ -	\$ -
TOTAL MISCELLANEOUS REVENUE	\$ 1,101	\$ -	\$ -	\$ -	\$ -
<u>OTHER SOURCES</u>					
381001 Interfund Trsf-Gen Fund	\$ 38,461	\$ 40,199	\$ 40,199	\$ 40,199	\$ 45,414
TOTAL OTHER SOURCES	\$ 38,461	\$ 40,199	\$ 40,199	\$ 40,199	\$ 45,414
TOTAL REVENUES	\$ 196,377	\$ 410,000	\$ 564,554	\$ 564,554	\$ 450,260

Fund: CIT Debt Service Fund	Debt Service \$4,610,000 Non-Ad Valorem Refunding Revenue Note, Series 2010	Org Code: 21250517
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Issue Date: June 3, 2010

Uses: Refund 1999 Bonds used to construct and acquire facilities, including but not limited to a new City Hall, and infrastructure improvements to streets.

Interest Rate: 3.66%

Principal is due September 1 beginning September 1, 2011

Interest is due March 1 and September 1 beginning March 1, 2011

Final Maturity: September 1, 2024

Funding Source: One-half cent infrastructure sales surtax revenues

As of October 1, 2018, the outstanding principal was \$2,285,000.

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2016-17 REVISED BUDGET	2018-19 PROPOSED BUDGET
<u>REVENUE - OTHER SOURCES</u>				
381007 Transfer from CIT - Principal	\$ 325,000	\$ 330,000	\$ 330,000	\$ 350,000
381008 Transfer from CIT - Interest	\$ 101,565	\$ 95,708	\$ 95,708	\$ 83,631
381009 Transfer from CIT - Other	\$ -	\$ 500	\$ 500	\$ 500
TOTAL REVENUES	\$ 426,565	\$ 426,208	\$ 426,208	\$ 434,131
<u>EXPENDITURES</u>				
471000 Principal	\$ 320,000	\$ 330,000	\$ 330,000	\$ 350,000
472000 Interest	\$ 107,389	\$ 95,708	\$ 95,708	\$ 83,631
473000 Other Debt Service Costs	\$ -	\$ 500	\$ 500	\$ 500
TOTAL EXPENDITURES	\$ 427,389	\$ 426,208	\$ 426,208	\$ 434,131

Fund: 2012 Non-Ad Valorem Debt Service Fund	Debt Service \$3,290,000 Non-Ad Valorem Refunding Revenue Note, Series 2012	Org Code: 21350517
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Issue Date: November 1, 2012

Uses: Refund 2004 Bonds used to reconstruct and equip a Police Station, General Services Facility, and Fleet Maintenance Facility.

Interest Rate: 2.035%

Principal is due September 1 beginning September 1, 2013

Interest is due March 1 and September 1 beginning March 1, 2013

Final Maturity: September 1, 2024

Funding Source: One-half cent infrastructure sales surtax revenues

As of October 1, 2018, the outstanding principal was \$2,005,000.

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2018-19 PROPOSED BUDGET
<u>REVENUE - OTHER SOURCES</u>				
381007 Transfer from CIT - Principal	\$ 310,000	\$ 315,000	\$ 315,000	\$ 320,000
381008 Transfer from CIT - Interest	\$ 50,315	\$ 47,212	\$ 47,212	\$ 40,802
381009 Transfer from CIT - Other	\$ -	\$ 500	\$ 500	\$ -
TOTAL REVENUES	<u>\$ 360,315</u>	<u>\$ 362,712</u>	<u>\$ 362,712</u>	<u>\$ 360,802</u>
<u>EXPENDITURES</u>				
471000 Principal	\$ 305,000	\$ 315,000	\$ 315,000	\$ 320,000
472000 Interest	\$ 53,419	\$ 47,212	\$ 47,212	\$ 40,802
473000 Other Debt Service Costs	\$ -	\$ 500	\$ 500	\$ -
TOTAL EXPENDITURES	<u>\$ 358,419</u>	<u>\$ 362,712</u>	<u>\$ 362,712</u>	<u>\$ 360,802</u>

Fund: Stadium Loan Debt Service Fund	Debt Service \$3,180,000 Florida Municipal Loan Council, Series 2005B	Org Code: 25650582
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Issue Date: May 26, 2005

Uses: Refund a portion of Revenue Bonds used to rehabilitate the club house, install lighting at clover field, and construct restrooms and concession building at the Plant City Stadium and construct Recreation administrative offices.

Interest Rate: varies from 3% to 5%

Principal is due November 1 beginning November 1, 2005

Interest is due November 1 and May 1 beginning November 1, 2005

Final Maturity: November 1, 2019

Funding Source: County Tourist Tax Revenues

As of October 1, 2018, the outstanding principal was \$730,000.

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2018-19 PROPOSED BUDGET
<u>REVENUE - OTHER SOURCES</u>				
319100 Tourist Tax	\$ 389,656	\$ 381,421	\$ 381,421	\$ 383,826
TOTAL REVENUES	\$ 389,656	\$ 381,421	\$ 381,421	\$ 383,826
<u>EXPENDITURES</u>				
471000 Principal	\$ 320,000	\$ 335,000	\$ 335,000	\$ 355,000
472000 Interest	\$ 61,250	\$ 44,875	\$ 44,875	\$ 27,625
473000 Other Debt Service Costs	\$ 2,475	\$ 1,546	\$ 1,546	\$ 1,201
TOTAL EXPENDITURES	\$ 383,725	\$ 381,421	\$ 381,421	\$ 383,826

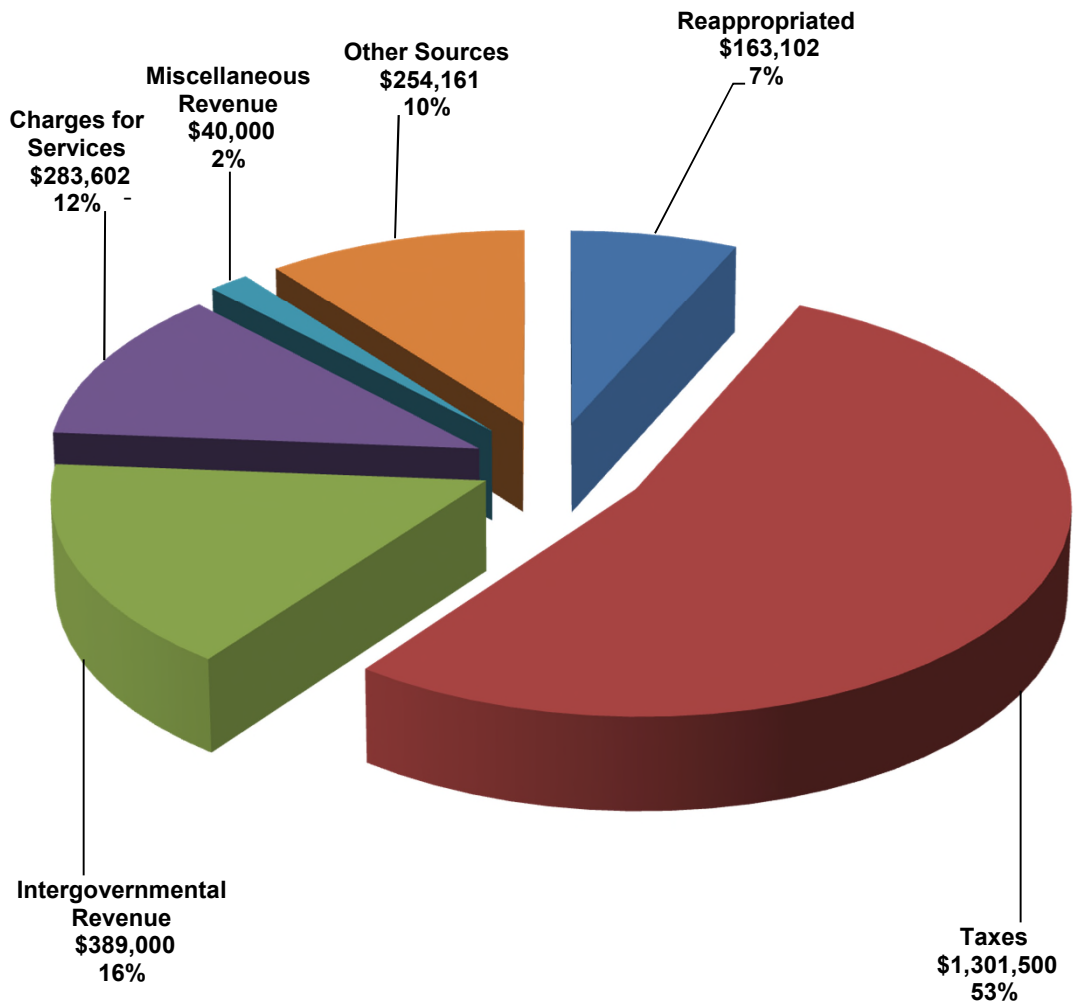
THE CITY OF
PLANT CITY

Florida

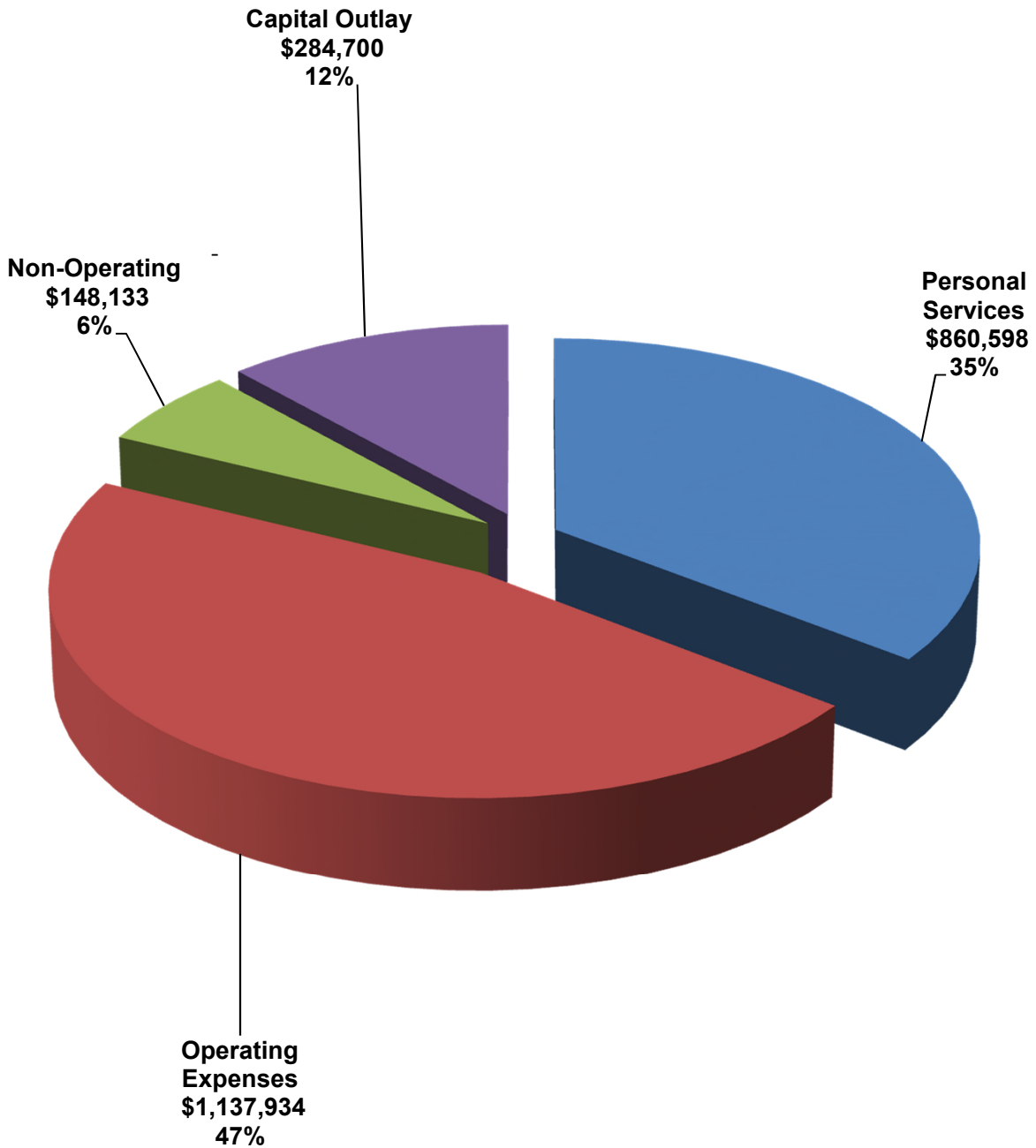


Streets Fund

**City of Plant City
Fiscal Year 2018-19
Streets Fund
Revenues - \$2,431,365**



**City of Plant City
Fiscal Year 2018-19
Streets Fund
Expenditures - \$2,431,365**



Fund: Streets	Department: Engineering Program: Streets / Traffic	Org Code: 17036*
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REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ 759,516	\$ 759,516	\$ -	\$ 163,102
TOTAL REAPPROPRIATED	\$ -	\$ 759,516	\$ 759,516	\$ -	\$ 163,102
<u>TAXES</u>					
312300 Hillsbrgh Co. 9th Cent Gas Tax	\$ 186,600	\$ 183,200	\$ 183,200	\$ 183,200	\$ 185,000
312410 Local Option Gas Tax	1,122,549	1,100,000	1,100,000	1,100,000	1,116,500
TOTAL TAXES	\$ 1,309,148	\$ 1,283,200	\$ 1,283,200	\$ 1,283,200	\$ 1,301,500
<u>INTERGOVERNMENTAL REVENUE</u>					
334497 FDOT:Alexander/SR 39 Swap	\$ 700,000	\$ -	\$ -	\$ -	\$ -
334498 FDOT:JPA Collins St	-	-	750,000	750,000	-
335122 8th Cent Motor Fuel Tax	353,725	332,397	332,397	343,000	347,000
335410 Special Fuel Tax Rebate	42,772	40,000	40,000	40,000	42,000
337401 Local Grant-Transportation	-	2,000,000	2,000,000	2,000,000	-
TOTAL INTERGOVERNMENT REVENUE	\$ 1,096,497	\$ 2,372,397	\$ 3,122,397	\$ 3,133,000	\$ 389,000
<u>CHARGES FOR SERVICES</u>					
344910 Traffic Signals Maintenance	\$ 125,704	\$ 80,000	\$ 80,000	\$ 131,600	\$ 178,602
344920 Street Lighting Maintenance	99,588	101,000	101,000	105,050	105,000
TOTAL CHARGES FOR SERVICES	\$ 225,292	\$ 181,000	\$ 181,000	\$ 236,650	\$ 283,602
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 17,326	\$ 15,800	\$ 15,800	\$ 45,000	\$ 40,000
364410 Sale of Equipment	1,305	-	-	-	-
365100 Sale of Surplus Material&Scrap	986	-	-	-	-
TOTAL MISCELLANEOUS REVENUE	\$ 19,617	\$ 15,800	\$ 15,800	\$ 45,000	\$ 40,000
<u>OTHER SOURCES</u>					
380200 Cost Allocation-Water/Sewer	\$ 119,480	\$ 123,064	\$ 123,064	\$ 123,064	\$ 76,756
380300 Cost Allocation-Solid Waste	120,091	123,694	123,694	123,694	177,405
381405 Interfund Trsf from Solid Wast	-	-	49,250	49,250	-
TOTAL OTHER SOURCES	\$ 239,571	\$ 246,758	\$ 296,008	\$ 296,008	\$ 254,161
TOTAL REVENUES	\$ 2,890,125	\$ 4,858,671	\$ 5,657,921	\$ 4,993,858	\$ 2,431,365

Fund: Streets	Department: Engineering	Org Code: 17056*
	Program: Streets / Traffic	

APPROPRIATIONS BY DIVISION/PROGRAM

Division/Program	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
Traffic Maintenance	\$ 741,680	\$ 1,000,136	\$ 1,000,136	\$ 930,600	\$ 1,146,201
Streets Maintenance	1,843,643	3,858,535	4,657,785	4,543,541	1,285,164
Total Expenditures	<u>\$ 2,585,323</u>	<u>\$ 4,858,671</u>	<u>\$ 5,657,921</u>	<u>\$ 5,474,141</u>	<u>\$ 2,431,365</u>

Performance *Spotlight*

Department Mission

Providing our citizens and visitors safe and efficient travel throughout the City.

Program Description:

The Traffic Division provides safe travel for citizens and visitors by effectively managing the Advanced Traffic Management System (ATMS) and maintaining traffic signals, signs and pavement markings.

Program Objectives:

- Rebuild two existing electrical services and traffic signals at the intersections of: Reynolds St./Palmer St. and Dr. Martin Luther King Jr. Blvd./Alexander St.
- Install/upgrade five signalized intersections with L.E.D. illuminated street name signs at the intersections of: Airport Rd./Woodrow Wilson St., Dr. Martin Luther King Jr. Blvd./Collins St., Baker St./Collins St., Reynolds St./Collins St. and Dr. Martin Luther King Jr. Blvd./Wheeler St.
- Provide timely response of all work orders within 48 hours of entry.
- Provide excellent customer service to our community and citizens by sustaining trust, excellent public relations and active response.
- Begin a five-year street marker change out program to meet new reflectivity and font standards as stated in the Manual on Uniform Traffic Control Devices and per Florida Highway Administration standards.
- Meet periodically with The Department of Transportation, Hillsborough County, and City Engineering Division to discuss traffic issues and planning.
- Continue to provide in-house signal training with staff.

Key Performance Measures:

Performance Outcomes	FY 2017-18 Actual	FY 2018-19 Projected	FY 2019-20 Proposed
Traffic Studies	16	30	40
Call Outs	195	200	210
Traffic Repairs	128	195	225
Fabricated Signs	1,176	1,300	1,600
Work Orders completed within 48 hours	194	220	250
Thermoplastic Striping (miles)	6	7	10

Performance *Spotlight*

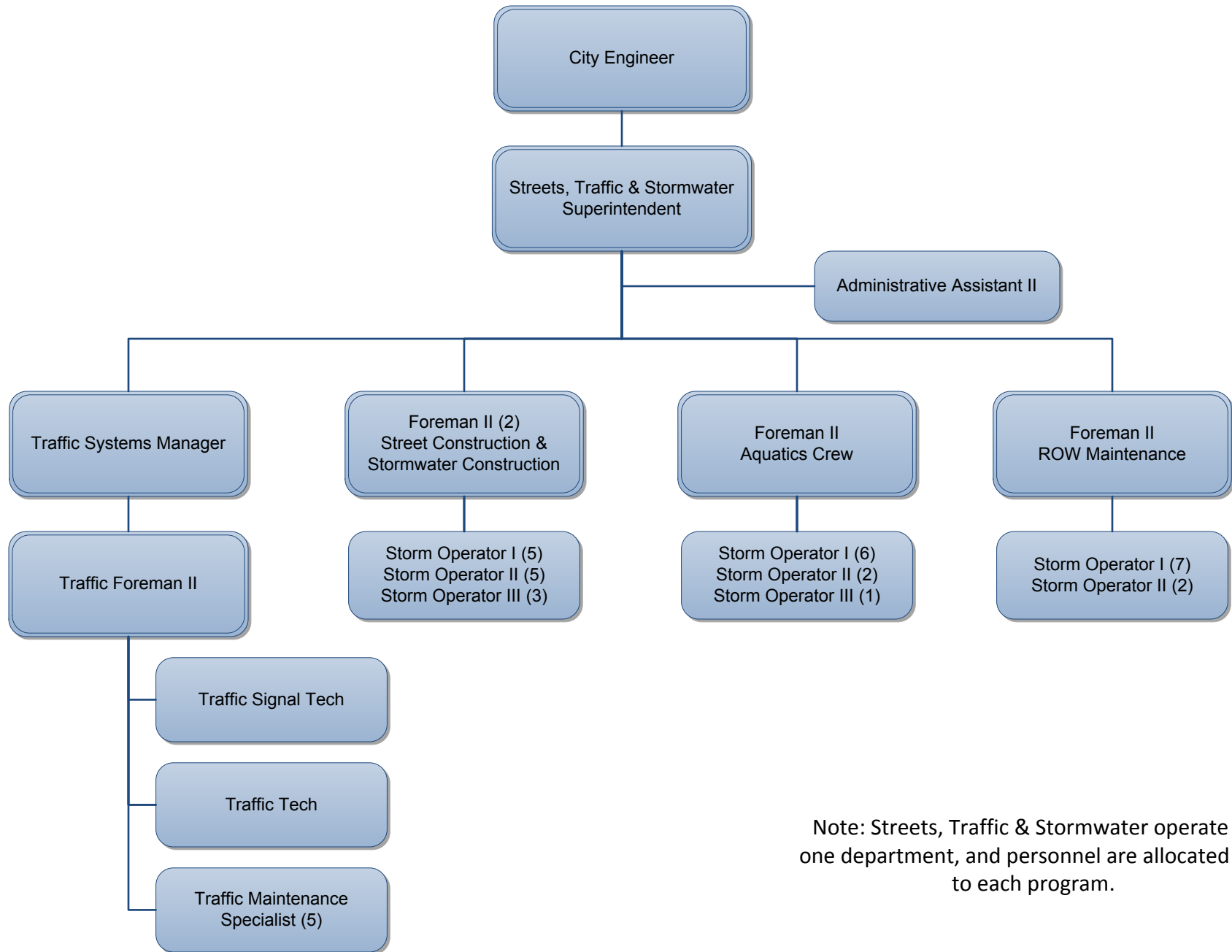
Goals & Objectives Accomplished:

- Upgraded 19 CCTV Bosch cameras for the Traffic Management Center to view real-time traffic conditions.
- Installed the City's first audible pedestrian signal on Alexander St. and James L. Redman Pkwy. for the north and south bound crossing.
- Two traffic staff members obtained IMSA Signs Level 2 certification.
- One traffic staff member obtained IMSA Roadway Lighting 1 Certification.
- One traffic staff member obtained IMSA Transportation Control System Specialist 2 Certification.
- Thermal Video Detection installed at Franklin St./Baker St., Alexander St./Walden Woods, Alsobrook St./Collins St.
- Installed two Rectangular Rapid Flashing Beacons at Snowden Park.
- Upgrade of Traffic Management Center communications hub.
- Began upgrade of traffic cabinet network switches.
- Completed Water Treatment Plant Sign Replacement Project - consisting of the manufacture and installation of 220 signs.
- Upgraded signal heads and added reflective back plates to the following Three intersections:
Walden Woods/Alexander St., Walmart/Alexander St., and Airport Rd./Woodrow Wilson St.

Capital Outlay:

Sign Fabrication Table	17,700
Battery Impedance Tester	2,500
Fiber Optic Tester	3,000
Air Compressor	2,000
Loop Tester	3,000
Fiberglass Rodder 3/8"	<u>1,500</u>
Total	\$29,700

City of Plant City – Organizational Chart – Streets, Traffic & Stormwater



Note: Streets, Traffic & Stormwater operate as one department, and personnel are allocated out to each program.

Fund: Streets	Department: Engineering Program: Traffic Maintenance	Org Code: 17056000
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 275,134	\$ 294,619	\$ 290,619	\$ 261,313	\$ 344,952
414000 Overtime Pay	16,853	17,000	21,000	19,000	20,000
415500 Other Benefits	2,042	2,845	2,845	600	955
421000 Social Security	22,171	22,530	22,530	20,911	24,931
422000 Pension	22,918	23,568	23,568	22,185	27,740
423000 Health and Life Insurance	59,637	74,663	74,663	57,541	69,897
424000 Workers' Compensation	7,957	10,928	10,928	10,928	11,256
TOTAL PERSONAL SERVICES	\$ 406,712	\$ 446,153	\$ 446,153	\$ 392,478	\$ 499,731
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 26,269	\$ 48,800	\$ 48,800	\$ 48,800	\$ 49,500
440000 Courses Training and Meetings	9,615	12,800	12,800	10,800	12,525
440100 Car Allowance	819	1,651	1,651	850	819
441000 Telephone	2,358	3,080	3,080	2,400	4,725
443000 Water Sewer & Solid Waste	1,739	1,800	1,800	1,800	1,800
443100 Power Heat & Lights	31,504	36,000	36,000	35,500	36,000
444010 Lease of Vehicles	48,550	11,330	11,330	11,330	39,800
445000 Insurance	12,667	17,200	17,200	14,570	24,500
446040 Maintenance of Motor Equipment	23,139	17,500	17,500	17,500	23,166
446100 Radio Maintenance	560	1,200	1,200	1,200	280
446110 Building and Property Repair	13,790	3,000	3,000	3,000	3,000
446300 Maintenance of Traffic Lights	77,656	129,400	129,400	132,000	133,600
446500 Street Signs	20,725	22,640	22,640	22,640	22,700
446510 Street Painting	16,913	19,500	19,500	19,500	19,500
451000 Office Supplies	574	600	600	600	600
452000 Fuel	10,359	12,000	12,000	9,000	12,000
452100 Other Supplies	4,672	4,130	4,130	4,130	1,850
452120 Uniforms and Clothing	900	1,080	1,080	1,080	1,580
452200 Tools	1,675	2,500	2,500	2,500	2,500
452300 Safety Equipment & Supplies	2,935	5,000	5,000	5,000	4,260
TOTAL OPERATING EXPENSES	\$ 307,417	\$ 351,211	\$ 351,211	\$ 344,200	\$ 394,705
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 15,600	\$ 15,600	\$ 6,750	\$ 29,700
491000 Capital Project Account	25,000	133,000	133,000	133,000	155,000
TOTAL CAPITAL OUTLAY	\$ 25,000	\$ 148,600	\$ 148,600	\$ 139,750	\$ 184,700
<u>NON-OPERATING</u>					
491400 Indirect Cost Allocation	\$ 2,551	\$ 54,172	\$ 54,172	\$ 54,172	\$ 67,065
TOTAL NON-OPERATING	\$ 2,551	\$ 54,172	\$ 54,172	\$ 54,172	\$ 67,065
TOTAL TRAFFIC MAINTENANCE	\$ 741,680	\$ 1,000,136	\$ 1,000,136	\$ 930,600	\$ 1,146,201

Performance



Department Mission

To enhance the quality of life in Plant City by providing safe roadways, sidewalks and roadway beautification.

Program Description:

The Street Maintenance Division provides safe passageway throughout the City for motorists and pedestrians by providing street light, railroad crossing maintenance, sidewalk, and street repairs.

Program Objectives:

- Provide excellent customer service by:
 - ✓ Responding to inquiries by the end of the same business day
 - ✓ Sustaining trust through professional and honest communications
 - ✓ Proactively partnering for mutually beneficial solutions
 - ✓ Making ourselves accountable by actively advertising our Customer Service Quality Survey
- Safe, pedestrian-friendly sidewalks contribute to the livability and aesthetic image of our City. Street Maintenance will repair and replace 2,600 feet of sidewalk, and also replace ADA mats and ramps as needed.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Hot Mix Applied (tons)	95	125	125
Cold Mix Applied (tons)	94	100	110
Potholes Filled (each)	5,466	5,000	5,100
Sidewalks Repaired/Replaced (linear feet)	1,834	2,600	2,600
Service Requests	112	150	150
Safety Instructions (Staff Hours)	195	200	200
Training Courses (Staff Hours)	168	190	190
Cross Training (Staff Hours)	129	100	140

Goals & Objectives Accomplished:

- Increased hot mix asphalt application for pothole repair by 30%.
- Increased sidewalk repair and replacement by an additional 800 linear feet to improve safety and reduce trip hazards.

Fund: Streets	Department: Engineering Program: Street Maintenance	Org Code: 17056300
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 224,550	\$ 277,877	\$ 277,877	\$ 213,293	\$ 251,028
414000 Overtime Pay	5,288	5,000	5,000	5,000	5,000
415500 Other Benefits	1,443	2,526	2,526	484	730
421000 Social Security	17,228	21,337	21,337	16,272	17,811
422000 Pension	18,700	22,271	22,271	17,548	20,256
423000 Health and Life Insurance	47,234	60,561	60,561	52,860	56,097
424000 Workers' Compensation	7,030	9,655	9,655	9,655	9,945
TOTAL PERSONAL SERVICES	\$ 321,473	\$ 399,227	\$ 399,227	\$ 315,112	\$ 360,867
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 12,686	\$ 12,500	\$ 12,265	\$ 12,500	\$ 10,540
434150 Landfill Fees	306	600	600	400	400
440000 Courses Training and Meetings	1,774	3,400	3,400	3,400	3,800
440100 Car Allowance	1,521	1,881	1,881	1,640	1,521
441000 Telephone	2,367	2,160	2,160	2,400	4,233
443000 Water Sewer & Solid Waste	803	900	900	840	900
443100 Power Heat & Lights	3,873	4,200	4,200	4,000	4,200
443110 Street Lighting	536,895	525,000	525,000	550,000	550,000
443200 Light System Maintenance	6,154	16,000	16,000	16,000	16,000
444000 Rental Agreement Office Eq	-	-	-	-	1,560
444010 Lease of Vehicles	6,010	29,039	29,039	29,039	17,100
445000 Insurance	18,059	25,800	25,800	20,850	18,600
446040 Maintenance of Motor Equipment	19,829	26,000	26,000	26,000	34,749
446070 RR Crossing Maintenance Agrmnt	19,060	20,400	20,400	20,400	20,400
446100 Radio Maintenance	510	1,080	1,080	480	400
446110 Building and Property Repair	1,227	1,750	1,750	1,500	1,500
446570 Street System Repairs	24,248	30,000	30,000	30,000	23,000
451000 Office Supplies	719	1,000	1,000	1,000	1,000
452000 Fuel	5,809	6,000	6,000	6,000	6,000
452050 Irrigation & Landscaping Maint	292	300	300	300	300
452100 Other Supplies	6,331	10,160	10,395	10,000	7,000
452120 Uniforms and Clothing	797	2,500	2,500	1,600	2,516
452200 Tools	1,128	3,100	3,100	3,000	2,820
452210 Chemicals	1,392	4,830	4,830	7,000	9,050
452300 Safety Equipment & Supplies	3,005	4,808	4,808	4,500	5,060
454000 Subscriptions and Memberships	1,089	900	900	580	580
TOTAL OPERATING EXPENSES	\$ 675,882	\$ 734,308	\$ 734,308	\$ 753,429	\$ 743,229
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 3,706	\$ 5,900	\$ 5,900	\$ 5,900	\$ -
491000 Capital Project Account	140,000	650,000	699,250	650,000	100,000
491200 Transfer to Capital Projects	700,000	2,000,000	2,750,000	2,750,000	-
TOTAL CAPITAL OUTLAY	\$ 843,706	\$ 2,655,900	\$ 3,455,150	\$ 3,405,900	\$ 100,000
<u>NON-OPERATING</u>					
491400 Indirect Cost Allocation	\$ 2,582	\$ 69,100	\$ 69,100	\$ 69,100	\$ 81,068
TOTAL NON-OPERATING	\$ 2,582	\$ 69,100	\$ 69,100	\$ 69,100	\$ 81,068
TOTAL STREETS MAINTENANCE	\$ 1,843,643	\$ 3,858,535	\$ 4,657,785	\$ 4,543,541	\$ 1,285,164

THE CITY OF
PLANT CITY

Florida

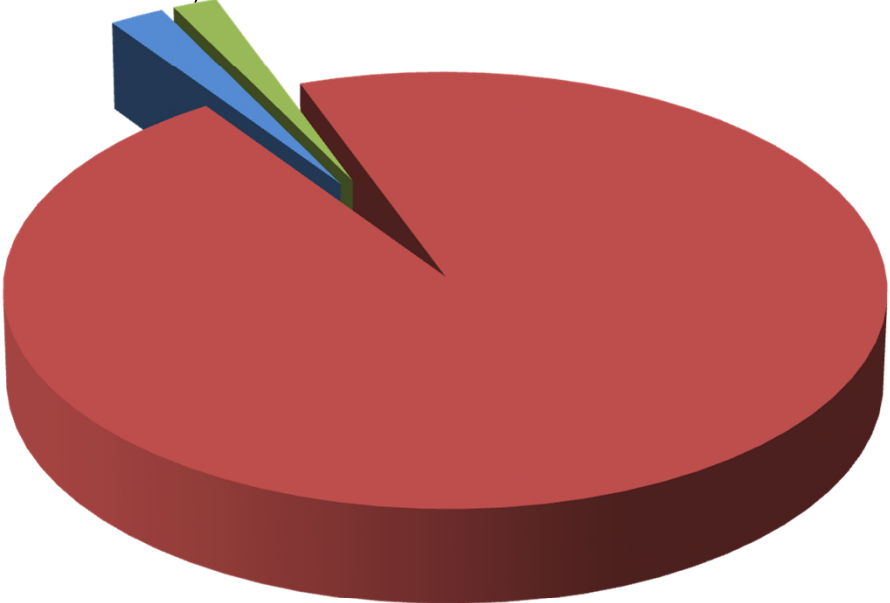


Water Sewer Fund

**City of Plant City
Fiscal Year 2018-19
Water Sewer Fund
Revenues - \$17,763,226**

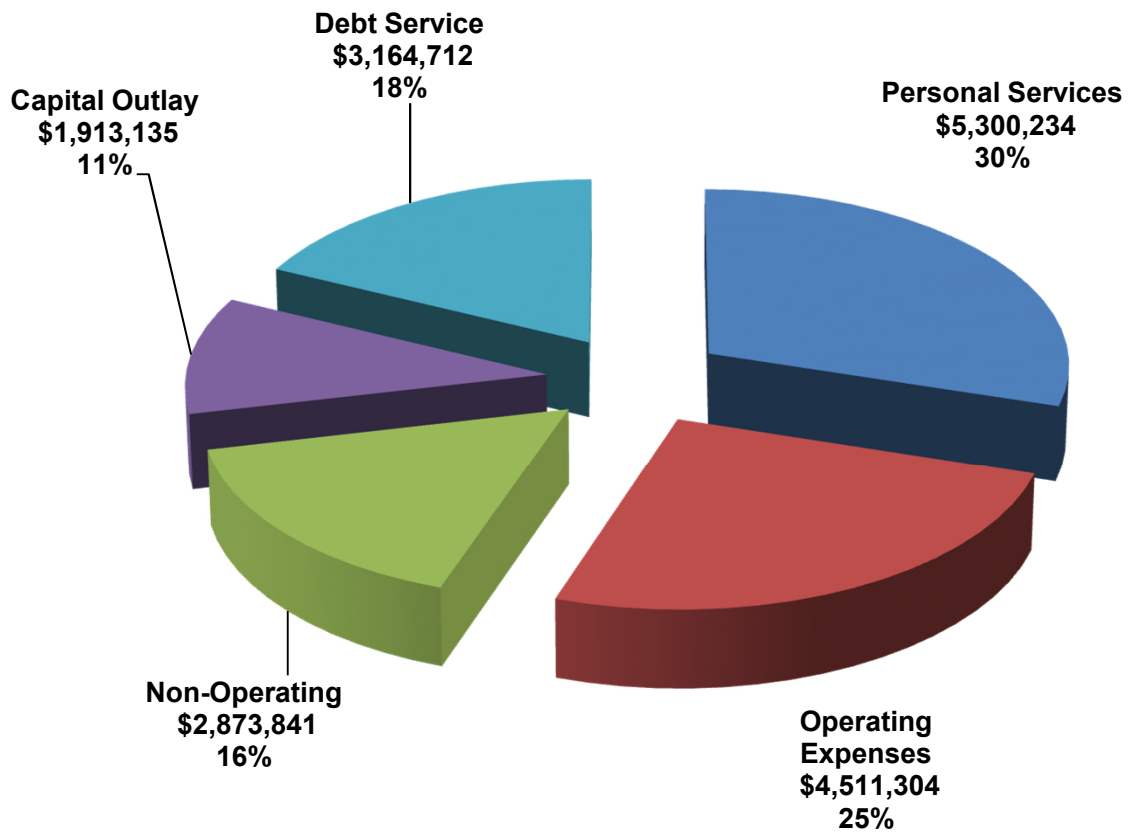
**Miscellaneous
Revenue
\$391,500
2%**

**Other Sources
\$317,644
2%**



**Charges for
Services
\$17,054,082
96%**

**City of Plant City
Fiscal Year 2018-19
Water Sewer Fund
Expenditures - \$17,763,226**



Fund:
Water Sewer

Department:
Water and Sewer

Org Code:
4025*

REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>CHARGES FOR SERVICES</u>					
343300 Water Sales	\$ 6,871,821	\$ 6,153,000	\$ 6,153,000	\$ 6,153,000	\$ 6,606,000
343308 Water Meter Installations	37,715	35,000	35,000	40,000	42,000
343351 General Utility Service Charge	57,996	53,000	53,000	60,000	61,000
343352 Water Ser Con/Disconnect	113,746	100,500	100,500	82,925	85,400
343353 Water Meter Service Charge	1,705	-	-	226	-
343354 Bad Check Charges	11,174	-	-	5,000	6,000
343500 Wastewater Revenue	9,574,046	8,500,000	8,500,000	8,500,000	8,872,102
343508 Sewer Taps	13,473	10,300	10,300	7,465	8,500
343510 Industrial Waste	1,628,430	1,236,000	1,236,000	1,500,000	1,373,080
TOTAL CHARGES FOR SERVICES	<u>\$18,310,106</u>	<u>\$16,087,800</u>	<u>\$16,087,800</u>	<u>\$16,348,616</u>	<u>\$17,054,082</u>
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 172,976	\$ 95,900	\$ 95,900	\$ 300,000	\$ 325,000
361101 Interest on Delinquent Accounts	59,547	2,000	2,000	60,000	60,000
364410 Sale of Equipment	102,293	-	-	16,536	-
365100 Sale of Surplus Material&Scrap	1,017	-	-	1,842	-
369900 Miscellaneous Revenue	145,602	-	-	6,638	6,500
TOTAL MISCELLANEOUS REVENUE	<u>\$ 481,435</u>	<u>\$ 97,900</u>	<u>\$ 97,900</u>	<u>\$ 385,016</u>	<u>\$ 391,500</u>
<u>OTHER SOURCES</u>					
380300 Cost Allocation-Solid Waste	\$ 106,935	\$ 179,795	\$ 179,795	\$ 179,795	\$ 230,005
380400 Cost Allocation-Stormwater	140,559	74,673	74,673	74,673	87,639
381000 Interfund Transfer	87,877	-	-	-	-
TOTAL OTHER SOURCES	<u>\$ 335,371</u>	<u>\$ 254,468</u>	<u>\$ 254,468</u>	<u>\$ 254,468</u>	<u>\$ 317,644</u>
TOTAL REVENUES	<u>\$19,126,911</u>	<u>\$16,440,168</u>	<u>\$16,440,168</u>	<u>\$16,988,100</u>	<u>\$17,763,226</u>

Fund:
Water Sewer

Department:
Water and Sewer

Org Code:
4025*

APPROPRIATIONS BY DIVISION/PROGRAM

Division/Program	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
Utilities Billing					
Customer Service	\$ 669,389	\$ 865,419	\$ 864,219	\$ 791,888	\$ 861,473
Field Representatives	159,592	281,869	283,069	275,073	284,697
Total Utilities Billing	<u>\$ 828,981</u>	<u>\$ 1,147,288</u>	<u>\$ 1,147,288</u>	<u>\$ 1,066,961</u>	<u>\$ 1,146,170</u>
Water Resource Management					
Resource Management	\$ 71,213	\$ 87,462	\$ 88,312	\$ 87,106	\$ 102,413
Cross Connections	255,416	281,652	280,802	279,305	313,908
Industrial Pretreat	117,896	188,706	188,706	183,678	210,793
NPDES Compliance	107,737	124,260	124,260	122,808	145,957
Total Water Resources Management	<u>\$ 552,262</u>	<u>\$ 682,080</u>	<u>\$ 682,080</u>	<u>\$ 672,897</u>	<u>\$ 773,071</u>
Utilities Maintenance					
Line Maintenance	\$ 10,113,772	\$ 4,616,812	\$ 4,827,325	\$ 4,475,902	\$ 4,859,837
Mechanical and Electrical	1,554,425	1,902,560	1,691,347	1,631,237	2,140,108
Inventory/Stores	136,597	134,053	134,753	124,354	155,423
Total Utility Maintenance	<u>\$ 11,804,794</u>	<u>\$ 6,653,425</u>	<u>\$ 6,653,425</u>	<u>\$ 6,231,493</u>	<u>\$ 7,155,368</u>
Utilities Operations					
Water Treatment	\$ 2,422,094	\$ 1,956,525	\$ 1,956,525	\$ 1,883,247	\$ 2,023,727
Water Reclamation Treatment	\$ 4,792,963	\$ 2,836,139	\$ 2,836,139	\$ 2,876,527	\$ 3,500,178
Utilities Operations	<u>\$ 7,215,057</u>	<u>\$ 4,792,664</u>	<u>\$ 4,792,664</u>	<u>\$ 4,759,774</u>	<u>\$ 5,523,905</u>
Debt Service	<u>\$ 3,164,710</u>	<u>\$ 3,164,711</u>	<u>\$ 3,164,711</u>	<u>\$ 3,164,711</u>	<u>\$ 3,164,712</u>
Total Expenditures	<u>\$ 23,565,804</u>	<u>\$ 16,440,168</u>	<u>\$ 16,440,168</u>	<u>\$ 15,895,836</u>	<u>\$ 17,763,226</u>

Performance

Department Mission

To deliver Excellent Customer Service with respect, professionalism, and reliability to residents and visitors.

Program Description:

The Utilities Billing division provides assistance with new account activation, billing inquiries, account updates, new construction water and sewer connections, meter reading and service order processing.

Customer Service Representatives process payments for utility billing, permits, parking tickets, and CDBG housing payments. Field Representatives read over 13,000 meters monthly, terminate and turn on water service, perform meter tests, and respond to leak inquiries.

Program Objectives:

- Increase paperless billing customer base to 15% and online payments by 15%
- Decrease average weekly meter re-reads by 40% from 40 to 24.
- Implement Badger Beason meter reading system by November 1, 2018.
- Implement Utility Billing Education Program by March 2019. The goal is to train ten customers per week regarding City website navigation, paperless bill setup, and various payment options.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Quantity of paperless billing customers	1,356	1,600	1,840
Quantity of online payments per month	4,216	4,800	5,520
Quantity of re-reads	3,910	2,000	1,200
Customers assisted in lobby	N/A	N/A	500
Percentage of paperless billing	11%	12%	15%
Percentage of online payments	37%	40%	55%

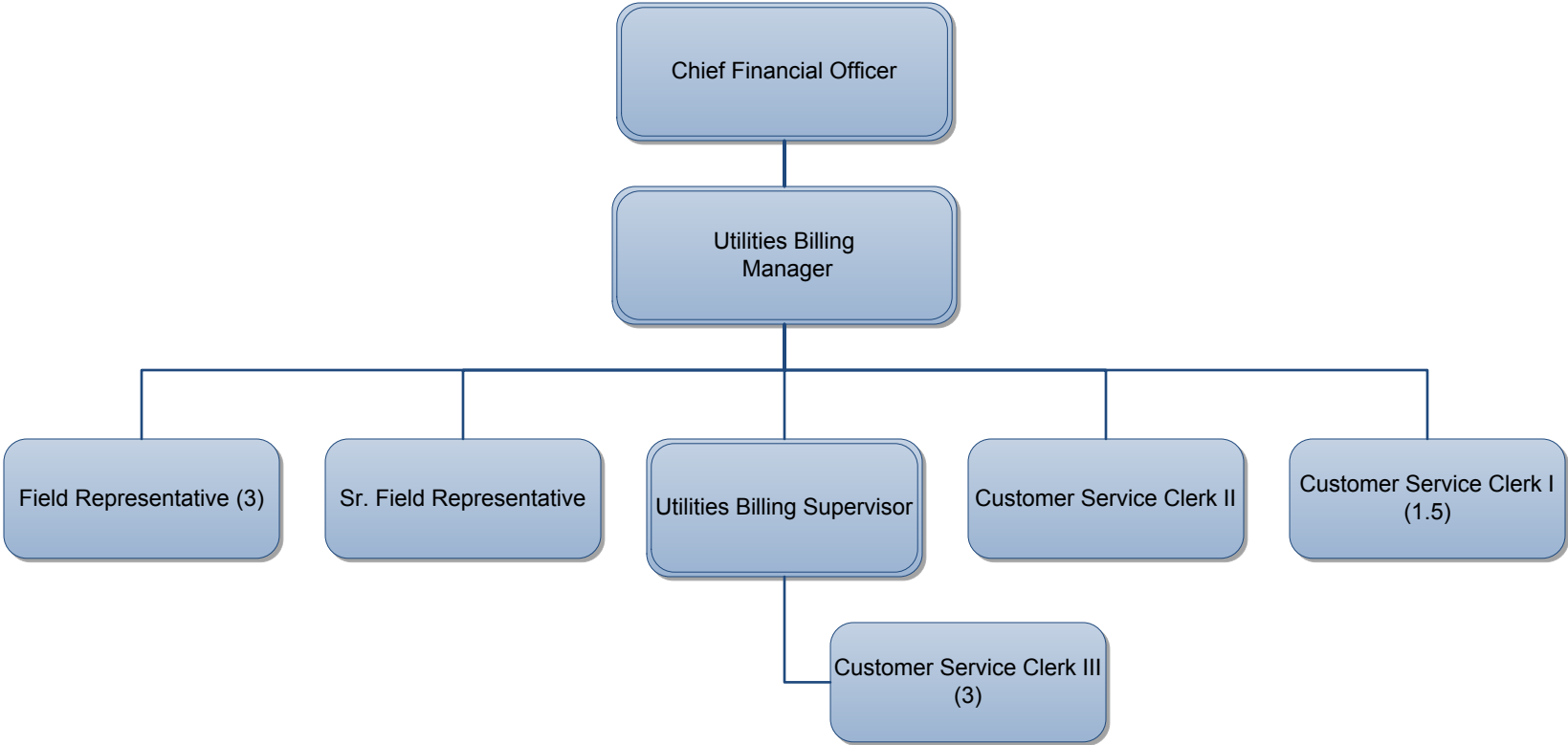
Goals & Objectives Accomplished:

- Revised cycle reading to provide more consistent 30-day billing cycle for customers.
- Cross-trained a Field Representative to perform AMR functions, which account for 85% of meters.
- Transitioned 1,400 Hillsborough County residential customers to Plant City customers in January 2018.
- Implemented field service orders.

Capital Outlay:

Desktop	1,370
Toughbook Laptop with GPS Mapping	15,000
Total	\$16,370

City of Plant City – Organizational Chart – Utilities Billing



Fund: Water Sewer	Department: Finance	Org Code: 40256901
	Program: Utilities Billing - Customer Service	

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 276,485	\$ 311,252	\$ 311,252	\$ 300,750	\$ 331,048
412500 Temporary Pay	3,738	2,500	2,500	2,600	7,000
414000 Overtime Pay	2,004	3,000	3,000	2,202	5,000
415500 Other Benefits	871	900	900	840	840
421000 Social Security	21,667	23,811	23,811	22,812	22,665
422000 Pension	24,317	24,902	24,902	23,625	25,353
423000 Health and Life Insurance	60,549	65,565	65,565	57,813	56,932
424000 Workers' Compensation	237	425	425	425	438
TOTAL PERSONAL SERVICES	\$ 389,868	\$ 432,355	\$ 432,355	\$ 411,067	\$ 449,276
<u>OPERATING EXPENSES</u>					
432000 Annual Audit	\$ 23,233	\$ 28,000	\$ 28,000	\$ 23,980	\$ 28,000
434000 Other Contractual Services	31,333	48,000	48,000	48,000	48,000
440000 Courses Training and Meetings	2,687	5,093	5,093	3,200	2,700
440100 Car Allowance	936	936	936	936	936
442000 Postage	55,555	70,000	70,000	65,000	70,000
444000 Rental Agreement Office Eq	-	-	1,100	1,100	6,500
445000 Insurance	8,169	13,200	13,200	11,180	11,200
446100 Radio Maintenance	-	1,000	800	500	400
446200 Maintenance of Office Equipmnt	-	1,500	1,500	1,000	1,500
449200 Credit Card Processing Fee	134,549	150,000	150,000	135,000	135,000
451000 Office Supplies	8,081	11,000	9,900	9,000	8,400
452000 Fuel	-	16,000	8,700	-	-
452100 Other Supplies	2,425	6,000	12,300	6,000	10,000
452120 Uniforms and Clothing	-	1,500	1,500	1,500	200
452200 Tools	-	1,000	1,000	100	-
452300 Safety Equipment & Supplies	75	-	-	-	-
454000 Subscriptions and Memberships	300	410	410	400	350
457000 Cash Short and Over	132	-	-	-	-
459000 Depreciation	4,157	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 271,631	\$ 353,639	\$ 352,439	\$ 306,896	\$ 323,186
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 10,500	\$ 10,500	\$ -	\$ 1,370
TOTAL CAPITAL OUTLAY	\$ -	\$ 10,500	\$ 10,500	\$ -	\$ 1,370
<u>NON-OPERATING</u>					
491400 Indirect Cost Allocation	\$ -	\$ 47,925	\$ 47,925	\$ 47,925	\$ 61,641
493100 Interest-Customer Deposit	8,401	6,000	6,000	6,000	6,000
494000 Allowance for Bad Debt	(511)	15,000	15,000	20,000	20,000
TOTAL NON-OPERATING	\$ 7,890	\$ 68,925	\$ 68,925	\$ 73,925	\$ 87,641
TOTAL CUSTOMER SERVICE	\$ 669,389	\$ 865,419	\$ 864,219	\$ 791,888	\$ 861,473

Fund: Water Sewer	Department: Finance Program: Utilities Billing - Field Representatives	Org Code: 40256902
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 103,062	\$ 158,444	\$ 145,479	\$ 150,341	\$ 129,065
414000 Overtime Pay	238	3,000	2,300	3,000	6,000
415500 Other Benefits	397	945	945	500	400
421000 Social Security	7,254	11,790	11,790	11,817	9,761
422000 Pension	5,103	12,674	12,674	12,786	10,359
423000 Health and Life Insurance	22,601	44,058	44,058	45,123	19,674
424000 Workers' Compensation	72	92	92	92	95
TOTAL PERSONAL SERVICES	\$ 138,726	\$ 231,003	\$ 217,338	\$ 223,659	\$ 175,354
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 631	\$ 2,115	\$ 15,780	\$ 2,000	\$ 13,000
440000 Courses Training and Meetings	-	-	-	-	500
441000 Telephone	172	480	480	480	2,000
444010 Lease of Vehicles	5,200	4,493	4,493	4,493	11,900
445000 Insurance	1,302	3,089	3,089	2,620	4,500
446040 Maintenance of Motor Equipment	4,429	13,000	13,000	13,000	11,300
446100 Radio Maintenance	-	400	600	400	600
451000 Office Supplies	75	100	100	100	300
452000 Fuel	5,644	10,500	9,200	8,000	10,000
452100 Other Supplies	946	770	770	770	3,300
452120 Uniforms and Clothing	688	1,075	1,075	1,075	1,200
452200 Tools	1,179	600	1,600	1,000	7,000
452210 Chemicals	-	-	600	200	7,000
452300 Safety Equipment & Supplies	437	600	1,300	1,300	2,850
459000 Depreciation	164	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 20,866	\$ 37,222	\$ 52,087	\$ 35,438	\$ 75,450
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ -	\$ -	\$ 2,332	\$ 15,000
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ 2,332	\$ 15,000
<u>NON-OPERATING</u>					
491400 Indirect Cost Allocation	\$ -	\$ 13,644	\$ 13,644	\$ 13,644	\$ 18,893
TOTAL NON-OPERATING	\$ -	\$ 13,644	\$ 13,644	\$ 13,644	\$ 18,893
TOTAL FIELD REPRESENTATIVES	\$ 159,592	\$ 281,869	\$ 283,069	\$ 275,073	\$ 284,697

Performance *Spotlight*

Department Mission

To conscientiously develop and implement effective programs to protect and manage Plant City’s precious natural resources while building positive relationships in our community and providing excellent customer service at all times.

Program Description:

Responsible for ensuring that the City’s potable and reclaimed water resources are utilized in a conscientious and efficient manner. Program meets requirements set forth by the Southwest Florida Water Management District for water conservation through the classification and monitoring of internal and public water use, inspection and resolution of concerns, and coordination with municipal, residential, commercial, and industrial customers. Monitors six wetland sites for environmental impacts related to the City’s use of groundwater. Develops and implements associated public education programs.

Program Objectives:

- Develop and implement additional water conservation training programs for commercial and industrial users. (Focus has primarily been on residential users).
- Assess potential reclaimed water use options on Henderson Way and Park Road (Evergreen Packaging, Gordon Foods, etc.).
- Assist WLCA in assessment of irrigation in ROW to confirm internal and external irrigation levels are not exceeded.

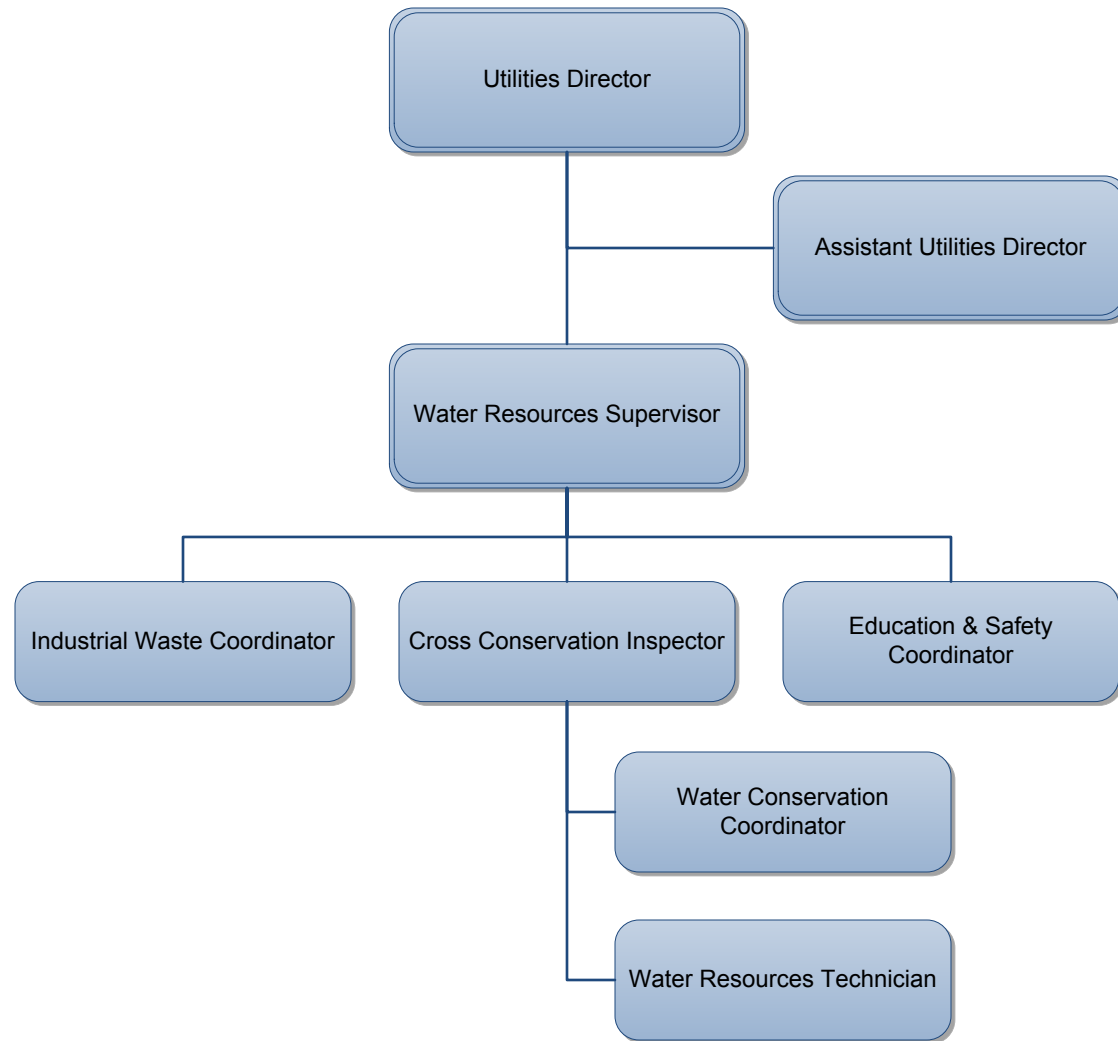
Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Water Conservation Inspections	8	8	10
Wetland Monitoring Inspections	118	118	118
Public Education Initiatives	24	6	10

Goals & Objectives Accomplished:

- Completed fully compliant Public Supply Annual Reporting (PSAR) as required by the SWFWMD.
- Completed fully compliant Consumer Confidence Report (CCR) as required by the FDOH.
- Completed fully compliant Reclaimed Water User Report as required by the FDOH.

City of Plant City – Organizational Chart – Water Resource Management



Fund: Water Sewer	Department: Water Resource Management	Org Code: 40257201
	Program: Resource Management	

APPROPRIATIONS DETAIL

Object Code	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 42,929	\$ 45,709	\$ 45,709	\$ 45,777	\$ 49,149
414000 Overtime Pay	887	500	500	337	500
415500 Other Benefits	100	100	100	100	110
421000 Social Security	2,899	3,497	3,497	3,096	2,630
422000 Pension	3,538	3,656	3,656	3,738	3,939
423000 Health and Life Insurance	10,285	12,419	12,419	12,347	12,380
424000 Workers' Compensation	618	849	849	849	874
TOTAL PERSONAL SERVICES	\$ 61,255	\$ 66,730	\$ 66,730	\$ 66,244	\$ 69,582
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 555	\$ 1,000	\$ 1,000	\$ 500	\$ 500
440000 Courses Training and Meetings	161	600	600	600	600
441000 Telephone	241	200	200	200	3,252
444000 Rental Agreement Office Eq	-	-	850	850	1,600
445000 Insurance	2,186	1,500	1,500	1,280	1,600
446040 Maintenance of Motor Equipment	1,397	1,500	1,500	1,500	2,500
446100 Radio Maintenance	83	100	100	100	100
446110 Building and Property Repair	145	300	300	300	300
451000 Office Supplies	750	750	750	750	750
452000 Fuel	603	600	600	600	600
452100 Other Supplies	1,002	1,400	1,350	1,400	500
452120 Uniforms and Clothing	19	200	200	200	200
452300 Safety Equipment & Supplies	225	150	200	150	150
459000 Depreciation	170	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 7,536	\$ 8,300	\$ 9,150	\$ 8,430	\$ 12,652
<u>CAPITAL OUTLAY</u>					
491000 Capital Project Account	1,340	1,340	1,340	1,340	-
TOTAL CAPITAL OUTLAY	\$ 1,340	\$ 1,340	\$ 1,340	\$ 1,340	\$ -
<u>NON-OPERATING</u>					
491015 Interfund Trsf to GF for PILOT	\$ -	\$ -	\$ -	\$ -	\$ 7,511
491400 Indirect Cost Allocation	1,082	11,092	11,092	11,092	12,668
TOTAL NON-OPERATING	\$ 1,082	\$ 11,092	\$ 11,092	\$ 11,092	\$ 20,179
TOTAL RESOURCE MANAGEMENT	\$ 71,213	\$ 87,462	\$ 88,312	\$ 87,106	\$ 102,413

Performance *Spotlight*

Program Description:

Responsible for the protection of the public drinking water and reclaimed water distribution system, and the health, safety, and welfare of customers that utilize the system. This is accomplished through an assessment program that determines the level of protection (backflow prevention assembly) that must be provided at any point of connection to the distribution system. Over 1,800 backflow prevention assemblies have been installed to date and are tested and repaired annually. Additionally, a routine monitoring and inspection program helps locate and eliminate potentially harmful cross connections and sources of possible contamination.

Program Objectives:

- Continue assessment of 750+ dedicated irrigation systems to determine if they meet new requirements set forth by the state for containment with a backflow prevention assembly.
- Review existing code and modify the Cross Connection Control manual to reflect State requirements.
- Develop and implement new public education initiatives for the program.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Cross Connection Control Inspections	9	5	6
Backflow Assembly Tests	1890	1,900	2,000
Backflow Assembly Repairs	339	400	350

Goals & Objectives Accomplished:

- Met and exceeded testing and repair goals.
- Eliminated use of contractor for testing and repair of backflow prevention assemblies on fire systems
- Completed full cross connection control inspection at Sansone Park, Plant City Stadium, MLK Recreation Center, Fred Washington Field, and Hampton Inn.
- Coordinated ongoing training of new Environmental Technician.
- Completed second required FDEP annual report.

Capital Outlay:

Backflow Prevention Assembly Test Gauge	1,000
Total	\$1,000

Fund: Water Sewer	Department: Water Resource Management	Org Code: 40257202
	Program: Cross Connections	

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 90,178	\$ 96,579	\$ 96,579	\$ 96,594	\$ 103,820
414000 Overtime Pay	423	300	300	300	300
415500 Other Benefits	234	300	300	234	234
421000 Social Security	6,885	7,397	7,397	7,424	7,769
422000 Pension	7,225	7,725	7,725	7,799	8,324
423000 Health and Life Insurance	18,032	20,455	20,455	20,308	18,510
424000 Workers' Compensation	1,313	1,804	1,804	1,804	1,858
TOTAL PERSONAL SERVICES	\$ 124,291	\$ 134,560	\$ 134,560	\$ 134,463	\$ 140,815
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 4,422	\$ 3,000	\$ 2,150	\$ 1,500	\$ 4,500
440000 Courses Training and Meetings	1,179	1,400	1,400	1,400	2,900
441000 Telephone	267	200	200	200	200
442000 Postage	-	150	150	-	-
445000 Insurance	2,942	3,000	3,000	2,550	3,200
446040 Maintenance of Motor Equipment	3,093	3,000	3,000	3,000	3,500
446100 Radio Maintenance	83	100	100	100	100
446110 Building and Property Repair	65	300	300	150	400
446580 Distribution System Repair	15,270	15,000	15,000	15,000	16,000
451000 Office Supplies	100	100	100	100	100
452000 Fuel	1,005	800	800	1,000	1,500
452100 Other Supplies	513	1,400	1,400	1,400	800
452120 Uniforms and Clothing	199	500	500	300	300
452200 Tools	8	200	200	200	200
452300 Safety Equipment & Supplies	625	450	450	450	450
454000 Subscriptions and Memberships	102	150	150	150	150
459000 Depreciation	170	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 30,043	\$ 29,750	\$ 28,900	\$ 27,500	\$ 34,300
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
491000 Capital Project Account	100,000	100,000	100,000	100,000	100,000
TOTAL CAPITAL OUTLAY	\$ 100,000	\$ 101,000	\$ 101,000	\$ 101,000	\$ 101,000
<u>NON-OPERATING</u>					
491015 Interfund Trsf to GF for PILOT	\$ -	\$ -	\$ -	\$ -	\$ 23,607
491400 Indirect Cost Allocation	1,082	16,342	16,342	16,342	14,186
TOTAL NON-OPERATING	\$ 1,082	\$ 16,342	\$ 16,342	\$ 16,342	\$ 37,793
TOTAL CROSS CONNECTION	\$ 255,416	\$ 281,652	\$ 280,802	\$ 279,305	\$ 313,908

Performance *Spotlight*

Program Description:

Responsible for the protection of the City’s sanitary sewer collection system and Water Reclamation Facility. Ensures that municipal, residential, commercial, and industrial sites comply with federal, state, and local regulations through the classification, monitoring and inspection of the sanitary sewer system users, including six significant permitted industrial users, and hundreds of smaller industrial/commercial sites. Administers a comprehensive Grease Management Program, and assists with environmental compliance issues including spill response, and other incident investigations. Develops and implements associated municipal and public educational programs.

Program Objectives:

- Work with significant industrial users on cooperative initiatives and programs to reduce certain contaminants in the wastewater that present compliance challenges.
- Partner with professional groups, community organizations, schools, commercial and industrial businesses to provide environmental education trainings
- Cooperative efforts with local commercial, industrial, and residential facilities to reduce grease contributions to the sanitary sewer system. New programs coordinated with the Chamber of Commerce and downtown events have been very successful. (i.e. Food Truck Rally’s, Car Shows, etc.)

Key Performance Measures:

Performance Outcome	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Industrial Pretreatment Inspections	65	74	70
Public Education Initiatives	39	75	70

Goals & Objectives Accomplished:

- Received administrative approval from FDEP for annual report.
- Worked with several civic and industry groups to help revitalize and restore the gardens at the Plant City campus of Hillsborough Community College.
- Conducted various environmental workshops and classes at local schools, civic events, etc.
- Developed and implemented an annual Compliance Training Program for industrial users.
- Worked with Solid Waste Department to revitalize the City's Public Used Oil Collection Center.

Fund: Water Sewer	Department: Water Resource Management	Org Code: 40257203
	Program: Industrial Pretreat	

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 79,966	\$ 86,676	\$ 86,676	\$ 83,801	\$ 91,102
414000 Overtime Pay	5,629	3,000	3,000	3,000	3,000
415500 Other Benefits	1,192	1,180	1,180	133	158
421000 Social Security	6,694	6,625	6,625	6,621	6,966
422000 Pension	6,893	6,934	6,934	6,917	7,301
423000 Health and Life Insurance	6,180	6,179	6,179	5,994	5,777
424000 Workers' Compensation	850	1,167	1,167	1,167	1,202
TOTAL PERSONAL SERVICES	\$ 107,404	\$ 111,761	\$ 111,761	\$ 107,633	\$ 115,506
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 1,169	\$ 6,000	\$ 6,000	\$ 6,000	\$ 8,700
440000 Courses Training and Meetings	713	900	900	1,000	1,300
441000 Telephone	389	300	300	300	300
445000 Insurance	1,624	3,000	3,000	2,550	3,200
446040 Maintenance of Motor Equipment	3,133	2,000	2,000	2,000	2,500
446100 Radio Maintenance	83	200	200	100	100
446110 Building and Property Repair	65	300	300	150	300
451000 Office Supplies	250	300	300	300	300
452000 Fuel	905	700	700	700	1,000
452100 Other Supplies	373	1,300	1,300	1,300	600
452120 Uniforms and Clothing	80	300	300	200	300
452200 Tools	-	100	100	100	100
452220 Laboratory Supplies	-	200	200	-	-
452300 Safety Equipment & Supplies	297	150	150	150	150
454000 Subscriptions and Memberships	160	150	150	150	150
459000 Depreciation	170	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 9,409	\$ 15,900	\$ 15,900	\$ 15,000	\$ 19,000
<u>CAPITAL OUTLAY</u>					
491000 Capital Project Account	-	50,000	50,000	50,000	50,000
TOTAL CAPITAL OUTLAY	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
<u>NON-OPERATING</u>					
491015 Interfund Trsf to GF for PILOT	\$ -	\$ -	\$ -	\$ -	\$ 15,693
491400 Indirect Cost Allocation	1,082	11,045	11,045	11,045	10,594
TOTAL NON-OPERATING	\$ 1,082	\$ 11,045	\$ 11,045	\$ 11,045	\$ 26,287
TOTAL INDUSTRIAL PRETREAT	\$ 117,896	\$ 188,706	\$ 188,706	\$ 183,678	\$ 210,793

Performance



Program Description:

NPDES MS4 Permit Compliance

- Responsible for the protection of the City’s surface water, and groundwater resources. Ensures that municipal, residential, commercial, and industrial sites comply with federal, state, and local regulations to reduce the potential for stormwater pollution. Monitors and inspects related facilities. Represents City on various regulatory and environmental compliance related committees.

Education and Safety

- Responsible for developing and implementing comprehensive safety training, and emergency management programs for the Utilities Department. Provides support and guidance related to safety, FEMA training and Public Assistance documentation, Emergency Operations, Hazard Mitigation Grant applications and other related matters.

Program Objectives:

NPDES MS4 Permit Compliance

- Work with FDEP to determine source of pollutant impairments and eliminate them in affected water bodies.
- Participate in Tampa Bay Nitrogen Management Consortium to ensure that City’s interests in relation to nitrogen and phosphorous regulations are properly represented.

Education and Safety

- Coordinate all mandatory annual safety training classes for the Utilities Department.
- Work with other Departments to improve FEMA related documentation and reporting practices.
- Encourage a higher level of interaction with the public and customers through the use of social media.

Key Performance Measures:

Performance Outcomes	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
NPDES Compliance			
Environmental Inspections	50	30	40
Environmental Education Initiatives	111	70	75
Education and Safety			
Safety Education Initiatives	25	6	20
Emergency Management Initiatives	1	10	5

Goals & Objectives Accomplished:

NPDES Compliance

- Completed NPDES MS4 Permit Annual Report and met all permit requirements.
- Coordinated quarterly compliance monitoring and sampling related to the Sparkman Road Landfill.
- Participated in development of City’s Customer Service Standards and Employee Training Plan.

Education and Safety

- Coordinated the first City safety education classes for Spanish speaking employees through the League of Cities.
- Coordinated MOT training for City employees.
- Coordinated NASSCO Pipeline Assessment and Certification Program for City employees.
- Developed and administered Facebook page for Utilities Department.
- Provided support to all City Departments related to FEMA documentation related to Hurricane Irma.

Fund: Water Sewer	Department: Water Resource Management	Org Code: 40257204
	Program: NPDES Compliance	

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 70,648	\$ 76,301	\$ 76,301	\$ 76,183	\$ 82,023
414000 Overtime Pay	290	200	200	200	200
415500 Other Benefits	133	100	100	133	133
421000 Social Security	5,415	5,832	5,832	5,782	6,115
422000 Pension	5,707	6,105	6,105	6,117	6,574
423000 Health and Life Insurance	10,231	11,605	11,605	11,496	10,553
424000 Workers' Compensation	927	1,274	1,274	1,274	1,312
TOTAL PERSONAL SERVICES	\$ 93,351	\$ 101,417	\$ 101,417	\$ 101,185	\$ 106,910
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 1,348	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
440000 Courses Training and Meetings	66	1,000	1,000	500	1,200
441000 Telephone	347	300	300	300	300
444010 Lease of Vehicles	2,800	-	-	-	5,300
445000 Insurance	1,511	1,500	1,500	1,280	1,600
446040 Maintenance of Motor Equipment	3,173	1,500	1,500	1,500	1,500
446100 Radio Maintenance	83	200	200	100	100
446110 Building and Property Repair	65	300	300	150	300
446200 Maintenance of Office Equipmnt	-	100	100	-	-
451000 Office Supplies	300	300	300	300	300
452000 Fuel	905	700	700	700	700
452100 Other Supplies	991	3,900	3,900	3,900	3,000
452120 Uniforms and Clothing	146	400	400	400	400
452200 Tools	-	100	100	100	100
452300 Safety Equipment & Supplies	352	150	150	300	150
452510 Janitorial Supplies	-	300	300	-	-
454000 Subscriptions and Memberships	875	900	900	900	900
459000 Depreciation	344	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 13,305	\$ 15,650	\$ 15,650	\$ 14,430	\$ 19,850
<u>NON-OPERATING</u>					
491015 Interfund Trsf to GF for PILOT	\$ -	\$ -	\$ -	\$ -	\$ 10,730
491400 Indirect Cost Allocation	1,082	7,193	7,193	7,193	8,467
TOTAL NON-OPERATING	\$ 1,082	\$ 7,193	\$ 7,193	\$ 7,193	\$ 19,197
TOTAL NPDES COMPLIANCE	\$ 107,737	\$ 124,260	\$ 124,260	\$ 122,808	\$ 145,957

Performance Spotlight

Department Mission

To provide safe drinking water, adequate pressures, and reliable wastewater treatment, to partner with and serve the community that trusts us with this important responsibility.

Program Description:

Water Line

- Responsible for maintaining the water distribution system piping, valves, and appurtenances through maintenance, repairs, testing of over 200 miles of water pipe in the distribution system. A yearly maintenance and testing program of 1,350 fire hydrants, in-house replacement of old galvanized and copper water lines and services, and by replacing systems in lieu of spot repairs to provide a permanent fix.

Sewer Line

- Responsible for maintaining the wastewater collection system piping, manholes, and appurtenances through maintenance, repairing, and testing of over 130 miles of waste water pipe in the collection system. This program replaces nearly one mile of 8-inch sewer lines yearly; it replaces sewer services and manholes to prevent blockages or disruption to the customers. Water and sewer projects are coordinated to minimize disruption and returning to areas previously repaired.

Infiltration and Inflow

- Responsible for inspecting, cleaning and no dig repairs to the wastewater collection system piping manholes and appurtenances through utilizing two high pressured vacuum cleaning trucks to clean the collection system over a two-year period by video inspecting the inside of sewer collection piping to find damages or issues that could occur; repairing piping joints utilizing a chemical grout system to prevent infiltration of unwanted water, smoke testing the system to find and correct water intrusion from storm collection and run off. Rehab of manhole structures with epoxy coatings.

Program Objectives:

Water Line

- Minimize utility cuts and claims by documenting field conditions and markings prior to beginning a project.
- Minimize service line failures by replacements vs. repairs.
- Replace/upgrade small mains in need of repairs.
- Complete small project water lines in-house.
- Replace galvanized mains and services for better dependability and water flow and quality.

Sewer Line

- Actively replace sewer main lines and services.
- Maintain customer lines to prevent backups and disruptions.
- Schedule water and wastewater repairs to reduce returning to an area after repairs are complete.

Infiltration and Inflow

- Reduce infiltration and inflow into the sewer system by testing and sealing joints utilizing injectable grouting manhole rehabilitation and cleaning the entire city system within a two-year cycle.
- Maintain active cleaning program to minimize blockage and backups.
- Televisive and inspect the collection system to determine problems prior to failure and prevent unknown occurrences and unexpected repairs.

Performance *Spotlight*

Key Performance Measures:

Performance Outcome	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Water Line			
Hydrant Inspected, Tested, and/or Painted	944	962	950
Hydrants Replaced	9	6	5
Backflows Painted	2	0	10
Water Line Repairs (per occurrence)	448	542	550
Water Lines Replaced	3,785	2,520	2,000
New Meters Installed	117	120	200
Service Lines Replaced	113	98	100
Hydrants Meter Installed & Removed	88	82	80
Large Meter Tested	73	68	70
Service Work Order	230	162	175
AMR Meters Installed	2,308	5,600	2,500
Lower & Raise Meter Boxes	50	25	30
Flow Tests	25	16	20
Sewer Line Maintenance			
Mainline Point Repairs	27	32	30
Sewer Laterals Replaced	46	114	110
New Services Installed	13	4	10
Sewer Main Line Replaced (feet)	2,262	2,400	2,500
Sewer Lateral Replaced (Existing) (feet)	1,014	1,500	1,500
Cleanout Installations	43	75	80
Cleanout Cap Replacements	207	20	20
Infiltration and Inflow			
Grouting of Lines (feet)	22,900	20,240	20,000
Televising of Lines (feet)	210,800	148,000	150,000
Smoke Testing of Lines (feet)	115,632	40,000	100,000
Cleaning of Lines (feet)	461,000	414,300	400,000
Manholes Grouted	60	8	10
Point Repairs Liner Project	N/A	72	82

Goals & Objectives Accomplished:

- Replaced 4,000 feet of sewer mainline and services with in-house crews.
- Completed over 400 water line repairs to the City’s distribution system.
- Installed over 4,000 automated meters to upgrade the City’s ride by reading system.
- Grouted over 2,200 feet of sewer lines to prevent infiltration to the City’s collection system.
- Cleaned 430,000 feet of sewer lines to prevent blockages and to maintain optimal flow capacity.

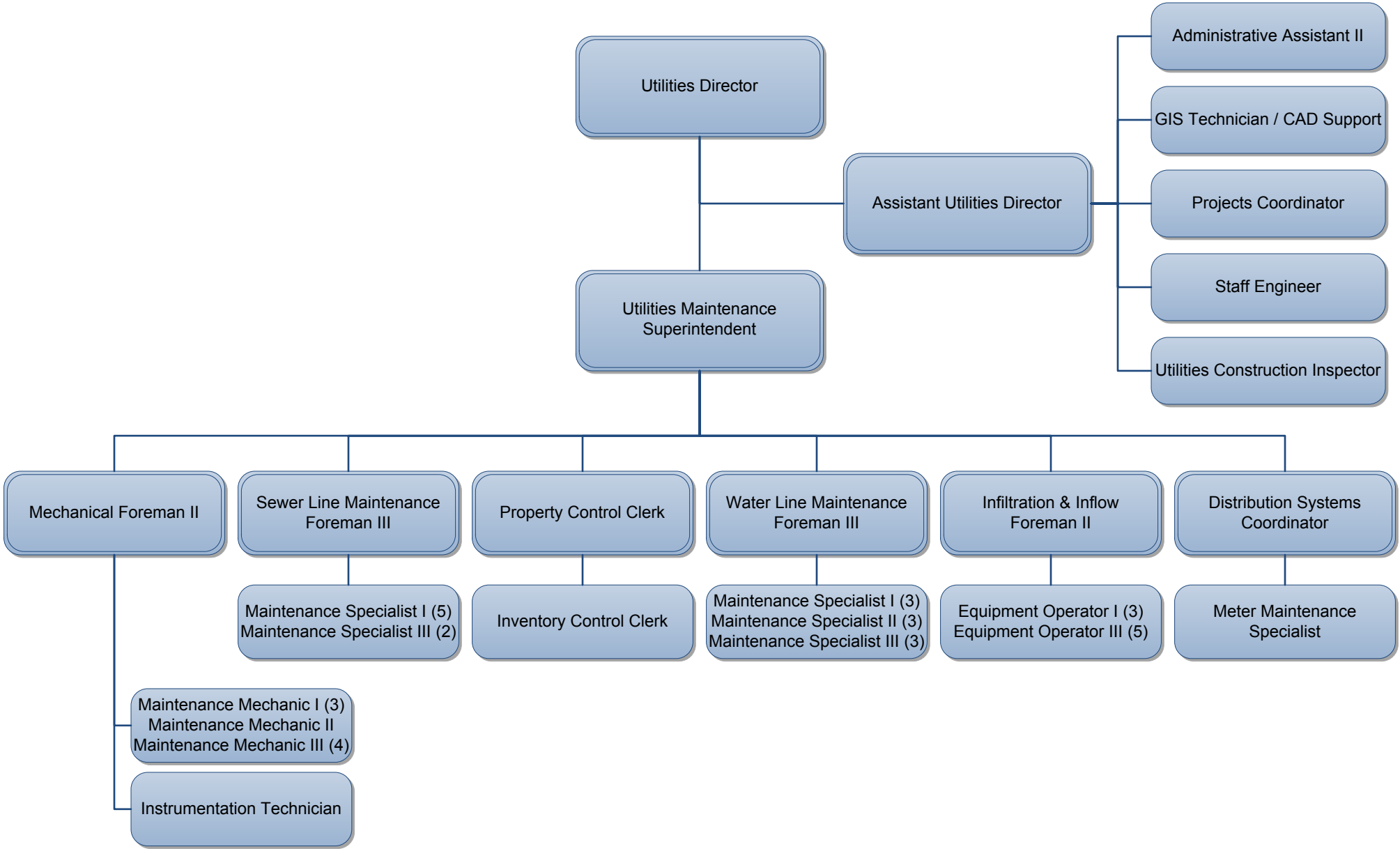
Performance

Spotlight

Capital Outlay:

Quick Cut Saw (3)	3,300
Aqua Scope	2,900
BL Swiper 1" High Performance	<u>3,800</u>
Total	\$10,000

City of Plant City – Organizational Chart – Utilities Maintenance



Fund: Water Sewer	Department: Utilities Maintenance Program: Line Maintenance	Org Code: 40257501
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
PERSONAL SERVICES					
412000 Payroll	\$ 816,947	\$ 1,086,290	\$ 1,189,812	\$ 996,861	\$ 1,390,380
414000 Overtime Pay	63,001	50,000	52,000	88,429	75,000
415500 Other Benefits	8,654	8,774	9,974	2,500	3,575
421000 Social Security	66,366	83,114	91,033	81,798	99,247
422000 Pension	71,457	86,908	95,190	87,611	111,633
423000 Health and Life Insurance	188,633	242,379	262,119	220,931	289,669
424000 Workers' Compensation	12,746	17,505	19,305	19,305	18,030
TOTAL PERSONAL SERVICES	\$ 1,227,803	\$ 1,574,970	\$ 1,719,433	\$ 1,497,435	\$ 1,987,534
OPERATING EXPENSES					
431010 Miscellaneous Professional Svc	\$ 28,518	\$ -	\$ -	\$ 32,825	\$ -
434000 Other Contractual Services	160,529	110,000	131,850	160,000	90,000
434050 Other Contractual-Street Cuts	34,530	50,000	67,000	38,000	45,000
440000 Courses Training and Meetings	8,320	14,100	15,100	10,100	14,000
440100 Car Allowance	1,170	1,170	1,170	1,125	1,170
441000 Telephone	12,679	10,000	11,000	10,342	9,576
442000 Postage	537	500	500	357	500
443000 Water Sewer & Solid Waste	5,547	2,500	3,700	3,800	4,000
443100 Power Heat & Lights	10,754	12,000	15,500	11,243	12,000
444000 Rental Agreement Office Eq	-	-	1,300	1,300	1,300
444010 Lease of Vehicles	503,350	317,569	317,569	317,569	326,100
445000 Insurance	36,954	45,800	45,800	39,660	53,500
446040 Maintenance of Motor Equipment	194,987	170,000	177,500	177,500	186,490
446100 Radio Maintenance	908	2,000	3,000	1,500	2,000
446110 Building and Property Repair	1,232	3,000	2,200	1,500	2,000
446200 Maintenance of Office Equipmnt	-	500	500	-	500
446560 Collection System Repairs	45,831	50,000	33,000	41,150	50,000
446580 Distribution System Repair	88,736	70,000	70,000	60,700	70,000
449100 Legal Advertising & Recording	441	300	300	-	300
451000 Office Supplies	3,417	4,000	4,800	4,400	4,800
452000 Fuel	43,998	50,000	60,000	42,050	50,000
452100 Other Supplies	7,814	8,750	15,150	16,000	11,800
452120 Uniforms and Clothing	4,106	5,000	5,500	5,550	6,000
452200 Tools	11,689	11,000	12,000	14,720	15,000
452210 Chemicals	42,036	50,000	50,000	45,000	50,000
452300 Safety Equipment & Supplies	17,204	3,300	18,500	20,400	20,000
452510 Janitorial Supplies	114	500	500	300	500
454000 Subscriptions and Memberships	315	1,000	1,000	1,000	1,000
459000 Depreciation	1,826,802	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 3,092,517	\$ 992,989	\$ 1,064,439	\$ 1,058,091	\$ 1,027,536
CAPITAL OUTLAY					
464100 Other Capital Equipment	\$ (12,642)	\$ 18,600	\$ 13,200	\$ 11,000	\$ 10,000
491000 Capital Project Account	5,794,205	1,615,705	1,615,705	1,615,705	701,975
TOTAL CAPITAL OUTLAY	\$ 5,781,563	\$ 1,634,305	\$ 1,628,905	\$ 1,626,705	\$ 711,975
NON-OPERATING					
491015 Interfund Trsf to GF for PILOT	\$ -	\$ -	\$ -	\$ -	\$ 461,000
491400 Indirect Cost Allocation	11,889	293,671	293,671	293,671	271,792
495000 Contingency	-	120,877	120,877	-	400,000
TOTAL NON-OPERATING	\$ 11,889	\$ 414,548	\$ 414,548	\$ 293,671	\$ 1,132,792
TOTAL LINE MAINTENANCE	\$ 10,113,772	\$ 4,616,812	\$ 4,827,325	\$ 4,475,902	\$ 4,859,837

Performance *Spotlight*

Program Description:

Responsible for maintaining the water distribution system and waste water collection and treatment facilities via a state of the art SCADA System. This system utilized by maintenance personnel, monitors and controls many functions from a computer terminal. The computerized maintenance tracking program allows the field personnel to maintain the system.

Program Objectives:

- Provide service reliability through regular scheduled maintenance and a proactive approach before failures occur.
- Actively seek potential problems and make repairs before failure occurs.
- Maintain the City’s lift stations, the wastewaters treatment facility, four wells, three elevated storage tanks and the ground storage tank.

Key Performance Measures:

Performance Outcome	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Preventive/Maintenance of Lift Stations	235	216	225
Treatment Plant Inspections	246	250	250
Treatment Plant Preventative/Scheduled Maintenance & PM	242	204	220
Treatment Plant Repairs	220	200	210
Water Well Inspections	228	220	230
Water Well Preventive Maintenance Performed & PM	190	175	180
Water Reuse Plant Inspections	208	214	200
Water Reuse Preventative Maintenance & PM	157	132	150

Goals & Objectives Accomplished:

- Performed 722 inspections to wells reuse and treatment facility to maintain operational functions and reliability.
- Completed 1,050 preventative maintenances to the collection and distribution facilities.

Fund: Water Sewer	Department: Utilities Maintenance Program: Mechanical and Electrical	Org Code: 40257502
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 406,811	\$ 546,870	\$ 443,348	\$ 396,017	\$ 459,153
414000 Overtime Pay	23,916	15,000	13,000	28,009	20,000
415500 Other Benefits	1,157	2,222	1,022	700	975
421000 Social Security	31,622	41,826	33,907	31,372	31,439
422000 Pension	34,733	43,751	35,469	34,236	36,910
423000 Health and Life Insurance	79,028	106,956	87,216	81,651	77,119
424000 Workers' Compensation	5,176	10,186	8,386	8,386	10,492
TOTAL PERSONAL SERVICES	\$ 582,443	\$ 766,811	\$ 622,348	\$ 580,371	\$ 636,088
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 74,864	\$ 90,000	\$ 50,000	\$ 65,000	\$ 65,000
440000 Courses Training and Meetings	812	3,100	2,100	2,500	2,500
440100 Car Allowance	1,170	1,170	1,170	1,170	1,170
441000 Telephone	60	2,000	1,000	51	1,000
443000 Water Sewer & Solid Waste	6,285	7,700	6,500	8,000	8,000
443100 Power Heat & Lights	77,326	68,500	65,000	61,812	65,000
444010 Lease of Vehicles	36,950	36,901	36,901	36,901	78,700
445000 Insurance	19,193	27,600	27,600	23,380	29,300
446040 Maintenance of Motor Equipmer	45,580	52,260	44,760	32,236	42,390
446100 Radio Maintenance	1,073	1,300	300	300	300
446110 Building and Property Repair	501	2,000	1,500	1,000	1,000
446560 Collection System Repairs	156,323	150,000	150,000	126,907	150,000
451000 Office Supplies	902	2,600	1,800	1,000	1,500
452000 Fuel	10,914	19,000	9,000	15,955	19,000
452100 Other Supplies	4,083	4,500	3,500	7,000	2,500
452120 Uniforms and Clothing	1,510	2,500	2,000	1,402	2,000
452200 Tools	6,668	8,250	7,250	7,000	8,000
452210 Chemicals	6,964	8,000	8,000	9,851	10,000
452300 Safety Equipment & Supplies	1,820	1,250	3,500	4,733	5,900
459000 Depreciation	19,518	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 472,516	\$ 488,631	\$ 421,881	\$ 406,198	\$ 493,260
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 3,200	\$ 3,200	\$ 750	\$ -
491000 Capital Project Account	465,000	535,000	535,000	535,000	770,000
TOTAL CAPITAL OUTLAY	\$ 465,000	\$ 538,200	\$ 538,200	\$ 535,750	\$ 770,000
<u>NON-OPERATING</u>					
491015 Interfund Trsf to GF for PILOT	\$ -	\$ -	\$ -	\$ -	\$ 161,625
491400 Indirect Cost Allocation	515	108,918	108,918	108,918	79,135
491510 Trsfr to Fleet Replacement Fnd	33,952	-	-	-	-
TOTAL NON-OPERATING	\$ 34,467	\$ 108,918	\$ 108,918	\$ 108,918	\$ 240,760
TOTAL MECHANICAL AND ELECTRICAL	\$ 1,554,425	\$ 1,902,560	\$ 1,691,347	\$ 1,631,237	\$ 2,140,108

Performance *Spotlight*

Program Description:

Responsible for housing parts and equipment for repairs and new projects for the City’s Utilities Maintenance crews through ordering, stocking and maintaining pipe fittings and construction materials. Parts are issued to crews and project costs are tracked. This area is also responsible for having equipment serviced, maintained, and ready for each job.

Program Objectives:

- Maintain inventory of parts and supplies for maintenance crews.
- Track and monitor preventative maintenance for equipment with Fleet Services.
- Provide all the necessary parts and services to support the City’s Utility crews allowing for a better response when on repairs.
- Maintain an accurate inventory and make sure the best purchasing practices are followed.
- Track the expenditures of repairs to gauge the efficiency of the service provided on repairs.
- Track and schedule equipment repairs, making sure all equipment is repaired and available for crews to perform their critical job functions.

Key Performance Measures:

Performance Outcome	FY 2016-2017 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Processing Purchase Orders	903	720	800
Received Inventory Shipments	142	184	150
Processed Material Sheets	1,208	1,500	1,500
Tracking of Equipment Service	304	240	300

Goals & Objectives Accomplished:

- Generated 680 requisitions to order over 120 shipments of supplies and materials stocked for in-house maintenance and repairs.
- Tracked 280 pieces of equipment for maintenance and services.

Fund: Water Sewer	Department: Utilities Maintenance	Org Code: 40257504
	Program: Inventory/Stores	

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 62,493	\$ 68,623	\$ 68,623	\$ 66,441	\$ 73,778
414000 Overtime Pay	1,707	1,500	1,500	1,200	1,500
415500 Other Benefits	288	289	289	200	200
421000 Social Security	4,587	5,249	5,249	4,867	4,732
422000 Pension	5,223	5,490	5,490	5,428	5,919
423000 Health and Life Insurance	17,047	20,002	20,002	18,595	19,139
424000 Workers' Compensation	850	1,167	1,167	1,167	1,202
TOTAL PERSONAL SERVICES	\$ 92,194	\$ 102,320	\$ 102,320	\$ 97,898	\$ 106,470
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 595	\$ 1,600	\$ 1,600	\$ 2,723	\$ 3,000
440000 Courses Training and Meetings	525	500	500	253	500
441000 Telephone	224	250	250	-	250
442000 Postage	348	500	500	145	500
443000 Water Sewer & Solid Waste	2,773	1,200	1,200	1,256	1,300
443100 Power Heat & Lights	1,416	2,000	2,000	1,359	2,000
444010 Lease of Vehicles	9,600	2,576	2,576	2,576	7,000
445000 Insurance	1,637	2,500	2,500	2,120	2,600
446040 Maintenance of Motor Equipment	6,892	5,000	5,000	3,471	4,750
446100 Radio Maintenance	908	800	800	-	500
446110 Building and Property Repair	433	1,000	1,000	800	1,000
451000 Office Supplies	1,541	-	-	100	500
452000 Fuel	834	900	900	931	1,000
452100 Other Supplies	1,856	2,500	2,500	1,000	2,000
452120 Uniforms and Clothing	489	750	750	365	500
452200 Tools	87	500	500	500	500
452300 Safety Equipment & Supplies	300	300	1,000	-	300
452510 Janitorial Supplies	-	100	100	100	100
459000 Depreciation	5,191	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 35,648	\$ 22,976	\$ 23,676	\$ 17,699	\$ 28,300
<u>NON-OPERATING</u>					
491015 Interfund Trsf to GF for PILOT	\$ -	\$ -	\$ -	\$ -	\$ 11,535
491400 Indirect Cost Allocation	8,755	8,757	8,757	8,757	9,118
TOTAL NON-OPERATING	\$ 8,755	\$ 8,757	\$ 8,757	\$ 8,757	\$ 20,653
TOTAL INVENTORY/STORES	\$ 136,597	\$ 134,053	\$ 134,753	\$ 124,354	\$ 155,423

Performance *Spotlight*

Department Mission

To efficiently provide safe, reliable potable water, reclaimed water, and wastewater services to the community, in compliance with local, state, and federal requirements.

Program Description:

The Utilities Operations Division operates four separate potable drinking water plants. There is also an interconnect with the City of Lakeland System for emergency fire flow. All facilities are operated and monitored 24 hours per day, 365 days a year by operators licensed by the State of Florida Department of Environment Protection.

Program Goals:

- Maintain compliant operation of the drinking water system.
- Apply for and maintain award winning status of the drinking water system and operational personnel.
- Improvement to the communication and security for all the water systems.
- Train Operations personnel to maintain a high level of effective strategies.
- Maintain water production flow to meet the demands of the water system.

Program Objectives:

To service our community with efficient, safe, reliable potable drinking water, and in compliance with local, state and federal requirements.

Key Performance Measures:

Performance Outcome	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Potable Water Produced, Million gallons per day (MGD)	6.13	6.25	6.35

Goals & Objectives Accomplished:

- Maintained compliant and safe operation of the drinking water systems with no violations or warnings.
- Received the following awards for the drinking water system and personnel:
 - o 2015 TNEMEC Contemporary Tank of the Year (Strawberry Tank)
 - o 2015 Class 'C' Outstanding Water Treatment Plant - Presented by the American Water Works Association
 - o 2015 Outstanding Water Treatment Plant Operator of the Year - Patrick Murphy - Presented by the American Water Works Association
 - o 2016 David B. Lee - Water - Patrick Murphy - Presented by the Florida Water & Pollution Control Operators Association
 - o 2016 Dr. A.P. Black - Water - Steve Saffels - Presented by the Florida Water & Pollution Control Operators Association
 - o 2017 David B. Lee - Water - Mike Darrow - Presented by the Florida Water & Pollution Control Operators Association
 - o 2017 Water Treatment Plant Operator of the Year - Patrick Murphy - Presented by the Florida Rural Water Association

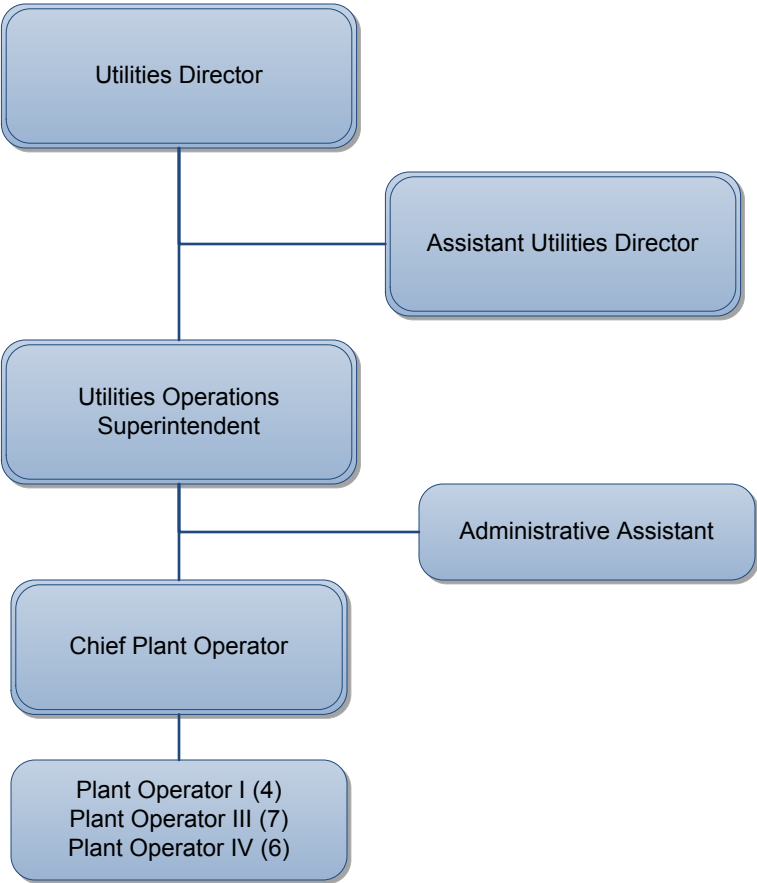
Performance

Spotlight

Capital Outlay:

Multi Parameter Colorimeter	1,500
Camera System	<u>2,790</u>
Total	\$4,290

City of Plant City – Organizational Chart – Utilities Operations



Fund: Water Sewer	Department: Utilities Operations Program: Water Treatment	Org Code: 40257801
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 504,715	\$ 581,547	\$ 581,547	\$ 542,571	\$ 519,932
414000 Overtime Pay	63,354	67,500	67,500	67,500	67,500
415000 Incentive Pay	-	-	-	520	-
415500 Other Benefits	997	1,740	1,740	850	1,070
421000 Social Security	42,074	41,975	41,975	45,457	36,071
422000 Pension	44,749	43,849	43,849	48,376	41,683
423000 Health and Life Insurance	85,000	98,178	98,178	89,401	90,219
424000 Workers' Compensation	6,721	9,230	9,230	9,230	9,507
TOTAL PERSONAL SERVICES	\$ 747,610	\$ 844,019	\$ 844,019	\$ 803,905	\$ 765,982
<u>OPERATING EXPENSES</u>					
431000 Administration & Legal Svcs	\$ 8,800	\$ 8,700	\$ 8,700	\$ 8,700	\$ 8,700
431300 Litigation and Outside Counsel	7,863	7,500	7,500	7,500	7,500
434000 Other Contractual Services	70,598	142,348	141,288	99,050	116,550
440000 Courses Training and Meetings	5,359	16,375	16,375	13,000	19,000
440100 Car Allowance	1,170	1,170	1,170	630	-
441000 Telephone	2,577	2,000	2,000	1,934	5,712
442000 Postage	163	250	250	250	250
443000 Water Sewer & Solid Waste	-	1,800	1,800	-	-
443100 Power Heat & Lights	289,116	239,274	239,274	289,000	289,000
444000 Rental Agreement Office Eq	-	-	1,060	2,118	2,120
444010 Lease of Vehicles	15,550	12,012	12,012	12,012	13,400
445000 Insurance	33,921	40,500	40,500	31,060	37,600
446040 Maintenance of Motor Equipment	2,449	7,300	7,300	13,797	4,250
446100 Radio Maintenance	1,100	1,500	1,500	1,500	1,500
446110 Building and Property Repair	943	7,000	7,000	7,000	7,000
449100 Legal Advertising & Recording	-	500	500	500	500
451000 Office Supplies	1,165	2,000	2,000	1,800	1,800
452000 Fuel	14,754	15,000	15,000	13,060	15,000
452100 Other Supplies	4,909	5,750	5,750	6,000	6,050
452120 Uniforms and Clothing	2,369	3,200	3,200	3,100	3,200
452200 Tools	639	500	500	500	500
452210 Chemicals	178,285	201,625	201,625	171,966	197,215
452220 Laboratory Supplies	7,764	18,500	18,500	17,870	21,000
452300 Safety Equipment & Supplies	2,158	5,100	5,100	5,038	4,800
454000 Subscriptions and Memberships	1,491	3,145	3,145	2,500	2,285
459000 Depreciation	297,323	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 950,464	\$ 743,049	\$ 743,049	\$ 709,885	\$ 764,932
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 4,290
491000 Capital Project Account	284,930	134,930	134,930	134,930	125,000
TOTAL CAPITAL OUTLAY	\$ 284,930	\$ 136,430	\$ 136,430	\$ 136,430	\$ 129,290
<u>NON-OPERATING</u>					
491015 Interfund Trsf to GF for PILOT	\$ -	\$ -	\$ -	\$ -	\$ 152,773
491400 Indirect Cost Allocation	439,089	233,027	233,027	233,027	210,750
TOTAL NON-OPERATING	\$ 439,089	\$ 233,027	\$ 233,027	\$ 233,027	\$ 363,523
TOTAL WATER TREATMENT	\$ 2,422,094	\$ 1,956,525	\$ 1,956,525	\$ 1,883,247	\$ 2,023,727

Performance *through*

Program Description:

The Utilities Operations Division operates a 10 million gallons per day wastewater treatment system. All wastewater entering the facility is treated to Part III reclaimed water standards for reuse throughout the City and by users along Highway 39 to Mosaic Industries. The facilities are operated and monitored 24 hours per day, 365 days a year by operators licensed by the State of Florida Department of Environment Protection.

Program Goals:

- Maintain a compliant wastewater treatment water system.
- Apply for and maintain award winning status of the wastewater treatment system and operational personnel.
- Improve communication and security for all the wastewater systems.
- Train Operations personnel to maintain a high level of effective strategies.
- Maintain wastewater treatment and flow to meet the demands of the wastewater collection system.

Program Objective:

To safely and efficiently provide treatment of wastewater entering our system to Part III reclaimed water standards, in compliance with local, state and federal requirements.

Key Performance Measures:

Performance Outcome	FY 2016 -17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Wastewater Treated, Million gallons per day (MGD)	4.7	4.8	5.0

Goals & Objectives Accomplished:

- Maintained compliant and safe operation of the wastewater systems with no violations or warnings
- Received the following awards for the wastewater system and personnel:
 - o 2017 Earle B. Phelps - 1st Place - Presented by the Florida Water Environments Association
 - o 2017 David B. Lee - Steve Saffels - Presented by the Florida Water & Pollution Control Operators Association
 - o 2017 Integrated Water Resources Professional of the Year - Steve Saffels - Presented by the Florida Water Environments Association
 - o 2017 Outstanding Service Award - Lynn Spivey - Presented by the Florida Water Environments Association

Capital Outlay:

Composite Sampler	4,500
Multi Parameter Colorimeter	1,500
Muffle Furnace	<u>3,500</u>
Total	\$9,500

Fund: Water Sewer	Department: Utilities Operations	Org Code: 40257802
	Program: Water Reclamation Treatment	

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 484,234	\$ 517,519	\$ 517,519	\$ 521,764	\$ 505,060
414000 Overtime Pay	56,453	67,500	67,500	67,574	67,500
415500 Other Benefits	997	1,740	1,740	750	1,045
421000 Social Security	40,008	38,722	38,722	43,672	34,966
422000 Pension	42,698	40,550	40,550	46,849	40,504
423000 Health and Life Insurance	82,074	95,316	95,316	86,161	88,135
424000 Workers' Compensation	6,721	9,230	9,230	9,230	9,507
TOTAL PERSONAL SERVICES	\$ 713,185	\$ 770,577	\$ 770,577	\$ 776,000	\$ 746,717
<u>OPERATING EXPENSES</u>					
431000 Administration & Legal Svcs	\$ 7,650	\$ 7,300	\$ 7,300	\$ 7,300	\$ 8,300
431300 Litigation and Outside Counsel	-	7,500	7,500	5,000	7,500
434000 Other Contractual Services	420,451	648,502	648,502	566,276	567,552
440000 Courses Training and Meetings	7,572	16,375	16,375	4,608	19,000
440100 Car Allowance	1,170	1,170	1,170	630	-
441000 Telephone	2,533	3,000	3,000	2,500	1,560
443000 Water Sewer & Solid Waste	36,343	38,000	38,000	42,676	43,000
443100 Power Heat & Lights	658,233	529,022	529,022	658,000	658,000
444000 Rental Agreement Office Eq	-	-	-	-	2,000
444010 Lease of Vehicles	28,650	27,700	27,700	27,700	25,800
445000 Insurance	40,118	48,000	48,000	45,010	48,500
446040 Maintenance of Motor Equipment	2,415	7,000	7,000	11,397	4,250
446100 Radio Maintenance	1,100	1,500	1,500	1,500	1,500
446110 Building and Property Repair	943	4,000	4,000	4,000	4,000
449100 Legal Advertising & Recording	1,159	1,700	1,700	1,700	1,700
451000 Office Supplies	1,131	2,000	2,000	1,320	2,000
452000 Fuel	28,747	30,000	30,000	29,550	30,000
452100 Other Supplies	6,242	10,450	10,450	9,850	9,850
452120 Uniforms and Clothing	2,300	3,200	3,200	3,100	3,200
452200 Tools	168	500	500	500	-
452210 Chemicals	190,479	209,307	209,307	202,350	229,781
452220 Laboratory Supplies	37,280	35,000	35,000	37,444	38,000
452300 Safety Equipment & Supplies	1,938	3,750	3,750	1,910	3,600
454000 Subscriptions and Memberships	2,027	3,145	3,145	3,145	3,745
459000 Depreciation	2,042,560	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 3,521,209	\$ 1,638,121	\$ 1,638,121	\$ 1,667,466	\$ 1,712,838
<u>CAPITAL OUTLAY</u>					
491000 Capital Project Account	\$ -	\$ -	\$ -	\$ -	\$ 125,000
464100 Other Capital Equipment	-	14,600	14,600	20,220	9,500
TOTAL CAPITAL OUTLAY	\$ -	\$ 14,600	\$ 14,600	\$ 20,220	\$ 134,500
<u>NON-OPERATING</u>					
491015 Interfund Trsf to GF for PILOT	\$ -	\$ -	\$ -	\$ -	\$ 496,812
491400 Indirect Cost Allocation	558,569	412,841	412,841	412,841	409,311
TOTAL NON-OPERATING	\$ 558,569	\$ 412,841	\$ 412,841	\$ 412,841	\$ 906,123
TOTAL WATER RECLAMATION	\$ 4,792,963	\$ 2,836,139	\$ 2,836,139	\$ 2,876,527	\$ 3,500,178

Fund:	Debt Service	Org Code:
Water Sewer Debt Service	\$2,670,199 State Revolving Funds Construction Loan 60420P	420559*

Issue Date: July 7, 2005

Uses: Expand and Upgrade Wastewater Treatment Plant.

Interest Rate: 2.45%

Loan principal and interest due January 15 and July 15 beginning January 15, 2009.

Final Maturity: July 15, 2028

Funding Source: Water and Sewer Revenues

As of October 1, 2018, the outstanding principal was \$1,622,268.

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2018-19 PROPOSED BUDGET
<u>REVENUES - OTHER SOURCES</u>				
381007 Transfer from W/S Fund - Principal	\$ 139,832	\$ 141,545	\$ 141,545	\$ 146,811
381008 Transfer from W/S Fund - Interest	44,065	42,352	42,352	37,086
TOTAL REVENUES	\$ 183,897	\$ 183,897	\$ 183,897	\$ 183,897
<u>EXPENDITURES</u>				
471000 Principal	\$ 139,832	\$ 141,545	\$ 141,545	\$ 146,811
472000 Interest	27,739	42,352	42,352	37,086
TOTAL EXPENDITURES	\$ 167,572	\$ 183,897	\$ 183,897	\$ 183,897

Fund:	Debt Service	Org Code:
Water Sewer Debt Service	\$40,000,000 State Revolving Funds Construction Loan 604210	421559*

Issue Date: January 18, 2006

Uses: Expand and Upgrade Wastewater Treatment Plant.

Interest Rate: 2.35% to 2.51%

Loan principal and interest due January 15 and July 15 beginning January 15, 2009.

Final Maturity: July 15, 2028

Funding Source: Water and Sewer Revenues

As of October 1, 2018, the outstanding principal was \$23,417,710.

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2018-19 PROPOSED BUDGET
<u>REVENUES - OTHER SOURCES</u>				
381007 Transfer from W/S Fund - Principal	\$ 2,021,042	\$ 2,045,590	\$ 2,045,590	\$ 2,121,040
381008 Transfer from W/S Fund - Interest	630,860	606,312	606,312	530,862
TOTAL REVENUES	<u>\$ 2,651,902</u>	<u>\$ 2,651,902</u>	<u>\$ 2,651,902</u>	<u>\$ 2,651,902</u>
<u>EXPENDITURES</u>				
471000 Principal	\$ 2,021,042	\$ 2,045,590	\$ 2,045,590	\$ 2,121,040
472000 Interest	397,124	606,312	606,312	530,862
TOTAL EXPENDITURES	<u>\$ 2,418,166</u>	<u>\$ 2,651,902</u>	<u>\$ 2,651,902</u>	<u>\$ 2,651,902</u>

Fund: Water Sewer Debt Service	Debt Service \$5,000,000 State Revolving Funds Construction Loan 604220	Org Code: 422559*
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Issue Date: October 29, 2007

Uses: Expand and Upgrade Wastewater Treatment Plant

Interest Rate: 2.5%

Loan principal and interest due January 15 and July 15 beginning January 15, 2009.

Final Maturity: July 15, 2028

Funding Source: Water and Sewer Revenues

As of October 1, 2018, the outstanding principal was \$2,894,312.

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2018-19 PROPOSED BUDGET
REVENUES - OTHER SOURCES				
381007 Transfer from W/S Fund - Principal	\$ 248,714	\$ 251,823	\$ 251,823	\$ 261,385
381008 Transfer from W/S Fund - Interest	80,198	77,089	77,089	67,528
TOTAL REVENUES	\$ 328,912	\$ 328,912	\$ 328,912	\$ 328,913
EXPENDITURES				
471000 Principal	\$ 248,714	\$ 251,823	\$ 251,823	\$ 261,385
472000 Interest	50,490	77,089	77,089	67,528
TOTAL EXPENDITURES	\$ 299,203	\$ 328,912	\$ 328,912	\$ 328,913

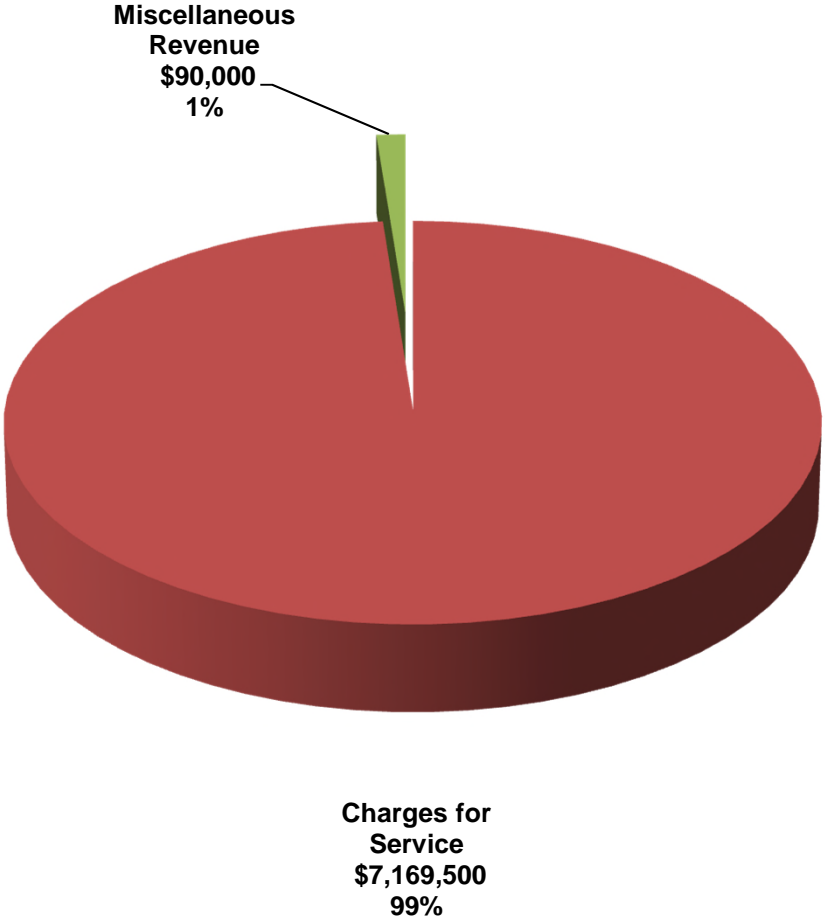
THE CITY OF
PLANT CITY

Florida

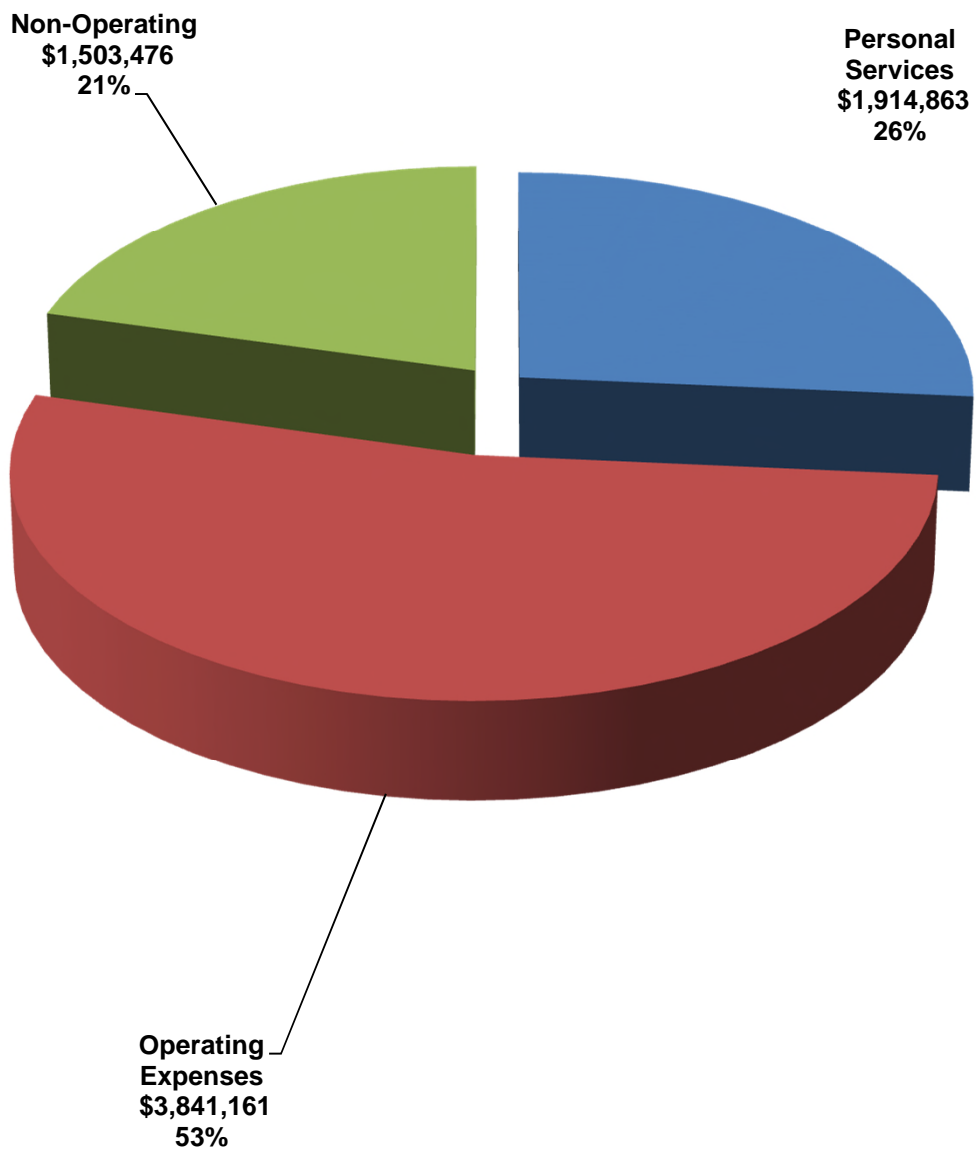


Solid Waste Fund

**City of Plant City
Fiscal Year 2018-19
Solid Waste Fund
Revenues - \$7,259,500**



**City of Plant City
Fiscal Year 2018-19
Solid Waste Fund
Expenditures - \$7,259,500**



Fund: Solid Waste	Department: Solid Waste	Org Code: 4055840*
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REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
272000 Reappropriated Funds	\$ -	\$ -	\$ 222,506	\$ -	\$ -
TOTAL REAPPROPRIATED	\$ -	\$ -	\$ 222,506	\$ -	\$ -
<u>CHARGES FOR SERVICES</u>					
343180 Recycling Income-Aluminum	\$ 2,162	\$ 1,500	\$ 1,500	\$ 800	\$ 1,000
343190 Recycling Income-Newspape	24,852	20,000	20,000	13,000	13,000
343192 Recycling Income-Plastic	820	-	-	500	500
343195 Recycling Income-Cardboard	126,554	55,000	55,000	75,000	80,000
343400 Solid Waste Revenue	6,505,178	6,531,884	6,531,884	6,420,520	6,800,000
343430 Roll Off	324,840	200,000	200,000	250,000	275,000
TOTAL CHARGES FOR SERVICES	\$ 6,984,406	\$ 6,808,384	\$ 6,808,384	\$ 6,759,820	\$ 7,169,500
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 81,805	\$ 30,000	\$ 30,000	\$ 90,000	\$ 90,000
364410 Sale of Equipment	31,171	-	-	197,104	-
365100 Sale of Surplus Material&Scrap	6,161	-	-	14,494	-
369900 Miscellaneous Revenue	74,267	-	-	1,870	-
TOTAL MISCELLANEOUS REVENUE	\$ 193,404	\$ 30,000	\$ 30,000	\$ 303,468	\$ 90,000
TOTAL REVENUES	\$ 7,177,809	\$ 6,838,384	\$ 7,060,890	\$ 7,063,288	\$ 7,259,500

Fund: Solid Waste	Department: Solid Waste	Org Code: 4055840*
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APPROPRIATIONS BY DIVISION/PROGRAM

Division/Program	2016-17	2017-18	2017-18	2017-18	2018-19
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
Solid Waste					
Residential Collection	\$ 2,800,311	\$ 2,160,959	\$ 2,433,930	\$ 2,227,362	\$ 2,375,629
Commerical Collection	1,543,787	1,496,944	1,497,394	1,743,993	2,229,744
Recycling	516,992	687,528	685,863	694,165	514,036
Disposal	1,586,386	2,057,953	2,008,703	1,975,387	2,140,091
Internal Loan - Fire Station	1,340,000	435,000	435,000	435,000	-
Total Expenditures	\$ 7,787,477	\$ 6,838,384	\$ 7,060,890	\$ 7,075,907	\$ 7,259,500

Performance

Spotlight

Department Mission

To provide customers with exceptional waste collection, recycling and disposal services that protect, preserve and improve the environment and quality of life in the community served.

Program Description:

The Residential program collects garbage manually at curbside two times per week and yard debris once per week. Bulk items are picked up at the curb either manually or with a "grabber" truck, usually at no extra charge.

Program Objectives:

- Develop key performance indicators and tracking system to ensure achievement of program goals.
- Respond to customers within one business day.
- Complete work orders within five business days.
- Reduce preventable accidents and incidents.

Key Performance Measures:

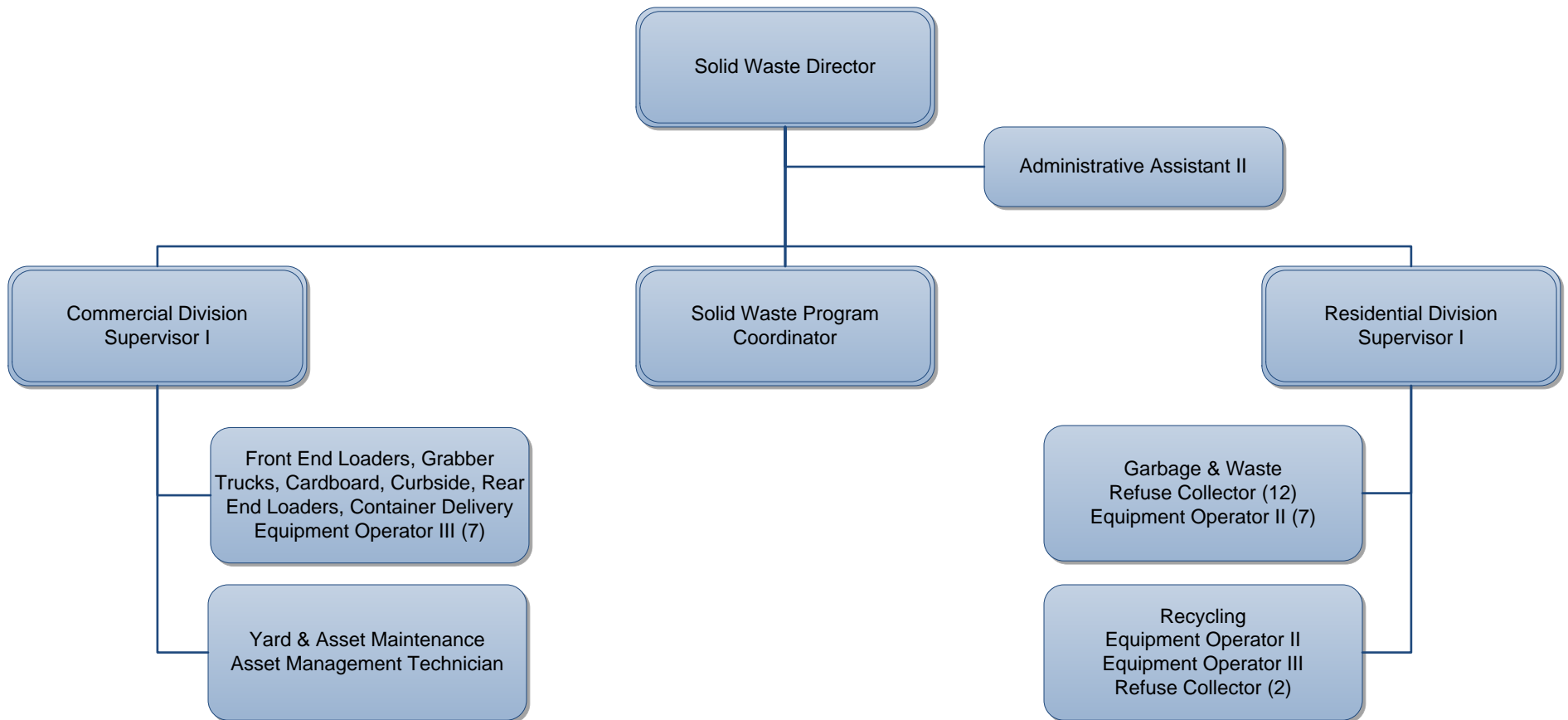
Performance Outcome	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Residential refuse tonnage	18,832*	15,000	15,000
New Residential customers	N/A	1,400	N/A

* The tons of vegetative yard debris collected doubled due to Hurricane Irma. The figure would be close to projection otherwise.

Goals & Objectives Accomplished:

- The department acquired 1,400 customers from Hillsborough County and commenced provision of service on 1/2/18.
- Reduced the number of observed holidays for solid waste collection to four.
- Implemented a cross-training program for residential drivers to learn to operate some of the department's commercial trucks.
- Several documents were created for Standard Operating Procedures, which were supported by formal training of affected employees.
- The process for addressing employee performance following incidents and accidents has been improved to reduce reoccurrences and improve accountability.
- Responded quickly and seamlessly to clean up efforts following Hurricane Irma.
- An RFP for a rate study was issued in April.

City of Plant City – Organizational Chart – Solid Waste



Fund: Solid Waste	Department: Solid Waste Program: Residential Collection	Org Code: 40558401
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 404,389	\$ 546,796	\$ 521,796	\$ 408,563	\$ 612,070
412500 Temporary Pay	16,172	21,305	21,305	11,119	21,305
414000 Overtime Pay	20,885	38,900	38,900	22,987	38,900
415500 Other Benefits	8,713	23,821	23,821	9,769	2,015
421000 Social Security	33,317	44,985	44,985	34,786	44,786
422000 Pension	35,062	47,088	47,088	36,256	49,176
423000 Health and Life Insurance	108,515	127,642	127,642	102,746	134,069
424000 Workers' Compensation	20,549	28,220	28,220	28,220	29,067
TOTAL PERSONAL SERVICES	\$ 647,602	\$ 878,757	\$ 853,757	\$ 654,446	\$ 931,388
<u>OPERATING EXPENSES</u>					
432000 Annual Audit	\$ 6,083	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200
434000 Other Contractual Services	720,720	172,722	197,722	196,900	165,322
440000 Courses Training and Meetings	145	4,900	4,600	4,600	5,000
440100 Car Allowance	585	585	585	585	585
441000 Telephone	3,271	4,150	4,150	4,150	7,140
443000 Water Sewer & Solid Waste	2,092	2,100	2,100	2,100	2,100
443100 Power Heat & Lights	2,280	2,200	2,200	2,200	2,200
444010 Lease of Vehicles	738,000	308,987	308,987	308,987	255,000
445000 Insurance	43,165	52,400	52,400	44,380	47,800
446040 Maintenance of Motor Equipment	128,923	124,670	124,670	124,670	129,600
446100 Radio Maintenance	780	1,200	1,200	1,200	-
446110 Building and Property Repair	582	5,500	5,500	5,500	6,100
451000 Office Supplies	598	525	525	525	600
452000 Fuel	78,601	125,000	123,050	125,000	125,000
452100 Other Supplies	2,148	2,955	2,955	2,955	2,960
452120 Uniforms and Clothing	10,230	12,600	12,440	12,600	12,600
452200 Tools	183	800	800	800	800
452210 Chemicals	-	2,200	940	2,200	2,200
452300 Safety Equipment & Supplies	4,456	900	3,960	4,000	2,250
454000 Subscriptions and Memberships	175	450	450	450	500
459000 Depreciation	5,715	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 1,748,732	\$ 832,044	\$ 856,434	\$ 851,002	\$ 774,957
<u>CAPITAL OUTLAY</u>					
464000 Automotive Equipment	\$ -	\$ 138,050	\$ 134,275	\$ 138,050	\$ -
464100 Other Capital Equipment	-	2,200	7,800	2,200	-
491000 Capital Project Account	231,030	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 231,030	\$ 140,250	\$ 142,075	\$ 140,250	\$ -
<u>NON-OPERATING</u>					
491100 Loan Fund Transfer	\$ 1,340,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ -
491015 Interfund Trsf to GF for PILOT	-	-	-	-	299,398
491170 Transfer to Street Fund	-	-	49,250	49,250	-
491407 Transfer to Stormwater Fund	-	-	222,506	222,506	-
491400 Indirect Cost Allocation	164,665	304,908	304,908	304,908	359,886
494000 Allowance for Bad Debt	8,283	5,000	5,000	5,000	10,000
TOTAL NON-OPERATING	\$ 1,512,948	\$ 744,908	\$ 1,016,664	\$ 1,016,664	\$ 669,284
TOTAL RESIDENTIAL COLLECTION	\$ 4,140,311	\$ 2,595,959	\$ 2,868,930	\$ 2,662,362	\$ 2,375,629

Performance *Spotlight*

Program Description:

The Commercial section collects garbage from a variety of service types such as dumpsters, roll-off containers (open top and compactors), and bags/cans (curbside). Service is provided as needed six days per week and for special events. The roll-off collection service is operated under contract with Republic Services but is billed by the City. The department has a container maintenance program for tracking, repairing and replacing dumpsters.

Program Objectives:

- Develop key performance indicators and tracking system to ensure achievement of program goals.
- Respond to customers within one business day.
- Complete work orders within five business days.
- Automate the container management process.
- Reduce preventable accidents and incidents.

Key Performance Measures:

Performance Outcome	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Commercial refuse tonnage	17,041	17,050	17,050

Goals & Objectives Accomplished:

- Developed accurate route sheets for commercial dumpsters and corrected billing on many accounts.
- Met with customers to “right size” service and clean up properties in conjunction with Code Enforcement.
- Balanced routes to reduce overtime.
- Hire an Asset Management Technician to manage container maintenance and delivery.
- Obtained videos from vehicle vendor to ensure consistent, quality training on operation.
- Supported the Florida Strawberry Festival for garbage collection.
- An RFP for a rate study was issued in April.

Fund: Solid Waste	Department: Solid Waste Program: Commerical Collection	Org Code: 40558402
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
PERSONAL SERVICES					
412000 Payroll	\$ 187,223	\$ 195,284	\$ 195,284	\$ 228,279	\$ 345,138
414000 Overtime Pay	47,461	43,000	43,000	59,288	45,000
415500 Other Benefits	727	1,035	1,035	530	785
421000 Social Security	17,255	14,964	14,964	21,289	22,840
422000 Pension	19,097	15,614	15,614	23,283	27,720
423000 Health and Life Insurance	35,930	40,063	40,063	47,657	67,904
424000 Workers' Compensation	8,040	11,042	11,042	11,042	11,373
TOTAL PERSONAL SERVICES	\$ 315,733	\$ 321,002	\$ 321,002	\$ 391,368	\$ 520,760
OPERATING EXPENSES					
432000 Annual Audit	\$ 3,463	\$ 4,100	\$ 4,100	\$ 4,100	\$ 4,100
434000 Other Contractual Services	239,058	201,387	201,387	375,000	497,044
440000 Courses Training and Meetings	86	2,450	2,150	2,450	2,500
440100 Car Allowance	585	585	585	585	585
441000 Telephone	1,105	1,940	1,940	1,940	1,940
443000 Water Sewer & Solid Waste	2,029	2,000	2,000	2,000	2,000
443100 Power Heat & Lights	2,280	2,500	2,500	2,500	2,500
444010 Lease of Vehicles	381,250	330,035	330,035	330,035	257,000
445000 Insurance	9,404	11,800	11,800	12,090	11,900
446040 Maintenance of Motor Equipment	150,396	147,950	147,950	147,950	149,500
446100 Radio Maintenance	780	400	400	780	-
446110 Building and Property Repair	1,866	2,500	2,500	2,500	2,900
449010 Special Activities	291	500	800	800	1,000
451000 Office Supplies	597	530	530	530	600
452000 Fuel	65,855	105,000	103,200	105,000	105,000
452100 Other Supplies	51,841	88,030	88,030	88,030	84,048
452120 Uniforms and Clothing	5,184	6,830	6,830	6,830	7,000
452200 Tools	395	950	950	950	950
452210 Chemicals	-	800	250	800	800
452300 Safety Equipment & Supplies	1,606	900	3,700	3,000	1,650
454000 Subscriptions and Memberships	175	400	400	400	400
459000 Depreciation	1,895	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 920,143	\$ 911,587	\$ 912,037	\$ 1,088,270	\$ 1,133,417
CAPITAL OUTLAY					
464000 Automotive Equipment	\$ -	\$ 42,225	\$ 42,225	\$ 42,225	\$ -
464100 Other Capital Equipment	-	1,300	1,300	1,300	-
TOTAL CAPITAL OUTLAY	\$ -	\$ 43,525	\$ 43,525	\$ 43,525	\$ -
NON-OPERATING					
491015 Interfund Trsf to GF for PILOT	\$ -	\$ -	\$ -	\$ -	\$ 274,162
491400 Indirect Cost Allocation	303,558	218,330	218,330	218,330	296,405
494000 Allowance for Bad Debt	4,353	2,500	2,500	2,500	5,000
TOTAL NON-OPERATING	\$ 307,911	\$ 220,830	\$ 220,830	\$ 220,830	\$ 575,567
TOTAL COMMERCIAL COLLECTION	\$ 1,543,787	\$ 1,496,944	\$ 1,497,394	\$ 1,743,993	\$ 2,229,744

Performance *Spotlight*

Program Description:

Recycling service is provided free to residential and commercial customers. The department receives a monthly rebate based on tonnage times the market price for each commodity.

Residential customers are provided with a 14-gallon container for single stream, curbside collection of a variety of material, collected once per week. This material is processed at a material recycling facility owned by Republic Services.

Commercial customers are provided a dumpster for disposal of cardboard, collected up to five days per week. This material is taken to a processing facility in Tampa owned by WestRock.

The department operates a Public Use Oil Collection Center for residents to dispose of motor and cooking oil, which are recycled by Heritage-Crystal Clean.

Program Objectives:

- Develop key performance indicators and tracking system to ensure achievement of program goals.
- Respond to customers within one business day.
- Reduce preventable accidents and incidents.
- Increase recycling tonnage through increased outreach programs.

Key Performance Measures:

Performance Outcome	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Recycling refuse tonnage	1,878	2,000	2,000

Goals & Objectives Accomplished:

- Aggressively promoted the installation of City dumpsters for cardboard to offset disposal fees, increase recycling tonnage, and increase rebate (revenue).
- Enhanced education of employees on what is recycled at the material recovery facility to reduce the amount of non-recyclable material being placed in recycling trucks.
- Cleaned up Solid Waste container storage area, resulting in larger rebate for scrap metal (47 tons = \$10K).
- Assisted with clean-up of the City’s archive facility.
- The department assisted with volunteer community clean-up at events such as Earth Day, Adopt-a-Highway, and Hillsborough County Community College – Community Garden.

Fund: Solid Waste	Department: Solid Waste	Org Code: 40558403
	Program: Recycling	

APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 224,294	\$ 289,516	\$ 289,516	\$ 249,554	\$ 155,695
412500 Temporary Pay	4,044	5,326	5,326	2,780	-
414000 Overtime Pay	8,704	6,420	6,420	8,931	6,420
415500 Other Benefits	2,617	6,983	6,983	2,987	425
421000 Social Security	17,588	22,952	22,952	20,140	11,364
422000 Pension	19,329	23,999	23,999	21,293	12,541
423000 Health and Life Insurance	55,093	66,931	66,931	56,619	28,279
424000 Workers' Compensation	8,963	12,309	12,309	12,309	12,678
TOTAL PERSONAL SERVICES	\$ 340,632	\$ 434,436	\$ 434,436	\$ 374,613	\$ 227,402
<u>OPERATING EXPENSES</u>					
432000 Annual Audit	\$ 2,619	\$ 3,100	\$ 3,100	\$ 3,100	\$ -
434000 Other Contractual Services	11,269	57,043	57,043	97,043	100,494
440000 Courses Training and Meetings	86	1,470	470	1,470	1,500
440100 Car Allowance	585	585	585	585	585
441000 Telephone	93	1,670	1,670	1,670	-
443000 Water Sewer & Solid Waste	1,887	2,000	2,000	2,000	2,000
443100 Power Heat & Lights	2,280	3,300	3,300	3,300	3,300
444010 Lease of Vehicles	23,000	3,212	3,212	3,212	9,900
445000 Insurance	22,247	16,500	16,500	40,700	26,000
446040 Maintenance of Motor Equipment	37,522	30,680	30,680	30,680	29,900
451000 Office Supplies	420	350	350	350	500
452000 Fuel	6,877	11,000	9,900	11,000	11,000
452100 Other Supplies	15,807	26,338	26,338	26,338	35,673
452120 Uniforms and Clothing	189	1,000	1,160	1,160	1,160
452200 Tools	66	320	320	320	350
452300 Safety Equipment & Supplies	1,574	900	3,000	3,000	1,050
454000 Subscriptions and Memberships	175	500	500	500	500
459000 Depreciation	2,671	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 129,368	\$ 159,968	\$ 160,128	\$ 226,428	\$ 223,912
<u>CAPITAL OUTLAY</u>					
464000 Automotive Equipment	\$ -	\$ 42,225	\$ 40,400	\$ 42,225	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ 42,225	\$ 40,400	\$ 42,225	\$ -
<u>NON-OPERATING</u>					
491400 Indirect Cost Allocation	\$ 46,252	\$ 49,399	\$ 49,399	\$ 49,399	\$ 61,222
494000 Allowance for Bad Debt	740	1,500	1,500	1,500	1,500
TOTAL NON-OPERATING	\$ 46,992	\$ 50,899	\$ 50,899	\$ 50,899	\$ 62,722
TOTAL RECYCLING	\$ 516,992	\$ 687,528	\$ 685,863	\$ 694,165	\$ 514,036

Performance *Spotlight*

Program Description:

The department provides collection service six days a week for roll-off containers (open top and compactors) to commercial and multi-family accounts. The roll-off collection service is provided through a contract. Republic Services has the contract through March. A new bid will be awarded to the lowest cost, most responsive bidder.

The department collects bulk items such as furniture, appliances, tires and electronic devices as requested by customers via work orders and from other City departments. These items are placed in containers located at the operations yard, which are then hauled for disposal by a contracted company.

Program Objectives:

- Track tons disposed at Hillsborough County to ensure the full "make whole" amount is met by end of the year.
- Evaluate and track tons associated with new annexations since the execution of the agreement with Hillsborough County.
- Review invoices for 100% accuracy.
- Award a new agreement for roll-off collection service.

Key Performance Measures:

Performance Outcome	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Disposal refuse tonnage	\$1,349,586	\$1,618,044	\$1,700,000
Disposal refuse tonnage Hillsborough County	N/A	\$244,170	\$245,000

Goals & Objectives Accomplished:

- The agreement for roll-off container collection service will transition to Waste Connections of Florida on 8/1/2017
- The roll-off container hauling rate charged by Republic Services increased 3% from 10/1/17 through 3/1/18 and doubled from 3/1/18 through 7/31/18, when the agreement ends.
- All vegetative debris generated by Hurricane Irma was collected and disposed at Paragon Development Group under the existing agreement with the City. The convenient location and efficiency of the company enabled the City to complete clean-up activities within four weeks at a market rate. This was not the norm across the state.

Fund: Solid Waste	Department: Solid Waste Program: Disposal	Org Code: 40558404
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 111,426	\$ 127,637	\$ 127,637	\$ 128,252	\$ 156,192
414000 Overtime Pay	12,712	14,400	14,400	14,801	14,400
415500 Other Benefits	330	603	603	300	375
421000 Social Security	9,150	9,761	9,761	10,642	10,860
422000 Pension	10,193	10,208	10,208	11,593	12,587
423000 Health and Life Insurance	24,750	27,369	27,369	28,529	33,133
424000 Workers' Compensation	5,490	7,540	7,540	7,540	7,766
TOTAL PERSONAL SERVICES	\$ 174,051	\$ 197,518	\$ 197,518	\$ 201,657	\$ 235,313
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 4,695	\$ 43,000	\$ 43,000	\$ 43,000	\$ 48,000
434010 Landfill Fees - Commercial	577,015	670,804	670,804	695,760	716,760
434020 Landfill Fees - Residential	730,670	599,841	599,841	599,841	624,760
434030 Landfill Fees - Recyclables	4,971	15,203	15,203	15,203	16,400
434155 Disposal Fees to Hillsborough	-	244,170	244,170	244,170	252,940
440000 Courses Training and Meetings	401	980	980	980	1,000
440100 Car Allowance	585	585	585	585	585
441000 Telephone	119	560	560	560	-
443000 Water Sewer & Solid Waste	1,887	2,000	2,000	2,000	2,000
443100 Power Heat & Lights	2,280	3,080	3,080	3,080	3,080
445000 Insurance	6,941	9,500	9,500	8,050	9,500
452000 Fuel	19,464	25,000	25,000	31,000	31,000
452100 Other Supplies	128	150	150	150	150
452120 Uniforms and Clothing	-	2,000	2,000	2,000	2,000
452200 Tools	-	400	100	400	400
452300 Safety Equipment & Supplies	430	300	600	500	300
TOTAL OPERATING EXPENSES	\$ 1,349,586	\$ 1,617,573	\$ 1,617,573	\$ 1,647,279	\$ 1,708,875
<u>CAPITAL OUTLAY</u>					
464000 Automotive Equipment	\$ -	\$ 26,800	\$ 26,800	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ 26,800	\$ 26,800	\$ -	\$ -
<u>NON-OPERATING</u>					
491400 Indirect Cost Allocation	\$ 62,749	\$ 126,451	\$ 126,451	\$ 126,451	\$ 163,980
495000 Contingency	-	89,611	40,361	-	31,923
TOTAL NON-OPERATING	\$ 62,749	\$ 216,062	\$ 166,812	\$ 126,451	\$ 195,903
TOTAL DISPOSAL	\$ 1,586,386	\$ 2,057,953	\$ 2,008,703	\$ 1,975,387	\$ 2,140,091

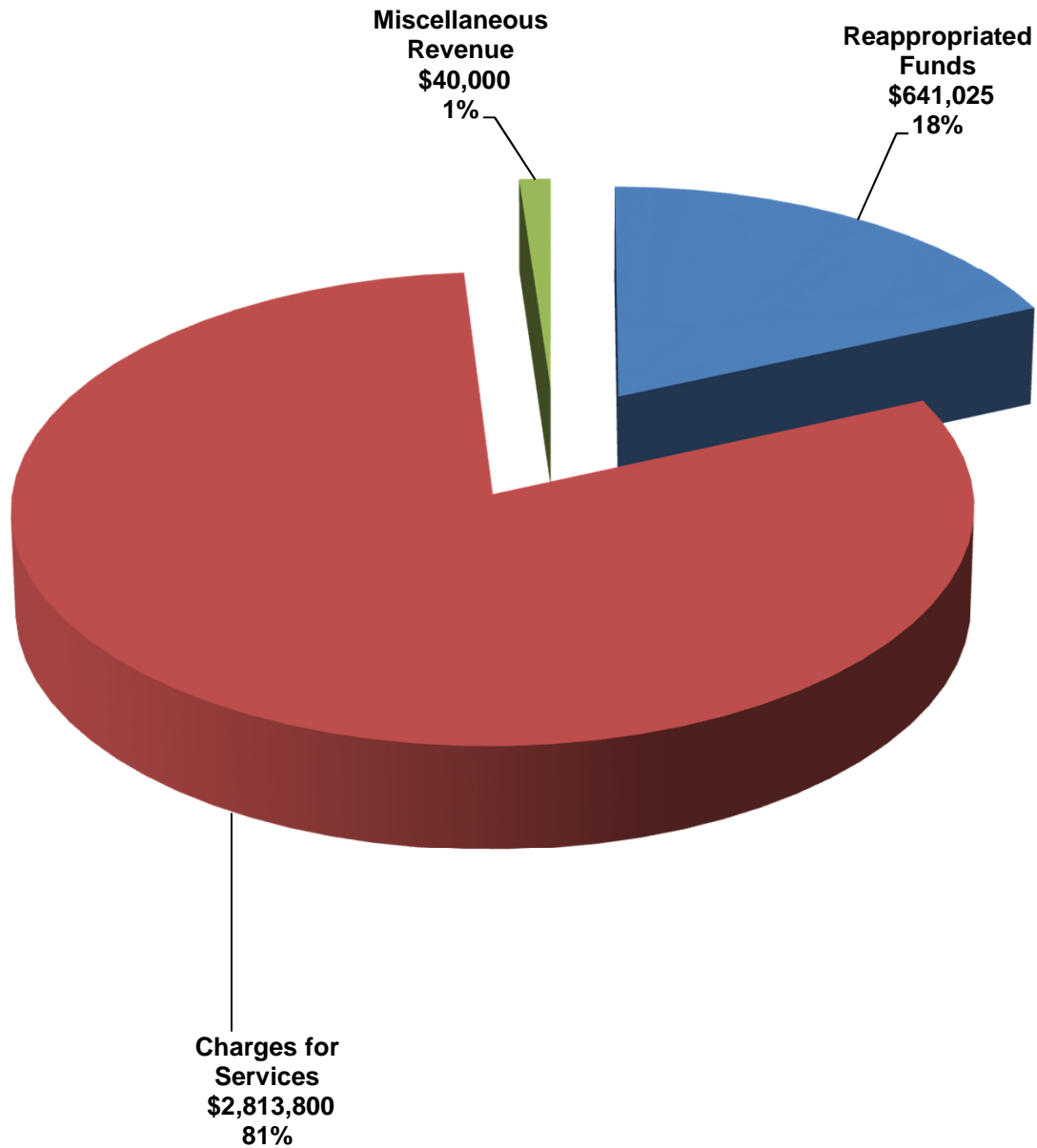
THE CITY OF
PLANT CITY

Florida

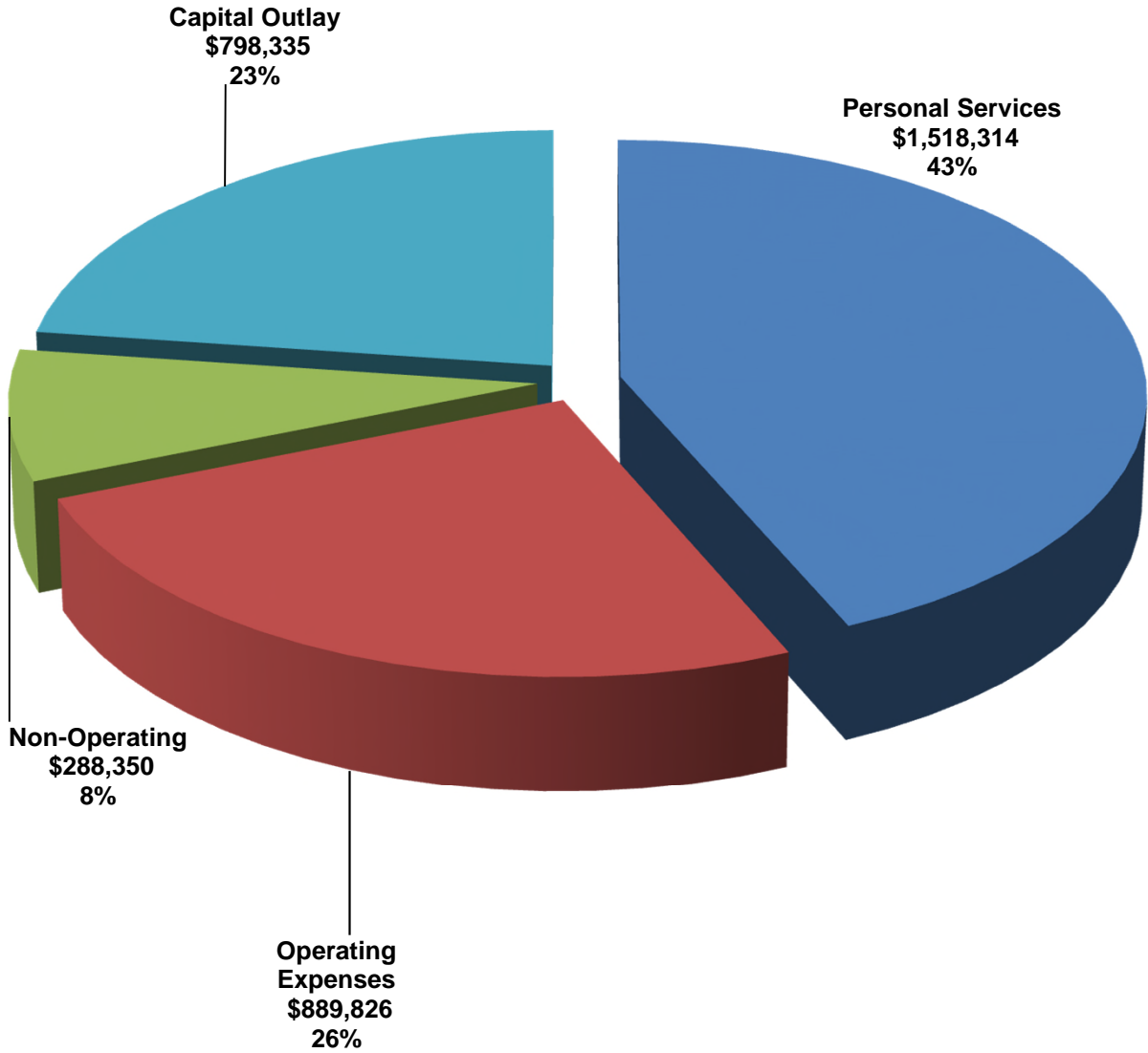


Stormwater Fund

**City of Plant City
Fiscal Year 2018-19
Stormwater Fund
Revenues - \$3,494,825**



**City of Plant City
Fiscal Year 2018-19
Stormwater Fund
Expenditures - \$3,494,825**



Fund: Stormwater	Department: Engineering Program: Stormwater	Org Code: 40756600
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REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
272000 Reappropriated Funds	\$ -	\$ 485,623	\$ 525,623	\$ -	\$ 641,025
TOTAL REAPPROPRIATED	\$ -	\$ 485,623	\$ 525,623	\$ -	\$ 641,025
<u>CHARGES FOR SERVICES</u>					
343900 Stormwater Revenue	\$ 2,765,626	\$ 2,652,250	\$ 2,652,250	\$ 2,652,250	\$ 2,813,800
TOTAL CHARGES FOR SERVICES	\$ 2,765,626	\$ 2,652,250	\$ 2,652,250	\$ 2,652,250	\$ 2,813,800
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 26,259	\$ 12,000	\$ 12,000	\$ 35,000	\$ 40,000
364410 Sale of Equipment	30,815	-	-	8,170	-
365100 Sale of Surplus Material & Scrap	1,760	-	-	-	-
369900 Miscellaneous Revenue	74,598	-	-	1,870	-
TOTAL MISCELLANEOUS REVENUE	\$ 133,432	\$ 12,000	\$ 12,000	\$ 45,040	\$ 40,000
<u>OTHER SOURCES</u>					
380300 Cost Allocation-Solid Waste	\$ 21,490	\$ -	\$ -	\$ -	\$ -
381000 Interfund Transfer	184,997	-	-	-	-
381405 Interfund Transfer from Solid Waste	-	-	222,506	222,506	-
TOTAL OTHER SOURCES	\$ 206,487	\$ -	\$ 222,506	\$ 222,506	\$ -
TOTAL REVENUES	\$ 3,105,545	\$ 3,149,873	\$ 3,412,379	\$ 2,919,796	\$ 3,494,825

Fund: Stormwater	Department: Engineering Program: Stormwater	Org Code: 40756600
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APPROPRIATIONS BY DIVISION/PROGRAM

Division/Program	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
Stormwater	\$ 3,470,479	\$ 3,088,954	\$ 3,128,954	\$ 3,093,704	\$ 3,494,825
Debt Service	8,960	60,919	283,425	269,913	-
Total Expenditures	<u>\$ 3,479,439</u>	<u>\$ 3,149,873</u>	<u>\$ 3,412,379</u>	<u>\$ 3,363,617</u>	<u>\$ 3,494,825</u>

Performance *Spotlight*

Department Mission

To enhance the quality of life in Plant City by providing environmental protection/flood control through stormwater management.

Program Description:

The Stormwater Division maintains the integrity of the City's waterways through proper maintenance and operation of the stormwater system; reducing instances of flooding while enhancing scenic and environmental values.

Program Objectives:

- Provide excellent customer service to our community and citizens by:
 - ✓ Responding to inquiries by the end of the same business day
 - ✓ Sustain trust through professional and honest communications
 - ✓ Proactively partnering for mutually beneficial solutions
 - ✓ Making ourselves accountable by actively advertising our Customer Service Quality Survey
- Continue to meet guidelines within the department's responsibility for our Municipal Separate Storm Sewer System Permit (MS4).

Key Performance Measures:

Performance Outcome	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
Median/Right-of-Way/Alley Mowing (miles)	1,886	1,700	1,700
Pipe Cleaning & Maintenance (feet)	59,844	37,000	50,000
Litter Control by Hand (miles)	840	850	850
Litter Collected by Hand and Vac (cubic yards)	444	450	450
Ditches Cleaned & Mowed (miles)	2,099	1,300	1,700
Canal & Pond Inspections (each)	625	270	300
Street Sweeping - Outsourced (miles)	2,479	2,600	2,600
Street Sweeping Disposal - Outsourced (tons)	256	270	270
Service Requests	192	190	190
Safety Instructions (Staff Hours)	195	200	200
Training Courses (Staff Hours)	168	190	190
Cross Training (Staff Hours)	129	100	100

Performance *Spotlight*

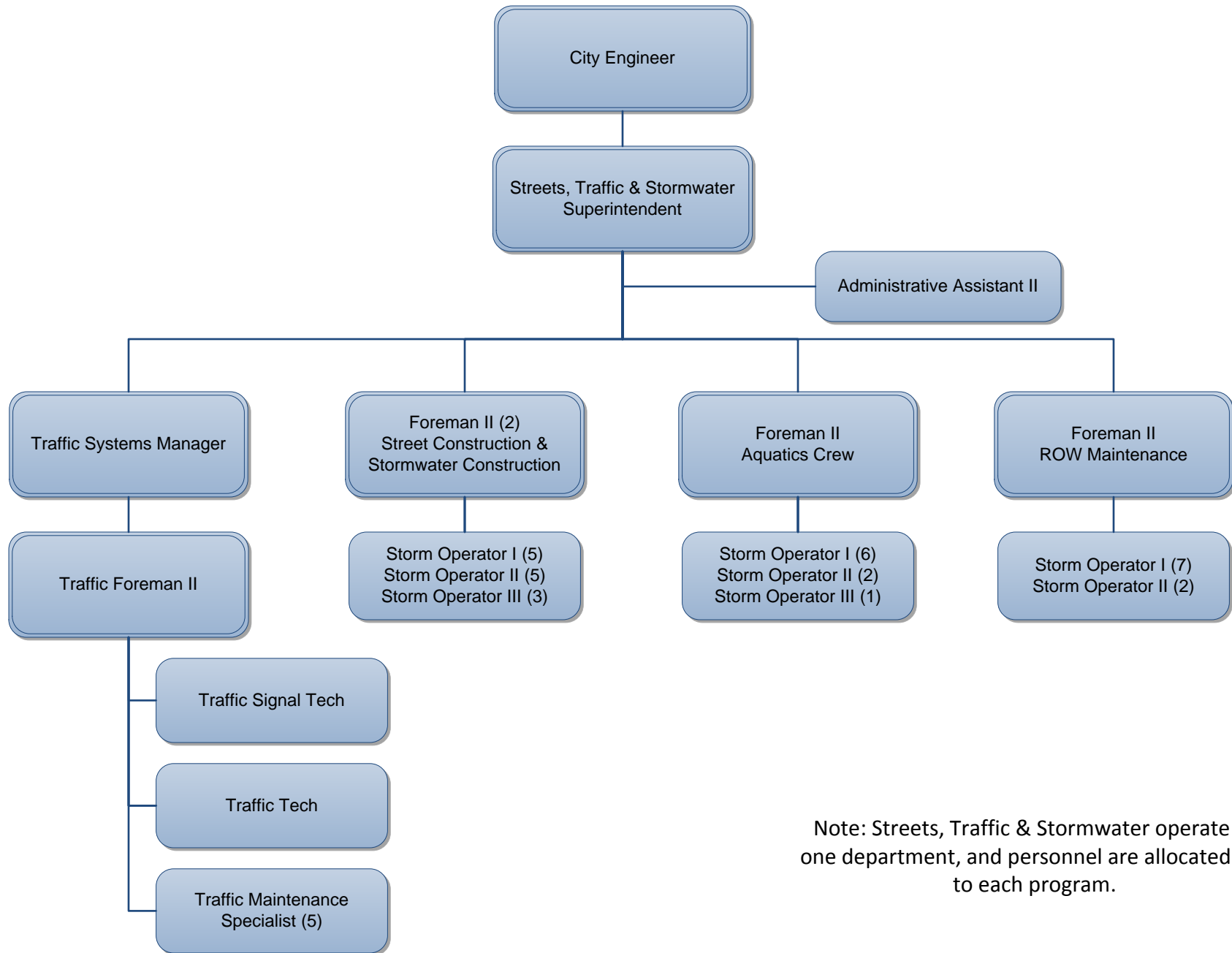
Goals & Objectives Accomplished:

- Replaced mitigated plants at Warren St., Ball St., and Cherry St. stormwater ponds.
- Mowed grassed areas within the Department's jurisdiction meeting the 10" maximum height ordinance.

Capital Outlay:

CCTV Inspection System	71,500
Pole Camera	<u>15,600</u>
Total	\$87,100

City of Plant City – Organizational Chart – Streets, Traffic & Stormwater



Fund: Stormwater	Department: Engineering Program: Stormwater	Org Code: 40756600
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 830,763	\$ 952,049	\$ 952,049	\$ 930,507	\$ 1,053,568
414000 Overtime Pay	12,932	12,000	12,000	12,000	12,000
415500 Other Benefits	3,152	4,816	4,816	2,371	3,025
421000 Social Security	62,411	72,698	72,698	70,149	73,357
422000 Pension	67,882	76,075	76,075	75,772	84,693
423000 Health and Life Insurance	213,618	247,287	247,287	254,919	254,190
424000 Workers' Compensation	26,497	36,389	36,389	36,389	37,481
TOTAL PERSONAL SERVICES	1,217,255	1,401,314	1,401,314	1,382,107	1,518,314
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 104,248	\$ 143,000	\$ 151,600	\$ 150,000	\$ 145,500
434150 Landfill Fees	2,872	3,100	3,100	3,000	3,100
440000 Courses Training and Meetings	3,073	4,800	4,800	4,800	4,880
440100 Car Allowance	1,638	3,458	3,458	1,638	1,638
441000 Telephone	2,366	2,960	2,960	2,400	4,252
442000 Postage	19	50	50	50	100
443000 Water Sewer & Solid Waste	8,499	8,200	8,200	8,220	8,200
443100 Power Heat & Lights	7,709	7,800	7,800	15,700	14,800
444010 Lease of Vehicles	218,900	191,994	191,994	191,994	221,300
444020 Leases	300	300	300	300	300
445000 Insurance	20,992	50,300	50,300	50,910	54,700
446040 Maintenance of Motor Equipment	186,751	292,130	292,130	292,130	272,580
446100 Radio Maintenance	730	840	840	840	440
446110 Building and Property Repair	5,712	5,500	5,500	5,500	5,500
446560 Collection System Repairs	41,728	34,040	29,040	34,000	34,000
451000 Office Supplies	599	600	600	600	600
452000 Fuel	53,178	66,000	66,000	55,000	62,000
452100 Other Supplies	4,215	4,950	9,950	4,600	8,500
452120 Uniforms and Clothing	5,479	6,636	6,636	5,200	7,196
452200 Tools	1,470	3,335	3,335	3,335	4,530
452210 Chemicals	11,261	25,800	25,800	21,000	22,800
452300 Safety Equipment & Supplies	8,301	9,785	9,785	9,700	12,130
454000 Subscriptions and Memberships	580	575	575	780	780
459000 Depreciation	446,214	-	-	-	-
TOTAL OPERATING EXPENSES	1,136,833	866,153	874,753	861,697	889,826
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 8,450	\$ 39,850	\$ 36,863	\$ 87,100
491000 Capital Project Account	801,235	536,235	536,235	536,235	711,235
TOTAL CAPITAL OUTLAY	801,235	544,685	576,085	573,098	798,335
<u>DEBT SERVICE</u>					
471100 Principal - SLDS604190	\$ -	\$ 24,882	\$ 89,483	\$ 76,949	\$ -
471200 Principal - 60418S	-	28,641	185,131	185,131	-
472100 Interest - SLDS604190	2,882	2,144	2,788	1,810	-
472200 Interest - 60418S	6,078	5,252	6,023	6,023	-
TOTAL DEBT SERVICE	8,960	60,919	283,425	269,913	-
<u>NON-OPERATING</u>					
491400 Indirect Cost Allocation	\$ 294,285	\$ 276,802	\$ 276,802	\$ 276,802	\$ 288,350
491510 Trsfr to Fleet Replacement Fnd	16,474	-	-	-	-
494000 Allowance for Bad Debt	4,397	-	-	-	-
TOTAL NON-OPERATING	315,156	276,802	276,802	276,802	288,350
TOTAL STORMWATER	3,479,439	3,149,873	3,412,379	3,363,617	3,494,825

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Florida



Fleet Replacement Fund

Fund: Fleet Replacement	Department: All Departments	Org Code: 51050000
	Program: Fleet Replacement	

REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
272000 Reappropriated Funds	\$ -	\$ -	\$ 2,083,894	\$ -	\$ -
TOTAL REAPPROPRIATED	\$ -	\$ -	\$ 2,083,894	\$ -	\$ -
<u>CHARGES FOR SERVICES</u>					
341104 Lease Revenue-MIS	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,800
341110 Lease Revenue-Fire Rescue	79,870	76,086	76,086	76,086	107,000
341111 Lease Revenue-Police	556,800	423,470	423,470	423,470	232,500
341113 Lease Revenue-Recreation	6,600	5,983	5,983	5,983	5,900
341117 Lease Revenue-Parks Maint	5,900	22,593	22,593	22,593	43,000
341118 Lease Revenue-Cemeteries	11,900	14,128	14,128	14,128	19,700
341120 Lease Revenue-General Services	10,600	6,442	6,442	6,442	-
341122 Lease Revenue - Code Enforceme	4,150	-	-	-	9,700
341171 Lease Revenue-Traffic Maint	48,550	11,330	11,330	11,330	39,800
341173 Lease Revenue-Rights-of-Way	6,010	29,039	29,039	29,039	17,100
341421 Lease Revenue-Utility Billing	5,200	4,493	4,493	4,493	11,900
341423 Lease Revenue-Utility Maint	552,050	357,046	357,046	357,046	411,800
341424 Lease Revenue-Utility Op	44,200	39,712	39,712	39,712	39,200
341425 Lease Revenue-Water Resource	2,800	-	-	-	5,300
341451 Lease Revenue-Solid Waste	1,142,250	642,234	642,234	642,234	521,900
341471 Lease Revenue-Stormwater Maint	218,900	191,994	191,994	191,994	221,300
TOTAL CHARGES FOR SERVICES	\$ 2,699,780	\$ 1,824,550	\$ 1,824,550	\$ 1,824,550	\$ 1,690,900
<u>MISCELLANEOUS REVENUE</u>					
361010 Interest	\$ 75,021	\$ -	\$ -	\$ -	\$ -
364410 Sale of Equipment	(50,797)	-	-	-	-
TOTAL MISCELLANEOUS REVENUE	\$ 24,224	\$ -	\$ -	\$ -	\$ -
<u>OTHER SOURCES</u>					
381115 Interfund Transfer	\$ 88,332	\$ -	\$ 16,309	\$ -	\$ -
TOTAL OTHER SOURCES	\$ 88,332	\$ -	\$ 16,309	\$ -	\$ -
TOTAL REVENUES	\$ 2,812,336	\$ 1,824,550	\$ 3,924,753	\$ 1,824,550	\$ 1,690,900

Fund: Fleet Replacement	Department: All Departments Program: Fleet Replacement	Org Code: 51050000
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APPROPRIATIONS DETAIL

Object Code	2017-18		2017-18		2018-19	
	2016-17 ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET	
<u>CAPITAL OUTLAY</u>						
464000 General Fund	\$ (47,508)	\$ 682,100	\$ 801,994	\$ 891,471	\$ 701,732	
464000 Street Fund	-	348,200	348,200	450,000	84,450	
464000 Water Sewer Fund	(89,497)	551,250	551,250	551,250	246,579	
464000 Solid Waste Fund	-	130,500	130,500	130,500	-	
464000 Stormwater Fund	-	89,000	89,000	110,000	72,400	
459000 Depreciation	1,468,958	-	-	-	-	
TOTAL CAPITAL OUTLAY	\$ 1,331,953	\$ 1,801,050	\$ 1,920,944	\$ 2,133,221	\$ 1,105,161	
<u>NON-OPERATING</u>						
499100 Reserve for Future Purchases	\$ -	\$ 23,500	\$ 3,809	\$ 3,809	\$ 585,739	
491030 Interfund Transfer to CIT Fund	-	-	2,000,000	-	-	
TOTAL NON-OPERATING	\$ -	\$ 23,500	\$ 2,003,809	\$ 3,809	\$ 585,739	
TOTAL FLEET REPLACEMENT	\$ 1,331,953	\$ 1,824,550	\$ 3,924,753	\$ 2,137,030	\$ 1,690,900	

Performance Spotlight

Department Mission

To establish a fund for the replacement of vehicles and large equipment.

Program Description:

The Fleet Replacement Fund was established to replace vehicles and large equipment that have exceeded their useful life. Equipment requests are evaluated for age and condition prior to replacement. Fleet Replacement is funded through department lease payments.

Program Objectives:

- Establish replacement accounts for each vehicle the City owns.
- Purchase all City vehicles and large equipment through the Fleet Replacement Fund.

Key Performance Measures:

Performance Outcome	FY 2016-17 Actual	FY 2017-18 Projected	FY 2018-19 Proposed
\$ amount spent on vehicles	2,586,044	1,829,050	1,105,160
# of vehicles being funded for replacement	43	36	43

Note: 2018-19 budget – equipment over \$4,000 is purchase out of fleet replacement.

Capital Outlay:

General Fund:

Fire

Program - Operations

Water Tank - Fire Pump and Foam System 15,000

Police

Program - Uniform Patrol

Police Sedans (5) 150,000

Police Sedans - Detective (6) 228,000

Recreation

Truck - 3/4 Ton - Crew Cab 35,000

Parks

Program - Park Maintenance

Truck - 3/4 Ton - Crew Cab - 4x4 - Short Bed 38,500

Mowers - 60" ZTR Rotary (2) 21,600

Turf Utility Vehicles (2) 25,200

Program - Stadium

Mowers - 60" ZTR Rotary (3) 32,400

Turf Utility Vehicles (2) 25,200

Sod Cutter 5,168

Performance Spotlight

Building	
Truck - 1/2 Ton - 4x4 - Extended Cab	29,864
Engineering	
Truck - 1/2 Ton - 4x4 - Long Bed	30,400
Truck - 1/2 Ton - 4x4 - 4 Door	30,400
General Services	
Truck - 3/4 Ton - 8' Utility Bed - Lift Gate	35,000
General Fund Total	\$ 701,732

Streets Fund:

Traffic Maintenance	
Truck - 1/2 Ton - Extended Cab	26,850
Truck - 1 Ton - Aluminum Utility Body	57,600
Streets Fund Total:	\$ 84,450

Water Sewer Fund:

Utilities Maintenance	
<i>Program - Line Maintenance</i>	
Truck - 3/4 Ton - Regular Cab - Long Wheel-Base	34,200
Truck - 3/4 Ton - Utility Body	40,250
Truck - 1/2 Ton - Extended Cab	35,373
Trailer Mounted Message Board	18,500
Root Cutter Nozzle for Jet Vactor Truck	13,781
Pipe Lasered Beam with Targets and Dry Cell Battery Packs	6,200
Reversible Vibratory Sled Compactor	9,500
Portable Camera with Accessories	23,302
<i>Program - Mechanical & Electrical</i>	
Truck - 1/2 Ton - Extended Cab	35,373
Utilities Operations	
<i>Program - Water Reclamation Treatment</i>	
Truck - 1/2 Ton - Crew Cab - 6' Bed	30,100
Water Sewer Fund Total:	\$ 246,579

Stormwater Fund:

<i>Program - Stormwater</i>	
Transit Van	48,900
Mower - 48" Zero Turn	10,000
4x4 John Deere Gator	13,500
Stormwater Fund Total:	\$ 72,400

Total Capital Outlay	\$ 1,105,161
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THE CITY OF
PLANT CITY

Florida



Community Redevelopment Agency

Fund: Community Redevelopment Fund	Department: Community Redevelopment Agency	Org Code: 370505*
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REVENUES DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ -	\$ 1,747,291	\$ -	\$ -
TOTAL REAPPROPRIATED	\$ -	\$ -	\$ 1,747,291	\$ -	\$ -
<u>TAXES</u>					
311400 Hillsborough County	\$ 561,166	\$ 634,376	\$ 634,376	\$ 634,232	\$ 713,012
311450 Tampa Port Authority	14,195	16,047	16,047	14,387	16,174
311500 City of Plant City	461,653	632,550	632,550	632,550	711,121
TOTAL TAXES	\$ 1,037,014	\$ 1,282,973	\$ 1,282,973	\$ 1,281,169	\$ 1,440,307
<u>INTERGOVERNMENTAL REVENUE</u>					
334400 FDOT: RR Quiet Zones Grant	\$ -	\$ -	\$ 165,000	\$ 165,000	\$ -
TOTAL INTERGOVERNMENT REVENUE	\$ -	\$ -	\$ 165,000	\$ 165,000	\$ -
TOTAL REVENUES	\$ 1,037,014	\$ 1,282,973	\$ 3,195,264	\$ 1,446,169	\$ 1,440,307

Fund: Community Redevelopment Fund	Department: Community Redevelopment Agency	Org Code: 370505*
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APPROPRIATIONS DETAIL

Object Code	2016-17 ACTUAL	2017-18 ADOPTED BUDGET	2017-18 REVISED BUDGET	2017-18 PROJECTED ACTUAL	2018-19 PROPOSED BUDGET
<u>OPERATING EXPENSES</u>					
431010 Miscellaneous Professional Svcs	\$ 3,210	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
434000 Other Contractual Services	226,971	190,000	290,000	150,000	246,500
440000 Courses Training and Meetings	585	-	-	-	-
442000 Postage	254	500	500	500	500
443100 Power Heat & Lights	792	1,100	1,100	1,000	1,100
445000 Insurance	4,224	5,000	5,000	4,400	4,500
446050 Demolition and Lot Clearing	6,000	50,000	94,000	15,000	50,000
446110 Building and Property Repair	-	45,000	45,000	58,640	60,000
446115 1914 Building Repair	25,899	50,000	50,000	50,000	50,000
448100 Advertising and Promotion	8,882	9,000	14,000	10,000	10,000
452100 Other Supplies	684	2,500	2,500	2,500	2,500
454000 Subscriptions and Memberships	350	1,100	1,100	1,100	900
TOTAL OPERATING EXPENSES	\$ 277,852	\$ 414,200	\$ 563,200	\$ 353,140	\$ 486,000
<u>GRANTS AND AID</u>					
482000 Union Depot Plaza Preservation	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
482100 Main Street Programs	50,000	50,000	50,000	50,000	50,000
482610 Incentive	10,000	50,000	90,000	10,000	50,000
TOTAL GRANTS AND AID	\$ 85,000	\$ 125,000	\$ 165,000	\$ 85,000	\$ 125,000
<u>CAPITAL OUTLAY</u>					
461500 Prop Acquisition/Infras Improv	\$ 270,253	\$ 358,104	\$ 687,904	\$ 250,000	\$ 392,631
463700 Street Resurfacing - 1 mil	-	110,669	110,669	110,669	130,501
463157 Downtown Landscape Imp	-	-	225,000	225,000	-
463158 Westside Integrated Treatment	-	-	134,492	150,000	-
463159 Wheeler St Ponds	-	-	100,000	-	-
463200 Railroad Quiet Zones	74,037	-	301,424	403,531	-
463400 Infrastructure Improvements	14,527	125,000	235,473	235,473	165,000
463590 Parking Lot Improvements	-	100,000	400,000	400,000	50,000
TOTAL CAPITAL OUTLAY	\$ 358,817	\$ 693,773	\$ 2,194,962	\$ 1,774,673	\$ 738,132
<u>NON-OPERATING</u>					
495000 Contingency	\$ -	\$ 50,000	\$ 272,102	\$ -	\$ 91,175
TOTAL NON-OPERATING	\$ -	\$ 50,000	\$ 272,102	\$ -	\$ 91,175
TOTAL CRA	\$ 721,669	\$ 1,282,973	\$ 3,195,264	\$ 2,212,813	\$ 1,440,307

Note: \$400,000 Loans Payable to Hillsborough County - Funds borrowed by the CRA under the Florida Brownsfields Act for the redevelopment of two City properties. The loans are non-interest bearing to be repaid upon sale of the properties or at maturity in 10 years, original agreement date of January 19, 2012. On September 30, 2015, the City had drawn a total of \$251,250 of available funds.

THE CITY OF
PLANT CITY

Florida

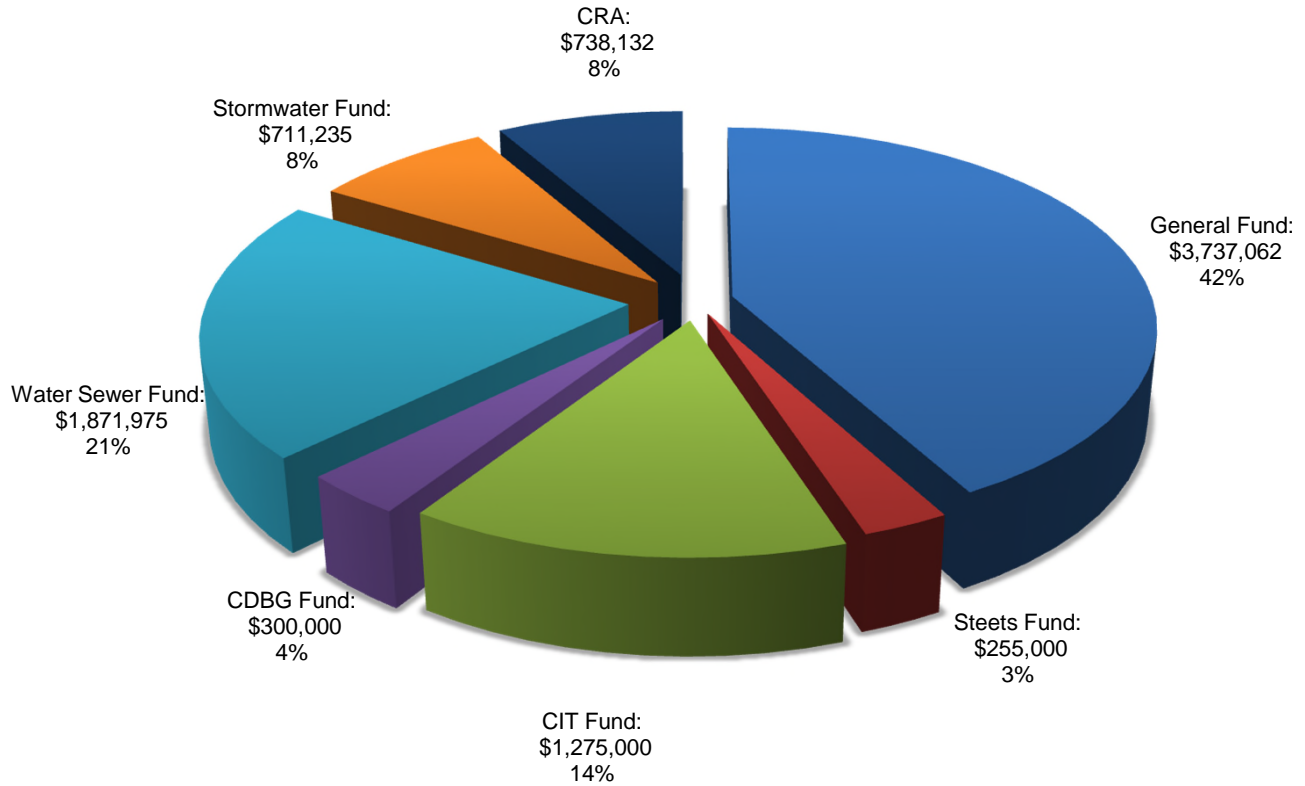


Capital Improvement Plan

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2018-19 THROUGH FY 2022-23**

	Cost of Five-Year Program	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
GENERAL FUND	\$ 13,883,441	\$ 3,737,062	\$ 2,629,428	\$ 2,441,228	\$ 2,504,979	\$ 2,570,744
STREET FUND	1,205,000	255,000	275,000	225,000	225,000	225,000
CIT FUND	2,545,000	1,275,000	335,000	300,000	300,000	335,000
CDBG FUND	300,000	300,000	-	-	-	-
WATER SEWER FUND	15,506,975	1,871,975	3,390,000	3,455,000	3,470,000	3,320,000
STORMWATER FUND	1,711,235	711,235	400,000	200,000	200,000	200,000
TOTAL CITY FUNDS	\$ 35,151,651	\$ 8,150,272	\$ 7,029,428	\$ 6,621,228	\$ 6,699,979	\$ 6,650,744
CRA	1,229,327	738,132	117,409	120,931	124,559	128,296
TOTAL ALL FUNDS	\$ 36,380,977	\$ 8,888,404	\$ 7,146,837	\$ 6,742,159	\$ 6,824,538	\$ 6,779,040

Fiscal Year 2018-19



**OPERATING IMPACT SUMMARY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**

OPERATING IMPACT:

All projects have been considered for their operating impact over the next five years. Majority of our projects will have a one time cost of the project with no impact to operating, however below is a list of the projects that have an anticipated operating impact.

<u>PROJECT</u>	<u>DESCRIPTION</u>	<u>LONG TERM OPERATING COSTS ASSOCIATED</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Five Year Total</u>
GENERAL FUND								
PK002	ADA Improvements City Parks	Annual preventative maintenance and repair	1,000	1,000	1,000	1,000	1,000	5,000
PK017	Park Pedestrian Access Bridges	Annual preventative maintenance and repair	1,000	1,000	1,000	1,000	1,000	5,000
NEW	Walking Trail/Parking Lighting	Annual maintenance cost	1,000	1,000	1,000	1,000	1,000	5,000
NEW	Ellis-Methvin Concession-Restroom Building	Additional revenue to offset operating cost	16,000	(24,000)	(24,000)	(24,000)	(24,000)	(80,000)
NEW	Brewer Park Restroom Building	Annual maintenance cost	2,000	10,000	10,000	10,000	10,000	10,000
NEW	Tennis Center Additional Restrooms>Showers	Annual maintenance cost	15,000	15,000	15,000	15,000	15,000	75,000
TOTAL GENERAL FUND			\$ 36,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ (55,000)
STREETS (GAS TAX) FUND								
TR005	LED Illuminated Street Name Sign Install/Upgrade	Annual preventative maintenance and repair	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,250
TOTAL STREETS FUND			\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,250
WATER SEWER FUND								
UM006	Meter Repair/Replacement	Annual personnel cost reduction	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (250,000)
TOTAL WATER SEWER FUND			\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (50,000)	\$ (250,000)
IMPACT ACROSS FUNDS								
PD003	P-25 Radio System (share with 4 departments)	Annual maintenance cost	\$ 12,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 180,000
TOTAL ACROSS FUNDS			\$ 12,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 180,000
TOTAL ALL FUNDS			\$ (1,750)	\$ (3,750)	\$ (3,750)	\$ (3,750)	\$ (3,750)	\$ (123,750)

THE CITY OF
PLANT CITY

Florida



Capital Improvement Plan

Fund Summaries

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2018-19 THROUGH FY 2022-23**

GENERAL FUND			Previously Allocated	Cost of 5 Year Program	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
PROJECT	DESCRIPTION	CIE							
INFORMATION TECHNOLOGY									
MS001	Computer Hardware Upgrade/Replacement	R	\$ 67,181	\$ 900,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
NEW	Online Permitting	D	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -
INFORMATION SERVICES TOTAL			\$ 67,181	\$ 1,400,000	\$ 680,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
POLICE									
PD003	P-25 Radio System (share with 4 departments)	D	\$ 274,310	\$ 205,760	\$ 205,760	\$ -	\$ -	\$ -	\$ -
PD004 (Impact)	Critical Infrastructure Security Enhancement Project	D	105,000	52,000	52,000	-	-	-	-
POLICE TOTAL			\$ 379,310	\$ 257,760	\$ 257,760	\$ -	\$ -	\$ -	\$ -
FIRE									
FD004	EMS Equipment	R	57,820	140,000	28,000	28,000	28,000	28,000	28,000
NEW	Fire Station 2 Renovation	D	-	225,000	25,000	200,000	-	-	-
FIRE TOTAL			\$ 57,820	\$ 365,000	\$ 53,000	\$ 228,000	\$ 28,000	\$ 28,000	\$ 28,000
GENERAL SERVICES									
GS003	City Building AC Units	R	\$ 142,168	\$ 225,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
GS004	Roof Maintenance/Upgrade								
	Fire Stations	D	-	207,359	\$ 144,000	\$ 14,700	\$ 15,435	\$ 16,207	\$ 17,017
	Recreation & Parks Administration	R	141,913	221,025	40,000	42,000	44,100	46,305	48,620
	City Hall	R	204,160	62,163	11,250	11,813	12,403	13,023	13,674
	Police	R	41,000	55,256	10,000	10,500	11,025	11,576	12,155
	Library	R	95,640	93,936	17,000	17,850	18,743	19,680	20,664
GS005	City Hall Brick/Exterior	R	12,000	30,000	6,000	6,000	6,000	6,000	6,000
GENERAL SERVICES TOTAL			\$ 636,881	\$ 894,739	\$ 273,250	\$ 147,863	\$ 152,706	\$ 157,791	\$ 163,130
PARKS & RECREATION									
PK006	Bike Nature Trail - Sansone Park	R	10,010	50,000	10,000	10,000	10,000	10,000	10,000
PK011	Baseball/Softball Field Improvements	R	288,949	375,000	75,000	75,000	75,000	75,000	75,000
PK017 (Impact)	Park Pedestrian Access Bridges	D	62,337	87,500	87,500	-	-	-	-
PK018 (User)	Park Improvements	R	40,000	200,000	40,000	40,000	40,000	40,000	40,000
NEW	Walking Trail/Parking Lighting	G	-	85,000	35,000	50,000	-	-	-
NEW	Tennis Center Additional Restrooms/Showers	G	-	275,000	275,000	-	-	-	-
PARKS & RECREATION TOTAL			\$ 401,296	\$ 1,072,500	\$ 522,500	\$ 175,000	\$ 125,000	\$ 125,000	\$ 125,000
STREETS									
ST026	Street Resurfacing from Additional Mil	R	-	9,893,441	1,950,552	1,898,565	1,955,522	2,014,188	2,074,614
STREETS			\$ -	\$ 9,893,441	\$ 1,950,552	\$ 1,898,565	\$ 1,955,522	\$ 2,014,188	\$ 2,074,614
GENERAL FUND TOTAL			\$ 1,542,488	\$ 13,883,441	\$ 3,737,062	\$ 2,629,428	\$ 2,441,228	\$ 2,504,979	\$ 2,570,744
PROJECTED FUNDING									
	General Fund				\$ 1,147,010	\$ 730,863	\$ 485,706	\$ 490,791	\$ 496,130
	1.0 Mil Increase				\$ 1,950,552	\$ 1,898,565	\$ 1,955,522	\$ 2,014,188	\$ 2,074,614
	Transfer from Industrial Park Fund				\$ 500,000	\$ -	\$ -	\$ -	\$ -
	Police Impact Fees				\$ 52,000	\$ -	\$ -	\$ -	\$ -
	Parks Impact Fees				\$ 87,500	\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING AVAILABLE					\$ 3,737,062	\$ 2,629,428	\$ 2,441,228	\$ 2,504,979	\$ 2,570,744

City of Plant City
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2018-19 THROUGH FY 2022-23

COMMUNITY INVESTMENT TAX FUND			Previously	Cost of 5 Year	FY	FY	FY	FY	FY
PROJECT	DESCRIPTION		Allocated	Program	18-19	19-20	20-21	21-22	22-23
STREETS									
ST002	Railroad Crossing Repair	R	569,900	250,000	50,000	50,000	50,000	50,000	50,000
ST008	Public Parking Lots	R,G	220,027	450,000	50,000	100,000	100,000	100,000	100,000
	STREETS TOTAL		\$ 789,927	\$ 700,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
RECREATION & PARKS									
PK002	ADA Improvements City Parks	D	\$ 131,016	\$ 250,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
PK012	Resurface Basketball Courts	R	90,000	105,000	35,000	35,000	-	-	35,000
RC008	Playground Improvements	D	98,545	500,000	100,000	100,000	100,000	100,000	100,000
NEW	Ellis-Methvin Concession-Restroom Building	G	-	990,000	990,000	-	-	-	-
	RECREATION & PARKS TOTAL		\$ 319,561	\$ 1,845,000	\$ 1,175,000	\$ 185,000	\$ 150,000	\$ 150,000	\$ 185,000
TOTAL CIT FUND			\$ 1,109,488	\$ 2,545,000	\$ 1,275,000	\$ 335,000	\$ 300,000	\$ 300,000	\$ 335,000
PROJECTED FUNDING									
	Cash Carried Forward				\$ 282,098	\$ 262,165	\$ 1,289,554	\$ 2,459,358	\$ 3,742,608
	Community Investment Tax				2,050,000	2,152,500	2,260,125	2,373,131	2,491,788
	Less: Debt Service				(794,933)	(790,111)	(790,321)	(789,881)	(783,871)
TOTAL FUNDING AVAILABLE					\$ 1,537,165	\$ 1,624,554	\$ 2,759,358	\$ 4,042,608	\$ 5,450,526
BALANCE AVAILABLE AT SEPTEMBER 30					\$ 262,165	\$ 1,289,554	\$ 2,459,358	\$ 3,742,608	\$ 5,115,526

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2018-19 THROUGH FY 2022-23**

STREETS (GAS TAX) FUND									
PROJECT	DESCRIPTION	CIE	Previously Allocated	Cost of 5 Year Program	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
STREET MAINTENANCE PROJECTS									
ST009	Sidewalk Replacement	R	129,488	450,000	50,000	100,000	100,000	100,000	100,000
ST010	Bridge Repair/Replacement/Upgrade	R	120,319	250,000	50,000	50,000	50,000	50,000	50,000
STREETS TOTAL			\$ 249,807	\$ 700,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
TRAFFIC MAINTENANCE PROJECTS									
TR001	Advance Traffic Management Center (ATMS)	R	\$ 2,441	\$ 255,000	\$ 105,000	\$ 75,000	\$ 25,000	\$ 25,000	\$ 25,000
TR005	LED Illuminated Street Sign Install/Upgrade	D	659	250,000	50,000	50,000	50,000	50,000	50,000
TRAFFIC CONTROL TOTAL			\$ 3,100	\$ 505,000	\$ 155,000	\$ 125,000	\$ 75,000	\$ 75,000	\$ 75,000
TOTAL STREET FUND			\$ 252,907	\$ 1,205,000	\$ 255,000	\$ 275,000	\$ 225,000	\$ 225,000	\$ 225,000
PROJECTED FUNDING									
	Cash Carried Forward				\$ 1,235,781	\$ 1,002,679	\$ 784,044	\$ 652,600	\$ 561,239
	Gas Tax				1,690,500	1,775,025	1,863,776	1,956,965	2,054,813
	Less: Non-Capital Expenditures				(1,668,602)	(1,718,660)	(1,770,220)	(1,823,326)	(1,878,026)
TOTAL FUNDING AVAILABLE					\$ 1,257,679	\$ 1,059,044	\$ 877,600	\$ 786,239	\$ 738,026
BALANCE AVAILABLE AT SEPTEMBER 30					\$ 1,002,679	\$ 784,044	\$ 652,600	\$ 561,239	\$ 513,026

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2018-19 THROUGH FY 2022-23**

WATER SEWER FUND			Previously Allocated	Cost of 5 Year Program	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
		CIE							
UTILITIES MAINTENANCE									
UM006	Meter Repair/Replacement	R	\$ 1,151,945	\$ 970,000	\$ 50,000	\$ 230,000	\$ 230,000	\$ 230,000	\$ 230,000
UM009	Water Distribution System Asset Management	R	890,062	2,000,000	100,000	400,000	450,000	500,000	550,000
UM012	Collection System Asset Management	R	2,023,864	7,675,000	275,000	1,850,000	1,850,000	1,850,000	1,850,000
UM017	WRF Asset Management	R	161,947	750,000	250,000	150,000	150,000	100,000	100,000
UM018	WTP Asset Management	R	363,511	1,290,000	335,000	270,000	285,000	300,000	100,000
UM019	Lift Station Generator & Pump Replacement	R	285,836	250,000	50,000	50,000	50,000	50,000	50,000
UM020	Lift Station Maintenance & Rehab	R	697,615	1,045,000	385,000	165,000	165,000	165,000	165,000
WATER TOTAL			\$ 5,574,780	\$ 13,980,000	\$ 1,445,000	\$ 3,115,000	\$ 3,180,000	\$ 3,195,000	\$ 3,045,000
UTILITIES OPERATIONS									
UO009	Water System Storage Tank Rehab	R	\$ 174,085	\$ 375,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
UO030	Wastewater/Reclaimed Water Tank Rehab	R	579,568	250,000	50,000	50,000	50,000	50,000	50,000
NEW	Reclaimed Water Recharge	R	-	125,000	125,000	-	-	-	-
SEWER TOTAL			\$ 753,653	\$ 750,000	\$ 250,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
WATER RESOURCE MANAGEMENT									
WR001	Backflow Prevention Assembly & Large Meter	R	\$ 227,568	\$ 500,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
WR003	Wastewater Pollutant Management Program	R	50,000	250,000	50,000	50,000	50,000	50,000	50,000
SEWER TOTAL			\$ 277,568	\$ 750,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
OTHER DEPARTMENTS									
PD003	P-25 Radio System (share w/ 4 departments)	R	\$ 19,873	\$ 26,975	\$ 26,975	\$ -	\$ -	\$ -	\$ -
SEWER TOTAL			\$ 19,873	\$ 26,975	\$ 26,975	\$ -	\$ -	\$ -	\$ -
WATER & SEWER UTILITY FUND TOTAL			\$ 6,625,873	\$ 15,506,975	\$ 1,871,975	\$ 3,390,000	\$ 3,455,000	\$ 3,470,000	\$ 3,320,000

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2018-19 THROUGH FY 2022-23**

STORMWATER FUND									
PROJECT	DESCRIPTION	CIE	Previously Allocated	Cost of 5 Year Program	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
STORMWATER									
SW014	Stormwater Drainage Pipe Rehab	R	\$ 198,654	\$ 1,000,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
SW027	Stormwater Management Plan	G	250,000	400,000	200,000	200,000	-	-	-
SW030	Roseland Park Drainage and Park Improvements	R	116,839	300,000	300,000	-	-	-	-
STORMWATER TOTAL			\$ 565,493	\$ 1,700,000	\$ 700,000	\$ 400,000	\$ 200,000	\$ 200,000	\$ 200,000
OTHER DEPARTMENTS									
PD003	P-25 Radio System (share with 4 departments)	R	\$ (4,101)	\$ 11,235	\$ 11,235	\$ -	\$ -	\$ -	\$ -
OTHER DEPARTMENTS TOTAL			\$ (4,101)	\$ 11,235	\$ 11,235	\$ -	\$ -	\$ -	\$ -
STORMWATER FUND TOTAL			\$ 561,392	\$ 1,711,235	\$ 711,235	\$ 400,000	\$ 200,000	\$ 200,000	\$ 200,000
PROJECTED FUNDING									
Cash Carried Forward					\$ 1,486,165	\$ 805,136	\$ 436,852	\$ 270,154	\$ 105,122
Stormwater Revenue					2,813,800	2,954,490	3,102,215	3,257,325	3,420,191
Less: Non-Capital Expenditures					(2,783,594)	(2,922,774)	(3,068,912)	(3,222,358)	(3,383,476)
TOTAL FUNDING AVAILABLE					\$ 1,516,371	\$ 836,852	\$ 470,154	\$ 305,122	\$ 141,837
BALANCE AVAILABLE AT SEPTEMBER 30					\$ 805,136	\$ 436,852	\$ 270,154	\$ 105,122	\$ (58,163)

**CITY OF PLANT CITY
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FY 2018-19 THROUGH FY 2022-23**

COMMUNITY DEVELOPMENT FUND									
PROJECT	DESCRIPTION	CIE	Previously Allocated	Cost of 5 Year Program	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
COMMUNITY DEVELOPMENT									
NEW	Street Improvements	D		\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -
COMMUNITY DEVELOPMENT TOTAL				\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -
PROJECTED FUNDING									
	Cash Carried Forward				\$ -	\$ -	\$ -	\$ -	\$ -
	CDBG				300,000	-	-	-	-
TOTAL FUNDING AVAILABLE						\$ 300,000	\$ -	\$ -	\$ -
BALANCE AVAILABLE AT SEPTEMBER 30						\$ -	\$ -	\$ -	\$ -

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2018-19 THROUGH FY 2022-23**

COMMUNITY REDEVELOPMENT AGENCY

PROJECT	DESCRIPTION	CIE	Previously Allocated	Cost of 5 Year Program	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
COMMUNITY DEVELOPMENT									
CR001	Property Acquisition	D	\$ 642,631	\$ 392,631	\$ 392,631	\$ -	\$ -	\$ -	\$ -
ST008	Public Parking Lot (CIT other funds)	D	400,000	50,000	50,000	-	-	-	-
ST026	Street Resurfacing from Additional Mil	R	-	621,696	130,501	117,409	120,931	124,559	128,296
NEW	Walking Trail/Parking Lighting	G	-	50,000	50,000	-	-	-	-
NEW	Brewer Park Restroom Building	G	-	115,000	115,000	-	-	-	-
COMMUNITY DEVELOPMENT TOTAL			\$ 1,042,631	\$ 1,229,327	\$ 738,132	\$ 117,409	\$ 120,931	\$ 124,559	\$ 128,296

PROJECTED FUNDING

Cash Carried Forward	\$ 89,218	\$ 89,218	\$ 718,042	\$ 1,350,984	\$ 1,987,432
Tax Increment Financing	1,440,307	1,483,516	1,528,022	1,573,862	1,621,078
Less: Non-Capital Expenditures	(702,175)	(737,284)	(774,148)	(812,855)	(853,498)

TOTAL FUNDING AVAILABLE

\$ 827,350	\$ 835,450	\$ 1,471,915	\$ 2,111,991	\$ 2,755,013
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BALANCE AVAILABLE AT SEPTEMBER 30

\$ 89,218	\$ 718,042	\$ 1,350,984	\$ 1,987,432	\$ 2,626,717
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City of Plant City Capital Improvement Plan by Department

Project	Project Name	Page Number	Funding	Project	Project Name	Page Number	Funding
Information Technology				Traffic			
MS001	Computer Hardware Upgrade/Replacement	244	\$ 180,000	TR001	Advance Traffic Management Center (ATMS)	276	\$ 105,000
NEW	Online Permitting	245	500,000	TR005	LED Illuminated Street Sign Install/Upgrade	277	50,000
Total			\$ 680,000	Total			\$ 155,000
Police				Utilities Maintenance			
PD003	P-25 Radio System	247	\$ 243,970	UM006	Meter Repair/Replacement	279	\$ 50,000
PD004	Critical Infrastructure Security Enhancement	248	52,000	UM009	Water Distribution System Asset Management	280	100,000
Total			\$ 295,970	UM012	Collection System Asset Management	281	275,000
Fire Department				UM017	WRF Asset Management	282	250,000
FD004	EMS Equipment	250	\$ 28,000	UM018	WTP Asset Management	283	335,000
NEW	Fire Station 2 Renovation	251	25,000	UM019	Lift Station Generator & Pump Replacement	284	50,000
Total			\$ 53,000	UM020	Lift Station Maintenance & Rehab	285	385,000
General Services				Utilities Operations			
GS003	City Building A/C Upgrade/Replacement	253	\$ 45,000	UO005	Utility Pipeline Master Planning	287	\$ -
GS004	City Roof Upgrade/Maintenance GF	254	222,250	UO009	Water System Storage Tank Rehab	288	75,000
GS005	City Hall Exterior Brick & Windows	255	6,000	UO030	Wastewater/Reclaimed Water Tank Rehab	289	50,000
Total			\$ 273,250	NEW	Reclaimed Water Recharge	290	125,000
Recreation				Total			\$ 250,000
RC008	Playground Improvements	257	\$ 100,000	Water Resource Management			
NEW	Ellis-Methvin Concession-Restroom Building	258	990,000	WR001	Backflow Prevention Assembly & Large Meter	292	\$ 100,000
Total			\$ 1,090,000	WR003	Wastewater Pollutant Management Program	293	50,000
Parks				Total			\$ 150,000
PK002	ADA Improvements Parks - CIT	260	\$ 50,000	Stormwater			
PK006	Bike/Nature Trail Maintenance	261	10,000	SW014	Stormwater Drainage Pipe Rehab	295	\$ 200,000
PK011	Baseball/Softball Field Improvement	262	75,000	SW027	Stormwater Management Plan	296	200,000
PK012	Resurface Basketball Courts	263	35,000	SW030	Roseland Park Drainage & Park Improvement	297	300,000
PK017	Park Pedestrian Access Bridges	264	87,500	Total			\$ 700,000
PK018	Park Improvements	265	40,000	Community Services			
NEW	Brewer Park Restroom Building	266	115,000	NEW	Street Improvements	299	\$ 300,000
NEW	Tennis Center Additional Restrooms>Showers	267	275,000	Total			\$ 300,000
NEW	Walking Trail/Parking Lighting	268	85,000	Community Redevelopment Agency			
Total			\$ 772,500	CR001	Property Acquisition	301	\$ 392,631
Streets				Total			\$ 392,631
ST002	Railroad Crossing Repair	270	\$ 50,000				
ST008	Public Parking Lots	271	100,000				
ST009	Sidewalk Replacement	272	50,000				
ST010	Bridge Repair/Replacement/Upgrade	273	50,000				
ST026	Street Resurfacing from Additional Mil	274	2,081,053				
Total			\$ 2,331,053				

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Capital Improvement Plan

Information Technology

PROJECT: Computer Hardware Upgrade/Replacement - MS001

Department/Program: Information Technology (Asset Management)

Description: Citywide Network Infrastructure Hardware Upgrades and Replacement

Mission Critical

Justification: The average life cycle of servers, software and major network components is four years. This program will provide the funding for upgrades and/or new software/equipment for the City's network infrastructure. Every other year, the network system at City Hall is addressed and the opposite years, the Police Department network system is addressed. This will be an on ongoing capital expenditure.

Network connectivity and services are critical components of the City's daily operations.

For Fiscal Year 2018-2019, Information Technology has several projects:

- Renovate auditorium audio and video equipment
- Replace the City's firewalls to ensure security of the network and its resources
- Replace the end-of-life domain controllers
- Replace the security camera system in City Hall, which will convert all recording systems into one unified system
- Replace access points for public Wi-Fi with more secured and reliable equipment

Dates: Q1 Oct - Dec Auditorium, Access Points
 Q2 Jan - Mar Firewall, Domain Controllers
 Q3 Apr - Jun Security Cameras

Operating

Impact: These upgrades and replacements are required for improved network performance, improved reliability, ease of administration, security and to ensure the integrity of user data and application services.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Computer Equipment	67,181	180,000	180,000	180,000	180,000	180,000
TOTAL	67,181	180,000	180,000	180,000	180,000	180,000
FUNDING SOURCES						
General Fund	67,181	180,000	180,000	180,000	180,000	180,000
TOTAL	67,181	180,000	180,000	180,000	180,000	180,000

NEW

PROJECT: Online Permitting

Department/Program: Information Technology

Description: Purchase and implement online permitting, planning, code enforcement and business licensing software.

Justification: This software solution provides online building permitting, site plan reviews, mobile inspections, impact fee management, planning, code enforcement, mobile code enforcement, and business tax solution. The software will provide over-the-counter, online, and IVR payment options.

Benefits to Citizens/Contractors:

- Submit and review payments and permits online
- Apply, download, and track status of permits, inspections, licenses, and applications
- Request and schedule inspections
- Research Code Enforcement violations

Benefits to City:

- Provide automatic workflow generation
- Ability to lookup parcel information, GIS data, and electronic plans in the field
- Research prior activity on project/location in the field
- Receive mobile alerts
- Create custom reports
- Generate automated letters based on case types
- Streamline permitting process

This project includes the purchase of four workstations to use for plans review in the office.

Online permitting relates to our core strategies of empowering outstanding customer service and facilitating economic development by providing customers with an online option for permitting, code enforcement, and business tax.

Dates: Implementation is planned January 1, 2019.

Operating

Impact: There will be an increased operating cost for the annual hosting and support services fees.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Implementation	-	480,000	-	-	-	-
Equipment	-	20,000	-	-	-	-
TOTAL	-	500,000	-	-	-	-
FUNDING SOURCES						
Industrial Park Fund	-	500,000	-	-	-	-
TOTAL	-	500,000	-	-	-	-

THE CITY OF
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Capital Improvement Plan

Police

PROJECT: Transition to P-25 Radio System - PD003

Department/Program: Police, Fire, Recreation, General Services, Utilities

Description: Replace existing radio system to work with Hillsborough County's P-25 operating system.

Justification: Hillsborough County General Services Manager estimates two to three years to full implementation of the P-25 system. Currently, several P-25 radio antennas have been installed in east Hillsborough County and efforts are being made to focus on the I-4 corridor. All first responders will need to have P-25 compatible equipment for radio usage. Additionally, Hillsborough County is recommending that other non first responder users utilize dual band P-25 capable radios in the future.

As this will be the final year for this transition, PCPD will complete this final phase by purchasing mobile (car) radios, improving radio reception within the PCPD headquarters, and making electrical improvements to the Herring Street tower in order for Hillsborough County to install new P-25 antennas for clear radio reception within the City. Other City Departments will complete their radio needs within their given budget.

Operating

Impact: Police Department will realize an increase in operating expense of \$12,000 during the current budget year due to a maintenance agreement covering PCPDs (4) dispatching consoles at \$2,375 per console per year and (6) control radios at \$415 per radio per year.

At completion of each radio's two year factory warranty, each department will have an increase to their operating budget for radio maintenance. The maintenance cost of each portable or mobile radio per year will be \$120 at an estimated cost of \$42,000 City wide.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
P-25 Radio System Transition	308,172	243,970	-	-	-	-
TOTAL	308,172	243,970	-	-	-	-
FUNDING SOURCES						
General Fund	274,310	205,760	-	-	-	-
Water Utilities Fund	19,873	26,975	-	-	-	-
Stormwater Fund	(4,101)	11,235	-	-	-	-
Solid Waste	18,090	-	-	-	-	-
TOTAL	308,172	243,970	-	-	-	-

PROJECT: Critical Infrastructure Security Enhancement Project - PD004

Department/Program: Police (Asset Management)

Description: Upgrade critical security infrastructure for the Plant City Police Department.

Justification: This project will provide an enhanced level of interior and perimeter security for the police headquarters, creating appropriate stand-offs, and hardening the facility. With the increased number of incidents involving attacks on police headquarters and government buildings, additional security measures such as enhanced gate access, a strategically designed video camera network, and a bullet resistant glass enclosure would help minimize the inherent vulnerabilities of the current facility.

During FY 2017-18, the chain link fencing, ingress and egress points, and pedestrian access point were completed.

The upgrades scheduled in FY 2018-19 include:

- Install a bullet resistant enclosure and a magnetometer (metal detector) in the lobby to provide security for civilian personnel and the ability to identify potential weapons entering the facility. Approximate cost - \$22,000.
- Demolish the existing out-building, which creates a visual obstruction for security and will impede the plan for the enhancement of the security fence. Approximate cost is \$30,000, due to relocating fiber optic cable junction in the existing building.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Upgrade	105,000	52,000	-	-	-	-
TOTAL	105,000	52,000	-	-	-	-
FUNDING SOURCES						
Impact Fees	105,000	52,000	-	-	-	-
TOTAL	105,000	52,000	-	-	-	-

THE CITY OF
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Capital Improvement Plan

Fire

PROJECT: EMS Equipment - FD004

Department/Program: Fire Rescue: EMS Division (Asset Management)

Description: Multi-year accumulation of funds for specialized EMS equipment for 12-lead cardiac monitors, Power Pro Stretchers and Zoll Autopulse units.

Mission Critical

Justification: Each licensed Advanced Life Support unit must have certain certified operational equipment necessary for advanced life support intervention. All equipment has a recommended service life, which is usually supported by extended warranty or preventive maintenance agreement. This funding includes one additional cardiac monitor in Fiscal Year 2018-19.

Below is a list of funding for these items:

Item	Quantity	Useful Life	Years to Replace	Cost/Ea.	Total Cost	Annual Funding
Power Pro Stretcher	4	7	2021	\$ 7,500	\$ 30,000	\$ 4,286
12-Lead Cardiac Monitor	6	10	2027	\$ 35,000	\$ 210,000	\$ 21,000
Zoll Autopulse Unit	2	7	2027	\$ 14,000	\$ 28,000	\$ 2,800
						\$ 28,086

Operating

Impact: There will be no increase in operating expenses as a result of completing this project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
EMS Equipment	57,820	28,000	28,000	28,000	28,000	28,000
TOTAL	57,820	28,000	28,000	28,000	28,000	28,000
FUNDING SOURCES						
General Fund	57,820	28,000	28,000	28,000	28,000	28,000
TOTAL	57,820	28,000	28,000	28,000	28,000	28,000

NEW

PROJECT: Fire Station 2 - Renovation

Department/Program: Fire Rescue: Administration

Description: Remodel the interior portions of Fire Station 2, which includes dorms, kitchen, bathrooms, offices, and fitness area.

Justification: This project provides for renovation within the 5,100 square feet living space of Fire Station 2, which was built in 1993 and designed for fire operations provided during that time period. The fire station houses both the Battalion Chief and Firefighters 24 hours a day.

These updates will include:

- Reconfiguration of the dorms to accommodate workforce changes.
- Improvements to the kitchen, bathrooms, offices, and fitness area.

Dates: The following timeline is anticipated for completion of this project:

Fiscal Year 2018-19 - Design

Fiscal Year 2019-20 - Construction/Remodel

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Design		25,000	-	-	-	-
Renovation		-	200,000	-	-	-
TOTAL	-	25,000	200,000	-	-	-
FUNDING SOURCES						
General Fund		25,000	200,000	-	-	-
TOTAL	-	25,000	200,000	-	-	-

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Capital Improvement Plan

General Services

PROJECT: City Buildings Air Conditioning Maintain/Upgrade/Replacement - GS003

Department/Program: General Services (Asset Management)

Description: Maintain, upgrade and replace all the HVAC units for various City-owned facilities.

Justification: The commercial use lifespan of an HVAC system is 10 to 15 years. Currently, the City has 82 Commercial AC units. A number of those units are well beyond their service life. This program will systematically upgrade/replace these air conditioning systems by proactively replacing units once they reach their life expectancy and are not functioning efficiently, or the condition of the unit mandates upgrading.

A new unit can cost between \$15,000 and \$24,000. Replacing a compressor is estimated to cost \$5,000. A chiller unit at City Hall could cost \$75,000 each and there are four on the roof. The City utilizes air conditioner companies to assess a unit and provide a bid/quote to determine the solution. A composite list of all air conditioning systems in all facilities with location, condition, anticipated reasessment year, and current estimate cost will assist with planning for future replacements and upgrades.

Air conditioning systems currently being monitored for near future replacement and/or upgrade include:

Unit	Quantity	Location	Yrs. in Service	Condition
Planteen	1	Dort Street	38	Poor
Police	4	Police Center Dr	21	Fair
General Services	2	Police Center Dr	22	Fair
Train Depot	2	Palmer St	19	Fair
City Hall	1	Reynolds St	18	Poor

Operating

Impact: Replacing or upgrading old, outdated A/C units with up-to-date high efficiency systems will result in approximately a 60% increase in cooling efficiency and approximately a 15% to 40% reduction in energy use.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Construction	142,168	45,000	45,000	45,000	45,000	45,000
TOTAL	142,168	45,000	45,000	45,000	45,000	45,000
FUNDING SOURCES						
General Fund	142,168	45,000	45,000	45,000	45,000	45,000
TOTAL	142,168	45,000	45,000	45,000	45,000	45,000

PROJECT: Roof Upgrade/Maintenance - GS004

Department/Program: General Services (Asset Management)

Description: Multi-year accumulation of funds to update, maintain, or repair roofs for 35

Justification: Staff continually assesses the condition of all City facilities. Annually, several buildings are scheduled for recoating, a waterproofing/cool roof maintenance, which costs approximately \$8,000 per year per building to extend the life of the roofs for three to seven years. This project is used for repairs and maintenance costs for the four major roofs.

The **Recreation & Parks Administration** roof was installed in 2001, coated in 2014, repaired in 2016, and scheduled for replacement in 2020. **City Hall** modified bitumen style roof was recoated in 2009 and in 2016 to extend the life of the roof until at least 2020. The **Library** modified bitumen style East roof was replaced in 2007 and the West roof was replaced in 2016. The **Police Department** modified bitumen style roof was replaced in late 2013, the replacement roof is a TPO single-ply roof membrane. A preventative maintenance program is in place to maintain the integrity of the City roofs.

The **Fire Department's** roofs have been added to the project this year. Fire Station 2's roof was installed in 1993 and Fire Station 1's roof was installed in 1994.

	Yr. to Replace	Total	Annual
Fire Station 2	2019	130,000	6,500
Fire Station 1	2020	150,000	7,500
Recreation & Parks Admin	2020	240,000	40,000
City Hall	2020	225,000	11,250
Police	2033	200,000	10,000
Library	2035	340,000	17,000
			-

There is an inflationary index of 5% starting in 2019-20.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2020-22
	6/30/2018					
Improvements	476,650	92,250	96,863	101,706	106,791	112,130
Fire Station 2	-	130,000	-	-	-	-
TOTAL	476,650	222,250	96,863	101,706	106,791	112,130
FUNDING SOURCES						
General Fund	472,448	222,250	96,863	101,706	106,791	112,130
CIT	4,202	-	-	-	-	-
TOTAL	476,650	222,250	96,863	101,706	106,791	112,130

PROJECT: City Hall Exterior Brick & Window Maintenance - GS005

Department/Program: General Services (Asset Management)

Description: Maintenance of the City Hall exterior brick and windows

Justification: Every 6 to 7 years the exterior of City Hall must be pressure washed, caulked, and sealed to maintain water tight integrity. This project will be a proactive approach to extend the life of the building.

The building was last sealed in 2015 and will need to be completed again in the 2021-22 budget cycle. The cost is approximately \$35,000.

Dates: Next coating will be done in FY 2021-22.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this program project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Maintenance	12,000	6,000	6,000	6,000	6,000	6,000
TOTAL	12,000	6,000	6,000	6,000	6,000	6,000
FUNDING SOURCES						
General Fund	12,000	6,000	6,000	6,000	6,000	6,000
TOTAL	12,000	6,000	6,000	6,000	6,000	6,000

THE CITY OF
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Capital Improvement Plan

Recreation

PROJECT: Playground Improvements - RC008

Department/Program: Recreation and Parks: Recreation Division (Asset Management)

Description: Multi-year accumulation of funds to upgrade and/or replace playground equipment as needed due to normal weathering and wear and tear at 12 playgrounds around the City.

Justification: The life expectancy of a playground is around 15 years. Older playgrounds need replacement pieces of equipment and upgrades to keep the equipment safe and appealing for public use. At times, repair costs exceed 50% of the replacement cost of a playground, making it more beneficial to replace the equipment. This funding is used to maintain or replace playground equipment on an annual basis. Replacement playgrounds with fall zone safety surfacing run \$75,000 to \$100,000 per unit.

Ten of our twelve playgrounds are between 16 and 23 years old. The current playground inventory with year of installation includes:
 1995-1997: MLK Rec, Planteen Rec, OMA-East, Gilchrist South, Washington.
 2001-2002: Marie B. Ellis, OMA-West, Burchwood, Larson FourPlex, Sansone.
 2005: Gilchrist North.
 2010: Ellis-Methvin.

OMA-East will be complete in FY 2017-18. All locations are being analyzed since they are at various levels of need for repair, rehabilitation or replacement.

This project relates to our core strategies of customer service and community engagement by providing suitable playgrounds for our park visitors.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Improvements	98,545	100,000	100,000	100,000	100,000	100,000
TOTAL	98,545	100,000	100,000	100,000	100,000	100,000
FUNDING SOURCES						
CIT	98,545	100,000	100,000	100,000	100,000	100,000
TOTAL	98,545	100,000	100,000	100,000	100,000	100,000

NEW

PROJECT: Ellis-Methvin Concession-Restroom Building

Department/Program: Recreation & Parks: Recreation Division

Description: Funding to build a concession and restroom building for the multi-purpose fields area of Ellis-Methvin Park.

Justification: When Ellis-Methvin Park was designed, space was planned for one concession and restroom building to serve the four baseball/softball fields and an additional one for the eight multi-purpose (football/soccer/lacrosse) fields. The baseball/softball building was built but funding was not available for the multi-purpose fields building. During park construction, a small restroom facility was built to the west of the multi-purpose fields, but it was only intended to supplement the future, larger concession and restroom building.

For the larger events held at the park the volume of attendees is poorly served by the small restroom building and the fields are a long walk from the baseball/softball building. Additionally, concessions at baseball/softball are not open unless there are games on those fields, leaving multi-purpose field users without access to drink or food sales.

The original vision was to place a two-story building near the multi-purpose fields that would serve not only as a concession and restroom facility, but also provide storage and an area for the major event users to administer their tournaments in the upper level. The 2,800 square foot footprint building is estimated to cost \$750,000, plus architectural design and equipment costs.

This building would increase our customer service and community engagement to not only our local residents but also to the many out of town visitors for the events we host. These events tie back to our economic development goals for the community.

Dates: Design will begin in October 2018, with an estimated completion date of December 2019.

Operating

Impact: Electrical is estimated at \$6,000 annually. Building maintenance is estimated at 10,000 annually. Increased revenue from concession sales is estimated at \$40,000 annually.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Design		75,000	-	-	-	-
Construction		840,000	-	-	-	-
Equipment		75,000	-	-	-	-
TOTAL	-	990,000	-	-	-	-
FUNDING SOURCES						
CIT		990,000	-	-	-	-
TOTAL	-	990,000	-	-	-	-

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Capital Improvement Plan

Parks

PROJECT: ADA Improvements / City Parks - PK002

Department/Program: Recreation and Parks: Parks Division

Description: Multi-year accumulation of funds to retrofit City park facilities and add handicap accessible bathrooms, parking, and paved access to bleachers, benches and picnic tables.

Justification: The Americans with Disabilities Act of 1990 requires public access facilities to meet ADA standards. This project will bring facilities into compliance for parking areas.

Below is the recommended list of parks with the anticipated project date:

- FY 2018-19 - Gilchrist Park
- FY 2018-19 - Rowena Mays Park
- FY 2018-19 - Dort Street Tennis/Basketball Courts
- FY 2019-20 - Marie B. Ellis Park
- FY 2019-20 - Dr. MLK Rec Center ball fields
- FY 2020-21 - Mike Sansone Park

These projects will be done with contractors to pour sidewalks and handicap parking areas.

Improvements to facilities will meet our goals of customer service and community engagement by providing better access for our park users.

Dates: The park improvements should be completed in the year indicated.

Operating

Impact: Additional sidewalk maintenance would be under \$1,000 annually per site per year.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Construction	131,016	50,000	50,000	50,000	50,000	50,000
TOTAL	131,016	50,000	50,000	50,000	50,000	50,000
FUNDING SOURCES						
CIT	131,016	50,000	50,000	50,000	50,000	50,000
TOTAL	131,016	50,000	50,000	50,000	50,000	50,000

PROJECT: Bike/Nature Trail - Sansone Park - PK006

Department/Program: Recreation and Parks: Parks Division (Asset Management)

Description: Multi-year accumulation of funds to repair and resurface the 0.38 mile asphalt bike/nature trail at Mike Sansone Park.

Justification: Repairing and resurfacing the asphalt regularly will avoid more expensive rebuilding due to wear and tear from use and weather. This work is recommended for every 7-10 years and was last done in 2013.

This project is planned for FY 2022-23 at a projected cost of \$60,000.

Resurfacing of the trail will help extend its life as well as meet our goals of customer service and community engagement by providing a suitable walking surface.

Operating Impact: There will be no increase in operation expenses.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Improvements	10,010	10,000	10,000	10,000	10,000	10,000
TOTAL	10,010	10,000	10,000	10,000	10,000	10,000
FUNDING SOURCES						
General Fund	10,010	10,000	10,000	10,000	10,000	10,000
TOTAL	10,010	10,000	10,000	10,000	10,000	10,000

PROJECT: Baseball/Softball Field Improvements - PK011

Department/Program: Recreation & Parks: Parks Division (Asset Management)

Description: Multi-year accumulation of funds to replace dugouts, fencing, irrigation, turf and address drainage issues of the baseball and softball fields City-wide.

Justification: Normal wear and tear of highly used facilities requires replacement of dugouts, fencing, irrigation and turf. Drainage problems are addressed during field renovations. This funding will allow the work to be contracted out to minimize down time as these fields are utilized year-round.

Below is a list of the top three priority fields at this time:

Sansone Field #8 (High school regulation size baseball field)

- FY 17-18 - Architectural design
- FY 18-19 (Summer) - Construction

Sansone Field #9 (High school regulation size baseball field)

- FY 22-23 - Architectural design
- FY 23-24 (Summer) - Construction

Sansone Field #3 (Little League regulation size youth baseball field)

- FY 26-27 - Architectural design
- FY 27-28 (Summer) - Construction

Each field is estimated to cost \$275,000 for construction.

Improvements to facilities enhance the user experience and provide suitable playing areas, addressing our community engagement and customer service goals.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of the project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Design Improvements	30,000 258,949	- 75,000	- 75,000	- 75,000	- 75,000	30,000 45,000
TOTAL	288,949	75,000	75,000	75,000	75,000	75,000
FUNDING SOURCES						
General Fund	288,949	75,000	75,000	75,000	75,000	75,000
TOTAL	288,949	75,000	75,000	75,000	75,000	75,000

PROJECT: Resurfacing Basketball Courts - PK012

Department/Program: Recreation and Parks: Parks Division (Asset Management)

Description: Multi-year accumulation of funds to repair and resurface 14 basketball courts City-wide

Justification: Repair and resurfacing the courts regularly will avoid more expensive rebuilds caused by use and weather. This work is recommended every 7-10 years and was last done in 2008. Work includes filling cracks that have developed, restoring worn areas of the courts, and restriping court lines.

This project is planned for 2020 at an estimated cost of 160,000.

Courts are located at:

- Marie B. Ellis Park (1 court)
- Snowden Park (1 court)
- MLK Rec Center (2 courts)
- Dort Street Basketball/Tennis Courts (4 courts)
- Mike Sansone Park (6 courts)

Resurfacing of the courts will help extend their life as well as meet our goals of customer service and community engagement by providing suitable playing surfaces.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this project. Funding for this project will begin again in 2022-23.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Improvements	90,000	35,000	35,000		-	35,000
TOTAL	90,000	35,000	35,000	-	-	35,000
FUNDING SOURCES						
CIT	90,000	35,000	35,000	-	-	35,000
TOTAL	90,000	35,000	35,000	-	-	35,000

PROJECT: Park Pedestrian Access Bridges - PK017

Department/Program: Recreation & Parks: Parks Division

Description: Install pedestrian bridges over adjacent waterways to connect different park sections.

Justification: The **Dog Park** bridge provides a better access point for users to enter the Dog Park from the parking area. This project began in 2017-18. It will connect the Dog Park's original parking area to the Dog Park via a pedestrian bridge across the East side canal.

Rowena Mays Park and the **Dort Street Basketball/Tennis Courts** are separated by the Westside Canal. In order for users to travel from one area to the other, they must walk in the roadway along Risk Street. Adding a pedestrian bridge will give Rowena Mays Park users easier access to the restrooms and eliminate the pedestrian risk from using the roadway to move from park to park.

These additions meet our goals of community engagement and customer service by providing improved access and enhanced facilities.

Dates: Scheduling these additional amenities would occur as follows:
 FY17-18 - Dog Park Pedestrian Bridge
 FY18-19 - Rowena Mays Park Pedestrian Bridge

Operating Impact: Annual operating cost of the bridges is estimated at \$1,000 each for preventative maintenance and potential repairs to the structure.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Materials	35,000	40,000	-	-	-	-
Engineering	4,837	25,000	-	-	-	-
Construction	22,500	22,500	-	-	-	-
TOTAL	62,337	87,500	-	-	-	-
FUNDING SOURCES						
Impact Fees	62,337	87,500	-	-	-	-
TOTAL	62,337	87,500	-	-	-	-

PROJECT: Park Improvements - PK018

Department/Program: Recreation and Parks: Parks Division (Asset Management)

Description: Multi-year funding for park improvements supported by user fees paid by local independent youth sports programs.

Justification: Each season, local independent youth sports programs pay a per player, per season user fee toward City expenses generated by their programs. This CIP is to support a program of park improvements that will benefit users in both the independent youth sports programs as well as the Plant City Recreation & Parks programs, using some of the fees generated by these programs.

Each year, youth sports programs paying the per player, per season fee include:
 Plant City Little League Baseball/Softball
 Plant City Dolphins Tackle Football/Cheerleading
 Plant City Colts Tackle Football/Cheerleading
 Plant City Football Club Lancers Competitive Soccer

Facilities used by these programs are:
 Baseball/Softball: Mike Sansone Park, Ellis-Methvin Park, MLK Rec ball fields
 Football/Soccer: OMA Sports Complex, Ellis-Methvin Park

Projects being considered include:
 Batting cages at Mike Sansone Park (design/construct FY17-18)
 Replacement soccer goals/nets for OMA Sports Complex and Ellis-Methvin Park
 Lightning detection systems for all facilities

These added amenities will meet our goals of customer service and community engagement by providing enhanced facilities for our users.

Operating Impact: Minimal operating costs are yet to be developed for the lightning detection system. There will be no increase to operating expenses for other projects, since they are improvements to existing items.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Design, Construction	40,000	40,000	40,000	40,000	40,000	40,000
TOTAL	40,000	40,000	40,000	40,000	40,000	40,000
FUNDING SOURCES						
General Fund (User Fees)	40,000	40,000	40,000	40,000	40,000	40,000
TOTAL	40,000	40,000	40,000	40,000	40,000	40,000

NEW

PROJECT: Brewer Park Restroom Building

Department/Program: Recreation and Parks: Parks Division

Description: This project provides funding for a restroom building for users of Dr. Hal & Lynn Brewer Park.

Justification: This 10 acre park includes a 0.5 mile paved and lighted walking trail that is heavily utilized by the public. There are no restroom facilities nearby.

This restroom building will provide two ADA compliant separate unisex restrooms with lavatories, connected to the walking trail.

This amenity will encourage additional use and enjoyment of our facilities which relates to our customer service and community engagement goals.

Dates: Construction will be completed by September 30, 2019.

Operating

Impact: An estimated annual increase of \$10,000 in expenses will be generated for electric, water, custodial service, and maintenance.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Construction	-	115,000	-	-	-	-
TOTAL	-	115,000	-	-	-	-
FUNDING SOURCES						
CRA	-	115,000	-	-	-	-
TOTAL	-	115,000	-	-	-	-

NEW

PROJECT: Tennis Center Additional Restrooms/Showers

Department/Program: Recreation and Parks: Parks Division

Description: This project provides funding for a restroom and shower building for users of the Plant City Tennis Center.

Justification: The Plant City Tennis Center averaged over 440 users each month last fiscal year. As programming increases, the restroom facilities at the Tennis Center are inadequate to handle the quantity of users.

Currently, the Tennis Center has two single-user restrooms. Many days during league or tournament play or when the high school has matches on site, around 40 to 50 participants expect to use restrooms following matches.

Many of the league or tournament players are from out of town and wish to rinse off before loading into their vehicles for the return trip home. The Tennis Center currently has no shower facilities.

This project would fund the installation of a restroom/shower facility, including two multi-user restroom areas with three fixtures each and lavatories. Additionally, the facility would provide four individual shower rooms.

These facility amenities will encourage additional use and enjoyment of our facilities which relates to our customer service and community engagement goals.

Dates: Construction will be completed by September 30, 2019.

Operating

Impact: An estimated annual increase of \$15,000 in expenses will be generated for electric, water, custodial service, and maintenance.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Construction	-	275,000	-	-	-	-
TOTAL	-	275,000	-	-	-	-
FUNDING SOURCES						
General Fund	-	275,000	-	-	-	-
TOTAL	-	275,000	-	-	-	-

NEW

PROJECT: Walking Trail/Parking Lighting

Department/Program: Recreation & Parks: Parks Division

Description: Funding to complete the walking trail lighting at Snowden Park and Ellis-Methvin Park as well as parking lighting for the Plant City Tennis Center.

Justification: Recently installed trail lighting projects at Brewer Park, Snowden Park and Ellis-Methvin Park have been popular with park users, who have requested additional lighting in some other areas.

This project will provide funding for the following over the next three years:

FY 2018-19: The Plant City **Tennis Center** has no exterior lighting for parking other than two area lights in the grass parking lot. The parking spaces near the building are used regularly but are not lighted. Tennis Center users and staff have made note of the dark parking areas. Adding lighting will increase visibility and patron safety in the parking areas.

FY 2018-19: The connector trail from **Snowden Park** to **Brewer Park** was not included in the previous trail lighting project. Installing lights on the connector would enhance usage and safety on the 860 foot section.

FY 2019-20: The north and east portions of the **Ellis-Methvin Park** perimeter paved walking trail were not part of the original lighting plan. This area is used extensively by residents. It would be beneficial to light this 1,000 foot portion of the trail, which will make the entire 0.9 mile perimeter trail fully lighted.

LED equipment will match the existing park trail and parking lighting.

This added lighting will increase public safety and encourage more use of these facilities, both of which link to our customer service and community engagement goals.

Operating

Impact: Electrical usage will increase slightly with the added LED lighting. Potential for vandalized or otherwise inoperable fixtures could raise maintenance costs \$1,000 annually.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Tennis Center		35,000	-	-	-	-
Snowden Park		50,000	-	-	-	-
Ellis Methvin Park		-	50,000	-	-	-
TOTAL	-	85,000	50,000	-	-	-
FUNDING SOURCES						
General Fund		35,000	50,000	-	-	-
CRA		50,000	-	-	-	-
TOTAL	-	85,000	50,000	-	-	-

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Capital Improvement Plan

Streets

PROJECT: Railroad Crossing - ST002
Department/Program: Engineering: Streets (Asset Management)

Description: Improvements of railroad crossings. Future year allocations are for programmed renovation based on crossing condition.

Justification: Funds are set aside every year to be used for railroad projects to maintain the level of service on City roads at railroad crossings. CSX completes the repairs and the City funds the improvements.

The City must be prepared to pay for each project without the ability to plan. At this time, the City has not been notified of any immediate improvements.

Operating Impact: There will be no increase in operating expenses as a result of the completion of this program project.

ACTIVITY	Previously Allocated <i>6/30/2018</i>	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Repair Railroad Crossing	569,900	50,000	50,000	50,000	50,000	50,000
TOTAL	569,900	50,000	50,000	50,000	50,000	50,000
FUNDING SOURCES						
CIT	569,900	50,000	50,000	50,000	50,000	50,000
TOTAL	569,900	50,000	50,000	50,000	50,000	50,000

PROJECT: Public Parking Lot Paving - ST008 & CR009

Department/Program: Engineering: Streets

Description: Resurface/repave City owned parking lots.

Justification: The City owns a number of parking areas. To properly maintain the parking areas, funds are being programmed for resurfacing/repaving. Each lot will be reviewed every 10 years.

The following list of City owned parking areas includes projected date for the improvements and landscaping:

Year	Description	CIT Funding	CRA Funding
2020	South Municipal Lot		\$ 56,000
2021	Police Headquarters	\$ 141,000	
2022	Fleet Maintenance	\$ 150,000	
2023	Plant City Stadium & Larsen Parking	\$ 150,000	
		<u>\$ 441,000</u>	<u>\$ 56,000</u>

There are funds available for the following two projects scheduled:

- North Mahoney Street
- North Municipal Lot (began in 2018)

Operating

Impact: Completion of the projects listed above will increase the life cycle of each asset. There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated <i>6/30/2018</i>	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Repair & Maintenance	620,027	100,000	100,000	100,000	100,000	100,000
TOTAL	620,027	100,000	100,000	100,000	100,000	100,000
FUNDING SOURCES						
CIT	220,027	50,000	100,000	100,000	100,000	100,000
CRA	400,000	50,000	-	-	-	-
TOTAL	620,027	100,000	100,000	100,000	100,000	100,000

PROJECT: Sidewalk Replacement - ST009

Department/Program: Engineering: Streets (Asset Management)

Description: Sidewalk repairs and retrofitting to meet the ADA requirements for sidewalks.

Justification: To keep sidewalks safe for pedestrian traffic throughout the City and retrofit sidewalks to meet Federal ADA requirements. A safe, well maintained sidewalk system will encourage people to walk on the sidewalk and not walk in the street - hence reducing potential pedestrian/vehicular conflicts.

The current funds will be used to replace several sidewalks and also mitigate for sidewalk hazards.

Plans for FY 2018-19 include the following areas:

- Herring St. / Palmer St. to Wheeler St. Southside (93' x 5', 9 yards)
- Collins St. / Baker St. to Calhoun St. Eastside (158' x 5', 15 yards)
- Collins St. / Baker St. to Calhoun St. Westside (187' x 6', 21 yards)
- Country Hills Blvd. / Turkey Creek Rd. to Scarlet Maple Court North (74' x 5', 7 yds)
- N. Warnell St. / Baker St. to Calhoun St. Eastside (91' x 6', 10.5 yards)
- Corner of N. Warnell St. to Baker St. (12' x 6', 1.5 years)
- Herring St. / Palmer St. to Daniels St. Northside (180' x 5', 17 yards)
- Herring St. / Palmer St. to Waller St. Southside (93' x 5', 9 yards)
- Collins St. / Baker St. to Calhoun St. Eastside (158' x 5', 15 yards)
- Maryland Ave @ RR (91' x 5', 8.5 yards)

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this program project. Sidewalk improvements will reduce the City's exposure to potential liability associated with pedestrian accidents.

ACTIVITY	Previously Allocated <i>6/30/2018</i>	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Maintenance & Construction	129,488	50,000	100,000	100,000	100,000	100,000
TOTAL	129,488	50,000	100,000	100,000	100,000	100,000
FUNDING SOURCES						
Street Fund	129,488	50,000	100,000	100,000	100,000	100,000
TOTAL	129,488	50,000	100,000	100,000	100,000	100,000

PROJECT: Bridge Repair, Replacement & Upgrade - ST010

Department/Program: Engineering: Streets (Asset Management)

Description: Repair/upgrade/maintain City bridges.

Justification: FDOT defines a bridge as "a structure, including supports, erected over a depression or over an obstruction such as water, highway or railway, or for elevated roadway, for carrying traffic or other moving loads, and having a length measured along the center of the roadway, of more than 20 feet [6 m] between the inside faces of end supports". The five bridges listed below meet the FDOT criteria and are required to comply with Highway Standards.

<u>FDOT #</u>	<u>Location</u>	<u>Canal</u>
105100	E Young Street	Water Oak Branch
105101	Gilchrist & Pennsylvania	East Side Canal
105102	Tomlin Street	East Side Canal
105103	Vermont St N	East Side Canal
105300	Risk Street	West Side Branch

In addition, FDOT defines bridges as, "a multiple-span box culvert is considered a bridge, where the length between the extreme ends of the openings exceeds 20 feet [6 m]." Maintenance of said bridges are to comply to Federal Highway Administrative Standards, and the City is also responsible for this type of bridge.

A consultant has been hired to review the condition, rehabilitation strategy, and rank the sites in order to replace the culverts over the next five years.

Dates: Consultant's condition report and recommendations to be completed by June 2018.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Design	150,000	-	-	-	-	-
Maintenance	286,464	50,000	50,000	50,000	50,000	50,000
TOTAL	436,464	50,000	50,000	50,000	50,000	50,000
FUNDING SOURCES						
Street Fund	120,319	50,000	50,000	50,000	50,000	50,000
Stormwater Fund	316,145	-	-	-	-	-
TOTAL	436,464	50,000	50,000	50,000	50,000	50,000

PROJECT: Street Resurfacing from Additional Mil - ST026

Department/Program: Engineering: Streets (Asset Management)

Description: Resurface various roads throughout the City.

Justification: Resurfacing City streets is necessary to maintain the streets in a serviceable condition and prevent deterioration of the roadway.

During Fiscal Year 2017-18, the City Commission approved a 5.7157 millage rate dedicating 1.0 mil towards street resurfacing. The additional 1.0 mil generated \$2,081,053 for resurfacing in FY2018-19.

A plan for these funds will be presented to the City Commission for review and approval during Fiscal Year 2018-19.

Operating

Impact: Until funding for roads increases, the cost to repair will continue to rise to maintain the 160 miles of roads throughout the City.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Maintenance & Construction	-	2,081,053	2,015,974	2,076,453	2,138,747	2,202,909
TOTAL	-	2,081,053	2,015,974	2,076,453	2,138,747	2,202,909
FUNDING SOURCES						
General Fund	-	1,950,552	1,898,565	1,955,522	2,014,188	2,074,614
CRA	-	130,501	117,409	120,931	124,559	128,296
TOTAL	-	2,081,053	2,015,974	2,076,453	2,138,747	2,202,909

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Capital Improvement Plan

Traffic

PROJECT: Advanced Traffic Management System (ATMS) - TR001

Department/Program: Engineering: Traffic (Asset Management)

Description: Upgrade of servers, video cameras, hubs, switches, software and video wall.

Justification: This project provides a multi-year plan to maintain and upgrade the ATMS system. This server and software, upgraded in FY 2016-17, has a 6-year life cycle before it is no longer supported by the manufacturer. The ATMS software and video cameras provide state of the art, real time traffic management response, and incident management.

In addition, the traffic signal maintenance components, network hubs and switches, have exceeded life expectancy of 10 years. Fiber hubs and switches are showing signs of failure due to age. The multimode is being phased out to a singlemode because the wave length cannot run the distance. This upgrade would allow maximum networking capabilities for the next 5-7 years. The upgrade includes the following:

- 30 each Layer 2 Multicast for Traffic Signal Cabinet Switches
- 4 each Layer 3 Fiber Switches for Field Hubs

Management of this system reduces fuel cost, pollution, and traffic congestion. FDOT requires upgrades to remain in compliance and continue connectivity to the FDOT subsystem.

During Fiscal Year 2017-18, the City purchased 30 school zone time clocks to monitor school zone activity remotely through the ATMS system and provide safety for pedestrians. The Fiscal Year 2018-19 budget includes funding for the remaining 13 time clocks. During Fiscal Year 2018-19, FDOT will give the City responsibility for an additional 20 flashers.

Operating

Impact: There will be no increase in maintenance of traffic signals operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated <i>6/30/2018</i>	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
ATMS Software	-	-	75,000	25,000	25,000	25,000
School Zone Time Clock	2,441	30,000	-	-	-	-
Hubs and Switches	-	75,000	-	-	-	-
TOTAL	2,441	105,000	75,000	25,000	25,000	25,000
FUNDING SOURCES						
Street Fund	2,441	105,000	75,000	25,000	25,000	25,000
TOTAL	2,441	105,000	75,000	25,000	25,000	25,000

PROJECT: LED Illuminated Street Sign Install/Upgrade - TR005

Department/Program: Engineering: Traffic Operations

Description: Install / upgrade all signalized intersections with LED illuminated street signs.

Justification: LED illuminated signs consume 75% less power than incandescent or fluorescent bulbs. This allows the signal battery backup system to have a longer run time during unexpected power outages. Illuminated signs will also benefit first responders, elderly travelers, and visitors with better visualization of upcoming intersections.

In FY 2017-18, illuminated street signs were replaced at Park Road/Cherry Street, Park Road/Alsobrook Street, Park Road/Gordon Foods Drive, Alexander Street /Timberlane Drive, Park Road/Interstate 4, and Baker Street/Whitehurst Road for a cost of \$49,341.

Annually, five intersections will be completed. In FY 2018-19, installation of four signs at each location will be completed:

- Alexander Street/Donna Drive
- Ball Street/Evers Street
- Airport Road/Woodrow Wilson Street/Sydney Road
- Alexander Street/State Road 39
- Reynolds Street/Collins Street

Operating

Impact: The operating impact will include annual maintenance. The sign has minimal costs associated with maintenance of the LED bulb which has a life expectancy of 5-8 years.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Installation	659	50,000	50,000	50,000	50,000	50,000
TOTAL	659	50,000	50,000	50,000	50,000	50,000
FUNDING SOURCES						
Street Fund	659	50,000	50,000	50,000	50,000	50,000
TOTAL	659	50,000	50,000	50,000	50,000	50,000

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Capital Improvement Plan

Utilities Maintenance

PROJECT: Meter Replacement/Repair Program - UM006

Department/Program: Utilities: Utilities Maintenance: Line Maintenance (Asset Management)

Description: Upgrade mechanical read water meters to Automatic Meter Reading (AMR)

Justification: Water meters are the asset by which water usage is tracked. Proper maintenance is paramount to accurate reporting and billing of usage. The City currently has both mechanical read and Automatic Meter Reading (AMR) style meters in the system. Staff read, maintain, repair and change out small style meters in the system. The larger meters are maintained, repaired and changed out by a contractor.

Staff began phasing in the AMRs in 2008. The change to AMR was implemented by zones to maximize the benefits of AMRs. During the change out process, mechanical read meters continue to be replaced and upgraded to AMR. Currently 46% of the City meters are AMR. With the award of a meter purchasing contract, the project should be 100% complete by the end of Fiscal Year 2017-18. This project is being completed with internal staff, thus saving \$730,000.

These funds are used for routine replacements that anticipates a useful life of 10 years for AMR meters and transceivers.

Operating

Impact: There will be no increase in operating expenses as a result of completion of this project. Once the project is complete, the number of staff will be reduced saving \$50,000 annually.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Meter Replace	35,000	50,000	230,000	230,000	230,000	230,000
AMR Conversion	1,116,945	-	-	-	-	-
Reduce	(550,000)					
TOTAL	601,945	50,000	230,000	230,000	230,000	230,000
FUNDING SOURCES						
Water Sewer Fund	1,151,945	50,000	230,000	230,000	230,000	230,000
Transfer to UO005	(550,000)					
TOTAL	601,945	50,000	230,000	230,000	230,000	230,000

PROJECT: Water Distribution System Asset Management - UM009

Department/Program: Utilities: Utilities Maintenance: Line Maintenance (Asset Management)

Description: Replace waterlines that have reached or exceeded their useful life.

Justification: The funds in this project will be utilized for engineering, construction, and related services including, but not limited to the items below:

1. Replace and upgrade water mains and related appurtenances by both in-house staff and contractors as necessary.
2. Replace lead, galvanized, and copper services and mains throughout the City.
3. Upsize water mains to improve service in various areas throughout the City.
4. Replace water mains and services in cooperation with street resurfacing.
5. Annual valve exercising in accordance with DEP recommendations.
6. Water main looping where feasible of the City's 112 dead end water mains.

The in-house crews will continue to replace water services in conjunction with the sewer main replacement.

Operating

Impact: There will be no increase in operating expenses as a result of completion of this project. Replacing deteriorated waterlines will reduce the costs and disruptions associated with emergency repairs, as well as, improve water quality and fire protection where feasible.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Engineering and Construction	890,062	100,000	400,000	450,000	500,000	550,000
TOTAL	890,062	100,000	400,000	450,000	500,000	550,000
FUNDING SOURCES						
Water Sewer Fund	890,062	100,000	400,000	450,000	500,000	550,000
TOTAL	890,062	100,000	400,000	450,000	500,000	550,000

PROJECT: Collection System Asset Management - UM012

Department/Program: Utilities: Utilities Maintenance (Asset Management)

Description: Replace gravity sanitary sewer lines and force mains that have reached or exceeded their useful life.

Justification: The funds in the project will be utilized for engineering, construction, and related services including but not limited to the items listed below:

1. Replace, relocate, and upgrade wastewater lines, manholes and related appurtenances by both in-house staff and contractors.
2. Replace, Cured-in-place-pipe (CIPP) Line, or point repair the sanitary sewer mains deemed to be critical in accordance with the Sanitary Sewer Condition Assessment.
3. Replace sanitary sewer mains and services in cooperation with street resurfacing.

Projects are prioritized to improve service in various areas throughout the City including the Roseland Park Subdivision.

Operating Impact: There will be no increase in operating expenses as a result of the completion of this project. Replacing deteriorated sanitary sewer lines will reduce the costs and disruptions associated with emergency repairs, and reduce costs associated with treatment, pumping, and disposal of groundwater entering the system through infiltration.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Engineering, Design, Permitting and Construction	2,023,864	575,000	1,750,000	1,750,000	1,750,000	1,750,000
In-house Replacement		100,000	100,000	100,000	100,000	100,000
TOTAL	2,023,864	675,000	1,850,000	1,850,000	1,850,000	1,850,000
FUNDING SOURCES						
Water Sewer Fund	2,023,864	275,000	1,850,000	1,850,000	1,850,000	1,850,000
Reappropriated (UM007)		400,000				
TOTAL	2,023,864	675,000	1,850,000	1,850,000	1,850,000	1,850,000

PROJECT: WRF Asset Management - UM017

Department/Program: Utilities Maintenance: Mechanical/Electrical (Asset Management)

Description: Upgrade electrical, mechanical equipment or systems at the Water Reclamation Facility.

Justification: Staff at the Water Reclamation Facility monitor, maintain, upgrade and dispose of assets (or components) in a cost effective manner. This includes but is not limited to eliminating or upgrading parts, components, and/or processes that are not functioning as intended or no longer serves a purpose (prior to the end of the service life or failure). Projects have been identified by staff that include: replacement of the headworks screening system, modifications to the dechlorinating system, SCADA system modifications, security system upgrades, modifications to the sludge drying bed system, and modifications to the truck wash system. Additional projects will be developed during the master plan development process for this current fiscal year. Once complete, a comprehensive master plan will be presented to the commission.

Funds are also necessary for repair, rehab, and replacement which includes systematic repair, rehabilitation or replacement of assets that have failed or are at the end of their service life.

Beginning in FY 2018-19, this project includes funding to replace the three different sizes of automatic valves (AV). The 36 automatic valves in the plant are eight years old and are giving ROM errors. The boards inside the actuators are no longer available for purchase separately and the entire unit must be replaced at a cost of \$4,200 each. The total cost to replace all units would be approximately \$152,000.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Replace and Repair	161,947	100,000	100,000	100,000	100,000	100,000
Scheduled AM	-	150,000	50,000	50,000	-	-
TOTAL	161,947	250,000	150,000	150,000	100,000	100,000
FUNDING SOURCES						
Water Sewer Fund	161,947	250,000	150,000	150,000	100,000	100,000
						100,000

PROJECT: WTP Asset Management - UM018

Department/Program: Utilities Maintenance: Mechanical/Electrical (Asset Management)

Description: Repair and rehabilitation of the water treatment plants.

Justification: Staff at the Water Treatment Facility monitor, maintain, upgrade and dispose of assets (or components) in a cost effective manner. This includes but is not limited to eliminating or upgrading parts, components, and/or processes that are not functioning as intended or no longer serves a purpose (prior to the end of the service life or failure). Projects have been identified by staff that are in the planning stages including repair and replacement of chemical feed systems, SCADA system modifications, security system upgrades, tank mixing upgrades, chlorine tank(s) replacement, chlorine spill protection and containment, and overhaul and beautification.

Funds are also necessary for repair, rehab, and replacement which includes systematic repair, rehabilitation or replacement of assets that have failed or are at the end of their service life.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Replacement and Repair Dechlorination Scheduled AM	363,511	100,000	100,000	100,000	100,000	100,000
TOTAL	-	235,000	170,000	185,000	200,000	-
	363,511	335,000	270,000	285,000	300,000	100,000
FUNDING SOURCES						
Water Sewer Fund	363,511	335,000	270,000	285,000	300,000	100,000
TOTAL	363,511	335,000	270,000	285,000	300,000	100,000

PROJECT: Lift Station Generator and Pump Replacement - UM019

Department/Program: Utilities: Utilities Maintenance: Mechanical Electrical (Asset Management)

Description: Upgrade generators and pumps for sanitary lift stations.

Justification: The 43 lift stations have 2 to 3 pumps each with a life expectancy of 10 to 15 years. The replacement costs for the pumps range from \$7,000 to \$15,000 each. Estimated annual pump replacement cost is \$50,000.

The City currently has back-up generators for 18 of the 43 lift stations. The life expectancy of the generators is approximately 30 years.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this program project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Pump Replacement	285,836	50,000	50,000	50,000	50,000	50,000
TOTAL	285,836	50,000	50,000	50,000	50,000	50,000
FUNDING SOURCES						
Water Sewer Fund	285,836	50,000	50,000	50,000	50,000	50,000
TOTAL	285,836	50,000	50,000	50,000	50,000	50,000

PROJECT: Lift Station Maintenance and Rehabilitation - UM020

Department/Program: Utilities: Utilities Maintenance: Mechanical Electrical (Asset Management)

Description: Maintain and rehab lift stations.

Justification: The City's 44 lift stations are a vital part of the City's collection system. Proper maintenance reduces the probability of system failures and emergency repairs that can lead to violations of regulations and subsequent fines. Maintenance includes, but is not limited to electrical, mechanical, pumps, motors, instrumentation, control panels, access hatches, valves, etc.

The City has also been incorporating chopper pumps into the lift stations to reduce the amount of rags that cause pump failures and screening clogging at the City's WRF. The City will have a complete condition assessment of all lift stations performed to accurately develop a repair/upgrade program based on criticality.

Design of lift stations #5, #9, #12, and #22 should be completed in October 2018.

Pre-construction estimates are \$185,000 each for four lift stations for a total cost of \$740,000.

Operating

Impact: There will a savings from unplanned repair costs as a result of the completion of this project. Continuous upgrade will provide a more efficient system.

	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Maintenance/Repair	15,000	15,000	15,000	15,000	15,000	15,000
Scheduled Rehab.	682,615	370,000	150,000	150,000	150,000	150,000
TOTAL	697,615	385,000	165,000	165,000	165,000	165,000
FUNDING SOURCES						
Water Sewer Fund	697,615	385,000	165,000	165,000	165,000	165,000
TOTAL	697,615	385,000	165,000	165,000	165,000	165,000

THE CITY OF
PLANT CITY

Florida



Capital Improvement Plan

Utilities Operations

PROJECT: Utility Master Planning - UO005

Department/Program: Utilities: Utilities Operations: Water Reclamation Treatment

Description: Master planning for development of long-term capacity and hydraulic modeling for the potable water distribution system, and the wastewater collection system, which includes the integration of geographic information with hydraulic models to determine available distribution and collection capabilities. This will be utilized for capital planning to support growth and economic development.

Justification: In 1998, a potable water distribution system hydraulic model was started and this effort would update that model.

Master Planning provides a dynamic state-of-the-art tool to incorporate asset management and a more efficient use of City and developer funds when extending utility pipelines. These tools provide accurate information to make sound economic decisions about the details of our distribution and collection system. Hydraulic models aid in understanding the system's pump and water movement capacity to ensure water quality.

Integration of hydraulic models with GIS maps provides the City a more efficient method of updating plans and projections as development trends change over time and allows evaluation of multiple scenarios to determine the most economical and efficient solution for capital planning.

Operating

Impact: There will be no increase in operating expenses associated with the completion of this project. The results will improve staff efficiency associated with determining appropriately sized facilities for new development and utility extensions.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Water Master Plan	342,140	50,000	-	-	-	-
Wastewater Master Plan	-	500,000	-	-	-	-
TOTAL	342,140	550,000	-	-	-	-
FUNDING SOURCES						
Water Utilities Fund	342,140	-	-	-	-	-
Reappropriated (UM006)	-	550,000	-	-	-	-
TOTAL	342,140	550,000	-	-	-	-

PROJECT: Water System Storage Tank Rehab Program - UO009

Department/Program: Utilities: Utilities Operations: Water Treatment (Asset Management)

Description: A comprehensive rehabilitation program for rehab water storage tanks that maintain and extend the service life of four existing water storage tanks. Tank inspections are conducted every 5 years while comprehensive rehabilitation is planned on a 10 year revolving schedule. Rehabilitation may include replacement or restoration of corroded steel components, removal and replacement of internal and external painting systems, and repair or replacement of piping, headers, valves, and ancillary components. This list is not intended to be exhaustive.

Justification: Comprehensive rehabilitation is essential to long term preservation of the facilities. Bi-annual inspection by a trained technician is desirable to prevent undetected progress of corrosion or failure of protective paint system. State regulations require cleaning and inspection of the interior of potable water storage tanks at least once every five years.

Initial rehabilitation project began in Fiscal Year 2016-17 with tank evaluation. The program will provide uniform funding of \$75,000 per year for maintenance and/or renovation on a 10 year schedule for the following tanks:

Dates: Projected dates for rehab are:
 2019-20 Tank #3 750,000 gallon ground storage tank
 2023-24 Tank #4 500,000 gallon elevated tank
 2024-25 Tank #5 500,000 gallon elevated tank
 2025-26 Tank #6 500,000 gallon elevated tank

Operating Impact: There will be no increase in operating expenses as a result of completing this program.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Design, Inspection & Construction	524,085	75,000	75,000	75,000	75,000	75,000
Transfer to UO030	(350,000)					
TOTAL	174,085	75,000	75,000	75,000	75,000	75,000
FUNDING SOURCES						
Water Sewer Fund	174,085	75,000	75,000	75,000	75,000	75,000
TOTAL	174,085	75,000	75,000	75,000	75,000	75,000

PROJECT: Wastewater/Reclaimed Water Tank Rehab Program - UO030

Department/Program: Utilities: Utilities Operations: Water Reclamation (Asset Management)

Description: A comprehensive rehabilitation program for reclaim water tanks that maintain and extend the service life of large concrete process and storage tanks. Comprehensive rehabilitation is planned on a 10 year revolving schedule. Rehabilitation may include replacement or restoration of walls and walkways, replacement of internal and external painting systems, and repair or replacement of piping, headers, valves, and ancillary components. This list is not intended to be exhaustive.

Justification: Comprehensive rehabilitation is essential to long term preservation of the facilities.

Initial rehabilitation project began in Fiscal Year 2016-17 at a cost of \$200,000. Plans for 2017-18 include inspecting the following four tanks and repairing and painting as needed to keep the nine year old plant fully operational.

Tanks:
 Reclaimed Water Tank #2
 Reclaimed Water Tank #3
 Reclaimed Water Tank #1
 Drinking Water Tank #1

The program will provide uniform funding of \$50,000 per year for future maintenance and/or renovation on a 10 year schedule. Engineering is expected to cost \$125,000.

Funding to complete repairs is available in UO009.

Operating Impact: There will be no increase in operating expenses as a result of completing this program.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Engineering & Design	229,568	50,000	50,000	50,000	50,000	50,000
Construction						
Transfer from UO009	350,000					
TOTAL	579,568	50,000	50,000	50,000	50,000	50,000
FUNDING SOURCES						
Water Sewer Fund	579,568	50,000	50,000	50,000	50,000	50,000
TOTAL	579,568	50,000	50,000	50,000	50,000	50,000

NEW

PROJECT: Reclaimed Water Recharge

Department/Program: Utilities: Utilities Operations: Water Reclamation (Asset Management)

Description: Feasibility, evaluation, cost estimates and ranking of potential reclaimed water recharge and irrigation sites in the Plant City area.

Justification: Evaluation of specific recharge sites/options for reclaimed water in the Plant City area.

The overall evaluation and feasibility study will provide data to enable potential future design/permitting/construction projects to recharge reclaimed water by pumping back into the aquifer or replace the use of potable water for irrigation by supplying reclaimed water at potable-quality standards that can be used for more than irrigation in the Dover/Plant City and Northern Tampa Bay Water Use Caution Areas.

The feasibility study includes evaluating potential sites that connect to Sydney Road and Park Road, and how piping or other infrastructure improvements can assist in meeting the reclaimed usage criteria outlined in the SWFWMD Grant. These criteria are not currently being met.

Reclaimed water recharge sites will be evaluated in the McIntosh Preserve and Cone Ranch areas to provide the City options to surface water discharge and an opportunity to offset potable supplies, restore water levels in creeks and streams, and negotiate incentive credits (water use credits) with SWFWMD.

Once the study is complete and an estimated cost to construct is determined, the City will determine if funding is available thru additional SWFWMD grants.

Funding for construction will be allocated after the feasibility study is completed.

Dates: A feasibility study will be conducted in FY 2018-19 and improvement cost and timeline will be determined based on the recommended solution.

Operating

Impact: There will be no increase in operating costs associated with this project. The improvements could enhance water quality and assist with meeting reclaimed water usage criteria.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Feasibility Study	-	125,000	-	-	-	-
TOTAL		125,000	-	-	-	-
FUNDING SOURCES						
Water Sewer Fund	-	125,000	-	-	-	-
TOTAL	-	125,000	-	-	-	-

THE CITY OF
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Florida

Capital Improvement Plan

Water Resource Management

PROJECT: Backflow Prevention Assembly & Large Meter - WR001

Department/Program: Water Resource Management: Cross Connection Control (Asset Management)

Description: Backflow prevention assemblies with large meters.

Justification: Florida Statute 62-555.360 requires that public water systems shall establish and implement a "routine Cross Connection Control program." Routine testing, repair, maintenance and replacement of backflow prevention assemblies protects public health, safety and welfare and also protects the City's liability as the water purveyor. Backflow Prevention Assemblies have an anticipated service life of 15 to 20 years. As the devices approach the end of their useful life, many will no longer be repairable.

Replacing large meters concurrent with their backflow devices provides improved cost efficiency and coordination.

Operating

Impact: There will be no net increase in operating expenses as a result of completing this program.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
BFP Assemblies	177,568	50,000	50,000	50,000	50,000	50,000
Large Meters	50,000	50,000	50,000	50,000	50,000	50,000
TOTAL	227,568	100,000	100,000	100,000	100,000	100,000
FUNDING SOURCES						
Water Sewer Fund	227,568	100,000	100,000	100,000	100,000	100,000
TOTAL	227,568	100,000	100,000	100,000	100,000	100,000

THE CITY OF
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Capital Improvement Plan

Stormwater

PROJECT: Stormwater Drainage Pipe Rehabilitation and Repair - SW014

Department/Program: Engineering: Stormwater (Asset Management)

Description: Rehab/repair drainage pipes and inlets.

Justification: The City's stormwater system is aging and not operating at an optimal level of service. Groundwater infiltration through pipe cracks and joints has increased causing sediment to settle in the pipe which in turn reduces the flow capacity of the system. Less capacity causes flooding and pipe sedimentation causes depressions on adjacent roadways and properties. Programmed rehabilitation or repairs of the stormwater system will minimize the unsafe conditions and potential for damage to adjacent properties.

In FY 2017-18, improvements were made to Barrett Avenue, Azalea Blossom Drive, Kipling Avenue, E. Cherry St, Walden Woods Drive, Juniper Drive, and Frontage Park Place for a cost of \$66,782.

A schedule of priority rehabilitation or repairs is evaluated yearly, and the schedule for improvements in 2019 will include the projects listed below.

- Maki Road
- Sansone Park, Girl Scout Entrance
- Powell Street
- East Morell Drive
- Langford Circle & Langford Drive
- Timberlane Drive underdrain

In addition to these specific areas, funding includes rehabilitation or repairs to drainage pipes when the system has failures. Funds will also be used for inspections including televising, evaluation, and actual rehabilitation or repairs. This yearly program will improve the condition of the stormwater system.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Construction	198,654	200,000	200,000	200,000	200,000	200,000
TOTAL	198,654	200,000	200,000	200,000	200,000	200,000
FUNDING SOURCES						
Stormwater Fund	198,654	200,000	200,000	200,000	200,000	200,000
TOTAL	198,654	200,000	200,000	200,000	200,000	200,000

PROJECT: Stormwater Management Plan - SW027
Department/Program: Engineering: Stormwater (Asset Management)

Description: A Citywide Watershed Management Plan, which includes three phases:
 1) Watershed Evaluation & Inventory to identify and model all basins
 2) Management Plan to conduct modeling and identify floodplain areas
 3) BMP/Alternative Analysis to identify areas of concern and create best practices

Justification: The current Management Plan, prepared 15 years ago, includes two basins and multiple sub basins. The results of the first component will be shared with Hillsborough County/SWFWMD, currently working on FEMA Floodplain models.

The project will also field inspect the existing stormwater ditches and piping system conditions throughout the City. The basin modeling and bmp/alternative analysis will be used to develop a plan to repair, upgrade, or replace the stormwater pipes.

The Watershed Management Plan requires cooperative funding level of a 50/50 match from Southwest Florida Water Management District (SWFWMD). To begin improvements, the City will leverage a 50/50 match from SWFWMD.

Dates: Plans for funding from SWFWMD include the following:
2018-19 Phase 1 - Watershed Evaluation and Inventory (already allocated)
2019-20 Phase 2 - Management Plan to identify flood plain and conduct modeling
2020-21 Phase 3 - BMP/Alternative Analysis to identify areas of concern and create best practices

Operating Impact: The plan would provide a schedule of pipe repairs rather than waiting until it becomes an emergency repair disrupting traffic and the stormwater system where stormwater flooding could create issues. This proactive process could save money and time and ensure that the improvement is correctly sized.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Planning	250,000	200,000	200,000	-	-	-
TOTAL	250,000	200,000	200,000	-	-	-
FUNDING SOURCES						
Stormwater	250,000	200,000	200,000	-	-	-
TOTAL	250,000	200,000	200,000	-	-	-

PROJECT: Roseland Park Drainage and Park Improvements - SW030

Department/Program: Engineering: Stormwater (Asset Improvements)

Description: Infrastructure improvements in the Roseland Park Neighborhood.

Justification: Roseland Park is an older subdivision which has an inadequate stormwater drainage system. Residents currently experience periodic flooding throughout most storm events. This project will reestablish a proper drainage system and will include reconstructing curbs, roadway, and sidewalks. These improvements will reduce neighborhood flooding, provide safe walkable sidewalks and new roads.

During FY 2017-18, the first phase of this project to model and determine the overall improvements necessary for a stormwater system capable of handling the stormwater runoff from the neighborhood will be completed.

The City currently owns the property necessary for a stormwater pond to properly handle drainage. Once design is complete and an estimated cost to construct a retention pond, and repair the streets is determined, the City could consider a loan for any amount greater than \$300,000 to pay for construction. Annual payments will come from the Stormwater Fund.

Dates: Drainage investigation should be completed August 2018. The drainage investigation report will include estimates for the preliminary construction. Design of stormwater improvements to follow the final report - FY 2018-19.

Operating Impact: Infrastructure maintenance costs will be lower.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	6/30/2018					
Study	1,839	-	-	-	-	-
Design	115,000	-	-	-	-	-
Construction	-	300,000	-	-	-	-
TOTAL	116,839	300,000	-	-	-	-
FUNDING SOURCES						
Stormwater Fund	116,839	300,000	-	-	-	-
TOTAL	116,839	300,000	-	-	-	-

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Capital Improvement Plan

Community Services

NEW

PROJECT: Street Improvements (CDBG)

Department/Program: Community Services

Description: In an effort to alleviate slum and blighted conditions, the City will pursue road improvements.

Justification: Resurfacing City streets is necessary to maintain the streets in a serviceable condition and prevent deterioration of the roadway.

This activity is part of a larger effort to improve the sustainability of the neighborhoods by eliminating slum and blighted conditions and improving the perception of the neighborhood.

Mill and resurface the following streets in Madison Park Neighborhood:

- Washington Street
- W Alsobrook Street
- W Renfro Street
- W Warren Street
- S Gibbs Street

Street improvements relates to our core strategy of facilitating economic development.

Dates: Improvements will be completed by September 30, 2019.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
Construction	-	300,000	-	-	-	-
TOTAL	-	300,000	-	-	-	-
FUNDING SOURCES						
CDBG		300,000	-	-	-	-
TOTAL	-	300,000	-	-	-	-

THE CITY OF
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Capital Improvement Plan

Community Redevelopment Agency

PROJECT: Property Acquisition and Infrastructure Improvements - CR001

Department/Program: Community Redevelopment Agency

Description: Purchase property to attract and support redevelopment activities within the Community Redevelopment Area (CRA).

Justification: Property may be acquired for infrastructure improvements or for other redevelopment purposes in accordance of Chapter 163 of Florida Statutes. Engineering, design and planning activities also may be required in order to effectuate infrastructure improvements or property acquisition to promote redevelopment within the CRA.

Reduce slum and blight in accordance with Chapter 163 of Florida Statutes, thereby enhancing safety, attractiveness, and vitality within the CRA.

Operating

Impact: Landscaping may be required to maintain the property until redevelopment begins; however, minimal expenses are anticipated. Maintenance could effect Parks and Recreation, Facilities Maintenance, and Stormwater budgets.

ACTIVITY	Previously Allocated	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
	<i>6/30/2018</i>					
Property Acquisition	642,631	392,631	-	-	-	-
TOTAL	642,631	392,631	-	-	-	-
FUNDING SOURCES						
CRA	642,631	392,631	-	-	-	-
TOTAL	642,631	392,631	-	-	-	-

THE CITY OF
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Other Information

**BUDGET SUMMARY
CITY OF PLANT CITY
FISCAL YEAR 2018/2019**

**THE PROPOSED OPERATING BUDGET EXPENDITURES
OF THE CITY OF PLANT CITY ARE 3.91% MORE THAN
LAST YEARS TOTAL EXPENDITURES**

ESTIMATED REVENUES:	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	ENTERPRISE FUNDS	INTERNAL SERVICE FUND	TOTAL ALL FUNDS
Taxes:						
Ad Valorem Taxes	11,909,674	-	-	-	-	11,909,674
Other Taxes	6,386,800	2,741,807	383,826	-	-	9,512,433
Permits & Fees	4,696,110	-	-	-	-	4,696,110
Intergovernmental Revenue	4,893,700	2,828,846	-	-	-	7,722,546
Charges For Services	1,465,850	323,602	-	27,037,382	1,690,900	30,517,734
Fines and Forfeits	103,800	10,000	-	-	-	113,800
Miscellaneous Revenues	171,600	118,000	-	521,500	-	811,100
TOTAL SOURCES	29,627,534	6,022,255	383,826	27,558,882	1,690,900	65,283,397
Transfers In	3,767,572	299,575	794,933	3,482,356	-	8,344,436
Fund Balances/Reserves/Net Assets	784,374	442,602	-	1,201,025	-	2,428,001
TOTAL REVENUES, TRANSFERS AND BALANCES	34,179,480	6,764,432	1,178,759	32,242,263	1,690,900	76,055,834
EXPENDITURES:						
Personal Services	23,029,115	958,858	-	8,733,411	-	32,721,384
Operating Expenses	6,683,732	1,733,934	-	9,242,291	-	17,659,957
Capital Outlay	3,383,098	2,792,332	-	3,271,470	1,105,161	10,552,061
Debt Service	-	-	1,178,759	3,164,712	-	4,343,471
Grants and Aids	227,000	170,000	-	-	-	397,000
Non-Operating	811,121	166,242	-	474,423	585,739	2,037,525
TOTAL EXPENDITURES	34,134,066	5,821,366	1,178,759	24,886,307	1,690,900	67,711,398
Transfers Out	45,414	943,066	-	7,355,956	-	8,344,436
TOTAL APPROPRIATED EXPENDITURES TRANSFERS, RESERVES & BALANCES	34,179,480	6,764,432	1,178,759	32,242,263	1,690,900	76,055,834

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE ABOVE REFERENCED TAXING AUTHORITY AS A PUBLIC RECORD.



CITY OF PLANT CITY PROPERTY TAX ROLLS

PROPERTY TAX ROLLS

<u>Tax Roll Year</u>	<u>CRA Area</u>	<u>Total Roll</u>	<u>Millage Rate</u>	<u>Taxes Levied</u>	<u>Rolled Back Millage Rate</u>
1999	31,629,729	1,017,965,506	4.7000	4,784,438	4.5820
2000	33,224,729	1,057,511,021	4.7000	4,970,302	4.6320
2001	48,406,582	1,198,401,958	4.7000	5,632,489	4.3877
2002	54,257,504	1,282,056,970	4.7000	6,025,668	4.5378
2003	59,065,154	1,367,123,325	4.7000	6,425,480	4.5573
2004	66,937,242	1,477,036,619	4.7000	6,942,072	4.4326
2005	91,637,551	1,671,475,959	4.7000	7,855,937	4.1738
2006	128,789,170	1,930,922,262	4.7000	9,075,335	4.1432
2007	155,107,990	2,146,703,453	4.1653	8,941,664	4.3845
2008	154,051,616	2,078,117,193	4.1653	8,655,982	4.4012
2009	125,160,283	1,819,964,573	4.7157	8,582,407	4.7205
2010	93,617,539	1,604,053,175	4.7157	7,564,233	5.3362
2011	82,468,755	1,489,754,928	4.7157	7,025,237	5.0573
2012	77,137,267	1,452,611,428	4.7157	6,850,080	4.8906
2013	78,953,053	1,517,915,227	4.7157	7,158,033	4.5654
2014	83,298,479	1,599,226,763	4.7157	7,541,474	4.5796
2015	90,145,146	1,674,448,985	4.7157	7,896,199	4.5981
2016	103,049,582	1,858,217,005	4.7157	8,762,794	4.4883
2017	116,493,484	2,000,261,839	5.7157	11,432,897	4.4969
2018	130,963,478	2,190,581,951	5.7157	12,520,709	5.3651

Fund: Major Funds	Department: Major Funds	Org Code: 001-510*
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ESTIMATED CHANGES IN FUND BALANCE FOR MAJOR FUNDS AS OF SEPTEMBER 30, 2018 & 2019

FUND	2017-18		2018-19		ESTIMATED FUND BALANCE 9/30/2019	2018-19 % CHANGE FUND BALANCE		
	AVAILABLE FUND BALANCE 9/30/2017	PROJECTED REVENUE	PROJECTED EXPENSES	PROJECTED FUND BALANCE 9/30/2018			ESTIMATED REVENUE	ESTIMATED EXPENSES
General Fund	\$ 11,491,153	\$ 30,549,642	\$ 33,409,988	8,630,807	\$ 33,395,106	\$ 34,179,480	\$ 7,846,433	-9%
Community Investment Tax	744,259	2,338,759	2,800,920	282,098	2,100,000	2,069,933	312,165	11%
Street Fund	1,716,064	4,993,858	5,474,141	1,235,781	2,268,263	2,431,365	1,072,679	-13%
Water Sewer Fund	5,857,880	16,988,100	15,895,316	6,950,664	17,763,226	17,363,226	7,350,664	6%
Solid Waste Fund	10,957,297	7,063,288	7,075,907	10,944,678	7,259,500	7,227,577	10,976,601	0%
Stormwater Fund	1,929,986	2,919,796	3,363,617	1,486,165	2,853,800	3,494,825	845,140	-43%
Community Redevelopment Fund	1,463,540	1,446,169	2,212,813	696,896	1,440,307	1,349,132	788,071	13%
Total Fund Balance	<u>\$ 34,160,179</u>	<u>\$ 66,299,612</u>	<u>\$ 70,232,702</u>	<u>\$ 30,227,089</u>	<u>\$ 67,080,202</u>	<u>\$ 68,115,538</u>	<u>\$ 29,191,753</u>	

Changes in Fund Balance from FY 2017-18 to FY 2018-19 that are more than 10%:

Community Investment Tax

Revenues in the fund are projected to exceed expenditures by \$30,067, causing an increase to fund balance equal to this amount. These funds will be used for future capital projects.

Streets Fund

Expenditures in the fund are projected to exceed revenues by \$163,102, causing a decrease in the fund balance equal to this amount. This fund balance is dedicated to streets and is expected to be used on capital projects as outlined in the Capital Improvement Plan.

Stormwater Fund:

Expenditures in the fund are projected to exceed revenues by \$641,025, causing a decrease in the fund balance equal to this amount. There are three major projects associated with use of fund balance this year. This fund is being monitored to determine the necessity of future revenue increases.

Community Redevelopment Fund

Revenues in the fund are projected to exceed expenditures by \$91,175, causing an increase to fund balance equal to this amount. The excess funds will be used for projects outlined in the Community Redevelopment Plan.

Fund: All Funds	Department: All Departments	Org Code: 001-510*
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INTERFUND TRANSFERS

Transferred From:	Transferred To:							Total
	General Fund	Water/Sewer Fund	Street Fund	Debt Service Fund	Capital Projects Fund	Stormwater Fund	Community Services	
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,414	\$ 45,414
Water/Sewer Fund	\$ 2,371,085	\$ 3,164,712	\$ 76,756	\$ -	\$ -	\$ -	\$ -	\$ 5,612,553
Street Fund	\$ 148,133	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 148,133
Stormwater Fund	\$ 200,711	\$ 87,639	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 288,350
Solid Waste Fund	\$ 1,047,643	\$ 230,005	\$ 177,405	\$ -	\$ -	\$ -	\$ -	\$ 1,455,053
Community Investment Tax	\$ -	\$ -	\$ -	\$ 794,933	\$ -	\$ -	\$ -	\$ 794,933
Total	\$ 3,767,572	\$ 3,482,356	\$ 254,161	\$ 794,933	\$ -	\$ -	\$ 45,414	\$ 8,344,436

3 Year Budgeted Positions by Department / Function

	2016-17 Actual	2017-18 Actual	2018-19 Budgeted
General Fund			
City Manager	4	4	4
City Attorney	2	2	2
City Clerk	2.5	2.5	2.5
Human Resources	3.5	5	5
Information Technology	5	5	5
Finance	10	10	10
Procurement	2	3	4
Fire	44	44	45
Police	85	88	88
Planning and Zoning	3	3	3
Parks and Recreation	51	51	52
Public Library	12	12	12
Building Department	9.5	9.5	9.5
Code Enforcement	3.5	3.5	3.5
Engineering	10	10	10
General Services	10	10	9
Total General Fund	257	262.5	264.5
Community Redevelopment	1	1	1
Streets and Traffic	17	17	18
Stormwater	28	28	28
Water and Sewer	82.5	83.5	86.5
Solid Waste	34	36	36
Total Citywide Personnel	419.5	428	434

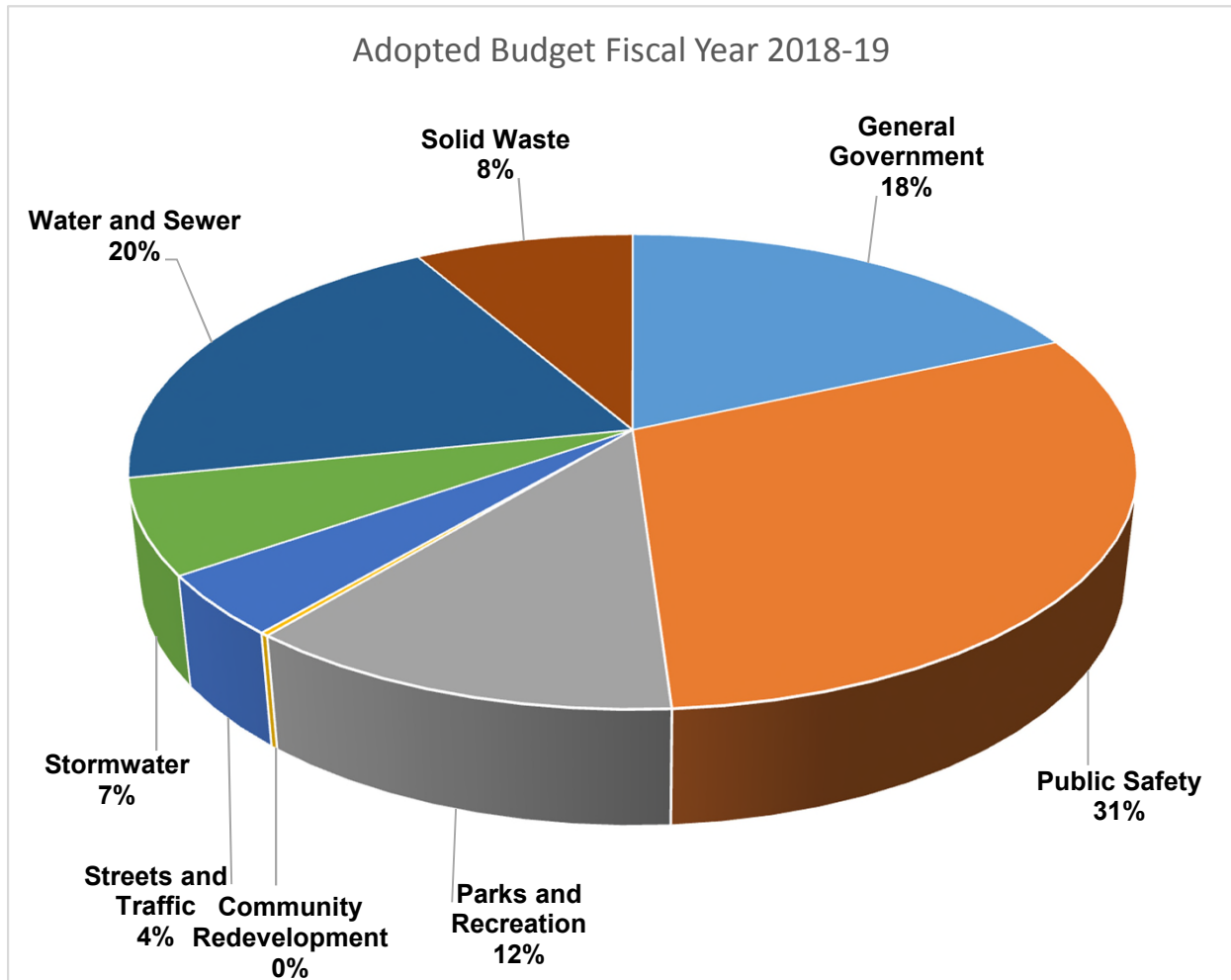
Reasons for Change:

Fiscal Year 2018-19

- Added: (1) Assistant City Manager (City Manager)
- Added: (1) Operations Chief (Fire)
- Added: (1) Recreation Supervisor II (Recreation)
- Added: (1) CIP Projects Manager (Engineering)
- Added: (1) Traffic Signal Technician (Traffic)
- Added: (1) Equipment Operator I (Water and Sewer)
- Added: (1) Maintenance Specialist I (Water and Sewer)
- Added: (1) Maintenance Specialist II (Water and Sewer)
- Added: (1) Maintenance Specialist III (Water and Sewer)
- Removed: (1) Assistant to the City Manager (City Manager)
- Removed: (1) Administrative Assistant (Engineering)
- Removed: (1) Field Representative (Water and Sewer)

3 Year Budgeted Positions by Department / Function

	2016-17 Actual	2017-18 Actual	2018-19 Budgeted
Function:			
General Government	77	79.5	79.5
Public Safety	129	132	133
Parks and Recreation	51	51	52
Community Redevelopment	1	1	1
Streets and Traffic	17	17	18
Stormwater	28	28	28
Water and Sewer	82.5	83.5	86.5
Solid Waste	34	36	36
Total Citywide Personnel by Function	419.5	428	434



3 Year Budgeted Positions

BUDGETED POSITIONS		2016-17	2017-18	2018-19
Office of the CITY ATTORNEY				
City Attorney		1	1	1
Paralegal		1	1	1
		2	2	2
Office of the CITY MANAGER				
Assistant City Manager		1	1	2
Assistant to the City Manager		1	1	0
City Manager		1	1	1
Executive Assistant I		1	0	0
Executive Assistant II		0	1	1
		4	4	4
Office of the CITY CLERK				
Assistant City Clerk P/T		0.5	0.5	0.5
Assistant City Clerk		1	1	1
City Clerk		1	1	1
		2.5	2.5	2.5
HUMAN RESOURCES				
Administrative Assistant		0.5	1	1
Benefits Technician		1	1	1
Human Resources/Risk Mgmt. Coordinator		0	1	1
Human Resources/Risk Mgmt. Director		1	1	1
Payroll Technician		1	1	1
		3.5	5	5
IT				
IT Manager		1	1	1
IT Technician II		2	2	2
Network Coordinator		1	1	1
Network Technician		1	1	1
		5	5	5
FINANCE				
Accountant I		1	0	0
Accountant II		1	2	2
Accounting Clerk I		2	2	2
Accounting Supervisor		1	1	1
Administrative Assistant II		1	1	1
Budget Manager		1	1	1
Business Tax Clerk		1	1	1
Chief Accountant		1	1	1
Chief Financial Officer		1	1	1
		10	10	10
Procurement				
Contract Specialist		0	1	1
Fleet Coordinator		0	0	1
Procurement Manager		1	1	1
Procurement Specialist		1	1	1
		2	3	4
FIRE RESCUE				
Administrative Assistant II		1	1	1
Battalion Chief		3	3	3
Deputy Chief		1	1	1
EMS Division Chief		1	1	1
Fire Chief		1	1	1
Fire Driver/Engineer		6	6	6
Fire Inspector		1	1	1
Fire Shift Captain		6	6	6
Firefighter		24	24	24
Operations Chief		0	0	1
		44	44	45

3 Year Budgeted Positions

BUDGETED POSITIONS		2016-17	2017-18	2018-19
POLICE				
Executive Assistant I		1	1	1
Facilities/Evidence Technician		2	2	2
Police Captain		3	3	3
Police Chief		1	1	1
Police Officer		54	54	54
Police Sergeant		9	9	9
Public Service Representative		1	1	1
Records Technician I		1	1	1
Records Technician II		1	1	1
Telecommunications Supervisor		1	1	1
Telecommunicator I		5	8	8
Telecommunicator II		2	2	2
Telecommunicator III		4	4	4
		85	88	88
PLANNING/ZONING				
Planner		1	1	1
Planner II		0	0	1
Planning & Zoning Manager		0	0	1
Principal Planner		1	1	0
Sr. Planner		1	1	0
		3	3	3
RECREATION				
Administrative Assistant I		1	1	1
Assistant Program Manager		1	1	1
Center Athletics Coordinator		1	1	1
Recreation & Parks Director		1	1	1
Recreation Program Manager		1	1	1
Recreation Supervisor		2	2	2
Recreation Supervisor II		0	0	1
Tennis Facility Supervisor		1	1	1
Youth Athletics Coordinator		1	1	1
		9	9	10
PARKS				
Administrative Assistant I		1	1	1
Foreman I		3	3	3
Foreman II		1	1	1
Groundskeeper I		15	15	15
Groundskeeper II		4	4	4
Parks Equipment Operator I		1	1	1
Parks Equipment Operator II		1	1	1
Parks Field Supervisor		2	2	2
Parks Superintendent		1	1	1
		29	29	29
CEMETERIES				
Cemetery Coordinator		1	1	1
Groundskeeper I		4	4	4
Groundskeeper II		1	1	1
		6	6	6
STADIUM				
Foreman I		1	1	1
Groundskeeper I		4	4	4
Groundskeeper II		1	1	1
Maintenance Specialist I		1	1	1
		7	7	7

3 Year Budgeted Positions

BUDGETED POSITIONS		2016-17	2017-18	2018-19
LIBRARY				
Administration & Services Assistant		1	1	1
Administrative Assistant II		1	1	1
Adult Services Librarian		1	1	0
Circulation Services Assistant		1	1	1
Information Services Assistant		1	1	1
Library Services Assistant		1	1	0
Library Services Associate		0	0	1
Library Services Director		1	1	1
Technical Services Assistant		1	1	1
Technical Services Librarian		1	1	1
Technology Associate		0	0	1
Technology Librarian		1	1	1
Youth Services Assistant		1	1	1
Youth Services Associate		0	0	1
Youth Services Librarian		1	1	0
		12	12	12
BUILDING				
Administrative Assistant II		1	1	1
Building Inspector		1	1	1
Building Inspector/Plans Examiner		1	1	1
Building Inspector/Senior Plans Examiner		1	1	1
Building Official		1	1	1
Chief Building Inspector/Plans Examiner		1	1	1
Electrical Inspector/Plans Examiner		1	1	1
Permit Technician		0	0	1.5
Permit Technician I		1.5	1.5	0
Permit Technician II		1	1	1
		9.5	9.5	9.5
CODE ENFORCEMENT				
Code Enforcement Inspectors		2	2	2
Code Enforcement Manager		1	1	1
Permit Technician I		0.5	0.5	0.5
		3.5	3.5	3.5
ENGINEERING				
Administrative Assistant I		1	1	0
Assistant City Engineer		1	1	1
Assistant City Engineer Capital Projects		0	0	1
CIP Projects Manager		1	1	1
City Engineer		1	1	1
Engineering Assistant		1	1	1
Engineering Tech II		1	1	1
Engineering Tech III		1	1	1
Engineering Tech IV		0	0	1
Engineering Tech V Inspector		1	1	0
GIS Coordinator		1	1	1
Projects Coordinator		1	1	1
		10	10	10
GENERAL SERVICES				
Administrative Assistant I		1	1	1
General Services Coordinator		1	1	1
General Services Foreman II		1	1	1
General Services Superintendent		1	1	0
Maintenance Specialist I		2	2	2
Maintenance Specialist II		2	2	2
Maintenance Specialist III		1	1	1
Welding Fabricator III		1	1	1
		10	10	9

3 Year Budgeted Positions

BUDGETED POSITIONS		2016-17	2017-18	2018-19
COMMUNITY SERVICES				
Community Services Director		1	1	0
Community Services Manager		0	0	1
		1	1	1
TRAFFIC				
Traffic Foreman II		1	1	1
Traffic Maintenance Specialist		5	5	5
Traffic Operations Manager		1	1	1
Traffic Signal Technician		0	0	1
Traffic Tech II		1	1	1
		8	8	9
UTILITIES BILLING				
Customer Service Clerk I		1.5	1.5	1.5
Customer Service Clerk II		1	1	1
Customer Service Clerk III		3	3	3
Customer Service Clerk IV		1	1	0
Field Representative		4	4	3
Senior Field Representative		1	1	1
Utilities Billing Manager		1	1	1
Utilities Billing Supervisor		0	0	1
		12.5	12.5	11.5
WATER RESOURCE MANAGEMENT				
Cross Connection Inspector		1	1	1
Education & Safety Coordinator		1	1	1
Environmental Technician		1	1	1
Industrial Waste Coordinator		1	1	1
Water Conservation Coordinator		1	1	1
Water Resources Supervisor		1	1	1
		6	6	6
UTILITIES MAINTENANCE				
Administrative Assistant II		1	1	1
Distribution Systems Coordinator		1	1	1
Equipment Operator I		3	3	3
Equipment Operator III		4	4	5
Foreman I		1	1	0
Foreman II		1	1	2
Foreman III		2	2	2
GIS Technician/CAD Support		0	1	1
Instrumentation Tech		1	1	1
Inventory Control Clerk		1	1	1
Maintenance Mechanic I		3	3	3
Maintenance Mechanic II		1	1	1
Maintenance Mechanic III		4	4	4
Maintenance Specialist II		2	2	3
Maintenance Specialist III		4	4	5
Meter Maintenance Specialist		1	1	1
Projects Coordinator		1	1	1
Property Control Clerk		1	1	1
Staff Engineer		1	1	1
Utilities Construction Inspector		1	1	1
Utilities Maintenance Specialist I		7	7	8
Utilities Maintenance Superintendent		1	1	1
		42	43	47

3 Year Budgeted Positions

BUDGETED POSITIONS		2016-17	2017-18	2018-19
UTILITIES OPERATIONS				
Administrative Assistant II		1	1	1
Assist Utilities Director		1	1	1
Chief Plant Operator		1	1	1
Plant Operator I		2	2	4
Plant Operator II		5	5	0
Plant Operator III		4	4	7
Plant Operator IV		6	6	6
Utilities Director		1	1	1
Utilities Operations Superintendent		1	1	1
		22	22	22
SOLID WASTE				
Administrative Assistant II		1	1	1
Asset Management Technician		0	1	1
Equipment Operator II		8	8	8
Equipment Operator III		7	8	8
Program Coordinator		0	1	1
Refuse Collector		14	14	14
Refuse Collector II		1	0	0
Solid Waste Director		1	1	1
Supervisor I		2	2	2
		34	36	36
STORMWATER & STREETS				
Administrative Assistant II		1	1	1
Foreman II		4	4	4
Stormwater Operator I		18	18	18
Stormwater Operator II		9	9	9
Stormwater Operator III		4	4	4
Stormwater Superintendent		1	1	1
		37	37	37
TOTALS		419.5	428	434
Part-time		1.5	1	1
Full-time		418	427	433

Fiscal Year 2018-19

- Added: (1) Assistant City Managers (City Manager)
- Added: (1) Operations Chief (Fire)
- Added: (1) Recreation Supervisor II (Recreation)
- Added: (1) CIP Projects Manager (Engineering)
- Added: (1) Traffic Signal Technician (Traffic)
- Added: (1) Equipment Operator I (Utilities Maintenance)
- Added: (1) Maintenance Specialist I (Utilities Maintenance)
- Added: (1) Maintenance Specialist II (Utilities Maintenance)
- Added: (1) Maintenance Specialist III (Utilities Maintenance)
- Removed: (1) Assistant to the City Manager (City Manager)
- Removed: (1) Administrative Assistant (Engineering)
- Removed: (1) Field Representative (Utilities Billing)



City of Plant City Glossary

Accrual Accounting - A basis of accounting in which revenues are recognized in the accounting period in which they are earned and expenses are recognized in the period in which they are incurred.

Adopted Budget - Budget amounts as originally approved by the City Commission at the beginning of the year and also to the budget document which consolidates all adopted operating appropriations and new capital project appropriations.

Ad Valorem Taxes – See property tax.

Aid to Agencies - Agencies the City provides contributions to for community programs.

Appropriation - A legal authorization granted by City Commission to incur obligations and make expenditures for designated purposes.

Amended Budget - Budget which includes changes to the Adopted Budget that are approved by the City Commission and transfers within the authority of management. It is also referred to as the Revised Budget.

Amortization - The gradual elimination of an asset or liability, such as a bond premium, over a specified period of time.

Assigned Fund Balance - The portion of fund balance set aside for planned or intended purposes. The intended use may be expressed by the City Commission or other individuals authorized to assign funds to be used for a specific purpose. Assigned fund balances in special revenue funds will also include any remaining fund balance that is not restricted or committed. This classification is necessary to indicate that those funds are, at a minimum intended to be used for the purpose of that particular fund.

Balanced Budget - A balanced budget according to State budget law is defined as one where expenditures are not in excess of available revenues plus beginning fund balances. A structurally balanced budget is one in which current ongoing expenditures do not exceed current ongoing revenues.

Bond - A written promise to pay a sum of money on a specific date(s) at a specific interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance.

Budget - An estimate of expected revenues and expenditures for a given period in the future.

Budget Calendar - The schedule of key dates which the City follows in the preparation of adoption of the annual budget.

Budget Document - The compilation of the individual departmental spending plans for the various funds, along with supporting schedules, tables and graphs which, in total, comprises the annual revenue and expenditure plan.



City of Plant City Glossary

Budget Message - The opening section of the budget from the City Manager, which provides the City Commission and the public with a general summary of the most important aspects of the budget.

Budgetary Control - The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

Capital Assets - Assets with a cost of \$1,000 or greater and an estimated useful life of at least two years. Capital assets include land, buildings, improvements, equipment, and infrastructure assets such as roads, bridges, storm sewers and similar items.

Capital Outlay - Use of funds for the purchase of capital assets.

Capital Projects - Major, non-recurring projects that have a purpose of acquiring or building assets such as buildings, facilities and roadways with a cost of \$50,000 or more.

Capital Improvements Plan (CIP) - A long-range plan for providing the capital outlays necessary to ensure that adequate services are provided the residents of the City. The plan includes improvements to, or the acquisition of, structural improvements and major equipment purchases.

City Commission - The Mayor and four commission members that collectively act as the legislative and policy making body of the City.

Committed Fund Balance - Consists of amounts that can be used only for specific purposes determined by formal action by the City Commission or resolution.

Community Development Block Grant (CDBG) - A type of federal grant to improve the infrastructure in low to middle income areas of the community. This includes loans to low and middle income families for housing rehabilitation.

Debt Service - The annual payment of principal and interest on the City's debt obligations.

Debt Service Fund - A fund established to accumulate resources to pay the principal, and interest of long-term debt or lease obligations.

Department - An individual section within the City government having a specialized function or activity and a separate spending plan.

Depreciation - The allocation of the cost of property, plant and equipment over their estimated useful life, in the accounting period in which these assets are used.

Encumbrances - Obligations in the form of requisitions, purchase orders, and contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved because the goods or services have not been received. When paid, the encumbrance is eliminated, and an actual expense is recorded.



City of Plant City Glossary

Enterprise Fund - A fund established to finance and account for the acquisition, operation and maintenance of governmental facilities and services which are entirely or predominantly self-supporting by user charges.

Expenditures - An actual payment made by the City for goods or service, this includes current operating expenses which require the current or future use of net current assets, debt services, and capital outlays.

Fiduciary Funds - The City maintains three fiduciary funds. See Fiscal Policy for definition.

Fiscal Policy - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of governmental budgets and their funding.

Fiscal Year (FY) - A 12-month period to which the annual budget applies. The City of Plant City has specified October 1st to September 30th as its fiscal year.

Full-Time Equivalents (FTEs) - Employee positions, which are authorized in the adopted budget, to be filled during the year. One FTE is equivalent to a 40-hour per week position.

Fund - An accounting device established to control receipt and disbursement of income from sources set aside to support specific activities or attain certain objectives. Each fund is treated as a distinct fiscal entity with a self-balancing set of accounts.

Fund Balance - Fund balance is the excess of assets over liabilities. Fund balance is accumulated when revenues exceed expenditures and is decreased when revenues are less than expenditures. A negative fund balance is often referred to as a deficit.

General Fund - A fund set up to account for the ordinary operations of a governmental unit that are financed from taxes and other general revenues. All transactions not accounted for in some other fund are accounted for in this fund.

Governmental Funds - The City maintains thirty governmental funds. See Fiscal Policy for definition.

Intergovernmental Revenues - Revenue from other governments primarily Federal and State grants, but also payments from other local governments.

Internal Service Funds - The City maintains two internal service funds which are used to centralize services and allocate the cost of the services within the City government.

Millage – Tax rate on real property. One mill equals \$1 of tax per \$1,000 of assessed property value.

NonSpendable Fund Balance – Consist of amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to remain intact.

Operating Budget - The financial plan adopted for a single fiscal year.



City of Plant City Glossary

Operating Expenses - Those expenses from a fund which are directly related to accomplishing the fund's primary functions. Payroll would be one example of an operating expense.

Organization Chart - A flowchart or picture representation of the employee positions within a department and the hierarchy related to those positions.

P-Card - This is the City's procurement card program of credit cards for individual City employees.

Performance Measures - Accomplishments of a particular activity in relation to desired standards workload, effectiveness, and efficiency. These measures must be meaningful to the tasks of the activity involved, and verifiable.

Projected Revenues - The amount of estimated revenues to be collected during the fiscal year.

Property Tax - An ad valorem tax levied on both real and personal property according to the property's valuation and the tax rate.

Proposed Budget - The recommended City's budget submitted by the City Manager to the City Commission for adoption for the next fiscal year.

Proprietary Fund - The City maintains six proprietary funds, called enterprise funds and internal service funds. See Fiscal Policy for definition.

Purchase Order - A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

Resolution - A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

Reserves - Accounts used to hold certain portions of a fund or types of assets as unappropriated for expenditures, or as legally set aside for a specific purpose.

Restricted Fund Balance - Consist of amounts that can be spent for specific purposes because of the City Charter, City Code, State or Federal laws, or externally imposed conditions by grantors or creditors.

Revenue - Income received by the City in support of the government's program of services to the community. It includes such items as property taxes, fees, user charges, grants and fines.

Special Revenue Funds - Funds established to account for revenues received by the City that are required by law, contract, or City policy to be spent for a particular purpose.

Transfers - The transfer of dollars from one fund to another. Treated for budget purposes as revenue in the receiving fund and as an expenditure from the originating fund. A transfer from a department to another department in the same fund or a program to another program in the same fund simply moves the appropriation, and does not require a revenue or expenditure to be recorded.



City of Plant City Glossary

Unassigned Fund Balance - The residual portion of fund balance that does not meet any of the criteria for Restricted, Committed, or Assigned Fund Balance.

Unencumbered Balance - The year-end balance of a fund less outstanding encumbrances. The unencumbered balance at year-end in a fund together with the estimated revenues for the upcoming year determines the maximum amount available for appropriation in the next year's budget.



City of Plant City

Acronyms

ADA	American Disabilities Act
ALS	Advanced Life Support
ATMS	Advanced Traffic Management System
BLS	Basic Life Support
BOA	Board of Adjustment
CAFR	Comprehensive Annual Financial Report
CDBG	Community Development Block Grant
CDL	Commercial Driver's License
CGFO	Certified Government Finance Officer
CIA	Certified Internal Auditor
CIE	Capital Improvement Element
CIP	Capital Improvement Plan
CIT	Community Investment Tax
CJNET	Criminal Justice Network
COLA	Cost-of-living allowance
CPA	Certified Public Accountant
CRA	Community Redevelopment Agency
DEA	Drug Enforcement Administration
DRC	Development Review Committee
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ePCR	Electronic Patient Care Reporting
EQ	Equipment
EXP	Expense
FCIC	Florida Crime Information Center
FDLE	Florida Department of Law Enforcement
FDOT	Florida Department of Transportation
FEMA	Federal Emergency Management Agency
FF	Firefighter
FICA	Federal Insurance Contribution Act
FLC	Florida League of Cities
FR	Fire Rescue
FTE	Full-Time Equivalent
FLSA	Fair Labor Standards Act
FPS	Fire Protection
FRS	Florida Retirement System



City of Plant City

Acronyms

FY	Fiscal Year
GAAP	Generally Accepted Accounting Principals
GASB	Government Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
HCPLC	Hillsborough County Public Library Cooperative
HR	Human Resources
HRB	Historic Resources Board
IFB	Information for Bid
I.M.S.A	International Traffic Signal Association
IT	Information Technology
MIS	Management Information System
MLK	Martin Luther King
NCIC	National Crime Information Center
NFPA	National Fire Protection Association
NPDES	National Pollutant Discharge Elimination System
OSHA	Occupational Safety and Health Administration
P-Card	Purchasing Card
PCFR	Plant City Fire Rescue
PT	Part-Time
PY	Prior Year
REV	Revenue
RFP	Request for Proposal
RFQ	Request for Qualifications
RMS	Records Management System
RR&I	Repair, Replace and Improve
SCADA	Supervisory Control and Data Acquisition System
STEMI	S-Elevation Myocardial Infarction
SVCS	Services
SWFWMD	Southwest Florida Water Management District
TIF	Tax Increment Financing
TMT	Traffic Management Team
UCR	Uniform Crime Report
UM	Utilities Maintenance
UO	Utilities Operations
WRF	Water Reclamation Facility
WRM	Water Resource Management
WTP	Water Treatment Plants
W&S	Water & Sewer