

Budget Guide

The City's fiscal year runs from October 1st through September 30th. The Budget Process begins in February with budgetary planning and continues for the next several months with budget preparation until final budget adoption, which occurs in September.

The budget process is a City-wide endeavor, with numerous individuals participating in process. Citizens are invited to participate during the budget workshops and the public hearings. They may also contact their City Council with their concerns.

City departments analyze their prior year budgets and compile information for the proposed budget beginning October 1st.

The Budget Administrator prepares the Budget Preparation Manual for the City Departments to follow during the current year budget process. The following is included in the Manual to help guide the departments during the process:

Explanation of Budget Process

Introduction

The purpose of this document is to guide departments through the FY 18 budget process.

This document is divided into four major sections as identified below:

- *FY 18 Budget Process Introduction:* Following this page, additional narrative regarding key changes to the City's budgeting process is included.
- *FY 18 Budget Process Tools:* Identifies process timelines, responsible parties and provides necessary financial tools for user reference, such as base budget maximums, account numbers, and component pricing lists.
- *FY 18 Process Instructions:* Provides step by step explanations for departments on completing financial budget forms, entering budget information into H.T.E., developing the department functionality portions of the budget, and instructions on modifying the budget.
- *Appendices:* Provides detailed revenue and expenditure account numbers and descriptions.

Reorganization Proposal of Adding or Deleting Divisions or movement of personnel

Departments planning to change divisions in FY 18 (add or subtract or substantially reorganize) or planning to move employees/functions from one fund to another or one department to another must submit the proposed budget changes to the City Manager Office (cc: Budget Office and HR Director and HR Manager) no later than Friday, March 10, 2017 so budget file may be amended prior to beginning the FY 18 Budget Process for budget payroll upload change. Use the Personnel Adjustment Request (PAR) for reorganization proposals regarding movement of personnel. **No new positions or increase in dollars (example-HEO I to HEO II) are to be requested at this point.** Email to City Manager (cc: Budget Office and HR Director and HR Manager) is sufficient for adding or deleting divisions. If there are no reorganizations proposed, then send email to Budget Office stating "No reorganizations proposed" by deadline of Friday, March 10, 2017.

Department Narrative Information

Each Department will have the following information listed in the Department Summaries section of the FY 18 Budget.

- Department title
- Mission
- Description of core services
- FY 17 Achievements (*based on FY 16 goals*)
- FY 18 Performance Measures with Objectives linked to the City's Strategic Plan Priorities and Goals
- Table summary of expenditures and FTEs (provided by Budget Office)
- Personnel Changes explanation (provided by Budget Office)

Departmental Performance Measurement Format

On February 28, 2013 Council ratified the strategic planning workshop summary with seven new strategic priorities with three recommended focus areas (**bold**) listed below.

- **Communications, Messaging and Identity**
- **Strategic Commercial and Industrial Corridors**
- **Working Smarter – E Government**
- City's Relationship with Citizens
- Basic Municipal Service Delivery
- City's Role in Social Services
- Venues for Events

Four strategic goals and the objectives for those goals for the City were defined as:

- Strong Local Economy
- Improved Roads and Highway System and Traffic Flow
- City Government: Financially Sound, Top Quality Services
- Quality Development and Redevelopment

An example of the Performance Measures format with section to be **completed by department personnel** is provided below:

City of Palm Bay 2016 Annual Budget

POLICE

CORE SERVICES DESCRIPTION:

Executive Division: provides services directly to support the needs of the Chief of Police.

Support Services Division: provides vital services to the operational policies and goals of the agency.

Uniform Services Division: provides 24 hour response to calls for service, preventive patrol, tactical response to critical incidents, investigation of crimes, and certain specific offenses as assigned. It also provides aid to citizens, protection of the public and arrests of alleged violators when appropriate.

Investigations Division: is responsible for inquiries into primarily felony and some misdemeanor crimes.

Communications Center Division: provides toll free access to police services in the City via the 911 emergency telephone system, both hard line and cellular, 24 hours a day, seven days a week thru the Communications Center. Calls handled through the Communications Center will be efficiently processed and dispatched via the police radio so a timely response will be provided to emergency and urgent calls, reasonable response to non-urgent calls, and alternative handling of calls not requiring a police presence at the scene.

Victim Services Unit Division: provides follow up and additional services for crime victims.

Code Compliance Division: provides general guidelines, responsibilities, and procedures for code compliance within the City.

Asset Forfeiture Program: provides the agency with a tool to effectively and significantly impact upon crime while protecting property interest of innocent owners and lien holders.

Example continued:

FY 15 ACHIEVEMENTS:

ACHIEVEMENTS	STRATEGIC INITIATIVES
*Phase I of the Range project was completed which included a rappel tower, shoot house and simulator.	Basic Municipal Service Delivery
*Phase II of the Range Project is scheduled to start this FY and was awarded \$800,000.00 in State funding. This phase will include tactical turning, moving targets, 50 yard pistol range, and a maintenance facility.	Basic Municipal Service Delivery
*Hosted local "Coffee with a Cop" outreach events which are a national initiative that aids to break down barriers and allows for a more relaxed, one-on-one interaction with local police officers.	City's Relationship with Citizens
*Palm Bay had over a 10% reduction in crime during the first half of 2015 according to the Uniform Crime Report from FDLE.	Basic Municipal Service Delivery
among others, a method called Intelligence-Led Policing. The Crime Analyst essentially analyze criminals and associates, locations where we see a spike in criminal activity (also known as hot spots), and methods of operation to prevent and resolve crime. This information allows us to efficiently and effectively direct officers and resources in addition to random patrols.	Basic Municipal Service Delivery

FY 16 OBJECTIVES:

OBJECTIVES	STRATEGIC INITIATIVES
Community Education regarding residential and vehicle burglaries and to create North and South districts to be more cost effective and efficient delivery of police services.	City's Relationship with Citizens
Assign Special Victims Unit detectives geographic areas or responsibility to monitor and to identify individuals likely to violate and employ surveillance and intelligence led policing efforts	Basic Municipal Service Delivery
Target Enforcement in high crash areas and conduct public awareness campaigns	City's Relationship with Citizens

PERFORMANCE MEASURES:							
Strategic Initiative	Goal	Measure	FY 14 Target	FY 14 Actual	FY 15 Target	FY 15 Actual	FY 16 Target
Workload							
Basic Municipal Service Delivery	City Govt, Financially Sound, Top Quality Service	Two Public Service Announcements and/or events throughout the year educating citizens about the risk of leaving doors unlocked and valuables in plain view	Yes	Yes	Yes	Yes	Yes
Basic Municipal Service Delivery	City Govt, Financially Sound, Top Quality Service	# of arrests for sex offender/predators during Fiscal Year	22	6	10	4	3
Basic Municipal Service Delivery	City Govt, Financially Sound, Top Quality Service	# of residential and vehicle burglary property crimes	N/A	895	1000	814	690
Basic Municipal Service Delivery	City Govt, Financially Sound, Top Quality Service	Targeted enforcement in high crash areas	Yes	Yes	Yes	Yes	Yes
Basic Municipal Service Delivery	City Govt, Financially Sound, Top Quality Service	Use of Electronic signs to alert drivers to safety	Yes	Yes	Yes	Yes	Yes
Efficiency							
Basic Municipal Service Delivery	City Govt, Financially Sound, Top Quality Service	Cost of service per Citizen	n/a	\$186	n/a	\$193	\$200
Effectiveness							
Basic Municipal Service Delivery	City Govt, Financially Sound, Top Quality Service	Compliance with Local, State & Federal Laws for Special Victims	Yes	Yes	Yes	Yes	Yes

Further explanation regarding Performance Measures is included in Budget Detail –Department Functions section.

Capital Improvements Program (CIP)

The CIP process will be handled differently beginning FY 16. **A five year forecast is now required by all departments.** See section CIP Request Instructions for detailed information on filling out requests (Section III).

- A detail form will be submitted by departments to identify projects for FY18. A summary form will be filled out for the five year forecast.
 - For each project the Department submits they will be required to project as accurately as possible the Operational/Maintenance (O&M) Costs and any Personnel Costs associated with the project.
 - Narrative description of O&M costs and/or savings.

Base Budget

The base budget is comprised of recurring costs and is calculated and loaded into H.T.E. by the Budget Office. The base budget will be the prior year's originally approved budget. Due to current economic conditions there will not be a percentage increase in operating expenses within the base budget. Departments will be able to adjust the budget amounts in their line item accounts. Instructions for this entry in H.T.E. are found in the Budget Entry section of this document (Section III). Departments must use the "Miscellaneous Information" section within the H.T.E. budget entry fields, to ensure the tracking of expenditures will be easier. Failure to enter line item detailed narrative and financial data within the "Miscellaneous Information" section will result in your submittal not being accepted until revised. Please note that base budget access in H.T.E. will be made available to departments beginning Monday, March 27, 2017.

Forms for Budget Adjustments Requests (BARs)

In FY 18 there will be three forms that will be used to request adjustments to the base budget:

- Personnel Adjustment Requests (PARs)
- Operating Maximum Adjustment Requests (OMARs)
- Program Adjustment Requests

All Capital Forms are to be sent to Budget@pbfl.org by May 16, 2017. All Personnel, Operating and Program Adjustment Requests must be submitted to Budget@pbfl.org by May 24, 2017. These items are not entered into H.T.E. by departments. They will be entered into H.T.E. by Budget Administrator once approved by City Manager.

Personnel Adjustments Requests

The FY 18 Proposed Budget process will use "Personnel Adjustments Requests" as the means to:

- Request reorganization/changes or programs/personnel changes whose costs are **within** the adjusted base budget.
- Request new personnel that have an identified funding resource.
- Request new personnel without funding source. These should be selective and reasonable.

Operating Maximum Adjustments Requests

The FY 18 Proposed Budget process will use "Operating Maximum Adjustment Requests" as the means to:

- Request reorganization/changes or programs/personnel changes whose costs are **within** the adjusted base budget.
- Request new operating costs that have an identified funding resource.
- Identify mandated increase in cost above the adjusted base budget.
- Request new operating costs without funding source. These should be selective and reasonable.

Program Adjustments Requests

The FY 18 Proposed Budget process will use “Program Adjustment Requests” as the means to:

- Request program changes whose costs are **within** the adjusted base budget.
- Request new programs that have an identified funding resource.
- Request new programs without fully funding source. These should be selective and reasonable.

Examples:

Personnel Adjustment:	Recurring funding to pay for Broker Services funded in Human Resources is being eliminated and replaced with the adding of a Human Resource Analyst I at the same cost or for less.
Personnel Adjustment:	Solid Waste customer service personnel and operating expenses moved to the Solid Waste Fund from General Fund. Annual transfer to General Fund from Solid Waste Fund stopped.
CIP Detail Request:	Bus shelters purchase and installation, funded by a State Grant received.
Operating Adjustment:	New State of FL mandated surcharge on Workers Comp, Additional cost cannot be covered within Risk’s current adjusted base budget.
Program Adjustment:	Utilities Fats, Oil and Grease program which included inspector, equipment and supplies with corresponding permit fee revenue to establish requirements, inspections, monitoring and enforcement to ensure compliance.

A key to the use of adjustment requests is that all new expenditures proposed should be submitted as complete programs or projects. This format will ensure that items, such as operating expenses or capital needs are not accidentally omitted. An example is a personnel adjustment request for additional police officers. Within such a request will be personnel costs consisting of salaries, benefits and workers compensation; operating expenses such as uniforms, travel and training, operating supplies, fuel and maintenance cost for associated vehicles, etc; and capital expenses such as vehicles, equipment, and computers. To assist departments in compiling complete personnel adjustment requests, support service departments such as CIT and Fleet have provided a listing of costs for items most commonly requested each year within the budget.

Another key component of the proper use of personnel adjustment requests is that additional revenues or reduction in recurring expenditures generated by the change in service level must be identified and quantified within the form. This additional information will provide a true “net” cost to changes in service level and therefore give the proposal a greater chance for approval. An example is a request for additional staff person cost \$50,000. If the department eliminates a recurring contract for Broker Services for \$60,000 for a year, the net cost is thereby reduced by \$10,000.

A third key component to the proper use of adjustment requests is that costs, outside of the division requesting the additional resources, should be identified and listed. This often overlooked aspect of new programs will require discussion among different departments during the development phase of requests.

The processes and documents used to submit adjustment requests have been updated.

- Priority system is now used for all requests.
- Requests no longer linked to Strategic Plan.

- All General Fund requests are encouraged to be revenue neutral:
 - New expenditures are encouraged to be offset by equal amount of new revenue and/or decreased expenditures in other accounts.
- Cafeteria Benefit charges per employee are split into two charges:
 - Premiums for Employee Health Insurance
 - Premiums for Other Employee Benefits

Direct Use of H.T.E. by Departments

Specifically, departments will enter/edit the following information in H.T.E.:

- **FY 17 Year-End Estimates:** All current year account budgets will be used to form the initial year-end estimates, essentially implying that all budgeted funds will be expended. Departmental staff is expected to review this information for accuracy and modify the appropriate year-end estimates accordingly. Year-end Estimate entry access will be given beginning Monday, March 27, 2017, and should be completed by Friday, April 7, 2017 (Other Funds) and Friday Apr 21, 2017 (General Fund).
- **FY 18 Base Budget:** The Budget Office will enter the initial base budget by Friday, March 24, 2017. Departmental staff will be given access to these fields beginning Monday, March 27, 2017 and any changes should be entered by Tuesday, May 9, 2017 (Other Funds) and Tuesday, May 16, 2017. Adjustments requests within the adjusted base budget that have been approved by the City Manager are to be entered here by the Budget Administrator.
- **FY 18 Adjustment Requests:** Each Adjustment request above the adjusted base budget level, approved by the City Manager for recommendation shall be entered into the appropriately numbered Budget Level in H.T.E. by the Budget Administrator.

Instructions on H.T.E. entry for each of these activities are included in the Budget Entry section of this document (Section III).

After May 16, 2017, departments will have the ability to review the status of their proposed line items, but will no longer be able to make changes. All changes, required after May 16, 2017, will be initiated through the Budget Office.

Operating expense detail information shall be listed under the "Miscellaneous Information" sections within H.T.E. Departmental personnel will be able to input as much supplemental information as needed within the "Miscellaneous Information" fields in H.T.E. (F8), which will be available throughout the year in a paperless format via their computer screen.

Upon review of budget submissions by the City Manager Office, changes are made to Budget and departments are notified of any changes. Changes may include new adjustment requests, additions, deletions and/or estimate updates. Instructions received during Budget workshops are also updated. A proposed budget is then submitted to Council for review. The proposed budget is posted on the City's Budget website and hard copies are given to the Palm Bay libraries. Workshops are scheduled after the proposed budget is submitted to discuss Council's concerns. Changes requested by Council are then made to the proposed budget. The proposed budget is then reviewed at the first public hearing on the budget. The budget is also posted on City's budget website for viewing. The fee resolutions, Utility rate ordinances, Millage rate resolution, and the Budget adoption ordinance are adopted at the second budget public hearing.

Once the budget is adopted, the departments work on the Narrative and Performance measures and Capital Improvement Program (CIP) data for submission to the Budget Office for use in the Budget Document

Fiscal Year 2018 Budget Calendar

FEBRUARY

02/27/17 02/27/17 Budget Preparation Manual posted to Public Folders

MARCH

02/27/17 03/10/17 Submit reorganization proposals to CMO (copies to Budget Office; HR Director; & HR Manager)

03/24/17 03/24/17 Develop Operating Maxims and input Base Budget for all departments into H.T.E.

03/27/17 03/27/17 Open H.T.E. Budget Module for input of estimates by departments

APRIL

02/27/17 03/31/17 Submit FY 18 City Wide Allocations submitted to Budget Office

03/27/17 04/07/17 Input FY 17 Year End Estimates (Revs & Exps) - **Other Funds** into H.T.E.

04/12/17 04/12/17 City Wide Expense Allocations Approval meeting

04/14/17 04/14/17 Provide FY 18 City Wide Expense Allocations to Departments

03/27/17 04/21/17 Input FY 17 Year End Estimates - **General Fund** into H.T.E.

04/14/17 04/14/17 FY 18 Position Control listings sent to departments for review of FTEs

04/14/17 04/18/17 FY 18 Position Control listings verifications sent to Budget Office; HR Director; & HR Manager with changes or confirmation of no change

04/24/17 04/24/17 FY 18 Payroll Projection listings sent to departments for review

MAY

04/25/17 05/02/17 FY 18 Payroll Projection changes sent to Budget Office

05/01/17 05/05/17 New positions Personnel Action Request Forms to HR Manager if HR needs to create position. Proposed Grade to be approved by HR before submitted to City Manager for approval during Department June meeting

05/05/17 05/05/17 Upload Payroll Projections into FY 18 Base File

03/27/17 05/09/17 Input FY 17 Year End Estimates Changes & FY 18 Base Estimates (Revs & Exps) (no payroll except PT, OT & Vac, Term, Sick Payouts) (no operating except movement between accounts and staying within operating maximums) - **Other Funds** into H.T.E. No Budget Adjustment Requests (BARS) entered

05/16/17 05/16/17 Close budget module for further input by departments, close of business

02/27/17 05/16/17 Submit all Capital Improvement Program Forms (CIP); Capital Adjustment Requests (non-project or less than 25K); CDBG Action Plan Projects to Budget@pblf.org; and send to CM or DCM to whom dept reports to: either Gregg Lynk & Angela Burak; David Isnardi & Christina Born; or Ron Clare & Janeen McAvoy

05/16/17 05/16/17 Budget Workshop - Midyear Review

05/24/17 05/24/17 Send all Budget Adjustment Requests [BARs] -Personnel Action Request (PARs); Operating Maximum Adjustment Request (OMAR), request forms to Budget@pblf.org; and send to CM or DCM to whom dept reports to: either Gregg Lynk & Angela Burak; David Isnardi & Christina Born; or Ron Clare & Janeen McAvoy

Fiscal Year 2018 Budget Calendar continued	
JUNE	
06/01/17	06/01/17 Preliminary taxable valuation data due
05/30/17	06/02/17 Scheduled meeting with CMO to review proposed Base budget
06/05/17	06/13/17 Follow up, make adjustments from review meetings, prepare for workshops
06/20/17	06/20/17 Budget Workshop
06/13/17	06/23/17 Compile proposed budget
06/30/17	06/30/17 Certified taxable valuation data received
06/29/17	06/30/17 Finalize and print proposed budget (based on preliminary property valuation)
JULY	
07/03/17	07/03/17 Distribute proposed budget to Council (assuming no major changes to valuation)
07/20/17	07/20/17 Council meeting - approve tentative millage rate, roll back rate, public hearing dates (Legislative memo due 6/30)
AUGUST	
08/10/17	08/10/17 Budget Workshop
08/24/17	08/24/17 Budget Workshop
08/01/17	08/30/17 Submit Narrative & Performance Measurements and CIP presentations to Budget Office
SEPTEMBER	
09/05/17	09/05/17 1st Public Hearing to adopt millage and budget
09/19/17	09/19/17 2nd Public Hearing to adopt millage and budget

Base Budget

The base budget is comprised of recurring costs that are calculated and loaded into the City's budget system by the Budget Office. The base budget, which consists of the prior year's originally approved budget, minus one-time adjustment costs, will be entered into the proper field by the Budget Office and the departments. Due to current economic conditions there is not a percentage increase in operating expenses within the base budget. Departments will be able to adjust the budget amounts in their line item accounts.

The departments enter their budgetary requests directly into the into the budget module. This direct entry enables department to later monitor changes made to specific line items as a result of the City Manager's decisions regarding funding levels for the proposed budget. Although the Budget Office will strive to keep departments informed of the City Manager's decisions, the ability to review the status of proposed line items will provide a secondary source of information.

Budget Legal Basis

The City Code relating to Finance and Budget, along with the City Charter and State Statutes, establishes the legal basis for the budget. The City Code now contains only policy measures in adherence to law, allowing for flexibility in content, procedure and presentation of the annual budget and CIP document, which changes with industry standards from year to year.

The Annual Budget can be adopted by simple majority of Council members present at the public hearing. This ensures the adoption of the budget in a timely fashion to meet all State Truth in Millage (TRIM) requirements. Two public hearings are conducted at the City Council to inform the taxpayers and receive their comments. The Council-approved adopted budget is integrated into the accounting software system effective October 1st. It establishes the legal authority to incur expenditures up to the appropriated amount for each line item.

Per Florida State Statutes, Chapter 166, Section 166.241, the governing body of each municipality must adopt a balanced budget each fiscal year. A balanced budget is described as the amount available from taxation and other sources (revenues), including amounts carried over from prior fiscal years, must equal the total appropriations for expenditures and reserves. The City of Palm Bay Management Administrative Code, Policy Number 19, Section 19.13-D further emphasizes that the budget must remain balanced at all times.

Basis of Accounting

The system used by governments to determine when budgeted revenues have been realized and when budgeted expenditures have been incurred is known as the "Budgetary Basis of Accounting."

General government revenues and expenditure accounted for in budgetary funds are controlled by a formal integrated budgetary accounting system in accordance with various legal requirements, which govern the City's operations. The Governmental Fund Type Budgets for the City of Palm Bay are prepared on the modified accrual basis of accounting which means that revenues are recognized when they become measurable and available and expenditures are recognized when the liability is incurred. Proprietary Fund Type Budgets are prepared on the accrual basis of accounting which means that revenues and expenditures are recognized when they occur. This process varies generally accepted accounting principles as a result of provisions made to treat encumbrances as budgeted expenditures in the year of the commitment to purchase. Budgets in governmental funds are encumbered upon issuance of purchase orders, contracts or other forms of legal commitments. Encumbrances outstanding at fiscal year-end are reported as reservations of fund balances since they do not constitute expenditures or liabilities. While appropriations lapse at the end of the fiscal year, the succeeding year's budget is automatically increased per the re-appropriations of encumbrances and capital projects with unencumbered balances.

Private-sector standards of accounting issued prior to December 1, 1989, generally are followed to the extent that those standards do not conflict with or contradict guidance of the GASB. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The City has elected not to follow subsequent private-sector guidance.

Basis of Budgeting

The City of Palm Bay's budget basis for expenditures differs from the basis used in reporting under Generally Accepted Accounting Principles in the following ways:

In the Governmental Funds, the City uses the modified accrual basis of accounting with the following exception:

- Budgets amounts are encumbered when contracts are signed for goods or services. At year-end, amount which are encumbered but not yet expended are carried over to be paid when the goods or services are received. These amounts are included in budget-basis expenditures for the fiscal year in which they are encumbered, rather than the year in which goods or services are received and a liability incurred. Appropriations that are not spent or encumbered lapse at the end of the fiscal year.

In the Proprietary Funds, the City uses the accrual basis of accounting with the following exceptions:

- The budget basis includes expenses for capital outlay, as opposed to an adjustment of the balance sheet account.
- Depreciation and amortization, which are considered expenses on the accrual basis of accounting, are ignored under the budget basis because these items do not require an expenditure of funds.
- Principal payments on long-term debt are applied to the outstanding liability on a GAAP basis, as opposed to being expended on a Budget basis.
- Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees (GAAP) as opposed to being expended when paid (Budget basis).

In all funds, encumbrances are treated as expenditures for purposes of calculating the balance carried forward as opposed to reservation of fund balance. Also, operating transfers are treated as revenues and expenditures.

The budget is prepared in a line item format, but published in an easy to read and understand summary format.

Budget Amendments

The total budgeted expenditures cannot exceed the final appropriations once the budget is adopted. An individual fund may only be amended through formal approval of the City Council by an Ordinance. The City Charter authorizes the City Manager to approve the transfer of unencumbered amounts between any expenditure classification within an office, department or agency within the same fund. These internal transfers are reviewed by the appropriate operating manager, by the Budget staff, and (when affecting personnel services or capital outlay) by the City Manager. Budgetary integrity is established for control purposes at the category of expenditure level (personnel, operating, capital and transfers) and is tracked in the City's computerized financial system.

Financial Policies

Budget Preparation and Adjustment

The annual City budget shall be planned and prepared to conform to State law and Palm Bay City Code, Chapter 35 (budget portion of chapter is included below).

- The legal level of authority shall be at the department level.
- The annual City budget shall be approved by September 27th proceeding the fiscal year which begins October 1 and ends September 30.
- During the development of the budget, the impact of the proposed budget on the next two fiscal years will be evaluated.
- Once the budget has been adopted, the City Manager may authorize the transfer of any unencumbered appropriation balance between general classifications of expenditures within a department.
- At the close of each fiscal year, the unencumbered balance of each appropriation shall revert to the respective fund from which it was appropriated.

Investment Policy

Investments in the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio and to meet the cash flow demands of City operations.

- To maintain the safety of public funds, the City shall diversify its investments to avoid incurring unreasonable and avoidable risk.
- The City's investment strategy shall provide sufficient liquidity to meet the City's operating, payroll, and capital requirements.
- The City's investment portfolio shall be designed with the intent of attaining a market rate of return throughout budgetary and economic cycles, while minimizing investment risk.
- Asset protection measures required by new Florida Statute changes have been incorporated.

Accounting and Reporting Policy

All financial transactions of the City shall be properly authorized, documented, and reported.

- All disbursements of funds shall be within budget limits, authorized at the appropriate level, and supported with proper documentation.
- Quarterly financial and performance reports shall be prepared and distributed to the City Council, City Manager, and Department Heads.
- An independent audit of the City's financial books, records, statements, and reports shall be conducted by a Certified Public Accountant annually.

Position Authorization and Attrition

Only positions authorized by City Council, funded in the budget, and operationally warranted shall be filled.

- Positions shall be authorized by City Council annually through the budget process or by budget amendments as needed and as funding exists.
- Vacant positions will be reviewed by the Department Head and the Human Resources Director before the position is filled to ensure the need and urgency of filling the position warrants immediate recruitment.

Grant Management

Outside sources of revenue through grant funding shall be maximized. However, careful consideration of departmental objectives and programming priorities shall be given before grant applications are prepared. Duplication of services shall be avoided and expanded levels of service shall be analyzed thoroughly before proceeding with a funding request.

Debt Management

Borrowing in the City shall be undertaken in a manner which seeks to ensure efficiency and equity for the taxpayers.

- Efficiency means getting the best return for a given commitment of resources. When the efficiency, with which government services are performed, can be greatly increased by substituting capital expenditures for current expenditures, debt shall be considered.
- Equity means that the beneficiaries from capital expenditures shall pay for them. Maturity of the debt shall be approximately equivalent to the period over which the capital will be used.

Working Capital/Fund Balance

A working capital reserve shall be maintained in the General Fund to ensure adequate cash flow. This reserve should be an amount equal to ten percent of budgeted operating expenditures.

- An adequate reserve will be maintained in the Building Fund for stabilization in the event of downswings in construction.
- Adequate fund balances and reserves shall be maintained in the Debt Funds to ensure timely payment of debt obligations when due.
- Adequate amounts of retained earnings shall be maintained in the Utility Funds to comply with bond covenants. Reserves are maintained at 15% of budgeted operating expenditures or at a level to comply with bond covenants.
- In the Employee Health Insurance Fund, two months claims anticipated cost shall be maintained as contingency fund balance.
- In the Risk Management Fund, the anticipated claims payable for the next fiscal year, as actuarially determined, shall be maintained as unreserved fund balance.

Preservation of Capital Assets

Sufficient funds shall be appropriated each year for the purpose of preserving and replacing capital assets that are vital to the ongoing delivery of government services.

- Specific schedules for routine capital maintenance of City facilities shall be developed and funded as revenues allow.
- Specific schedules for the replacement of vehicles and computer equipment shall be developed and funded as revenues allow.

Summary of Significant Accounting Policies

The financial statements of the City of Palm Bay, Florida (the "City") are prepared in conformity with generally accepted accounting principles ("GAAP") in the United States of America as applied to government units. The Governmental Accounting Standards Board ("GASB") is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. Significant City accounting policies are described below:

A.The Reporting Entity

The City is a political subdivision incorporated on January 1, 1960 in the State of Florida and located in Brevard County. The legislative branch of the City is composed of a five (5) member elected Council, including a city-wide elected mayor. The City Council is governed by the City Charter, and by state and local laws and regulations. The City Council is responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the Council appointed city manager.

Accounting principles generally accepted in the United States of America require that the reporting entity include: (1) the primary government, (2) organizations for which the primary government is financially accountable and (3) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Although they are separate legal entities, blended component units are in substance part of the City's operations and are reported as an integral part of the City's financial statements. The City's component unit is described as follows:

The Bayfront Community Redevelopment Agency (the "BCRA") is an incremental tax district created by City ordinance pursuant to Section 163.356, Florida Statutes. The City Council appoints an advisory board to administer the activities of the BCRA. The Board approves the budget and provides funding. The City performs all accounting functions as well as facilitates operational responsibilities for the activities of the BCRA. Its services are provided exclusively to the City. The BCRA is classified as a special revenue fund.

B.Government-wide and Fund Financial Statements

The government-wide financial statements report information on all of the nonfiduciary activities of the primary government and its blended component units. For the most part, the effect of interfund activity has been removed from these statements to minimize double-counting of internal activities. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges to external parties.

The Statement of Activities demonstrates the degree to which the direct expenses and indirect costs of a given function, or segment, are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Indirect expenses are those costs that are allocated to functions and activities in accordance with the City's adopted indirect cost allocation plan. The "expenses" column includes both direct and indirect expenses. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are *restricted* to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Summary of Significant Accounting Policies (Continued)

B. Government-wide and Fund Financial Statements (Continued)

Separate financial statements are provided for governmental funds, proprietary funds, and the fiduciary fund. The fiduciary fund is excluded from the government-wide financial statements. Major individual governmental and enterprise funds are reported as separate columns in the fund financial statements. The internal service funds are included in governmental activities in the government-wide financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are user fees between the City's enterprise funds and other governmental functions. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include: 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within four months of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Taxes when levied, franchise fees, licenses, intergovernmental revenues when eligibility requirements are met, charges for services, and interest associated with the current fiscal period are all considered to be measurable and if available have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the City.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

The City reports the following major governmental funds:

- The General Fund is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The Bayfront Community Redevelopment Agency Fund is used to account for ad valorem tax increment revenues accumulated for community development in the areas where the taxes were assessed.
- The BCRA Construction Fund is used to account for the proceeds provided for the capital-oriented projects of the Bayfront Community Redevelopment Agency.

Summary of Significant Accounting Policies (Continued)

The City reports the following major enterprise fund:

- The Utilities Fund, accounts for the fiscal activities of the City's water and wastewater treatment and distribution operations as well as the funding and payment of related debt.
- The Solid Waste Fund is used to account for residential solid waste collection services administered by the City in partnership with Waste Management.

Additionally, the City reports the following fund types:

- The Internal Service Funds account for certain activities of the City's risk management, employee benefit programs and its fleet operations. Activities include premium and benefit payments, legal expenses incurred related to activities not specifically covered by City insurance policies, collections of settlements or refunds from related cases, and charges to City departments for fleet services and a vehicle replacement program.
- The Pension Trust Fund accounts for the activities of the City's Police and Firefighters Retirement System, ("PBP&FPF") which accumulates resources for pension benefit payments to certain general government employees and qualified police and fire employees.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds and of the City's internal service funds are charges to customers for sales and services. Operating expenses for the enterprise funds and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting these definitions are reported as nonoperating revenues and expenses.

When both *restricted* and *unrestricted* resources are available for use, it is the City's policy to use *restricted* resources first for their intended purposes, and then *unrestricted* resources, as they are needed.

D.Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, demand deposits, certificates of deposit, money market accounts, money market funds, Negotiable Order of Withdrawal, investments in the Florida State Board of Administration Local Government Pooled Investment Fund, and investments (including *restricted* position) with maturities of three months or less at the time of purchase.

E. Investments

Investments are stated at fair value, with the exception of investments in the Florida State Board of Administration Local Government Pooled Investment Funds ("SBA"), an external 2a7-like investment pool which is presented at share price. All fair market valuations are based on quoted market prices. SBA pool shares are based on amortized cost of the SBA's underlying portfolio.

Summary of Significant Accounting Policies (Continued)

F.Receivables

Property Taxes Receivable

Under Florida law, the assessment of all properties and the collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of the State regulating tax assessments are also designed to assure a consistent property valuation method statewide. State Statutes permit municipalities to levy property taxes at a rate of up to 10 mills. The City's millage rate, on which tax collections in fiscal year 2015 are based, is 8.6326.

All real and tangible personal property taxes are due and payable on the levy date of November 1 of each year or as soon thereafter as the assessment roll is certified by the Brevard County Property Appraiser (levy date). The Brevard County Tax Collector collects and distributes all taxes. Taxes may be paid upon receipt of notice from the Tax Collector, with discounts at the rate of four percent (4%) if paid in the month of November, three percent (3%) if paid in the month of December, two percent (2%) if paid in the month of January, and one percent (1%) if paid in the month of February. Taxes paid during the month of March are without discount and all unpaid taxes on real and tangible property become delinquent on April 1 and a lien is executed on or before May 30. Property tax revenues are recognized in the fiscal year for which they are budgeted and also become due and payable. Virtually all unpaid taxes are collected via tax certificates sold on or prior to June 1; therefore, no material taxes are receivable at fiscal year end.

Accounts Receivable

Utilities Fund operating revenues are generally recognized on the basis of cycle billings rendered monthly. Revenues for services delivered during the last month of the fiscal year that have not been read by September 30 are accrued based on meter readings for the applicable consumption taken at the beginning of October and billed in October. Accounts receivable balances are shown net of the allowance for uncollectible accounts. The allowances are determined based on management estimates of uncollectible amounts.

G.Inventories and prepaid items

Inventories in the governmental, enterprise and internal service funds consist primarily of expendable supplies held for consumption. Inventories are valued at lower of cost or market, using the first-in /first-out ("FIFO") method. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. The cost of a prepaid item is recorded as an expenditure/expense when consumed rather than when purchased.

H.Restricted Assets

The uses of certain assets of the Utilities Fund are restricted by specific provisions of bond resolutions and other agreements. Assets so designated are identified as restricted assets on the statement of net position.

I. Encumbrance

Encumbrance accounting is employed in the general, capital project and special revenue funds. Under this method, purchase orders contracts and other commitments outstanding at year-end do not constitute expenditures for liabilities. GASB 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, provides additional guidance on the classification within the Net Position section of the amounts that have been encumbered. Encumbrances of balances within the General fund are classified as *assigned*; Special Revenue and Capital Projects funds are classified as *committed* and *restricted*. These encumbrances are not separately stated in the financial statements.

Summary of Significant Accounting Policies (Continued)

J. Capital Assets

Capital assets include property, plant, equipment, and infrastructure assets (e.g., roads, easements, bridges, sidewalks, and similar items), and are reported in the applicable governmental or business-type activities columns in the government-wide financial statements and proprietary fund financial statements. Property, plant, and equipment with initial, individual costs that equal or exceed \$5,000 and estimated useful lives of over one year are recorded as capital assets. Roads, bridges, and sidewalks are capitalized when their initial costs equal or exceed \$250,000 and have estimated useful lives of more than one year. Capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. In governmental funds capital purchases (capital assets) are reported as expenditures.

Capital Assets are depreciated using the straight line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and Improvements	25
Utilities System	25-40
Infrastructure	15-20
Equipment	5-20
Vehicles	3-10

K. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, Deferred Outflows of Resources, represents a consumption of net position that applies to future periods and so will not be recognized as an expense or expenditure until then. The City has two items that qualify for reporting in this category; they are deferred charge on refunding and deferred outflows related to pensions. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. The deferred outflows related to pensions, pursuant to GASB 68 are 1) contributions made to the pension plan subsequent to the measurement date of the net pension liability 2) changes in the net pension liability due to assumptions. These assumptions are (a) The difference between expected and actual for economic and demographic assumptions. This difference is required to be amortized in a systematic and rational manner over a closed period equal to the average of the expected remaining service lives of the active and inactive employees. The City uses the straight-line method). (b) The difference between projected and actual earning on pension plan investments. The effect on the net pension liability of the difference between the projected earnings on pension plan investments and actual experience is required to be amortized over five years.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, Deferred Inflows of Resources, represents revenue collected that applies to a future period and will not be recognized as revenue until then. The City has two items in this category, which arises under both the full accrual and modified accrual basis of accounting; unavailable revenue regarding business tax licenses that have been paid in advance and deferred amounts related to pensions (difference between projected and actual earnings of plan investments) pursuant to GASB 68.

L. Pension

For purpose of measuring the net pension liability and deferred outflow/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City's Fire and Police Retirement System and Florida Retirement System ('FRS') plans and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by PBP&FPF and FRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Summary of Significant Accounting Policies (Continued)

M. Amortization of Bond Discount and Premium

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities or proprietary fund type statement of net position. Bond premiums and discounts are amortized over the term of the bonds using the effective interest method.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, during the current period. The face amount of debt issued is reported as other financing source. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as expenditures/ expenses when incurred.

N.Compensated Absences

All full-time permanent employees earn annual leave at a rate of 8 to 18 hours per month and earn sick leave at a rate of 8 to 15 hours per month, depending on length of service and position. The annual leave may be accumulated up to a maximum of 320 hours and the sick leave up to a maximum of 1,152 hours. If an employee terminates in good standing, unused annual leave will be paid up to a maximum of 320 hours. Sick leave will be paid up to a maximum of 1,152 hours.

The City records compensated absences in governmental funds as expenditures for the amount accrued during the year that would normally be liquidated with expendable, available financial resources and to the extent they are due as of the end of the fiscal year. The City accrues compensated absences in the period they are earned in the government-wide and enterprise fund financial statements.

N.Capital Contributions

Capital Contributions consist of amounts from federal and state aid programs, developers, and water and sewer stabilization fees charged to customers for initial hookup to the Utilities System's water and sewer lines. Contributions are recognized when earned or when legal title is transferred to the City for contributed capital assets.

O. Net Position

In the government-wide financial statements and in the proprietary fund statements, net position is classified in the following categories:

Net Investment in Capital Assets – This category groups all capital assets, including infrastructure, into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction or improvement of these assets reduce this category.

Restricted Net Position – This category represents the net position of the City, which is restricted by constraints placed on the use by external groups such as creditors, grantors, contributors, laws, regulations of other governments, through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents the net position of the City, which can be used to finance day-to-day operations without constraints established by debt covenants or other legal requirements or restrictions. Deficit unrestricted net position if any would require future funding.

Summary of Significant Accounting Policies (Continued)

P. Fund Balance

Nonspendable – This category includes items that are not in spendable form because they are either legally or contractually required to be maintained intact such as inventory, prepaid and long-term amounts of loans and notes receivable.

Restricted – Includes items that are restricted by external creditors, grantors or contributors, or restricted by legal constitutional provisions.

Committed – The portion of fund balance that can be constrained for a specific purpose imposed via resolution by the Palm Bay City Council (the highest level of decision-making authority). Commitment of fund balance may be made for such purposes as a)major maintenance and repair projects, b)meeting obligations resulting from a natural disaster, c)accumulating resources pursuant to stabilization arrangements, d)establishing reserves for disasters and or, e)for specific projects. Any changes or removal of committed fund balance must be sanctioned by the Palm Bay City Council through the same process that facilitated the original commitment.

Assigned – Includes items intended for specific uses and authorized by the City Manager and or Finance Director. The Palm Bay City Council designated the aforementioned representatives as the delegated officials that can assign portions of the fund balance as evidenced by Resolution 2011-34.

Unassigned – This is the residual classification used for those balances not *assigned* to another category in the General Fund. Deficit fund balance in other governmental funds is also presented as *unassigned*.

GASB 54 requires the highest legal authority to approve authorized commitments of fund balance and to approve who can authorize assignment of fund balance. On August 4, 2011, City Council by resolution 2011-34 authorized the Finance Director rights to assign resources and ending fund balances. GASB 54 also requires a spending policy to ending fund balances. The spending policy states in what order fund balance categories are spent. On August 4, 2011 by resolution 2011-34, the Council approved the following fund balance order of spending: (1) *restricted* fund balance first, and then (2) *committed* fund balance, then (3) *assigned* fund balance, and (4) *unassigned* fund balance. The General Fund maintains a minimum fund balance of 10% of the subsequent year's budgeted expenditures less capital outlay and transfers.

Palm Bay Code of Ordinances

BUDGET

§ 35.020 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

BUDGET YEAR. The fiscal year for which any particular budget is adopted and in which it is administered.

('74 Code, § 9½-31)

TRIM. Truth in Millage, as set out in Fla. Stat. § 200.065, and Compliance of, § 200.068. (Ord. 76-4, passed 4-1-76; Am. Ord. 96-54, passed 10-3-96)

§ 35.021 PROPOSED BUDGET.

The City Manager shall, no later than August 10th, submit a detailed proposed budget for the upcoming fiscal year to the City Council for consideration. The proposed budget shall contain, for comparative purposes, the current budget, current year estimated actuals, and prior fiscal years' actuals. The proposed budget shall be submitted to the Council and made available for public inspection upon receipt of said budget by Council. If for any reason, the City Manager cannot deliver the budget on August 10th, he or she shall notify the City Council and request an extension for a period of time not to exceed fifteen (15) days.

(Ord. 2002-29, passed 3-21-02; Am. Ord. 2003-07, passed 3-20-03; Am. Ord. 2007-51, passed 7-19-07)

§ 35.022 BUDGET A PUBLIC RECORD.

The budget and Capital Improvements Program Plan shall be available for public inspection at City Hall. The City Manager shall cause sufficient copies of a summary of the proposed annual budget to be prepared for distribution to any interested person.

('74 Code, § 9½-33) (Ord. 76-4, passed 4-1-76; Am. Ord. 96-54, passed 10-3-96; Am. Ord. 2000-17, passed 6-1-00)

§ 35.023 PUBLIC HEARINGS.

All timetables, type of public notifications, number of public hearings, hearing dates, conduct and contents, advertisements, and such are set through TRIM and shall be strictly adhered to.

(Ord. 96-54, passed 10-3-96)

§ 35.024 (RESERVED).

§ 35.025 (RESERVED).

§ 35.026 ADOPTION.

(A) All timetables, advertisements, public notifications, and procedures relating to the adoption of the tentative budget and final budget are set through TRIM and shall be strictly adhered to.

(B) *Vote required.* The budget shall be adopted by the favorable votes of a simple majority of the members of the Council present at the public meeting.

('74 Code, § 9½-38)

(C) *Date of final adoption.* The budget shall be finally adopted not later than the 27th day of the last month of the fiscal year.

('74 Code, § 9½-39)

(Ord. 76-4, passed 4-1-76; Am. Ord. 96-54, passed 10-3-96; Am. Ord. 2000-17, passed 6-1-00; Am. Ord. 2014-50, passed 10-14-14)

§ 35.027 EFFECTIVE DATE, CERTIFICATION.

Upon final adoption, the budget shall be in effect for the budget year. A copy of the budget, as finally adopted, shall be certified.

('74 Code, § 9½-40) (Ord. 76-4, passed 4-1-76; Am. Ord. 2000-17, passed 6-1-00)

§ 35.028 BUDGET ESTABLISHES APPROPRIATIONS.

From the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes therein named.

('74 Code, § 9½-41) (Ord. 76-4, passed 4-1-76)

§ 35.029 PROPERTY TAX.

All timetables, limitations, public notifications, public hearings, advertisements, and such, as related to the setting and adoption of a tentative and final millage rate for the purpose of raising property taxes within the municipality are set through TRIM and shall be strictly adhered to.
(Ord. 96-54, passed 10-3-96)

§ 35.030 (RESERVED).

§ 35.031 (RESERVED)

§ 35.032 (RESERVED)

§ 35.033 (RESERVED).

§ 35.034 (RESERVED).

§ 35.035 TRANSFER OF FUNDS; BUDGET AMENDMENTS.

(A) The Council, by resolution, shall have the authority to transfer any unencumbered appropriation balance or portion thereof to any lawful purpose between departments within the same fund providing that such transfer does not exceed the total appropriation for that fund.

(B) The City Manager shall cause to be submitted to the City Council ordinances to amend the budget on a quarterly basis, as necessary, and the City Council shall have the authority to increase and decrease budget appropriations in any department, division, or fund, by appropriating previously unappropriated fund balances, recognizing new or additional revenues, or decreasing revenue estimates, or by transferring unencumbered appropriation balances between funds, to any lawful purpose, providing that such appropriation, decrease, or transfer of expenditures and revenues must be equal, and providing that such use does not conflict with any uses for which such revenue specifically accrued.

('74 Code, § 9½-51) (Ord. 76-4, passed 4-1-76; Am. Ord. 96-54, passed 10-3-96)

§ 35.036 LIMITATION OF APPROPRIATION.

At the close of each fiscal year the unencumbered balance of each appropriation shall revert to the respective fund from which it was appropriated and shall be subject to future appropriation. However, funds previously approved by the City Council and appropriated for Capital Improvements Projects, whether or not encumbered, shall continue to be considered a reappropriation in the ensuing fiscal year only for the original purpose, or as amended by the City Council, for which such appropriation was approved and until such time as the project is completed. At the close of each fiscal year, the balance of each appropriation encumbered by a legal obligation, such as a formal contract or purchase order, shall be carried over, along with equal fund balances to cover payment, and considered an automatic reappropriation into the ensuing budget year. No monies shall be drawn from the treasury of the city nor shall any obligation for the expenditure of money be incurred, except pursuant to appropriation heretofore described.

('74 Code, § 9½-52) (Ord. 76-4, passed 4-1-76; Am. Ord. 96-54, passed 10-3-96)

RESOLUTION NO. 2017-51

A RESOLUTION OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, LEVYING THE AD VALOREM PROPERTY TAX MILLAGE RATE FOR MUNICIPAL PURPOSES ON ALL TAXABLE PROPERTY WITHIN THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018; STATING THE PERCENTAGE BY WHICH THE MILLAGE TO BE LEVIED EXCEEDS THE ROLLED-BACK RATE; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida law requires the City Council of the City of Palm Bay, Florida, to pass a resolution levying the millage rate for ad valorem property taxes for municipal purposes on all taxable property within the City limits of the City of Palm Bay, Florida, for the fiscal year beginning October 1, 2017, and ending September 30, 2018, and

WHEREAS, Florida law requires said resolution to state the millage rate to be levied and also to state the percentage by which the millage rate to be levied exceeds the rolled-back rate as computed pursuant to Florida law, and

WHEREAS, the City of Palm Bay, Florida, held a public hearing as required by Florida Statutes, Section 200.065, and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Palm Bay, Florida, has been certified by the Brevard County Property Appraiser to the City of Palm Bay as \$3,608,872,087 and

WHEREAS, the City Council of the City of Palm Bay, Florida, has duly considered the budgetary requirements of the City; has adopted a tentative budget for the fiscal year beginning October 1, 2017, and ending September 30, 2018, City of Palm Bay, Florida based on an aggregate millage rate of 8.4500 mils on the taxable property within the City; and has acted in accordance with the terms, provisions, and procedures contained in Section 200.065, Florida Statutes

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, as follows:

SECTION 1. The ad valorem property tax operating millage rate for municipal purposes to be levied on the taxable property within the City limits of the City of Palm Bay, Florida, during the fiscal year beginning October 1, 2017, and ending September 30, 2018, is hereby set at the rate of 8.4500 mils.

SECTION 2. The percentage by which this millage rate exceeds the TRIM defined current year aggregate rolled-back rate of 7.8063 is 8.25%.


SECTION 3. The provisions within this resolution shall take effect on October 1, 2017.

This resolution was duly enacted at Meeting No. 2017-25, of the City Council of the City of Palm Bay, Brevard County, Florida, held on September 19, 2017.

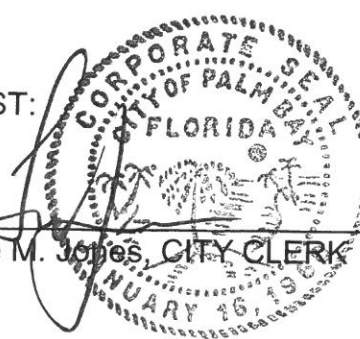


William Capote, MAYOR

ATTEST:



Terese M. Jones, CITY CLERK



ORDINANCE NO 2017-61

AN ORDINANCE OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA, ADOPTING A FINAL BUDGET AND APPROPRIATING FUNDS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018, PROVIDING FOR AN EFFECTIVE DATE

WHEREAS the City Council of the City of Palm Bay Florida held a public hearing as required by Section 200 065, Florida Statutes, on September 5, 2017, and

WHEREAS, the City Council of the City of Palm Bay, Florida adopted a tentative budget and tentative millage rate necessary to fund the tentative budget, and

WHEREAS, a further public hearing was held to adopt a millage rate and finalize the budget and

WHEREAS, the final millage has been adopted prior to this Ordinance as required by Florida Truth in Millage

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF PALM BAY, BREVARD COUNTY, FLORIDA as follows

SECTION 1. The budget for the City of Palm Bay, which is by reference incorporated herein as Exhibit A and made an integral part of this ordinance is hereby adopted as the final budget for the fiscal year beginning October 1 2017 and ending September 30, 2018, pursuant to City Charter and City Code of Ordinances Chapter 35, Finance

SECTION 2. Funds are hereby appropriated in accordance with City Code of Ordinances, Chapter 35, Finance, Section 35 028 as set forth in the final adopted budget

SECTION 3. The provisions within this ordinance shall take effect on
October 1, 2017

Read in title only at Meeting No 2017 22, held on September 5, 2017, and read
in title only and duly enacted at Meeting No 2017 25 held on September 19 2017

ATTEST


Terese M Jones CITY CLERK

Reviewed by CAO 


William Capote, MAYOR



LEGISLATIVE MEMORANDUM

TO Honorable Mayor and Members of the City Council
FROM Gregg Lynk, City Manager
DATE September 5, 2017
RE Budget Hearing

A handwritten signature in black ink, appearing to read "Gregg Lynk".

The City Council is required by Florida Statute to hold a public hearing on the tentative millage rate and the proposed FY 18 budget

Staff will begin the meeting by reading a statement regarding the tax rate and providing a brief summary of the proposed budget

Following the initial staff commentary the public hearing should commence

At the close of the public hearing the Council will consider

- Any changes in the tentative tax rate and the percent of increase over rollback
- Adoption of the tentative millage rate
- First reading of Utility Rate Ordinances amending Chapters 200, 201 and 202 by adjusting the rates, fees, and charges, for first reading
- First reading of the Budget Adoption Ordinance

RECOMMENDATION

Motion to adopt the tentative millage rate

Motion to adopt the proposed budget

Motion to approve the first reading of Utility Rate Ordinances 2017 XX 2017 XX and 2017 XX

Motion to approve the first reading of the Budget Adoption Ordinance 2017-XX

Attachments

- 1) FY 18 Changes to Proposed Budget
- 2) Ordinance 2017 XX
- 3) Ordinance 2017 XX
- 4) Ordinance 2017-XX
- 5) Ordinance 2017-XX

PG/ab



LEGISLATIVE MEMORANDUM

TO Honorable Mayor and Members of the City Council
FROM Gregg Lynk, City Manager
DATE September 5, 2017
RE FY 2018 Budget Changes

The attached summary of budget changes identifies all changes made to the preliminary budget that was provided to you on July 3rd. The following is a summary of the changes:

Total General Fund Revenues. (\$312,812)

- Adjust Operating Millage based on new certification taxable values received 6/29/17 and changing millage rate that Proposed Budget was built on from 8.4500 to 8.1888 (3% cap millage rate) – (\$759,145)
- Adjust Mowing Services \$11,600 and Other Trans Charges \$450 based on agreement contract amounts with FDOT and Brevard County \$12,050
- Move Parks & Recreation self-sustaining various revenue programs (\$289,500) into one account for Recreation Programs \$289,500 – net \$0
- Adjust State Sharing revenues based on State estimates received, Communication Services Tax \$179,457 and 1st Local Option Fuel Tax \$8,406 – net \$187,863
- Adjust for Transfer from Utility Operating Fund to partial fund VOIP Network & Telephone Upgrade \$160,000
- Adjust for Fire Inspection Fees originally budgeted in Building Fund (451) but should have been in General Fund based on FY 17 Budget Amendment #4 - \$69,500
- Adjust for portion of Admin Allocation that is now being covered by Grant Fund – SHIP – \$16,920

Total General Fund Expenditures. (\$312,812)

- Legislative – Adjust for increase to Council members salary based on June CPI 1.6% increase to include taxes and FRS adjustments - \$2,629

- Legislative – Adjust for reclassifications of positions Administrative Assistant to Records Administrator and Executive Secretary to Administrative Assistant \$4,683
- Legislative – Adjust to remove US Conference of Mayors (\$9,200), National Association of Latino Elected Officials (\$100), and African American Mayors Association (\$10,000) memberships – (\$19,300)
- City Attorney Office – Reallocate between various accounts between divisions – net \$0
- City Attorney Office – Reclassification of one full time Administrative Assistant to two part-time Administrative Assistants – (\$11,027)
- Procurement – Adjust for FY 17 Position Control Change request form approved by City Manager after Proposed Budget sent to Council to add additional Procurement Contract Administrator as recommended by Auditors - \$51 548
- Finance – Adjust for increase in property tax billings \$500
- Finance – Adjust for portion of Audit Cost that is now being covered by Grant Funds SHIP & CDBG – (\$3 780)
- C&IT/Finance – Adjust for False Alarm Software License - \$5,400
- C&IT – Adjust for replacing RSA Tokens for Public Safety - \$8,400
- C&T – Adjust to replace Servers for Public Administration & Safety for City Hall and Police Datacenters \$85,061
- C&IT – Adjust for Datacenter UPS – Mod Power Upgrade \$22,300
- C&IT – Adjust for Superion Cognos Reporting which is at end of life to be upgraded to Analytics NOW \$34,340
- C&IT – Adjust for PD in Car Video Annual Storage & Software Maintenance \$8,161
- C&IT – Adjust for Public Works Trans-map SAN Storage so data will not be lost - \$12,000
- C&IT – Adjust for VOIP Network & Telephone Upgrade \$640 000
- C&IT – Adjust for reclassification of Network Analyst to Network Administrator - \$3,609
- Human Resources – Adjust for upgrade to NeoGov software for onboarding process \$12,000
- Human Resources – Adjust to remove Juniors to Jobs program – (\$38,000)

- Growth Management – Adjust for new Growth Management Director's salary difference from vacant Growth Management Director in Proposed Budget Salary is split between General Fund and Building Fund General Fund portion increase \$27,018
- Growth Management – Adjust for Community Development Administrator position 100% funded by Grant Funds - SHIP 10%, CDBG 85% and HOME 5% – (\$108,051)
- Growth Management – Adjust for Copier Lease Cost that is now being covered by Grant Funds – SHIP/CDBG/HOME – (\$1 830)
- Growth Management – Adjust to remove O.N E Community Program – (\$15,000)
- Economic Development – Remove FIT Grant – (\$100,000)
- Economic Development – Eliminate Veterans Affairs position due to no longer funded by County – (\$66,812)
- Parks – Adjust for Parks Fencing Replacement project (18PR02) for ballfield fencing due to safety issues \$100 000
- Facilities – Adjust for FY 17 Position Control Change request forms approved by City Manager after Proposed Budget sent to Council to reclassify full time Maintenance Worker II to two part-time positions of Maintenance Worker and Secretary at 70 FTE each Also, to reclassify two part-time Custodian positions to two part-time Maintenance Worker positions – (\$17,586)
- Facilities – Adjust for contractual Halon Inspections increase - \$150
- Facilities – Adjust for contractual Janitorial Services increase \$4,400
- Facilities - Adjust to replace PD Dispatch Halon System project 18FM01 \$40,000
- Facilities – Adjust for contractual Uniforms and Clothing increase \$1 500
- Facilities – Adjust to replace City Hall Fire Panel due to end of life, project 18FM02 \$20,000
- Facilities – Adjust for Facility type contractual increases for Parks Recreational Facilities totaling \$83,741
 - Ted Whitlock \$10,300
 - Fred Poppe Regional Park \$31 612
 - Greater Palm Bay Senior Center \$645
 - Palm Bay Aquatic Center \$41 184
- Police – Adjust for FY 17 Position Control Change request form approved by City Manager after Proposed Budget sent to Council to reclassify Community Services Division Manager to Community Services Administrator \$6,573

- Police – Adjust for Police Radio Replacements, project 18PD01 \$153,000
- Police – Adjust for FY 17 Position Control Change request form approved by City Manager after Proposed Budget sent to Council to reclassify Police Program Specialist to Budget Officer-Police and Special Projects Manager to Project Specialist – (\$1 607)
- Police – Adjust for FY 17 Position Control Change request form approved by City Manager after Proposed Budget sent to Council to change funding source division from Executive division to Support Services division – net 0
- Police – Adjust to remove Alliance for Innovations membership – (\$2,500)
- Fire – Remove partial prior savings added for Health Insurance, Other Employee Benefits and Workers Compensation allocations in Proposed Budget to account for FY 17 Position Control Change request form for smaller Facilities department of removing position but to keep revenue to Internal Services Funds for these types of costs the same \$15,652
- Fire – Adjust for Fire Personal Protection Equipment Bunker Gear \$60 000
- Fire – Adjust to upgrade Vehicle Rescue Cutters \$19,200
- Fire – Remove partial prior savings added for Other Employee Benefits and Workers Compensation allocations in Proposed Budget to account for Economic Development position elimination to keep revenue to Internal Services Funds for these types of costs the same \$4,951
- Public Works – Adjust for FY 17 Position Control Change request form approved by City Manager after Proposed Budget sent to Council to reclassify Operations Supervisor to Superintendent - \$3,908
- Public Works – Adjust for Surveying Copier Lease due to increase in driveway permits \$5,100
- Public Works – Adjust for County Disposal landfill tax increase \$1,550
- General Government – Remove transfer from General Fund to Road Maintenance CIP Fund due to availability of FY 17 funding left in Road Maintenance CIP Fund to use towards future projects – (\$839,127)
- General Government – Adjust to increase Fleet allocation to cover Internal Service Fund operating for Tags Titles Permit adjustment request \$2 483
- General Government – Adjust for unforeseen expenses \$476,452
- General Government – Adjust Reserves to balance Fund – (\$1,422,799)

- General Government – Adjust to transfer to Community Investment Program Fund for Bus Shelter Installation project (13PW02) for portion not covered by Grant \$8,886
- General Government – Adjust to start repayment of Building Advances to General Fund \$129,262 and to transfer to Fleet Fund for repayment of Building Advance to Fleet Fund \$63,742 \$193,004
- General Government – Adjust for purchase of three (3) Police cars using confiscated funds from prior years by transfer to Fleet Services Fund \$76,444 and remove from Contingency account (\$76,444) – net \$0
- General Government – Adjust Contingency account for portion of Admin Allocation that is now being covered by Grant Fund – SHIP – \$16,920
- General Government – Adjust Contingency account for Community Development Administrator now 100% funded by Grant Fund – SHIP/CDBG/HOME – \$108,051
- General Government – Adjust Contingency account for portion of Audit Cost that is now being covered by Grant Funds SHIP & CDBG – \$3,780.
- General Government – Adjust Contingency account for Copier Lease Cost that is now being covered by Grant Funds – SHIP/CDBG/HOME – \$1,830
- General Government – Adjust for transfer to Fleet Fund \$87,000 for purchase of three (3) Police cars using savings from removal of memberships and programs and adjust Contingency account for difference (\$12,200) \$74,800
- General Government – Adjust for transfer to Other Employee Benefit Fund for increase in Dental Insurance costs \$11,027

ALL OTHER FUNDS

Law Enforcement Trust Fund (LETf) Revenues \$65,922

- Police – Adjust Undesignated Fund Balance to balance Fund \$65,922

Law Enforcement Trust Fund (LETf) Expenditures. \$65,922

- Police – Adjust to add additional FTE for (1) part-time School Crossing Guard Supervisor and (10) part-time School Crossing Guards \$65,922

State Housing Revenues. \$468,557

- Growth Management increase for SHIP Grant FY 17/18 award - \$468,557

State Housing Expenditures. \$468,557

- Growth Management – adjust for FY 17/18 SHIP Grant award to Administrative costs \$46,855 and Program costs \$421,702 – net \$468,557

Community Development Block Grant Fund Revenues. \$703,841

- Growth Management – increase for CDBG Grant FY 17/18 award – \$703,841

Community Development Block Grant Fund Expenditures. \$703,841

- Growth Management – adjust for FY 17/18 CDBG Grant award to Administrative costs \$140,768 and Program costs \$563,073 – net \$703,841

HOME Grant Fund Revenues. \$177,422

- Growth Management – increase for HOME Grant FY 17/18 award – \$177,422

HOME Grant Fund Expenditures. \$177,422

- Growth Management – adjust for FY 17/18 HOME Grant award to Administrative costs \$14,193, and Program costs \$163,229 – net \$177,422

Police Impact Fee Fund Revenues. \$24,500

- Police – Adjust Undesignated Fund Balance to balance – \$24,500

Police Impact Fee Fund Expenditures. \$24,500

- Police – Adjust for Property and Evidence Expansion needed due to growth – \$24,500

Parks Impact Fee Fund Revenues. \$160,000

- Police – Adjust Undesignated Fund Balance to balance – \$160,000

Parks Impact Fee Fund Expenditures. \$160,000

- Parks – Adjust for Musco Control Link/Ballfield Lights project (18PR01) – \$145,000
- Parks – Adjust for Ballfield Base Enhancement project (18PR02) – \$15,000

Bayfront Community Redevelopment (BCRA) Fund Revenues. \$43,572

- Bayfront Community Redevelopment – Adjust Operating Millage based on new certification taxable values received 6/29/17 and changing millage rate Proposed Budget was built on from 8.4500 to 8.1888 (3% cap millage rate) – \$41,672

- Adjust Interest Income based off Board's Budget Approval - \$1,900

Bayfront Community Redevelopment (BCRA) Fund Expenditures. \$43,572

- Bayfront Community Redevelopment – Adjust for portion of Audit Cost that is now being covered by Grant Funds - SHIP & CDBG – (\$133)
- Bayfront Community Redevelopment – Adjust various accounts of Personnel (\$80) Operating \$86,372, and Capital \$250,549 based off Board's Budget Approval \$336,841
- Bayfront Community Redevelopment Adjust Reserves to balance Fund – (\$293,136)

2010 PST Revenue Bonds Fund Expenditures. \$0.

- Finance – Adjust for increase in Paying Agent Fees \$130 and adjust Reserves to balance Fund (\$130) – net \$0

Community Investment Program Revenues. \$50,000

- Public Works – Adjust for Bus Shelter Installation, project (13PW02) for Grant funding \$41 114 and transfer from General Fund \$8,886 – net \$50 000

Community Investment Program Expenditures \$50,000

- Public Works – Adjust for Bus Shelter Installation project (13PW02) \$50,000

Bayfront CRA (06 Bond) CIP Expenditures \$0

- Bayfront Community Redevelopment – Adjust for Investment Fee Costs \$750 and remove from Reserves (\$750) net \$0

Road Maintenance CIP Fund Revenues. (\$839,127)

- Public Works – Remove transfer from General Fund to Road Maintenance CIP Fund due to availability of FY 17 funding left in Road Maintenance CIP Fund to use towards future projects – (\$839,127)

Road Maintenance CIP Fund Expenditures. (\$839,127)

- Public Works – Remove Road Maintenance CIP Fund in project due to availability of FY 17 funding left in Road Maintenance CIP Fund to use towards future projects – (\$839 127)

Utility Operating Fund Revenues. \$149,094

- Utilities – Adjust Undesignated Fund Balance to balance Fund - \$149,094

Utility Operating Fund Expenditures. \$149,094

- Utilities – Correct Scrivener error to place Tokay Software Upgrade in correct capital account – net \$0
- Utilities- Adjust for FY 17 Position Control Change request forms approved by City Manager after Proposed Budget sent to Council to reclassify positions (\$8,519)
 - Maintenance Worker to Maintenance Mechanic \$2,246
 - Asset Management System Coordinator to Integrated Systems Specialist (\$9,052)
 - Utilities Services Coordinator to Integrated Systems Specialist (\$1,713)
- Utilities – Transfer to General Fund for partial funding of VOIP Network & Telephone Upgrade –\$160,000
- Utilities – Adjust for portion of Audit Cost that is now being covered by Grant Funds SHIP & CDBG – (\$2,387)

Utilities Renewal & Replacement Fund Expenditures \$0

- Utilities Correct Scrivener error to place NRWTP SCADA Improvements (18WS12) in correct capital account – net \$0

USA 1 Assessment Fund Expenditures. \$0

- Utilities – Adjust for annual Paying Agent Fees \$620 and adjust Reserves to balance Fund (\$620) – net \$0

Building Fund Revenues. (\$35,821)

- Adjust for Fire Inspection Fees originally budgeted in Building Fund (451) but should have been in General Fund based on FY 17 Budget Amendment #4 – (\$89,900)
- Growth Management – Adjust Undesignated Fund Balance to balance Fund \$54,079

Building Fund Expenditures. (\$35,821)

- Growth Management – Adjust for new Growth Management Director's salary difference from vacant Growth Management Director in Proposed Budget Salary is split between General Fund and Building Fund \$15,868
- Growth Management – Adjust for portion of Audit Cost that is now being covered by Grant Funds SHIP & CDBG – (\$66)
- Growth Management – Adjust Reserves to balance Fund – (\$51,623)

Stormwater Utility Fund Revenues. \$7,625,633

- Public Works – Adjust for Stormwater Final Assessment Resolution approved by Council 7/6/17 to increase for Special Assessments Revenue \$11,869,757
- Public Works Adjust from Stormwater Service Fees Revenues since Final Assessment Resolution changed current process of collection (\$3,504,496)
- Public Works Remove Undesignated Fund Balance - (\$739,628)

Stormwater Utility Fund Expenditures. \$7,625,633

- Public Works – Adjust for Capital Adjustment Requests \$4,100,000 and Operating Budget Adjustment Requests \$571,884 approved by City Manager 6/15/17 but contingent on Stormwater Assessment Resolution which was approved by Council 7/6/17 net \$4,671,884
 - Various Stormwater/Culvert Locations (project 18SU01) \$4,100,000
 - Tax Collector Fees for SWU \$237,500
 - Canal Maintenance \$55,000
 - Service Level Increase for various operating accounts \$86,500
 - Bridges & Appurtenances \$90,000
 - Road Drainage Materials \$47,884
 - Street Sweeping \$55,000
- Public Works – Adjust Reserves to balance Fund \$2,953,948
- Public Works – Adjust for portion of Audit Cost that is now being covered by Grant Funds SHIP & CDBG – (\$199)

Solid Waste Fund Revenues. (\$66)

- Public Works – Adjust Undesignated Fund Balance to balance Fund – (\$66)

Solid Waste Fund Expenditures. (\$66)

- Public Works – Adjust for portion of Audit Cost that is now being covered by Grant Funds SHIP & CDBG – (\$66)

Risk Management Fund Expenditures. \$0

- City Attorney – Reallocate between various accounts between divisions – net \$0
- City Attorney – Add one full time Administrative Assistant \$49,933 and remove from Liability Claims (\$49,933) – net \$0

Other Employee Benefit Fund Revenues. \$36,027

- Human Resources – Adjust for new Legal Shield/Identity Theft benefit offered 100% employee paid \$25,000
- Human Resources – Adjust for transfer from General Fund to cover increase in Dental Costs \$11,027

Other Employee Benefit Fund Expenditures. \$36,027

- Human Resources – Adjust for new Legal Shield/Identity Theft benefit \$25 000
- Human Resources – Adjust for increase in Dental Insurance Costs - \$11 027

Fleet Services Fund Revenues. \$229,669

- Public Works – Adjust for Internal Services Fund allocation to cover Tags Titles Permits budget adjustment request increase \$2,483
- Public Works – Adjust for transfer from General Fund for repayment of Building Advance \$63,742
- Public Works – Adjust for transfer from General Fund for purchase of three (3) Police cars using confiscated funds from prior years – \$76,444
- Public Works – Adjust for transfer from General Fund for purchase of three (3) Police cars using membership/program savings based on Council direction \$87,000

Fleet Services Fund Expenditures \$229,669

- Public Works – Adjust for Tags, Titles, Permits increase \$2,483
- Public Works – Adjust for repayment of Building Advance for principal and interest \$63 742
- Public Works – Adjust for purchase of three (3) Police cars using confiscated funds from prior years – \$76,444
- Public Works – Adjust for purchase of three (3) Police cars using membership/program savings based on Council direction - \$87,000

Please let me know if you have any questions or concerns

PG/ab



LEGISLATIVE MEMORANDUM

TO Honorable Mayor and Members of the City Council
FROM Gregg Lynk, City Manager
DATE September 19, 2017
RE Budget Hearing

A handwritten signature in black ink, appearing to read "Gregg Lynk", is written over the date and subject lines.

The City Council is required by Florida Statute to hold a public hearing on the final millage rate and the FY 18 budget

Staff will begin the meeting by reading a statement regarding the tax rate and providing a brief summary of the final budget.

Following the initial staff commentary, the public hearing should commence

At the close of the public hearing, the Council will consider

- Adoption of changes to fees rates, and charges pursuant to the Code of Ordinances
- Adoption of Classification and Pay Plans and the Position Control Plan,
- Adoption of the Five-Year Capital Improvement Plan,
- Adoption of the final millage rate
- Second reading of Utility Rate Ordinances amending Chapters 200, 201 and 202 to codify the rate adjustments previously approved
- Second reading of the Budget Adoption Ordinance

RECOMMENDATION

Motion to adopt the Resolutions and Ordinances above as listed under Business on the agenda

Attachments 1) Ordinance Nos 2017 58 through 2017 61
2) Resolutions as outlined above

PG/ab