



FISCAL YEAR 2023

APPROVED ANNUAL BUDGET





APPROVED BUDGET

FY 2023

October 1, 2022 through September 30, 2023

MAYOR

Rob Medina

CITY COUNCIL

Kenny Johnson, Deputy Mayor

Donny Felix
Council Member

Randy Foster
Council Member

Peter Filiberto
Council Member

CITY MANAGER

Suzanne Sherman

Prepared By:

The Budget Office



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Palm Bay, Florida

For the Fiscal Year Beginning

October 1, 2021

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation award to the City of Palm Bay, Florida, for its annual budget for the fiscal year of October 2021 through September 2022.

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 communication 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.

The following information is provided to assist the reader in understanding the purpose of this budget document in addition to finding information. The City of Palm Bay's Approved FY 2023 Annual Budget includes financial and service delivery information combined with policy statements in a means designed to easily communicate the information to the reader. The FY 2023 Approved Budget is intended to serve four purposes.

The Budget as a Policy Document

As a policy document, the budget indicates what services the City will provide during the next year. Additionally, the level of services and reasons for their provision are stated. The [City Manager's Message](#) summarizes long and short-term concerns for the City, financial situations, and how the Budget will address specific issues in FY 2023. Specific policies are addressed in the [Budget Guide & Financial Policies](#) and the [Capital Improvement Plan](#) sections, respectively. Within the [Department Summary](#) section, each program lists operational objectives and performance measures.

The Budget as an Operations Guide

As an operations guide, the Budget indicates how departments and funds are organized to provide services to the residents of Palm Bay and visitors to the community. Changes for FY 2023 are summarized in the [City Manager's Message](#) and detailed in the [Fund Analysis](#), [Department Summary](#), and [Appendix C: Classification and Pay Plan](#) sections. Additionally, within the Department Summary section, each department lists a department description, objectives, performance measures, budgetary additions and/or deletions, and budgetary history and proposed funding for FY 2023.

The Budget as a Financial Plan

As a financial plan, the Budget summarizes and details the cost to the taxpayers for current and proposed service levels plus how they will be funded. Within the [City Manager's Message](#) is a narrative description of the major revenue sources for each fund and expected receipts and summaries of proposed expenditures. Detailed financial information is illustrated in the [Fund Analysis](#), [Capital Improvement Plan](#), and [Appendix A: Debt Management](#) sections, in addition to data found within the Department Summary section. Such information is typically listed in four columns: 2021 Actual, 2022 Approved Budget, 2022 Amended Budget, and 2023 Approved Budget.

The Budget as a Communications Device

As a communications device, the Budget is designed to be user-friendly with summary information in text, charts, tables, and graphs. A [Glossary](#) of financial budget terms is included for the reader's reference and a [Table of Contents](#) provides a listing in order of the sections within. Additionally, it is designed to be an electronic PDF file geared towards easy and quick reference, with hyperlinks throughout the document. Paper copies are printed and distributed to local libraries for readers without Internet access. Should the reader have any questions about the City of Palm Bay's FY 2023 Budget, he or she may contact the Budget Office at 321-952-3418 or at Budget@palmbayflorida.org.

TABLE OF CONTENTS

Introduction	
Table of Contents	5
City Manager's Budget Message & Highlights	8
Fiscal Year 2023 Budget-in-Brief	17
Public Involvement & Community Outreach	19
Proposed Budget with Changes Details	21
About our City	24
Principal Employers in the City	34
Organizational Chart	35
Budget Guide & Financial Policies	
Budget Guide	36
Financial Policies	45
Code of Ordinances Chapter 35 Budget	54
Fund Structure Analysis & Overview	
Department & Fund Linkage Matrix	58
Fund Descriptions	59
All Funds Summary	62
All Funds Revenue & Expenditure Analysis	63
Fund Balance Increase/Decrease Summary	68
Governmental Funds	70
General Fund	71
Revenue & Expenditure Analysis	72
Law Enforcement Trust Fund	88
Code Nuisance Fund	90
Housing & Neighborhood Development Services (HANDS) Fund (Combined)	92
American Rescue Plan (ARP) Fund	95
Environmental Fee Fund	97
Bayfront Community Redevelopment Agency Fund (BCRA)	99
Debt Service Funds (Combined)	101
Capital Improvement Project Funds	105
Impact Fee Funds (Combined)	106
Community Investment Program (CIP) Fund	109
I-95 Interchange CIP Fund	111
Road Maintenance CIP Fund	113
Connector Road I-95 Fund	116
2019 G.O. Road Program Fund	118
2021 G.O. Road Program Fund	120
Proprietary Funds	122
Utilities Operating Fund	123
Utilities Capital Funds (Combined)	126
Building Fund	131

Stormwater Utility Fund	133
Solid Waste Fund	135
Employee Health Insurance Fund	137
Risk Management Fund	139
Other Employee Benefits Fund	141
Fleet Services Fund	144
Departmental Summaries	
Legislative	147
Office of City Manager	150
Office of City Attorney	154
Procurement	158
Finance	162
Information Technology	166
Human Resources	171
Building	176
Growth Management	180
Community & Economic Development	185
Bayfront Community Redevelopment Agency (BCRA)	192
Parks & Recreation	195
Recreation	197
Parks & Facilities	201
Police	206
Fire	212
Public Works	217
Utilities	226
Appendix A: Debt Management	
Debt Management Summary	234
Debt Service Schedules	238
Appendix B: Capital Improvements Program (CIP)	
Citywide Capital Program Funding Summary	247
General Fund Capital Program Funding Summary	250
FY 2023 Approved Capital Program Funding	251
Master CIP Funding Schedules & Worksheet Details	254
Appendix C: Classifications & Pay Plan	
Employee Representation	255
Approved FTEs	256
Citywide Position Control Summary & Changes	257
Appendix D: Fee Schedule - Rates, Charges & Fees	
Fee Schedule - Rates, Charges & Fees	259

Appendix E: Long Range Financial Planning & Sustainability Analysis	
Long Range Financial Planning & Sustainability Analysis	260
Appendix F: Glossary, Abbreviations & Acronyms	
Glossary, Abbreviations & Acronyms	261



October 18, 2022

Honorable Mayor and Members of the City Council:

It is my pleasure to present to you the balanced Operating and Capital budgets for the City of Palm Bay for fiscal year 2023, beginning October 1, 2022 and ending September 30, 2023. Economic conditions have continued to reflect a positive and stable trend despite challenges faced with the COVID-19 pandemic in previous years, enabling the City to both maintain and improve levels of quality service to our community and residents. The FY 2023 Approved Budget was established with the goal to maintain resources at sustainable levels to ensure that essential services are provided, while continually assessing the outlook of community needs and amending resource allocations accordingly. The budget expands on current service levels, increases total positions by 19.97 FTEs from the previously adopted budget, and preserves minimum required reserves as outlined by the City's Financial Policy. The Budget reflects the City's continued progress towards its goals of maintaining financial stability, sustaining, and improving our aging infrastructure, and providing excellent customer service. The budget reflects investments in infrastructure and enhanced public safety within the City's financial means.

The City's tax base of \$6,572,994,724 realized a 23.1% increase in real estate values since 2021, and new construction valuations of \$341,044,722 were added to the tax roll. The adopted budget reflects a millage rate of 7.5995 for FY 2023, exceeding the three percent limitation rate of 6.7770 imposed under a voter approved city charter amendment. Under this amendment, the City Council is restricted from setting a millage rate that would result in total ad valorem growth exceeding the prior year ad valorem revenue by more than three percent, unless approved by a supermajority vote to meet emergency or other critical needs. The maximum ad valorem tax increase from FY 2022 at the approved three percent limit, excluding new construction values, is \$1,137,403 for FY 2023. At the adopted millage rate of 7.5995, the ad valorem tax increase, excluding new construction values, totals \$5,876,494. At the City's second public hearing, held on September 21, 2022, the City Council approved by a supermajority vote Resolution 2022-54 adopting a millage rate exceeding the three percent limitation rate based on critical need funding for public safety and road maintenance. Staffing levels for both the Police and Fire Departments are below the state average and National Fire Protection Association (NFPA) recommended standards resulting in an increase in response times. While the City of Palm Bay is the largest municipality in Brevard County and the second largest in central Florida behind Orlando, it is ranked 241 out of 246 Police Departments in the State of Florida. In addition, historical funding capabilities have only permitted funding for road maintenance needs ranging from \$750,000 to \$1.0 million annually, well below the annual goal of \$4.0 million to avoid jeopardizing the City's ability to properly maintain the roadways being funded by the general obligation bonds identified below.

While the City provides a broad range of services that include public safety, general government, transportation, and recreation, the City's spending is mainly driven by public safety, which accounts for 50.3% of total General Fund expenditures and 20.4% of All Fund expenditures combined. Maintaining balanced operations, while continuing to meet our sizeable infrastructure needs, has continued to be the City's largest challenge. While revenues have shown to be stable prior to the pandemic and the local economy has shown rebounding activity in the recent year, funding is not sufficient to address all the department funding requests and priorities in FY 2023, despite exceeding the three percent limitation rate. With these challenges and the City's need to address the road infrastructure, in November 2018 voters approved a bond referendum permitting the City to issue up to \$150 million in general obligation bonds to fund road projects to be repaid over terms not exceeding 20 years per issuance. The first tranche to fund

roadway improvements occurred in July 2019 when bonds totaling \$50,000,000 were issued. The second tranche, in the same amount, occurred in January 2021.

The adopted budget covers current operations, current debt service obligations, required pension contributions by the City, contractually obligated pay increases for all union employees, and a pay increase of 3.0% to general employees including City Council. In addition, \$1.7 million in high priority funding for contractual obligations requiring payment, and \$2.7 million in funding to address capital assets/outlay and project needs is included. With a focus on meeting the critical needs tied to improving our public safety position, the budget includes the addition of four new Firefighter positions (part of a multi-year plan to staff new Fire Station &), six new Police Officer positions, as well as replacement police vehicles, radios, and fire air packs and regulators. The FY 2023 budget increased from the FY 2022 Adopted Budget for General Fund by \$10,139,167.

City Council's goal of improving road conditions remains a top budget priority; however, restrictions of available resources in the General Fund continue to impact the amount budgeted for transfer for future road maintenance in FY 2023. In FY 2022, a one-time transfer of \$750,000 along with \$186,310 in proceeds from the sale of City-owned properties were transferred from the General Fund into the Road Maintenance Fund. The FY 2023 Approved Budget has dedicated another one-time transfer of \$1,000,000 from the General Fund to the Road Maintenance Fund, and any revenues received from the sale of City-owned properties in FY 2023 will continue to be transferred from the General Fund to the Road Maintenance Fund.

The FY 2023 Approved Budget, like previous years' adopted budgets, is balanced without the use of fund balance/reserves.

Fiscal Year 2023 Operational Highlights

The operating budget for all funds totals \$282,803,933 and represents an increase of \$50,093,358, or 21.5%, from the FY 2022's Adopted Budget of \$232,710,575. The fund-type appropriations, based on the total operating budget, are as follows:

- General Fund: \$93,375,216 - increase of 12.2% from FY 2022
- Special Revenue Funds: \$5,948,622 - decrease of (15.4)% from FY 2022
- Debt Service Funds: \$17,862,630 - increase of 24.1% from FY 2022
- Capital Project Funds: \$58,817,190 - increase of 111.7% from FY 2022
- Enterprise Funds: \$76,036,454 - increase of 9.2% from FY 2022
- Internal Service Funds: \$30,763,821 - increase of 0.4% from FY 2022

The City realized a 23.1% increase in real estate values for 2022, resulting in budgeted General Fund Ad Valorem revenues of \$46,381,681 in FY 2023 based on the City Council's adopted tax rate of 7.5995 mills; this reflects an increase of \$10,809,351, or 30.4%, from FY 2021 actual receipts. Ad Valorem is the largest, and most flexible, revenue source for the General Fund. These revenues will support the increased health insurance benefit allocation costs, increased Police and Fire Pension expenditures, contractual obligated pay increases for all union employees, a 3.0% compensation increase for General employees and City Council, and \$2,543,676 in capital investments effective October 1, 2022.

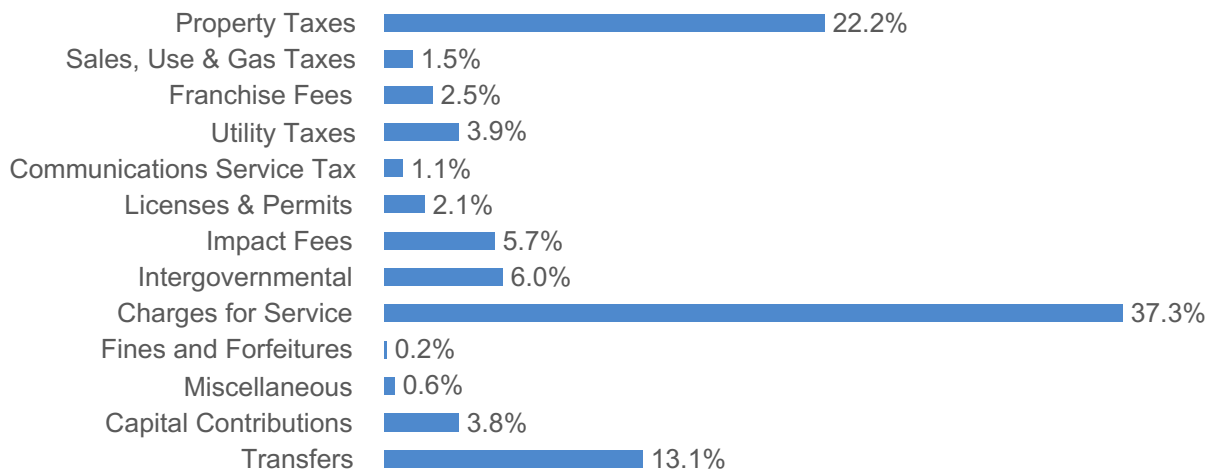
Quantitative & Financial Analysis

The FY 2023 Adopted Budget totals \$282,803,933 across all funds and includes funding for personnel and operating expenditures, in addition to newly added capital improvement projects and capital assets/outlay. Any remaining unexpended budget balances related to ongoing capital improvements and encumbrances on existing known expenditures will roll from the previous fiscal year to FY 2023; these funds are not reflected in the original adopted budget. Any unexpended budget balances related to departmental operations are returned to their respective fund balances.

The top three revenue funding sources across all funds include Charges for Services, Property Taxes and (Interfund) Transfers, which combined make up 72.6% of the total estimated revenue to be received in FY 2023. Charges for Services, the largest funding source, includes a range of revenues generated through water/sewer rates and charges associated with general government operations, public safety, physical environment, including transportation, and culture/recreation-type activities. Property Taxes (ad valorem taxation) are the largest single revenue source within the General Fund and are determined by the Brevard County Property Appraiser's Office with applied allowable homestead exemptions. (Interfund) Transfers provide Funds with resources from other City funds for the cost of budgeted activities within citywide departments, but that have a direct impact upon the mission of the other funds' activities.

The chart below reflects all revenue/funding sources by type across all Funds:

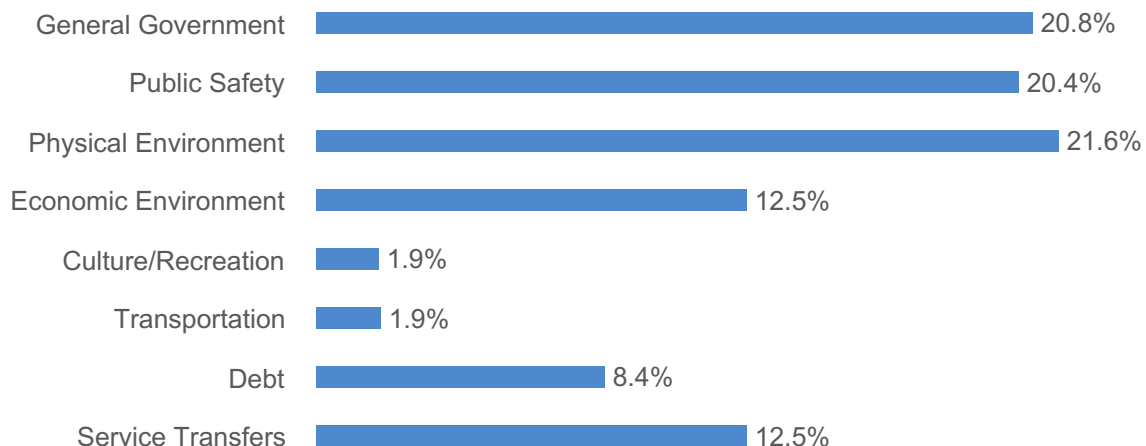
Revenue/Funding Source by Type



Expenditures are categorized into eight major types which are reflected in the chart below.

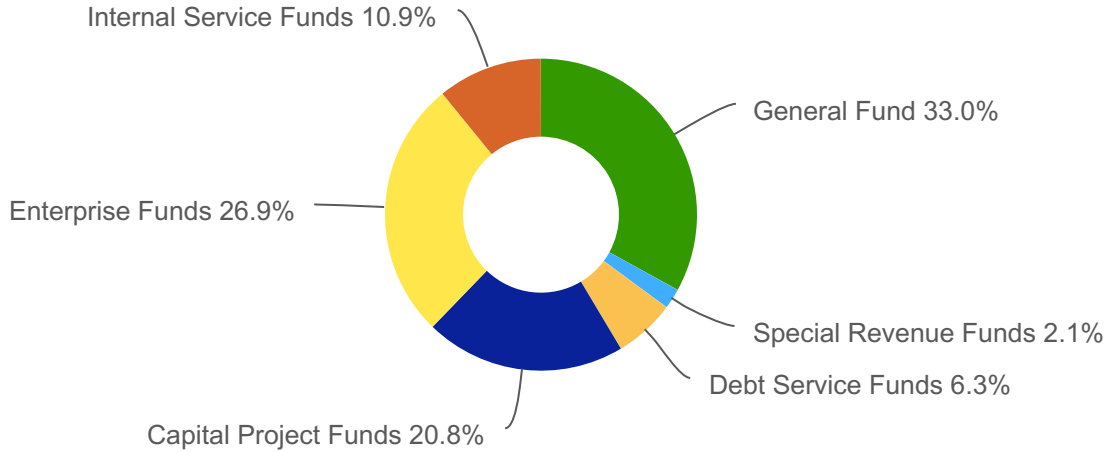
The top three expenditure types within the FY 2023 Adopted Budget are Physical Environment, General Government and Public Safety. Comparable to the anticipated revenues noted above, these three expenditure types make up 62.8% of all Funds.

Expenditures by Type



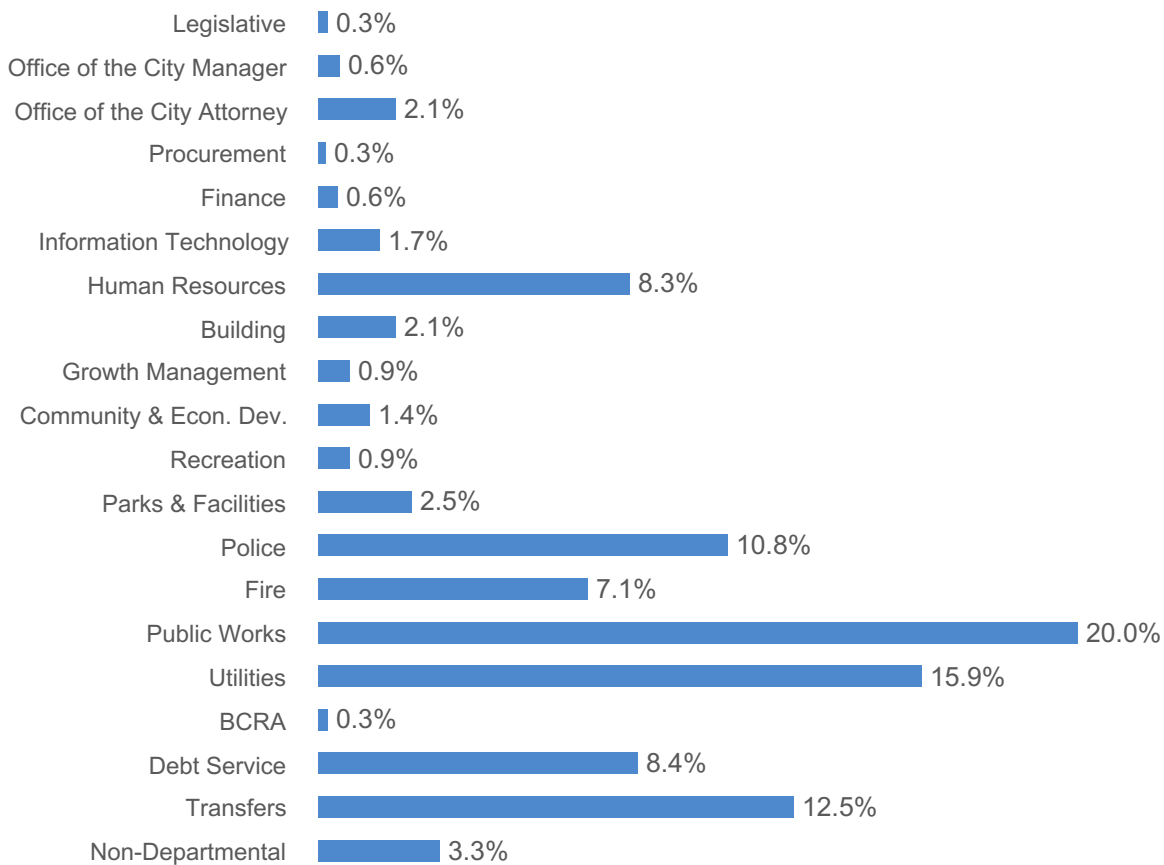
Physical Environment expenditures are primarily accounted for within the City's Capital Project Funds and Enterprise Funds including Stormwater Utility, Solid Waste, and Utilities. General Government expenditures include personnel and operating expenditures incurred in the General Fund (excluding Public Safety staff); in addition, Internal Service Fund expenses generated through allocations are associated with insurance benefits, risk, and fleet services. Lastly, Public Safety expenditures are associated with personnel and operating expenses tied to public safety staff made up of Police, Fire, Code Enforcement and Building.

The pie chart below reflects the FY 2023 Adopted Budget broken down by fund types. The General Fund, which serves as the City's chief operating fund, accounts for the largest portion with 33.0%, or \$93,375,216, of the total budget.



Operating expenditures, broken down by departments, are detailed in the chart below.

Operating Expenditures by Department



Of the City's total FY 2023 Five-Year Capital Improvement Program (CIP) requests totaling \$64,762,134 across all funds, a total of \$44,124,105, or 68.1%, is included in the FY 2023 adopted budget. The CIP funding, which separates Non-Utility Departments from the Utility Department, reflects new projects and new sources of funding for existing and ongoing projects; any remaining unexpended budget balances from the previous fiscal year will roll to FY 2023 (capital expenditures). The detailed analysis can be found in [Appendix B](#) of this document. The table below provides an overview of FY 2023 approved expenditures by funding source and Department:

Funding Source	Department	FY 2023
General Fund	Information Technology	121,500
General Fund	Parks & Facilities	271,059
General Fund	Recreation	115,500
General Fund	Police	1,062,150
General Fund	Fire	541,842
General Fund	Public Works	431,625
Housing Funds (Grants)	Community & Economic Development	580,027
G.O. Road Program Fund	Public Works	11,194,134
Building Fund	Building	771,815
Stormwater Utility Fund	Public Works	9,475,569

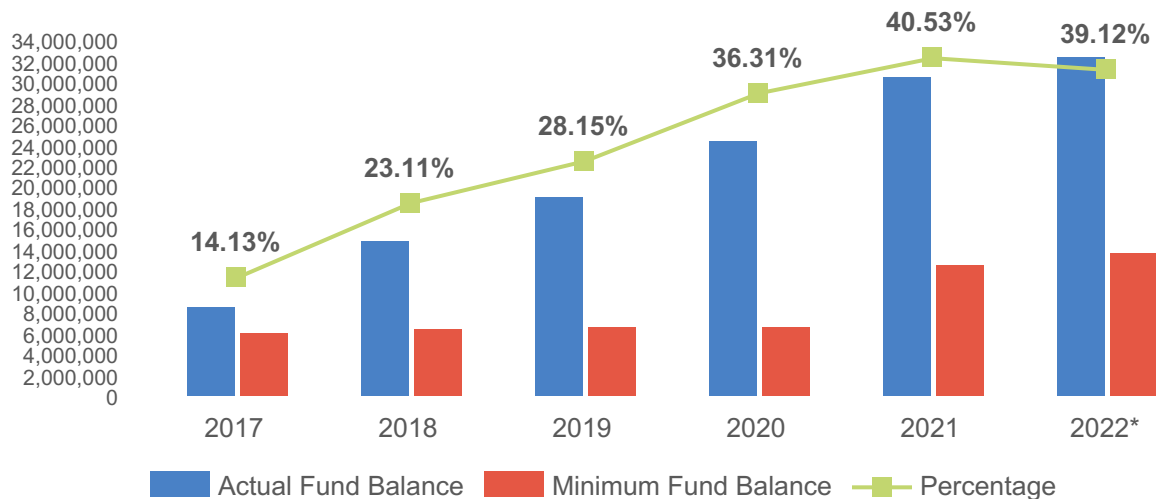
Funding Source	Department	FY 2023
Fleet Services Fund	Public Works	10,000
Total Non-Utilities		24,575,221
Utilities Operating Fund	Utilities	6,505,400
Connection Fee Fund	Utilities	770,000
Renewal & Replacement Fund	Utilities	10,848,241
Main Line Extension Fee Fund	Utilities	1,425,243
Total Utilities		19,548,884
TOTAL		44,124,105

General Fund - Fund Balance & Stabilization Funds

In January 2021, the City Council's approved a new fund balance policy for the General Fund via Resolution 2021-03, requiring that the Fund shall establish an Unrestricted Fund Balance equivalent to a minimum of two months of regular budgetary General Fund operating expenditures (excluding capital and transfers). This policy went into effect October 1, 2021 beginning in FY 2022. All prior fiscal years required a balance equivalent to a minimum of ten percent (10.00%) of the subsequent fiscal year's budgeted expenditures less capital outlay and transfers out as originally adopted by ordinance in September.

The minimum required fund balance, based on the new fund balance policy outlined above, for FY 2023 is \$13,838,672. The FY 2022 estimated ending General Fund Balance (unaudited as of October 11, 2022), reflects a total fund balance of \$27,323,087, or 39.12%. The chart on the following page reflects a six-year historical summary of minimum requirements and actual fund balances.

General Fund Balance vs. Minimum Fund Balance Requirement



*Estimated & unaudited as of publication date

The General Fund's fund balance provides a measure of the financial resources available for future spending or appropriation. While the fund balance itself does not reflect the general health of the government, the increase or decrease in the unassigned fund balance is an important indicator for a viable and stable financial outlook.

Section V within the new fund balance policy, as adopted via Resolution 2021-03, outlines the new process for setting aside revenues for use in the event of unexpected revenue shortfalls or budget deficits. Stabilization Funds, which are excess amounts provided that the unrestricted fund balance requirements established by the Policy have been met, allow the City to offset the costs of natural

disasters and other emergencies to cover unplanned budgetary imbalances, and to ensure the maintenance of services to the public during unforeseen situations. The City shall maintain Stabilization Funds with an annual balance of 2.0% to 4.0%. During the second public hearing, held September 21, 2022, City Council voted to maintain a 4.0% annual Stabilization Funds balance. Based on the FY 2021 Annual Certified Financial Report's General Fund Committed, Assigned and Unassigned balances, the total for FY 2023 is \$1,188,539.

Debt Obligations

In FY 2023, the City will have thirteen bond debt issues, and three capital leases outstanding totaling \$272,223,199 (\$202,534,568 in principal payments and \$69,688,631 in interest payments).

Total Outstanding Debt - By Type	Principal	Interest	Total Due
General Government Debt	88,663,605	27,050,134	115,713,739
BCRA Debt	93,790,000	28,246,400	122,036,400
Utilities Debt	20,080,963	14,392,097	34,473,060
Total City Debt	\$202,534,568	\$69,688,631	\$272,223,199

The City of Palm Bay's underlying bond issue ratings as of September 30, 2021 are as follows:

Palm Bay, Florida

Underlying Bond Issue Rating

As of September 30, 2021

	Moody's	S & P	Fitch
Long-Term Issuer Rating	Aa3	A+	AA
General Obligation Bonds, Series 2019	—	A+	AA
General Obligation Bonds, Series 2021	—	A+	AA
Taxable Special Obligation Refunding Bonds, Series 2019	—	A+	AA
Sales Tax Revenue Refunding Bonds, Series 2015	—	AA-	—
Taxable Special Obligation Refunding Bonds, Series 2013	—	A+	AA
Utility System Improvement Revenue Bonds, Series 2001	Aa3	AA-	—

Local Economy Highlights

The City of Palm Bay is the largest municipality in Brevard County and the second largest in central Florida following the City of Orlando, covering 88 square miles, and including a population of 128,063 residents (Florida Power & Light, August 2022). The City is approximately 40.0% developed with 3,025 business establishments and an estimated 43,771 households. The City continues to experience positive economic growth with a surge of development interest in multi-family and commercial mixed-use development.

The City's population has grown by 3.6% from the previous fiscal year; up by 4,429 residents. Median household income has increased by 3.2% from \$50,814 to \$52,435, and median home values have continued to rise with an increase of 50.7% from \$193,658 to \$291,755 since the previous fiscal year.

The Education, Health & Social Services sector is the largest type of business establishment within the City, accounting for 24.2%. The Professional, Scientific & Management sector and Retail Trade sector account for the second and third largest type with 13.5% and 13.3% respectively. It is the City's goal to continue its focus on creating employment opportunities for residents by promoting the City to major employers in high-skill and high-wage industries.

FY 2023 will continue the focus on the City's future development framework. Led by the Growth Management Department, the City will continue with the development of the Comprehensive Plan Update and [Visioning Study](#). This endeavor will create a blueprint to help guide the City's future developments over the next 10-20-year timeframe.

The City Administration's strategic plan revision commenced in FY 2022 with the Request for Proposal (RFP) awarded to Management Partners, Inc. Topics included in the RFP focus on the City's values, vision, mission, goals, and objectives to include priorities adopted by City Council which will drive the budget process and fund allocations in future years. The revision of the plan, including gathering and analyzing data, facilitating workshops and presenting to City Council, moves the completion of the project into the second quarter of FY 2023. Once implemented, the new strategic plan will be incorporated into the Approved Budget document.

Goals & Priorities

The City of Palm Bay has experienced continued growth in 2022 in employment and commercial investment. Based on current projections, the City anticipates this growth to continue into the near future. These successes are aligned with the City Council's current priorities in relation to enhancing economic development through targeted messaging and seizing on opportunities that diversify the taxable property valuation to augment and balance the landscape of the city with industrial and commercial businesses while enhancing employment opportunities and growth.

The City continues its focus on attracting commercial development opportunities to increase the City's tax base and expand community amenity offerings for residents. In addition to current projects under construction, the City is diligently working on future project announcements that will aide commercial growth and provide employment opportunities for residents. Major current projects include Phase 2 construction of the Shoppes at Aqua, a 6.1 acre development for five commercial outparcels that include 50,000 square feet of retail and restaurant space; a 20-acre mixed-use development known as Crown Square consisting of 252 apartments and 38,953 square feet of retail/restaurant space; and a 1,710 square foot Medfast Urgent Care Clinic offering patients urgent medical treatment of the same conditions as Emergency Rooms.

Road paving projects, funded through the voter-approved \$150 million bond and part of the City's comprehensive road paving program, are well underway and will continue to move through a series of five (5) phases stretching multiple years. A total of 287 miles of the 791 citywide miles is completed.

Distinguished Budget Presentation Award

The Government Finance Officers Association of the United States and Canada (GFOA), a national organization, each year nationally recognizes budgets that meet certain rigorous standards. GFOA has awarded the City of Palm Bay this recognition for each of the past 31 years. To receive the budget award, a government must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

We believe that this budget document continues to conform to program requirements and will be submitted to the GFOA to determine its eligibility for another award. This award, along with the Certificate of Achievement for Excellence in Financial Reporting received for the City's Comprehensive Annual Financial Report, helps the City of Palm Bay present a quality image to our citizens, bond rating agencies, and any other outside agencies with which the City does business.

Public Process & Involvement

Budget planning and development for the 2023 Fiscal Year included a continued focus on the involvement of City of Palm Bay citizens and/or residents. With a published [Budget-in-Brief](#) document, regular monthly meetings of the City's Citizens' Budget Advisory Board, and increased social media presence, residents are encouraged to attend meetings, public workshops and hearings to participate in discussion sessions regarding the future budget.

The first Budget Workshop in preparation for FY 2023 planning was held June 21, 2022. Attendees included City Council, Citizens' Budget Advisory Board committee members, City of Palm Bay Department Senior Staff members, and residents. With additional guidance derived from this Workshop, City Council set the tentative millage rate of 7.5995 mills at the regularly scheduled Council meeting held

on July 21, 2022. Thereafter, the Budget Office published the Proposed Budget on July 28, 2022 for review.

The second Budget Workshop was held on August 2, 2022 serving as a more in-depth session for City Council covering the previously published Proposed Budget. Agenda items discussed during the Budget Workshop include millage rate options, projected revenues and sources of funds, expenditures, and approvals of additional budget requests submitted by each department. A third optional Budget Workshop date was held for August 17, 2021; City Council chose to cancel this meeting. On August 19, 2021, the Budget Office published the Proposed Budget with Changes document. A second publication was necessary based on the August 2, 2022 Budget Workshop discussions. Details of the changes to the Proposed Budget can be found in the [Proposed Budget with Changes](#) section.

The first public hearing on the tentative millage rate, budget, and Utility fee rates was held on September 7, 2022. The second public hearing adopting the final millage rate and budget, position control plan, capital improvement program, and all other fees was held on September 21, 2022. All citizens were encouraged to attend and participate in all previously noted workshops and meetings. The budget was posted to the City's website a minimum of two days prior to the first public hearing and the budget meeting agendas were posted to the City's website approximately one week prior to each public budget hearing.

Closing

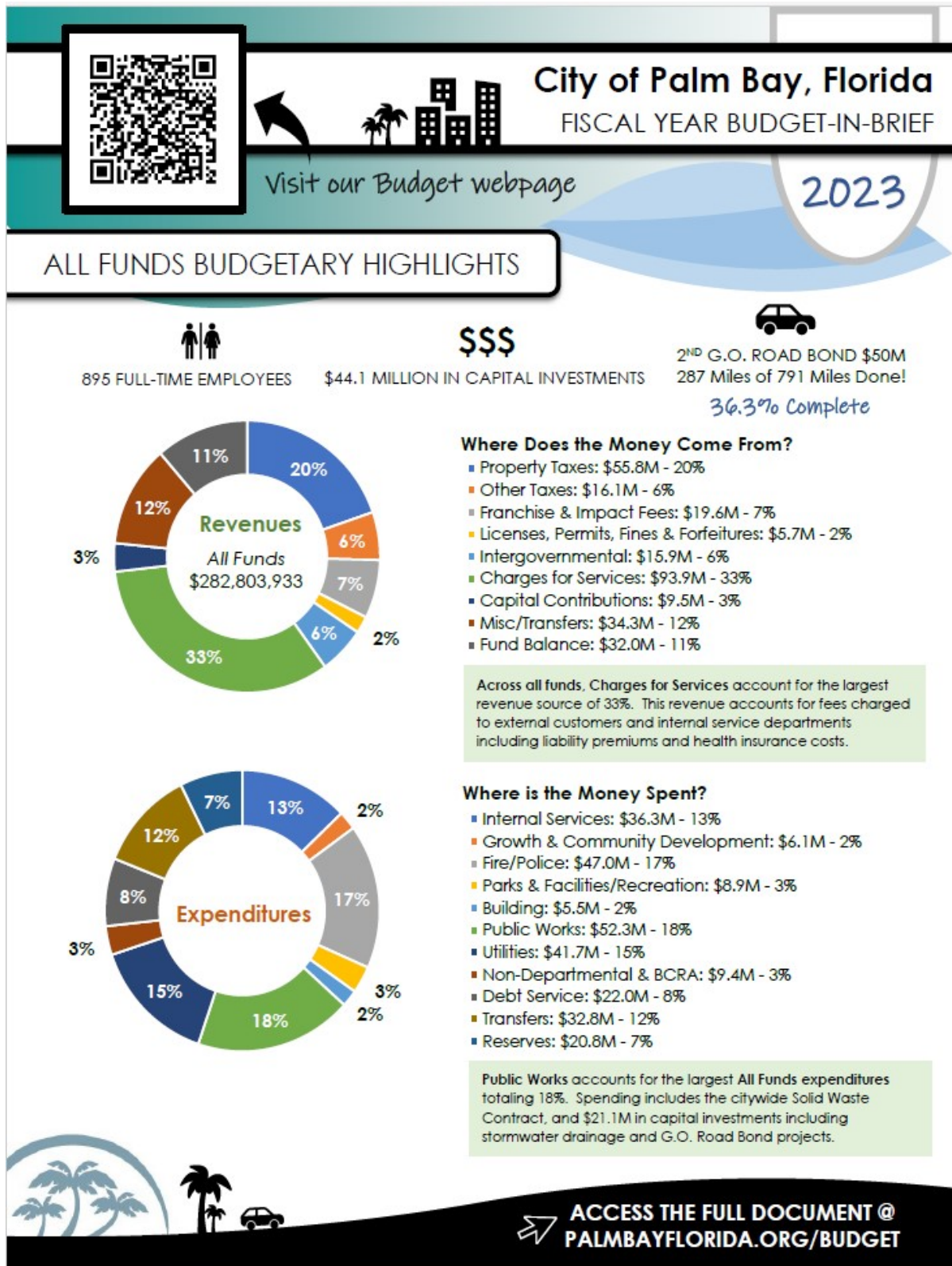
The FY 2023 Approved Budget reflects the continuation of the City's Leadership Team to collaborate and develop efficiencies in funding and service delivery to meet the growing needs of the City's constituents. A budget has been presented to City Council that continues to build the foundation for future growth and improved financial stability. Foremost, the budget allows the City to continue its focus of providing and meeting the needs for city services to all constituents.

Thank you for your continued support of the City's team as we work together in servicing our community.

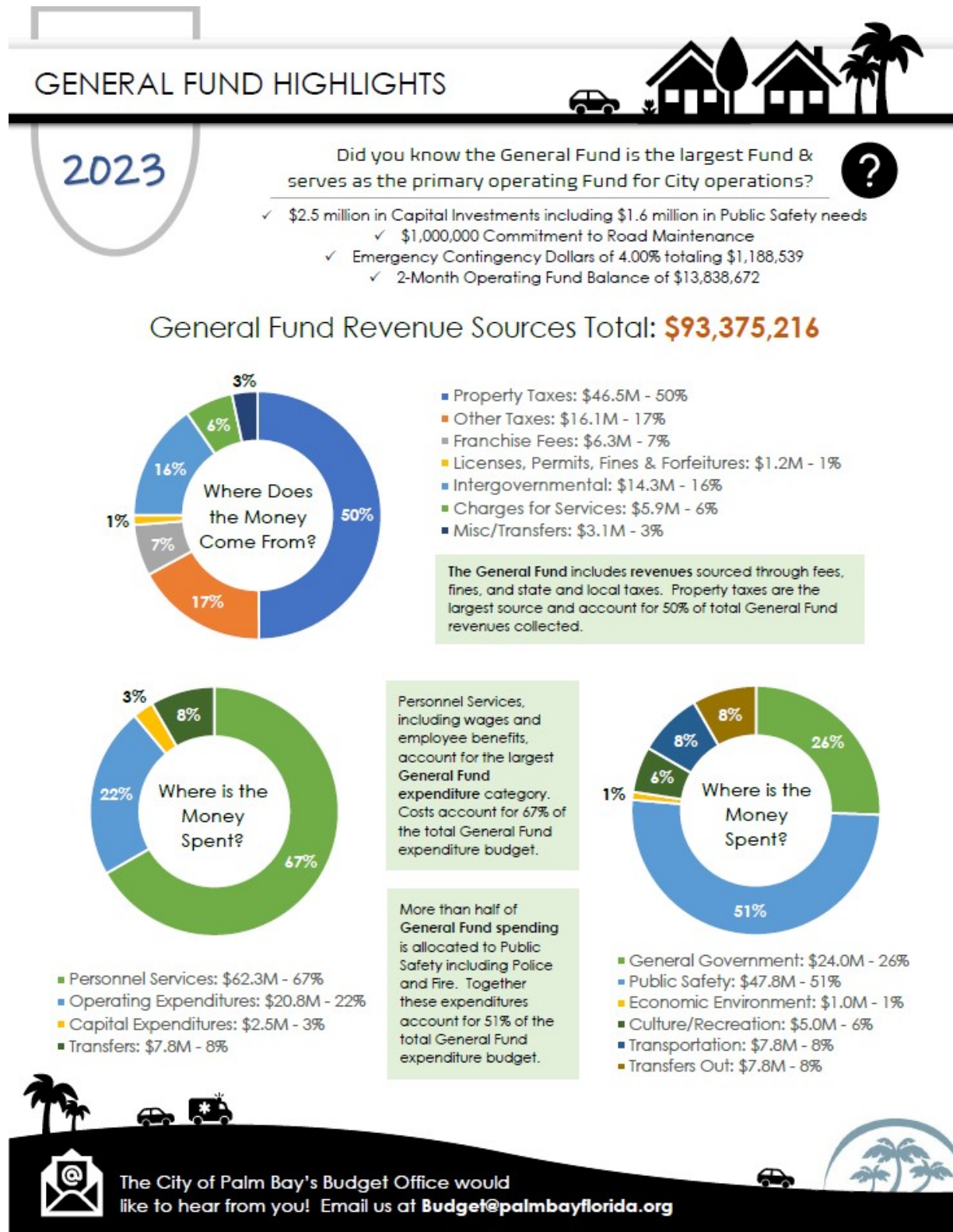


Suzanne Sherman
City Manager

The City of Palm Bay's first Budget-In-Brief issuance to provide citizens with a better understanding of the citywide Budget as a whole. The image below provides an All Funds overview of the FY 2023 Budget.



The image below provides a General Fund overview of the FY 2023 Budget.



PUBLIC INVOLVEMENT & COMMUNITY OUTREACH

Budget planning and development for the 2023 Fiscal Year continued a heightened focus on the involvement of City of Palm Bay citizens and/or residents and communicating budget information via various outreach methods. While a full Budget outreach program is still pending development, this section provides details of existing methods to help increase the public's involvement and understanding of the citywide Budget.

Citizens' Budget Advisory Board

The City of Palm Bay's Citizens' Budget Advisory Board (CBAB) reviews and makes recommendations to the City Council regarding the development of the proposed budget for the upcoming fiscal year. Members meet monthly at the City of Palm Bay City Hall Council Chambers to discuss citizens' input and budgetary concerns.

The Board consists of seven members: five appointed by City Council; two at-large citizens; and two ex-officio. Membership requires individuals serving on this Board to be a resident of the City for at least one year or Owner of a business within the City of Palm Bay for at least one year (proof of valid tax receipt is required); a registered voter; and each individual is required to have a background in budgeting, accounting, finance, auditing, business ownership or related experience training. The length of term is four years.

All Citizens' Budget Advisory Board meetings are live-streamed on the City of Palm Bay website. For additional information, select the link below to be directed to the Boards/Committees webpage.

<https://www.palmbayflorida.org/government/city-departments-f-to-z/legislative/boards-committees/citizens-budget-advisory-board>

To support the link above, the information can also be accessed following the steps below:

1. Visit the City of Palm Bay website at <https://www.palmbayflorida.org/home>
2. Select the "Government" tab on the top of your screen
3. Select "Boards/Committees" from the menu
4. Select the "Citizens' Budget Advisory Board" button from the Boards/Committees list.

Budget Workshops

The Budget Office hosts a minimum of three Budget Workshops annually with City Council. One of the workshops, hosted in mid-June, serves as a mid-year review of the current fiscal year budgeted revenues and expenditures, along with an estimated year-end standing. Two additional budget workshops are hosted in the months of July and August outlining the upcoming proposed budget year.

All budget workshops are advertised, live-streamed via the City of Palm Bay's website and social media platforms, and are open to the public to attend. Citizens and/or residents are encouraged to attend these workshops to gain valuable information related to the City's budgetary finances.

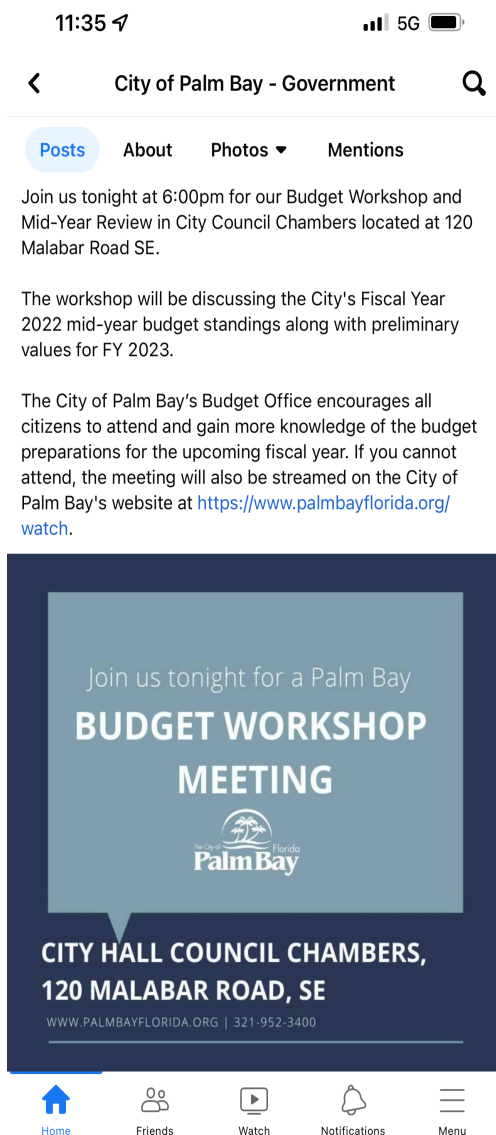
Social Media Platform Budget Outreach

Community outreach is spearheaded by the City of Palm Bay's Communications Division, housed under the City Manager's Office. All aspects of City business and/or news impacting the community is published via various Social Media Platforms including Facebook, Instagram and LinkedIn. With technology being in the forefront of communication, the utilization of these platforms to disseminate budget information to City of Palm Bay citizens is becoming more prevalent.

The following are samples of posts pertaining to the 2023 Fiscal Year budget. Each post can easily be accessed and shared via any device with accessibility to the social media platform.

Budget workshops and meetings are advertised along with links to live-stream meetings via Facebook.

Budget-in-Brief publications are posted electronically to assist residents in gaining a better understanding of the budget.



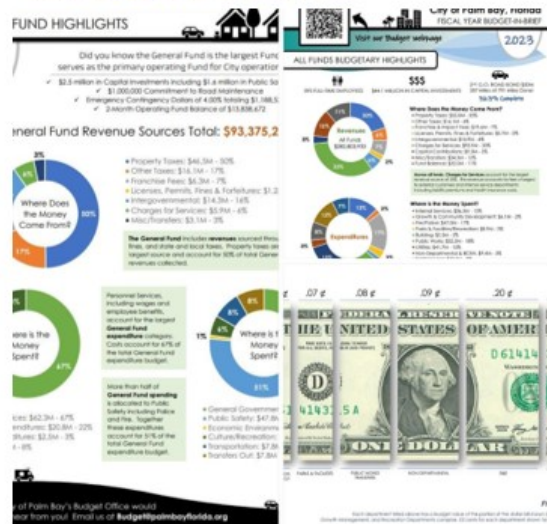
City of Palm Bay - Government's posts

City of Palm Bay - Government 39m · 🌐

On September 21, 2022, Palm Bay City Council adopted the citywide \$282 million budget for the 2023 Fiscal Year which runs from October 1, 2022 through September 30, 2023.

To assist Palm Bay residents in gaining a better understanding of the Budget, the Finance Department's Budget Office has published a Budget-in-Brief that provides revenue and expenditure data in an easy-to-read format. Highlights include staffing numbers, capital investment funding, and a detailed focus on the General Fund which serves as the City's largest and primary operating fund.

Residents interested in gaining a more in-depth knowledge about this fiscal year's budget, can visit us at www.pbfl.org/budget. #PalmBayProud



FY 2023 PROPOSED BUDGET WITH CHANGES DETAILS

On August 2, 2022, the Budget Office published the Proposed Budget with Changes document which lists all modifications made to the Proposed Budget, distributed for review on July 28, 2022. This publication is necessary if any variances will occur between the Proposed Budget and intended Approved Budget for the upcoming fiscal year.

The following are highlights of citywide changes to the FY 2023 Proposed Budget. The FY 2023 Proposed with Changes Budget, which at adoption totaled \$282,803,933, reflected a decrease of (\$5,746,603), or (2.0%), from the FY 2023 Proposed Budget total of \$288,550,536.

General Fund (001)

Net Impact 0.0%

The following changes occurred from the Proposed Budget to the Proposed with Changes Budget:

Expenditures

Description	Amount
Reclassification of the Assistant to the City Manager Position to a Deputy City Manager Position	69,696
One (1) Community Information Coordinator	95,113
County Disposal Expenditure Increase by 9.0%	4,383
Increase Air-Paks Count from 35 to 50 Units	118,794
Increase Expenditure Estimate for 85 Budgeted Regulators	2,043
Decrease Funding for Building Security Project (22PK10)	(290,029)
Account Correction: Move CoStar Savings (Growth Management) from Books/Subscriptions (\$10,122) to Economic Development \$10,122	0
TOTAL ADJUSTMENT	0

2019 G.O. Road Bond Fund (309)

Decrease of (\$2,816,000), or (20.1%)

The following changes occurred from the Proposed Budget to the Proposed with Changes Budget:

Expenditures

Description	Amount
Remove Funding for PMU 50 Road Paving Project (23GO04); Funded in FY 2022	(2,816,000)
Note: Adjusted PMU 55 Road Paving Project # from 23GO05 to 23GO04 Due to Previous Removal	
TOTAL ADJUSTMENT	(2,816,000)

Utilities Operating Fund (421)

Decrease of (\$1,154,603), or (2.7%)

The following changes occurred from the Proposed Budget to the Proposed with Changes Budget:

Expenditures

Description	Amount
Fund Correction: Move Pavilion Conservation Project (23WS14) to the Utilities Renewal/Replacement Fund (424)	(20,000)
Remove Funding for Looping Project (23WS02)	(500,000)
Remove Funding for Malabar Road Extension Project (22WS02)	(875,000)
Remove Funding for Looping Project (23WS13)	(50,243)
Budget Correction: Add Missing Base Payroll Salary/Wages in the Water Division - South Regional Water Treatment Facility (8023)	370,640
Budget Correction: Reduce Construction Vehicle Account from \$160,000 to \$80,000	(80,000)
Account Correction: Move SRWRF Capital Needs from Machinery & Equipment (\$3,000) to Buildings < \$25,000 \$3,000	0
Account Correction: Move SRWRF Capital Needs from Light Vehicles (\$10,000) to Machinery & Equipment \$10,000 - Electric Utility Cart	0
Account/Division Correction: Move Funding for the SRWRF Reclaimed Water MLE Project (23WS04) from the Waste Water Division - North Regional (8034) (\$383,000) to the Waste Water Division - South Regional WRF (8033) \$383,000	0
Account/Division Correction: Move Capital Funding for the Light Tower from the Water Division - Distribution (8020) (\$20,000) to the Waste Water Division - Collections (8030) \$20,000	0
Account Correction: Move Retirement Costs for the Electrical Maintenance Coordinator Position from Clothing Allowance (\$277) to Retirement - ICMA \$277	0
TOTAL ADJUSTMENT	(1,154,603)

Utilities Renewal & Replacement Fund (424)

Increase of \$20,000, or 0.2%

The following changes occurred from the Proposed Budget to the Proposed with Changes Budget:

Expenditures

Description	Amount
Account Correction: Move Funding for the Lift Station #5 Relocation project (22WS21) from Lift Stations (\$481,045) to Collection/Transmission \$481,045	0
Account Correction: Move Funding for the Lift Station #5 Relocation project (22WS21) from Collection/Transmission (\$1,610,455) to Lift Stations \$1,610,455	0
Fund Correction: Move Pavilion Conservation Project (23WS14) from the Utilities Operating Fund (421)	20,000
TOTAL ADJUSTMENT	20,000

Stormwater Utility Fund (461)

Decrease of (\$1,796,000), or (10.6%)

The following changes occurred from the Proposed Budget to the Proposed with Changes Budget:

Expenditures

Description	Amount
Remove Funding for PMU 44 Culvert Replacement Project (23SU03); Funded in FY 2022	(1,796,000)
TOTAL ADJUSTMENT	(1,796,000)

Executive Overview

The City of Palm Bay is the largest municipality in Brevard County and the second largest in central Florida behind Orlando, covering 88 square miles and including a population of 128,063 residents (Florida Power & Light data, August 2022). The City of Palm Bay is approximately 40 percent developed with 3,025 business establishments and an estimated 43,771 households. The City continues to experience positive economic growth with a surge of development interest in multi-family and commercial mixed-use development.

The City is proactively seeking to attract commercial development opportunities to increase amenities for residents and increase the tax base of the City. Through August in Fiscal Year 2022, 624 commercial building permits were issued, at a construction valuation of \$73.3 million dollars. In addition, the City is focused on creating employment opportunities for residents by promoting the City to major employers in high-skill and high-wage industries.

The City is eagerly working with private property owners, key stakeholders, and developers on opportunities for the creation of a downtown district centered around the Bayfront. The City and Bayfront CRA have been focused on encouraging redevelopment opportunities in the Bayfront, specifically centered around the waterfront. In August 2021, the City sold the Pelican Harbor marina site along Palm Bay's waterfront for \$1.7 million-dollars to Space Coast Marinas, LLC. The development is anticipated to generate \$10-12 million-dollar capital investment and create over 300 jobs. The project is slated to include a dry dock boat storage and service facility, a boat launch and wash area, boat club, ship store, tiki bar and outdoor entertainment venue, restaurant, and retail amenities including a valet service. The project will serve as an anchor for future development, bringing us a step closer to the City's vision for a Bayfront Village waterfront district. Additional properties in the Bayfront CRA have been listed for surplus in an effort to encourage the creation of a downtown district.

With the beginning of Fiscal Year 2022, the City continued its Comprehensive Plan update and visioning study, as well as changes to the Land Development Code (LDC). This endeavor is being led by the Growth Management Department with assistance provided by the consulting firm, S&ME, Inc. The Comp Plan update and visioning study will create a blueprint to help guide the City's future development for the next 10 to 20 years. The visioning study was completed in 2022 and the LDC review should be completed by December 2022. This initiative will include the input of residents, businesses, and key stakeholders.

The City's Public Works Department began Phase 3 of the City's G.O. Roads paving project, a voter-approved \$150 million comprehensive road paving bond program to address road condition issues throughout the City. Road and coordinated stormwater infrastructure improvements are currently underway, with Phases 1 and 2 nearly complete, and will move through a series of five (5) total phases stretching multiple years.

The City enters FY 2022 with a renewed focus on identifying citywide grant opportunities and grant writing, monitoring and compliance as well as coordinates with the City's state lobbyist, Sunrise Consulting Group, and new federal lobbyist, Alcalde & Fay, to identify legislative priorities and seek support from legislators for funding appropriation and legislative policy requests.

Demographics

The following pages will reflect a demographics analysis of resident counts; median age, home value and household income; ethnicity; educational attainment; and business establishments by industry. Unless otherwise note, the data source is the US Census Bureau 2020.

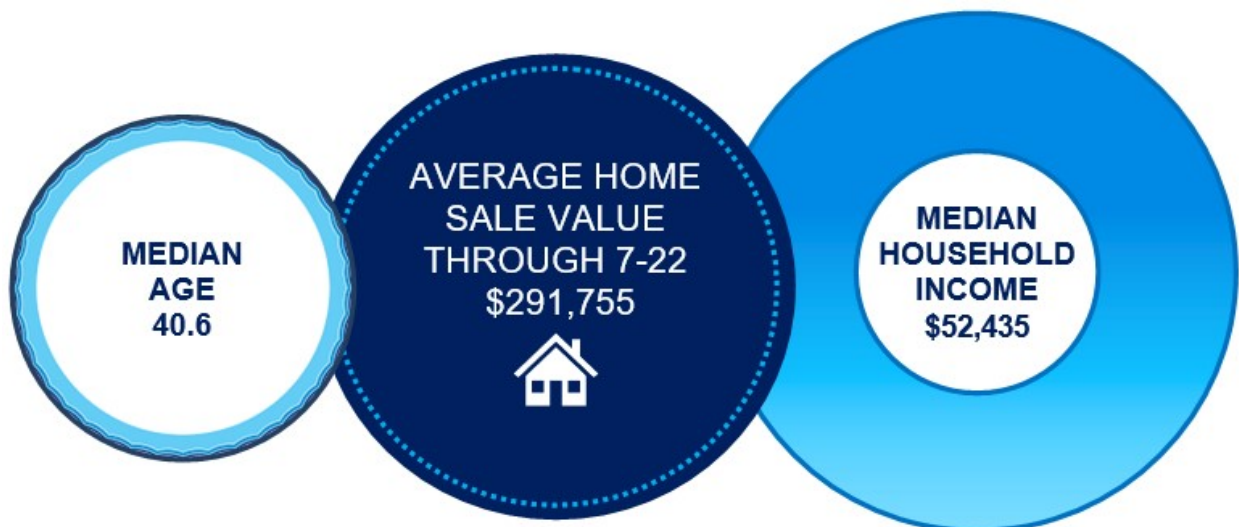
Per August 2022 data, sourced from the Florida Power & Light (FPL) Company, the City of Palm Bay has 128,063 residents. This reflects an increase of 4,429, or 3.6%, from the FY 2022 Approved Budget data totaling 123,634.



128,063 Residents

Florida Power & Light (FPL) data, August 2022

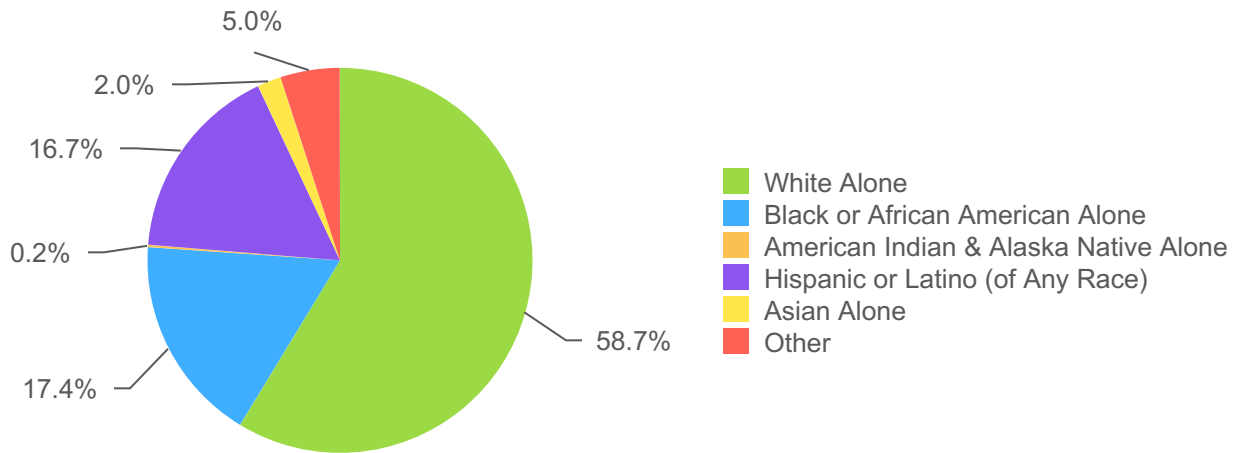
The median age within the City of Palm Bay remains consistent at 40.6 years. The median home values reflect an increase of \$98,097, or 50.7%, from the FY 2022 Approved Budget data totaling \$193,658, while the median household income reflects an increase of \$1,621, or 3.2%, from the \$50,814 reported in the previous Fiscal Year.



Please refer to the following two pages for details on the City of Palm Bay's ethnicity, educational attainment, and business establishments.

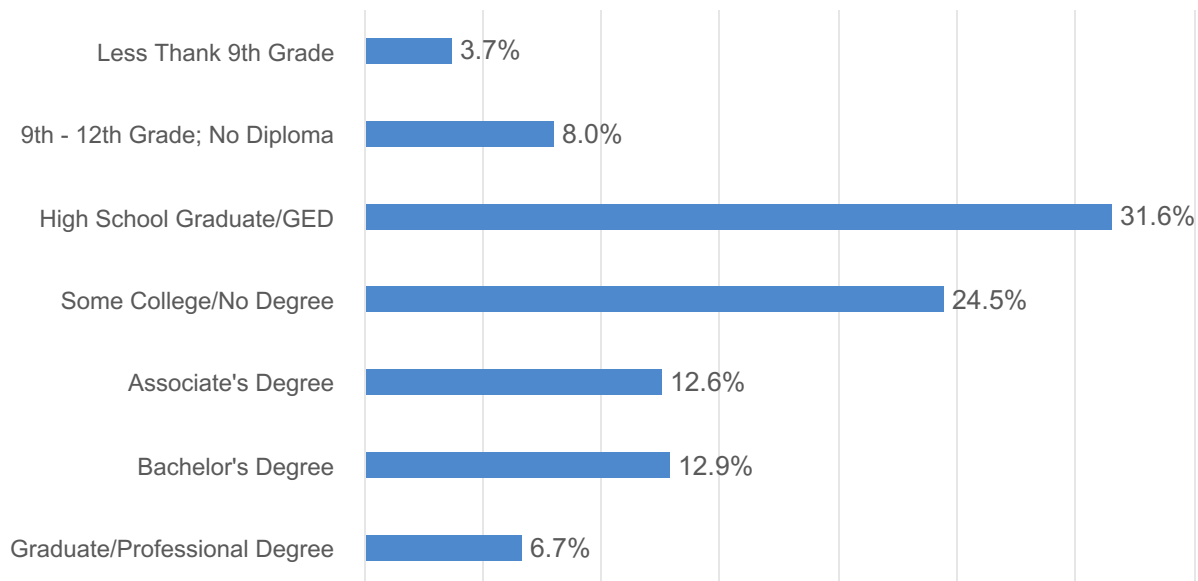
Ethnicity

The ethnicity spread has remained consistent from the previous Fiscal Year.

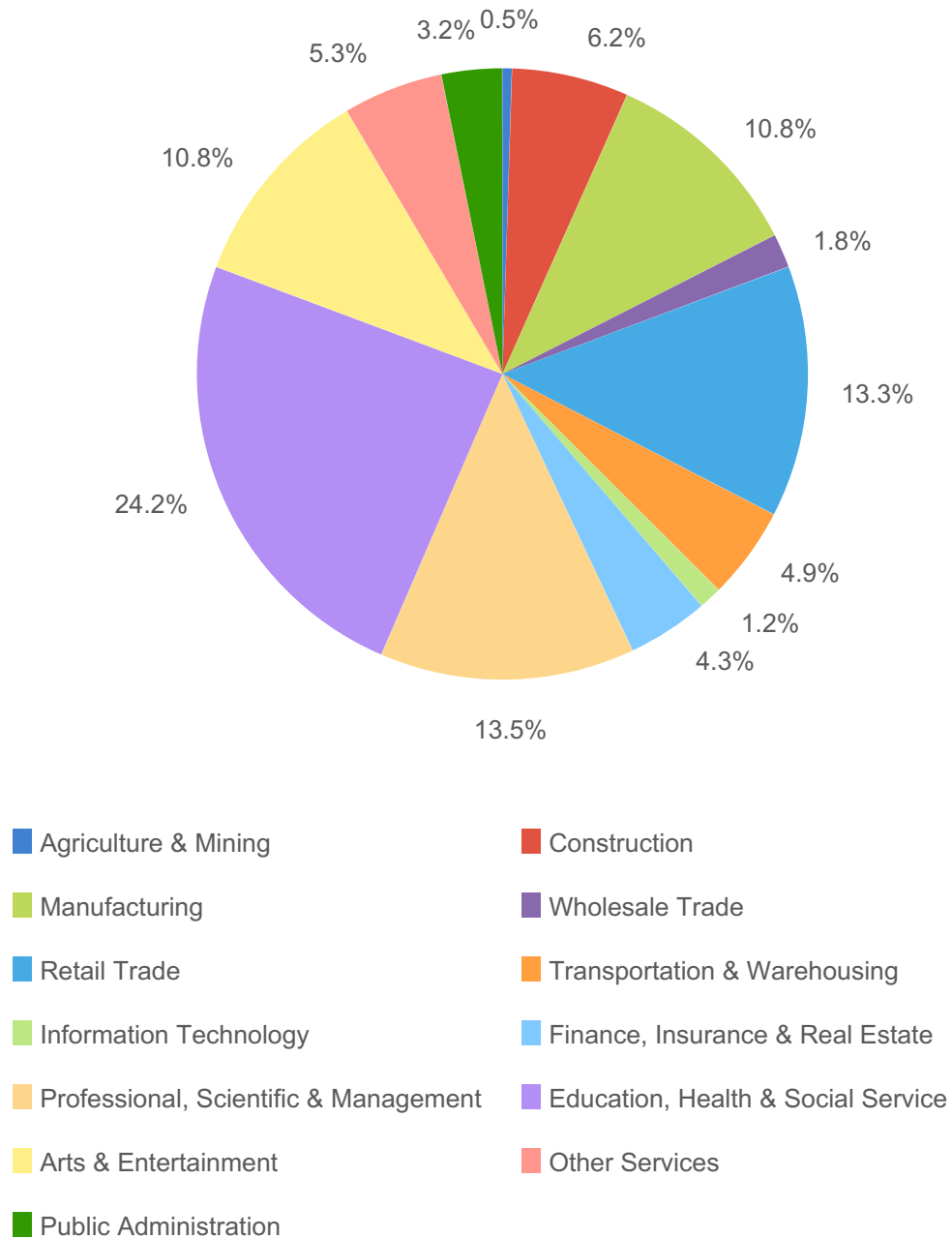


Educational Attainment

An educational attainment of an Associate Degree or Higher accounts for 32.2% of the residential population.



Business Establishments by Industry



Development Projects

Projects Under Construction

Shoppes at Aqua - Northshore Development, LLC has begun construction on Phase 2, consisting of 6.1 acres slated for five-commercial outparcels and will include approximately 50,000 square feet of retail and

restaurant space situated along Robert J. Conlan Boulevard NE. The project is estimated to be completed in June 2023.

Crown Square – Crown Square has begun construction on the development of a 20-acre mixed-use development that will consist of 252 apartments and approximately 38,953 square feet of retail/restaurant space located at 970 Malabar Road SE. The project will include multiple restaurants, retail, and a grocery store. The project is estimated to be completed in 2023.

Medfast Urgent Care Clinic – Construction of a 1,710 square foot building located at 114 Deauville Avenue SE began in FY 2021. The clinic will offer patients urgent medical treatment for many of the same conditions as Emergency Rooms in a much faster environment. Construction is estimated to be completed in 2022.

The City continued construction on a \$24.5 million dollar South Regional Water Reclamation Facility which will increase the City's existing wastewater treatment capacity and reduce dependence on the City's North Regional treatment plant. The facility is anticipated to be completed in 2024.

Project Announcements

Health First Wellness Village – In November 2019, Health First announced its plans for three new locations for the new "Wellness Village" concept, to include a location in the City of Palm Bay. The Wellness Village – Palm Bay will be located at the intersection of Malabar and Minton Roads and will feature state-of-the-art design and advanced technological amenities, an ambulatory/short stay center, outpatient and provider services, retail food space, fitness services and walking trails, and meeting space for community events.

Emerald Lakes – With the opening of the new exit (mile marker 166) at St. Johns Heritage Parkway, development is taking root in southern Palm Bay with the much-anticipated Emerald Lakes, an expansive 1500-acre mixed-use planned community which will feature a crystal lagoon, Village Center with retail, office, multifamily residences, and an entertainment district with numerous restaurants and bars. The project will boast 2.8 million square feet of commercial space, bring an estimated 6,000 jobs to the area, and offer more than 3,760 residences. The development will be built with sustainability in mind and green building innovations.

Cypress Bay Commercial Center – With the opening of the new exit (mile marker 166) at St. John's Heritage Parkway SE, over 100 thousand square feet of new commercial development is planned at Cypress Bay that will bring more class A retail to Palm Bay's hottest housing market. Located on the northeast corner of the St. John's Heritage Parkway and Babcock Street, this commercial development will add thousands of direct and indirect jobs ranging from construction to retail to meet the needs of current and future Palm Bay residents.

The City received a \$300,000 funding appropriation for stormwater system improvements from the Florida Legislature as part of the 2021-2022 session. The funding will be used as a 50% cost-share to install two nutrient separating stormwater baffle boxes. The baffle boxes assist in the removal of sediment, debris, litter, and harmful contaminants including nitrogen and phosphorous from stormwater runoff. The City's new baffle boxes will be placed strategically in locations that flow toward Turkey Creek to improve water quality in the waterway and protect the Indian River Lagoon.

Educational Institutions

The City residents enjoy a wide variety of educational services and amenities. The **Brevard County School Board** operates eleven elementary schools, one middle school, and two high schools in the City.

Additionally, Palm Bay families have another six charter/private schools from which to choose, providing families with multiple options to meet the educational needs of their children.

Eastern Florida State College (formerly Brevard Community College) operates a branch campus in the City that also includes programs from the University of Central Florida, Webster, and Barry Universities. Eastern Florida State College (EFSC) currently offers a four-year degree in General Business and Health Care Management with eight more bachelor's Degrees. Those include Public Safety Management, Sales and Marketing, Advanced Allied Health, Biomedical Sciences, Information Technology Software Development, Information Technologies Program Development and Project Management, Information Technologies Networking Services and Nursing (in conjunction with University of Central Florida). EFSC continues to offer over 100 associates degrees, certificates and fast-track training programs with more planned.

During FY21/22, the City partnered with the Economic Development Commission of Florida's Space Coast (EDC) Manufacturing Training program centered around **Certified Production Technology (CPT)**. This program provides manufacturers in the City of Palm Bay access to resources focused on talent attraction, talent retention, and business resiliency. The Certified Production Technician is an industry recognized certificate verifying a student has mastered essential training in Safety, Quality Practices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness.

Additionally, **Florida Institute of Technology**, recognized as one of the top 200 Universities in the world - honored in the Times Higher Education (THE) World University Rankings 2013-14, is located two miles from the City's northern border and is expanding their operations in Palm Bay.

Economic Development Programs & Initiatives

Marketing & Attraction

The City of Palm Bay works in coordination with multiple economic development resource partners, to include Florida Department of Economic Opportunity, Economic Development Commission of Florida's Space Coast, private site selectors, real estate brokers, and Greater Palm Bay Chamber of Commerce to promote the City to new and expanding businesses. City staff combine economic development practices to include utilization of technical assistance, site selection assistance, networking, and resource partner connections as well as economic incentive programs when justified. City staff also proactively promotes the City to attract more commercial retail and restaurants focusing on key commercial corridors prime for development as well as new multi-family housing development for young professionals working in our high-tech, engineering, aerospace, and defense contracting industries. In FY 2021, the City contracted with a commercial real estate broker, One Sotheby's and a residential real estate broker, Ellingson Properties, to actively market and sell City and CRA-owned surplus real estate to leverage favorable residential and commercial development projects. During 2022, the City sold 21 properties.

The City's Communications Division works diligently to put forth the most current and up-to-date public information regarding news, programs and initiatives of the City. Staff works in coordination with media partners and leverages media relations for positive and productive earned media, produces press releases, interviews, data sheets, project announcements, editorials, and the release of supporting collateral. The City of Palm Bay offers extensive public information through various print and electronic media sources such as the City's monthly Hometown News feature, Business View Magazine, Brevard Business News, and Florida Trend. Staff also maintains, manages, and monitors social media pages for several departments across four different social platforms. Communications efforts have been enhanced, particularly on social media, by the recent incorporation of targeted video production projects to highlight important City projects, events, and initiatives. Additionally, the City delivers emergency notifications to residents and has partnered with the Brevard County Public Information Network to provide enhanced messaging and interagency collaboration during critical events.

The Ad Valorem Tax Abatement Program – supports economic growth by providing an incentive to facilitate private capital investment and job creation to improve the quality of life of Palm Bay residents. Palm Bay City Council may grant certain ad valorem tax exemptions to new for-profit businesses relocating to or expanding businesses within the city limits of Palm Bay for a period not to exceed 10 years and up to 100% of the assessed value of all improvements to real property made by or for the use of a new business and of all tangible personal property of such business. The same applies to the expansion of existing businesses provided that the net increase in all tangible personal property is acquired to facilitate such expansion and tangible personal property is acquired and improvements to real property are made after the effective date of the ordinance granting an exemption. Exemptions shall be evaluated upon certain performance criteria, that are focused job creation and job retention.

The Building Permit Fee Rebate Program – is an economic development incentive program to encourage new commercial and industrial development within the city limits of Palm Bay. Staff is proposing a building permit fee rebate for eligible businesses located in the Highway Commercial (HC), Light Industrial and Warehousing District (LI), and Heavy Industrial District (HI) zoning districts as defined in Chapter 185 of the Land Development Code, Palm Bay Code of Ordinances. Eligible businesses must employ a minimum of 10 full time jobs. The percentage of rebate would be based on private financial investment and square footage, whichever is less. Eligible projects include businesses constructing new buildings or building expansions for any commercial or industrial use business, as provided in Sections 185.044 Highway Commercial District, 185.045 Light Industrial and Warehousing District, and 185.046 Heavy Industrial District of the Code of Ordinances of the City of Palm Bay. Businesses retaining or creating at a minimum 10 full-time jobs and constructs a new building, or expands its existing building footprint, or make interior renovations to an existing structure to accommodate business growth is eligible to apply for a reimbursement of up to 100 percent of the building permit fee retained by the City of Palm Bay. An eligible applicant may be a property owner/operator or a tenant with an owner's affidavit and a copy of lease agreement.

Retention & Expansion

The City works with its state and local economic development partners to support and retain existing businesses and industries by identifying red flags and challenges early on as it relates to sustaining business operations or impediments to growth and expansion, to include workforce needs, financing, physical expansion of building construction and/or machinery and equipment. The City utilizes its partner resources and technical assistance, and in some instances leverages incentive programs, to ensure a stable local economy and the retention of jobs.

Commercial Property Enhancement Program (CPEP) – is a performance-based reimbursement grant awarded to applicants to encourage private investment and improvements to enhance and improve the street view of the built environment from the public perspective. Commercial properties located within the city limits of Palm Bay having frontage along the following roads, or any business located within the Bayfront CRA and/or:

- a. Babcock Street
- b. Malabar Road
- c. Minton Road
- d. Palm Bay Road
- e. RJ Conlan Boulevard
- f. US 1

Housing & Community Development Programs & Initiatives

The City of Palm Bay receives funding from the State and Federal government with the goals of providing affordable housing solutions in the City, expanding economic opportunities for low- and moderate-income residents, supporting the work of local aid agencies, and improving existing housing conditions.

The City is an entitlement community, receiving an annual allocation of Community Development Block Grant (CDBG) funds through the U.S. Department of Housing & Urban Development for affordable housing projects, economic development, public infrastructure improvements, public service agency support, demolition of privately owned and blighted structures, and other community impact projects.

The City completed an extensive remodeling at the Greater Palm Bay Senior Center. The Center's renovations included flooring updates, the installation of hurricane-rated windows and doors, bathroom upgrades, and lighting improvements in the parking lot, among other various projects throughout the facility. The improvements were all done in compliance with ADA guidelines, ensuring that the facility is safe and accessible to all members of our community. The Senior Center remodel represents a commitment to collaboration, having been funded in part by a Community Development Block Grant allocation of \$429,907. The City is in the process of procuring AC chiller replacements at the Senior Center. During FY22 \$499,431 was allocated towards land acquisition, design, study, engineering, sidewalks, construction and other related construction costs for the Driskell Heights drainage project.

Additionally, the City receives State Housing Initiatives Partnership (SHIP) grant funds for programs such as Owner-Occupied Single-Family Housing Rehabilitation, Emergency Repairs, Down Payment Assistance, and Utility Hook-Up Assistance to City water and sewer for income-eligible residents. There is currently 210 homeowners remaining on the City's Housing Repair Program waiting list.

The City also receives HUD HOME Investment Partnerships Program grant allocations through the Brevard County HOME Consortium to implement local housing strategies to increase affordable housing opportunities in Palm Bay.

City Government

The City of Palm Bay was incorporated in 1960 and has a Council-City Manager form of government. The legislative branch of the City is comprised of a Mayor, Deputy Mayor, and three Council members, elected at large on a non-partisan basis. Council members, elected in November, serve four-year terms, with a term limit of three consecutive terms. Following are the current City Council members listed with their respective term expiration year (as of October 1, 2022):

Rob Medina, Mayor (2024)

Kenny Johnson, Deputy Mayor (2022)

Donny Felix, Council Member (2024)

Randy Foster, Council Member (2024)

Peter Filiberto, Council Member (2022)

The City Council is governed by the City Charter, state and local laws and regulations and is responsible for providing policy direction. The Council hires the three Charter Officers: City Clerk, City Attorney, and the City Manager.

Suzanne Sherman, City Manager

Terese Jones, City Clerk

Patricia Smith, City Attorney

The City Manager serves as the chief administrative officer of all activities related to the operations of the City. Palm Bay is a full-service municipal government that includes the following departments/offices:

Joan Junkala-Brown, Deputy City Manager

Mariano Augello, Police Chief

Leslie Hoog, Fire Chief

Nancy Bunt, Community & Economic Development Director/Bayfront Community Redevelopment Administrator

Laura Clawson, Human Resources Director

Chris Little, Utilities Director

Juliet Misconi, Chief Procurement Officer

Greg Minor, Parks & Facilities Director

Alexandra Bernard, Growth Management Director

Unfilled/Vacant, Public Works Director

Valentino Perez, Building Official

Fred Poppe, Recreation Director

Brian Robinson, Information Technology Director

Larry Wojciechowski, Finance Director

The City is also served by several citizen advisory boards whose members are appointed by the City Council. Boards and Committees play an essential role in city government. Each board and committee is established to secure the participation of Palm Bay residents to promote good government and the effective and efficient delivery of services. In this way, citizens provide necessary input to aid the City Council in making decisions responsive to the needs of the city.

Bayfront Community Redevelopment Agency

Building & Construction Advisory Board

Business Improvement District

Citizens Budget Advisory Board

Code Enforcement Board

Community Development Advisory Board

Library Advisory Board

Planning and Zoning Board

Recreation Advisory Board

Sustainability Advisory Board

Utilities Advisory Board

Local Road Advisory Board

Youth Advisory Board

For more information regarding the City of Palm Bay, please visit our website at www.palmbayflorida.org.

Principal Employers in the City of Palm Bay

Schedule 13 from FY 2021 Certified Annual Financial Report

September 30, 2021

Employer	2021			2012		
	Number of Employees	Rank	% of Total Employment	Number of Employees	Rank	% Total Employment
3LHarris Corporation	3,450	1	6.2%	5,613	1	12.2%
Brevard County School Board	1,306	2	2.3%	1,535	2	3.3%
City of Palm Bay	813	3	1.5%	805	3	1.7%
Palm Bay Hospital	610	4	1.1%	575	5	1.2%
Publix (3 of 3 locations reported)	514	5	0.9%	360	8	0.8%
Wal-Mart	400	6	0.7%	400	7	0.9%
Renasas (Formerly Intersil)	370	7	0.7%	482	6	1.0%
Eastern Florida State College	182	8	0.3%	237	9	0.5%
Winn Dixie (2 locations)	200	9	0.4%	200	10	0.4%
Home Depot	150	10	0.3%	N/A	0	0.0%
MC Assembly	0		0.0%	686	4	1.5%
Totals	7,995		14.3%	10,893		23.6%

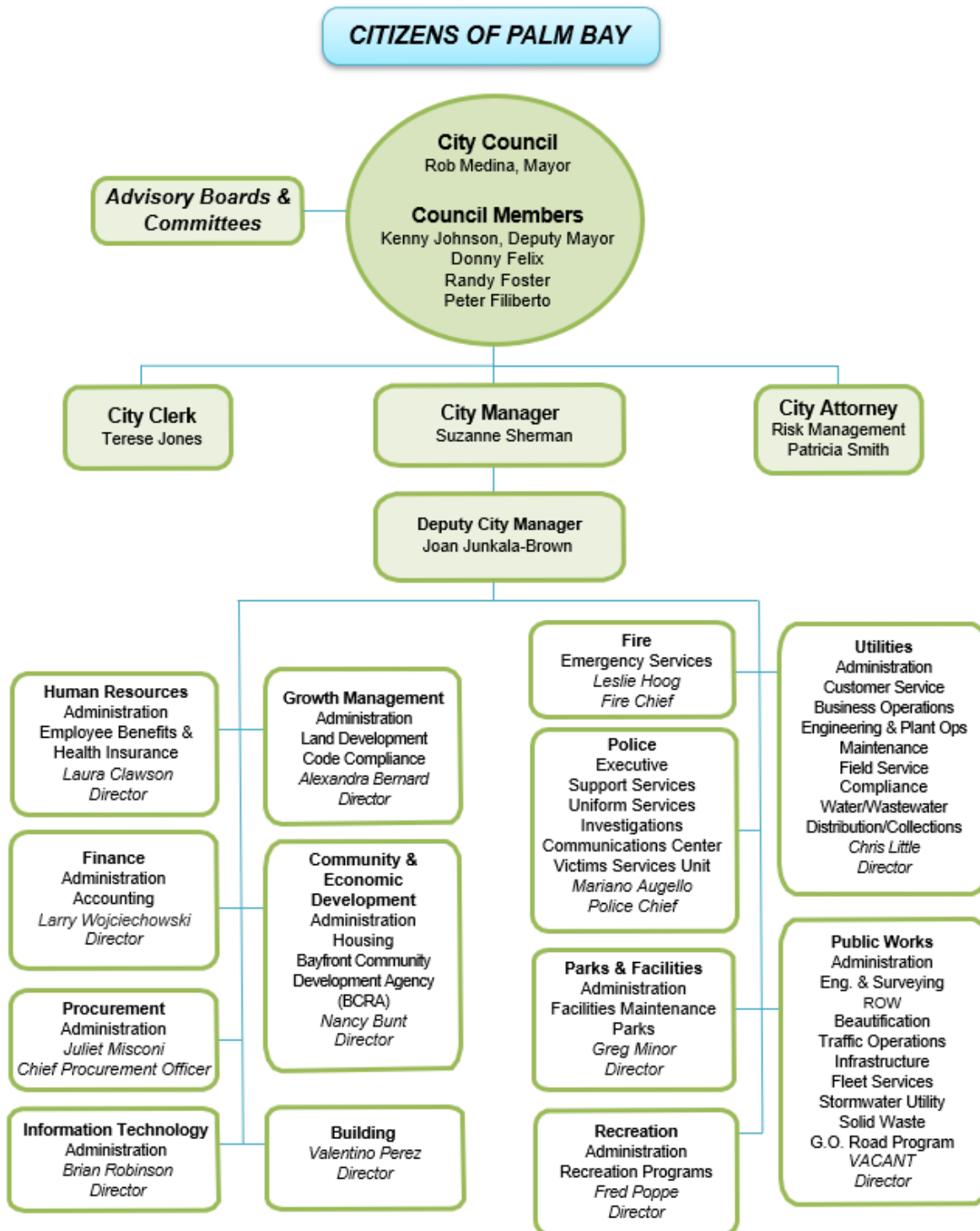
Sources:

US Department of Labor, Bureau of Labor Statistics, Local Area Unemployment Statistics

City of Palm Bay Growth Management Department

City of Palm Bay Budget Division

FY 2023 CITY OF PALM BAY ORGANIZATIONAL STRUCTURE



BUDGET GUIDE

The City's fiscal year runs annually from October 1st through September 30th. The Budget Process begins in February with budgetary planning and continues for eight 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. While the process is led by the Finance Department's Budget Office, each Department tasks selected staff members with "departmental budget duties" who assist the Budget Office in completing their respective budgets and requests.

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

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

BUDGET PROCESS

Introduction

This section, as outlined in the Budget Preparation Manual, provides a high level summary of processes that guide departments through the FY 2023 budget process. To maximize efficiency, the Budget process can be grouped into component of tasks due a certain timeframes to help the Budget Office prepare all personnel, operating and capital expenditure budgets. These components include:

- Base Budget
- Reorganization Proposals
- Budget Adjustment Request Forms
- Departmental H.T.E. (System) Usage
- Departmental Narrative & Performance Measures
- Capital Improvement Plan (CIP) Formulation

All departmental staff receives a detailed budget calendar that outlines task start/due dates and assignments. The Fiscal Year FY 2023 Budget Calendar disseminated to Departments is as follows:

FISCAL YEAR FY 2023 BUDGET CALENDAR

Start	Due	Assigned To	Task	Task Description
FEBRUARY				
01/10/22	02/11/22	Departments IT, FLEET	Cost Schedules	Cost schedules developed
02/23/22	02/23/22	Budget Office	Workshop	Budget Preparation Kick-Off Meeting
02/23/22	02/23/22	Budget Office	Website Updates	Budget Preparation Manual is Published

Start	Due	Assigned To	Task	Task Description
02/23/22	05/06/22	Departments ALL	H.T.E. Entry	Budget Module Opens a) FY 22 Year End Estimates for all Revenues & all Expenses b) FY 23 Base Budget all Revenues & some Expenses Note: For FY 23 Base Budget Expenses - No payroll adjustments except PT, OT, Holiday, Standby & Payouts. Budget Requests or Capital Improvement Program (CIP) Requests are not entered by departments!
MARCH				
02/23/22	03/04/22	Departments ALL	Forms	Re-organization Request Forms - Submittals due to the Budget Office
02/01/22	03/18/22	Departments IT, RISK, HR, FLEET	Allocations	FY 23 City Wide Allocations due to the Budget Office Risk Management Fund; Emp Health Insurance Fund; Other Employee Benefit Fund; Fleet Services Fund; IT Allocations
APRIL				
TBD	TBD	Budget Office Department - CMO	Meeting	Expense Allocations Approval Meeting
04/11/22	04/15/22	Departments ALL	Position Control Verifications	FY 23 Position Control Listings due to the Budget Office from all departments; notate changes or confirm accuracy
MAY				
02/23/22	05/06/22	Departments ALL	Forms	All Budget Requests, FY 23 Capital Improvement Program (CIP) Requests & FY 23 Performance Measures are due to the Budget Office
02/23/22	05/06/22	Departments ALL	H.T.E. Entry	Budget Module Opens a) FY 22 Year End Estimates for all Revenues & all Expenses b) FY 23 Base Budget all Revenues & some Expenses Note: For FY 23 Base Budget Expenses - No payroll adjustments except PT, OT, Holiday, Standby & Payouts. Budget Requests or Capital Improvement Program (CIP) Requests are not entered by departments!
05/06/22	05/06/22	Department - HR	Forms	New Position Request Forms due to the Budget Office - from HR
JUNE				
06/01/22	06/01/22	Brevard Tax Collector	TRIM	Preliminary taxable valuation data due to the Budget Office
06/02/22	06/07/22	Departments ALL	Meeting	Budget Requests/CIP Departmental Meetings with City Manager & Finance (refer to Budget Meetings Schedule for exact dates/times)
06/21/22	06/21/22	City Council Departments ALL	Workshop	Budget Workshop: FY 2022 Mid-Year Review
02/23/22	06/24/22	Departments ALL	Forms	All FY 23-27 Capital Improvement Program (CIP) Requests due to the Budget Office
TBD	TBD	Departments ALL	Meeting	Budget Requests/CIP Approval Meeting - City Manager
06/25/22	06/28/22	Brevard Tax Collector	TRIM	Certified Taxable Valuation Data Published
JULY				
07/05/22	07/05/22	City Council Departments ALL	Workshop	Budget Workshop: FY 2023 Budget
07/21/22	07/21/22	City Council Budget Office	Meeting	Council Meeting - Approve tentative millage rate, roll back rate & public hearing dates
07/28/22	07/28/22	Budget Office	Document	Distribute Proposed Budget to City Council & Citizen Budget Advisory Board (CBAB)
AUGUST				
8/2/2022	8/2/2022	City Council Budget Office	Workshop	Budget Workshop: FY 2023 Budget (Optional)
SEPTEMBER				
09/07/22	09/07/22	City Council Departments ALL	Meeting	1st Public Hearing - Adopt tentative millage rate, first reading of Budget Adoption Ordinance & first reading of Utility Rate fee Ordinances
09/03/21	09/03/21	Budget Office Department - HR	Position Control Verifications	FY 22 Position Control listings provided to Departments for review of FTEs on 2nd Hearing Position Control Plan - Due 09/03/21

Start	Due	Assigned To	Task	Task Description
09/21/22	09/21/22	City Council Departments ALL	Meeting	2nd Public Hearing - Adopt final millage rate, second reading of Budget Adoption Ordinance, Utility Rate fee Ordinances & Resolutions for all other fees
OCTOBER				
10/01/22	10/01/22	Budget Office	Documentati on	Prepare Minimum Fund Balance worksheet - Approved Budget
10/07/22	10/07/22	Departments ALL	Forms	Narrative & FY 22 Performance Measurements due to the Budget Office for Final FY 23 Approved Budget Document

Base Budget

For the 2023 Fiscal Year, the base budget is built on a zero-based methodology requiring each Department to determine their own operating expenditures based on operational, contractual/audit and project needs. Adjustments to each departmental base budget are completed after City Manager and Finance Department reviews are completed. Personnel expenditures are created by the Budget Office and all capital expenditure requests must be approved by the City Manager for inclusion for City Council review/approval. Instructions for base budget entries into H.T.E. are found in the Budget Entry section of this document. Departments must use the "Miscellaneous Information" section within the H.T.E. budget entry fields, to ensure the tracking of expenditures is ensured. Failure to enter line item detailed narrative and financial data within the "Miscellaneous Information" section will result in submittals not being accepted until revised. Please note that base budget access in H.T.E. is made available to departments between February 23, 2022 and May 6, 2022.

Reorganization Proposals

Departments planning to change divisions in FY 2023 (add/subtract/substantially reorganize) or planning to move employees/functions from one fund to another, or one department to another, must submit the proposed budget changes via e-mail to the Budget Office no later than March 4, 2022. Departments will also send a notification, if reorganizations are not proposed.

The Personnel Adjustment Request form is used for reorganization proposals related to movement of personnel. New positions or salary/pay increases (example-HEO I to HEO II) are not to be requested at this time.

Budget/CIP Request Forms & Training/Travel Approvals

In FY 2023, five forms/worksheets are used to request adjustments to the base budget:

- Personnel Adjustment Requests
- Operating Adjustment Requests
- Capital Project Worksheets (Forms)
- Capital Asset/Outlay Worksheets (Forms)
- Training & Travel Summary

All Personnel Adjustments, Operating Adjustments, Training & Travel Summaries, and FY 2023 Capital Requests must be submitted to the Budget Office, via e-mail at Budget@palmbayflorida.org by May 6, 2022. These requests are not entered into H.T.E. by individual departments; they will be entered into H.T.E. by the Budget Office once approved by the City Manager. FY 2024 through FY 2027 Capital Requests must be submitted to the Budget Office no later than June 24, 2022 for Master Capital Improvement Plan formulation.

Personnel Adjustments Requests

This form is utilized for the following purposes:

- Request reorganization/ personnel changes whose costs are within the base budget.
- Request new personnel that have an identified funding resource.

- Request new personnel without funding source.
- Inclusion all operating expenses associated with the personnel adjustment request.

Operating Adjustments Requests

This form is utilized for the following purposes:

- Request additional operating expenses that fall outside of operational, contractual/audit and project needs.
- Request new operating expenses that have an identified funding resource.
- Request new operating costs without funding source.

Capital Asset/Outlay & Project Worksheets (Forms)

These forms, new to the FY 2023 budget year, are utilized for the following purposes:

- Request of any capital project expenses.
- Request of any capital asset/outlay expense.

Training & Travel Summaries

This, new to the FY 2023 budget year, is utilized for the following purpose:

- Obtain pre-approval of all training and travel requests needing approval by City Council.

The **Personnel Adjustment Request Forms** allow departments to submit one cohesive request for additional full-time equivalent (FTE) positions. These request types generally include 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. Providing a cohesive form ensures that items are not overlooked or omitted during the review process. All Personnel Adjustment Requests forms are fully reviewed by the Human Resources Department prior to budget consideration

The **Operating Adjustment Request Forms** allow departments to identify specific requests outside of personnel and capital needs. Thorough justifications are needed, along with detailed accounts associated with the request. These types of requests fall outside of the operational, contractual/audit and project needs a department has. These types of requests should not keep a department from successfully operating during a Fiscal Year.

The **Capital Asset/Outlay and Capital Project Worksheets (Forms)** are required for any capital expenditure needs within the City. Details will include project numbers, names and locations, project dates and funding sources. Similar to operating adjustment requests, thorough justifications for the requests are needed including the impact on the departments operating budget (i.e. personnel and operating expenditures). An expenditure schedule is provided detailing requests by element types including design, planning, land, construction services, inspections, materials/equipment, permitting and inspections.

The **Training & Travel Summaries** allow departments to obtain pre-approval of all training and travel requests needing City Council approval per Administrative Code G 20.04. Details will include a description of the training/travel requested, staff positions (including names, if available), training locations and all associated costs including registration fees, transportation, lodging and per diem.

The following internal service departments must fully review any request impacting their service area:

- Human Resources - any personnel requests including full-time and part-time positions.
- Information Technology - any requests that require a need for technology hardware/software additions.
- Parks & Facilities - any requests that require a need for facility renovations/upgrades.
- Fleet Services - any requests for light vehicles and/or heavy equipment.

All personnel, operating and capital requests are prioritized based on funding source and departmental needs. High priority requests, which should be included in the department's base budget for the fiscal year, are based on new/on-going contractual obligations, or mandates through local/state/federal regulations.

Direct Use of H.T.E. By Departments

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

- FY 2022 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, modify the appropriate year-end estimates accordingly and enter operating expense detail information in the "Miscellaneous Information" sections. Year-end Estimate entry access will be given beginning February 23, 2022 and should be completed by May 6, 2022.
- FY 2023 Base Budget: Departmental staff will be given access to the Base Budget Level in H.T.E. beginning February 23, 2022 and all entries should be completed by May 6, 2022. Operating expense detail information must be entered into the "Miscellaneous Information" sections. Adjustments within the Base Budget, after City Manager and Finance Department review, are to be entered by the Budget Office only.
- FY 2023 Budget Adjustment Requests: Each adjustment request above the base budget level, approved by the City Manager for recommendation shall be entered by the Budget Office only.

After May 6, 2022, 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 6, 2022, will be initiated through the Budget Office.

Upon review of the budget submissions by the City Manager, changes are made to the Budget and departments are notified of any changes thereafter. Changes may include new adjustment requests, additions, deletions and/or estimate updates. Instructions received by City Council during Budget workshops are also taken into consideration.

The Proposed Budget is submitted to Council for review on July 28, 2022; in addition, the budget is posted on the City's website and hard copies are provided to the Palm Bay libraries for citizen reviews. Budget workshops are hosted on June 21, 2022, July 5, 2022 and August 2, 2022 (optional) respectively providing City Council time to discuss any concerns. Any changes requested at workshops are incorporated into the Proposed Budget document with a following disclosure. The Proposed Budget is reviewed for final adoption during the statutory required first and second public hearing held on September 7, 2022 and September 21, 2022 respectively. The second public hearing serves as the adoption of the millage and debt levy rates resolution, budget adoption resolution, fee resolutions, utility rate ordinances, and the City's Classification/Pay Plan and Capital Improvements Program (CIP).

Once the budget is adopted in the month of September, departments work on their narrative and performance measures, and Capital Improvement Program (CIP) data for the Budget Document.

Department Narrative Information

Each Department will have the following information listed in the [Departmental Summaries](#) section of the FY 2023 Budget.

- Department Title
- Mission Statement
- Core Services Descriptions

- FY 2022 Achievements (based on FY 2021 goals)
- FY 2023 Performance Measures with Objectives linked to the City's Strategic Plan, Priorities and Goals
- Summary of Expenditures & FTEs
- Personnel Changes & Explanations of Expenditure Variances of 10.0% or More

Strategic Planning & Departmental Performance Measurement

On February 28, 2013, City Council ratified the strategic planning workshop summary with the seven (7) strategic priorities listed on the following page. To-date, these strategic initiatives are still in place until a new Strategic Plan is formulated in FY 2023. Topics to be included in the formulation of the Strategic Plan update are a focus on the City's values, vision, mission, goals and objectives to include priorities adopted by City Council which will drive the budget process and fund allocations.

The seven strategic priorities are:

- 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 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:

PROCUREMENT

Departmental Summary

Mission

The mission of the Procurement Department is to be responsible and provide for the centralized procurement of quality materials and services at the best possible price and value, ensuring fairness and integrity for the City of Palm Bay government leaders and citizens.

Core Services

Provide for the fair and equitable treatment of all persons interested in the City's procurement practices. Maximize the purchasing value of public funds through various methods of procurement. Assure adherence to all laws, regulations, processes and procedures related to City procurement. Obtain goods and services at the best possible price and value in a timely manner to meet departmental needs.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Launch of the Vendorlink platform for solicitation distribution. This service is provided to our vendor community at no cost to them, providing an easy-to-use, central portal for vendors to register to do business with the City, increasing transparency and competition, and providing efficiency to our operations.	Communicating, Messaging and Identity

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Develop Vendor Training to assist our vendors and our community better understand how to do business with the City of Palm Bay.	City's Relationship with Citizens

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 2019 TARGET	FY 2021 ACTUAL	FY 2020 TARGET	FY 2022 ACTUAL	FY 2023 TARGET
WORKLOAD							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Number of end-user Procurement training sessions	6	7	6	9	6
EFFICIENCY							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Average number of days to process formal bids (release to award)	55	51	55	61	55
EFFECTIVENESS							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Cost savings of competitive formal quotes (% increase from awarded quote to high quote)				1	0

Capital Improvement Plan (CIP) Formulation

The Capital Improvement Project (CIP) and Capital Outlay Request Forms, as previously outlined in the Budget Adjustment Request Forms section, will provide all information to be used in the development of the FY 2023 to FY 2027 Five-year Capital Improvement Plan (CIP).

Approved FY 2023 capital expenditures are disclosed by fund/account number, project number and name, funding source and the five-year schedule of estimated expenditures. Any capital expenditure requests starting beyond the FY 2023 budget, are added to the CIP for future year considerations.

Please refer to [Appendix B](#) of this document for a detailed listing of the FY 2023 to FY 2027 Five-year Capital Improvement Plan (CIP). Departmental project listings, including operational budget impacts, of FY 2023 approved requests are included in this Appendix.

Budget Legal Basis & Compliance

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 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. These hearings were conducted on September 7, 2022 and September 21, 2022 respectively for FY 2023 budget approval. 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 revenues have been realized and when expenditures have been incurred is known as the “Budgetary Basis of Accounting.” General government revenues and expenditure accounted for in funds are controlled by a formal integrated 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 via Ordinance. Budget Amendments occur on a quarterly basis with one additional amendment taking place within 60 days of budget adoption serving as a prior year-end budget close-out process. The following funding scenarios must be presented to City Council via a Budget Amendment:

- Transfer of funds between departments and/or individual funds
- Transfer of funds between projects (excluding emergency purchases as outlined by the City's Procurement Manual)
- Transfer of funds for a different purpose other than intended/approved
- Transfer of funds from capital to operating expenditures (excluding transfers within the same project, the capital threshold is not met, and/or emergency purchases as outlined by the City's Procurement Manual)
- Recognizing and appropriating grant/agreement revenues

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 Preparations, Adjustments & Monitoring

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 in this section).

- The legal level of authority shall be at the department level.
- The annual City budget shall be approved by September 27 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 within the same fund.
- At the close of each fiscal year, the unencumbered balance of each appropriation shall revert to the respective fund from which it was appropriated.
- Budget monitoring is completed on a monthly basis with quarterly Budget Monitoring Reports presented to City Council for review.

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 & 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 & 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 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.

Grant Management is spearheaded by the Special Projects Manager within the City Manager's Office. A full grants management policy and program is pending development outlining the City's requirements from grant applications through acceptance and award. While the Special Projects Manager identifies various grants valuable to the City, each department is still tasked with sourcing grant information pertinent to their respective areas. The Special Projects Manager will serve in an assisting capacity ensuring the process to followed according to the standards in development.

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

The following working capital and fund balance reserves shall be maintained:

- The General Fund shall reserve an amount equal to two-months of budgeted operating expenditures (less transfers, capital outlay or reserves).
- Per House Bill 447, the total estimated annual revenue derived from fees, and the fines and investment earnings related to the fees, may not exceed the total estimated annual cost of allowable activities. Any unexpended balances shall be carried forward to future years for allowable activities or shall be refunded at the discretion of the local government.
- 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 90 days of operating expenditures of the subsequent fiscal year's budget.
- 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.
- Adequate fund balances and reserves within the Fleet Services Fund shall be maintained at 15.0% personnel, operating and debt service costs.

Reservation 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:

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.

Government-wide & Funds Financial Statements

The government-wide financial statements report information on all the non fiduciary 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.

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.

Measurement Focus, Basis of Accounting & 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 comparable items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a 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 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 measurable and available only when cash is received by the City.

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 2019 G.O. Road Program Fund and the 2021 G.O. Road Program Fund are used to account for the bond proceeds earmarked for maintenance and repair of citywide roadways.

The City reports the following major enterprise funds:

- 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 Stormwater Utility Fund is used to account for fees and services associated with management of the City's Stormwater system..

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 non-operating 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 non-operating 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.

Cash & 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, and cash with fiscal agent.

Investments

Investments are stated at fair value, except for investments in the Florida State Board of Administration Local Government Pooled Investment Funds ("SBA"), an external investment pool which complies with criteria set forth in Section 150: Investments of the GASB codification. All fair market valuations are based on quoted market prices. SBA pool shares are based on amortized cost of the SBA's underlying portfolio.

Receivables

Property Tax Receivables

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.

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 Receivables

Utilities Fund operating revenues are generally recognized based on 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.

Inventory & 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.

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.

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. GASBC 1800: *Classification and terminology*, 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.

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:

Assets	Years
Buildings & Improvements	25-50
Utilities System	25-40
Infrastructure	15-20
Equipment	5-20
Vehicles	3-10

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 three items that qualify for reporting in this category; they are deferred charges on refunding, deferred outflows related to pensions and deferred outflows related to OPEB. 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 GASBC P20: *Pension Activities* are unrealized contributions and losses related to pension costs. See Note 9 Employee Retirement Systems.

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 four 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, deferred amounts related to pensions, unamortized gain on refunding, pursuant to GASBC P20: *Pension Activities*, and deferred amounts related to OPEB.

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.

Amortization of Bond Discount & 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.

Compensated Absences

All full-time permanent employees accrue sick and vacation benefits according to the following table: Employee terminating in good standing with unused annual leave will be paid up to a maximum of 240 hours. Sick leave will be paid up to a maximum of 500 hours but based on years of service and position.

Compensated Absences	Vacation			Sick		
Employee Status	Accrual Per Month	Max	Payout*	Accrual Per Month	Max	Payout*
Employees hired prior to September 1, 2017	8-14 hrs	320**	320**	8-12 hrs	1152***	500
Employees hired after to September 1, 2017	8-10 hrs	240	240	8 hrs	500	500
*Employee must be in good standing upon termination. Sick Payouts based on Years of Service and Position						
**Max will change to 240 hours once drops below 240 by payouts and use of annual leave						
***Max will change to 500 once drops below 500 by payouts and use of sick leave						

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.

Fair Value Measurement

The City categorizes its fair value measurements with the hierarchy established by GASBC Section 150: *Investments*. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted process in active markets; Level 2 inputs are significant other observable inputs and Level 3 inputs are significant unobservable inputs.

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.

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.

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 – 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*.

SBC 1800: *Classification and terminology* 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. GASBC 1800: *Classification and terminology* 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)

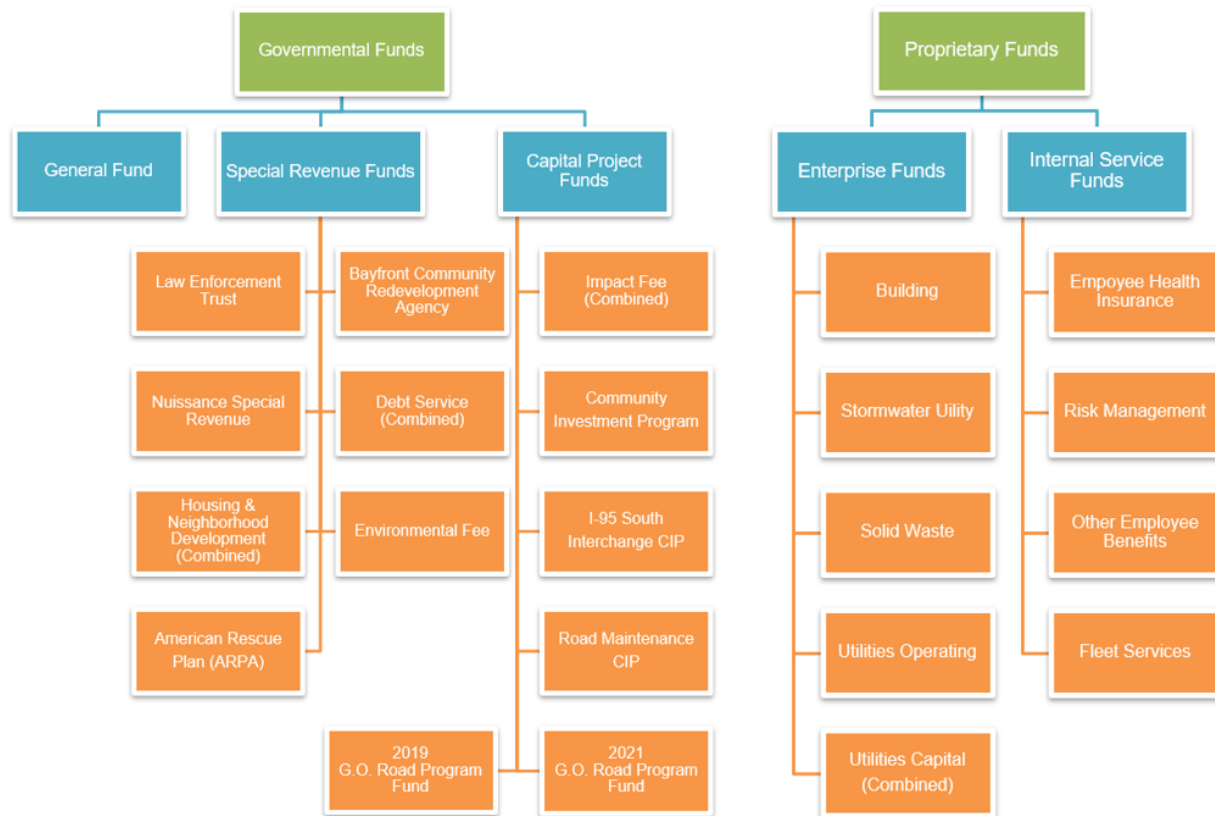
§ 35.036 LIMITATION OF APPROPRIATION.

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)

FUND STRUCTURES & ANALYSIS OVERVIEW

The City of Palm Bay's funds, departments, divisions and accounts are organized based on fund and account groups. Each fund is considered a separate accounting entity; operations within each fund are accounted for with a separate set of self-balancing accounts that comprise the City's assets, liabilities, fund equity, revenues and expenditures/expenses. Government resources are allocated to and accounted for in each fund based on spending purposes and by what means activities are controlled. All City funds can be separated into three categories: *governmental*, *proprietary*, and *fiduciary* funds.



Governmental Funds

The **General Fund** is the City's largest fund. Governmental services include legislative oversight, general and financial administration, law enforcement, community development, streets and drainage system operations and maintenance, and parks and recreation operations and maintenance. General Fund activities are primarily funded through property taxes, franchise fees and certain state-shared revenues. General Fund activities comprise of approximately 33.0% of the City's annual budget and are accounted for on a Modified Accrual Basis.

A **Special Revenue Fund** is generally established to account for revenues restricted by statute or ordinance for a specified purpose, or when a request for separated accounting of special project costs is needed. The accounting for these funds is on a Modified Accrual Basis.

A **Capital Project Fund** is generally a special revenue fund established to track specific capital infrastructure construction projects and/or acquisitions. Although some capital project funds can be classified as enterprise funds (such as the Utilities Community Investment Funds), for the purposes of this document they are listed and presented as capital project funds. The accounting for these funds is on a Modified Accrual Basis.

Proprietary Funds

The City maintains two types of proprietary funds that are accounted for on a full accrual basis.

- An **Enterprise Fund** is used for business-type activities within the City. The information focuses on near-term inflows and outflows of spendable resources, as well as the balance of spendable resources available at the end of each fiscal year presented. The City uses enterprise funds to account for the water and wastewater utilities operating activities, building functions, stormwater utility and solid waste activities.
- An **Internal Service Fund** is used to track the accumulation and allocation of costs internally among the City's departments and funds. The City uses internal service funds to account for the administration of employee health insurance and other employee benefits, risk management, and fleet service activities.

The City also operates two other types of funds that are not included in this Approved Budget document: **Agency and Trust Funds**.

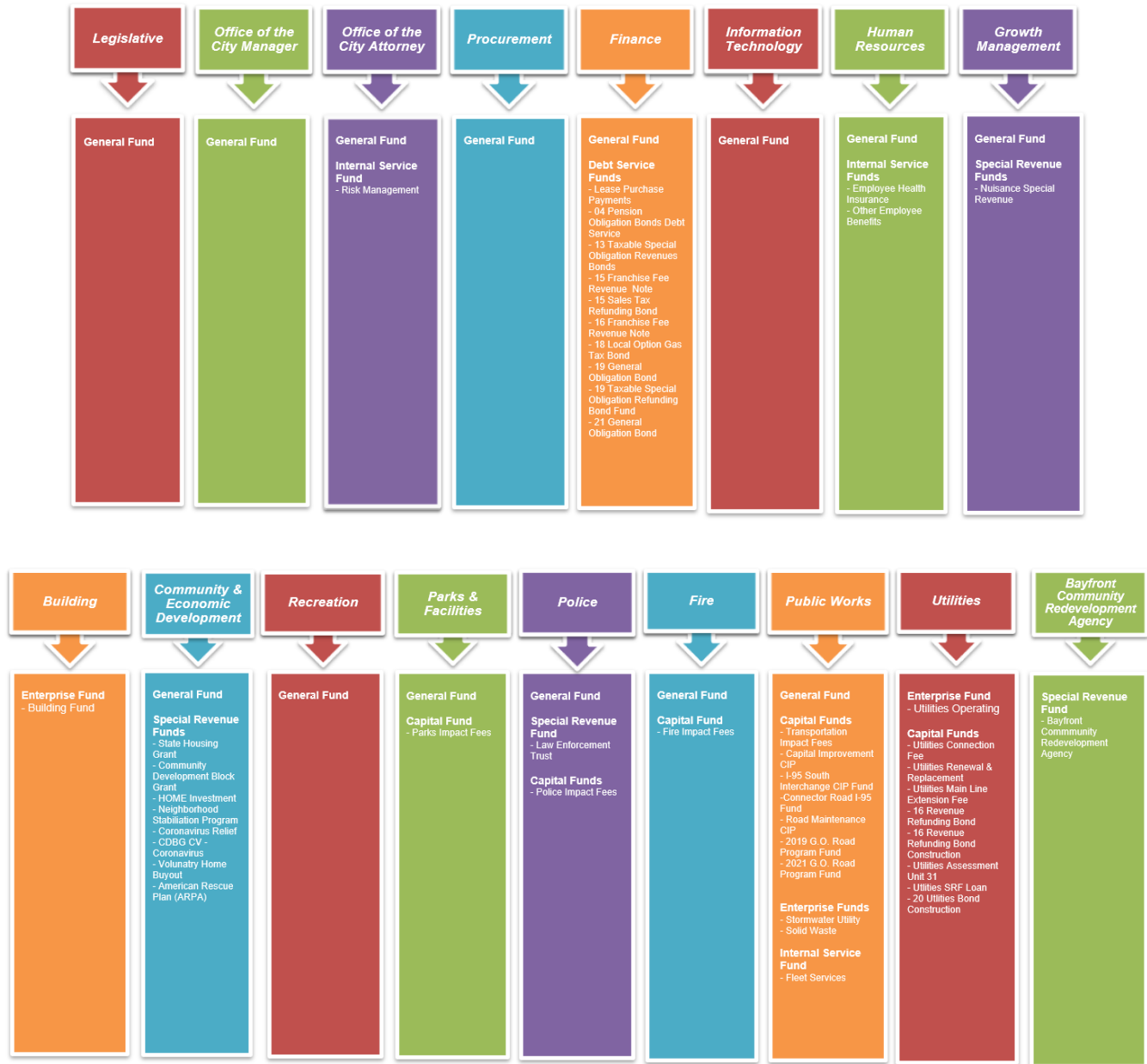
Fiduciary Funds

An **Agency Fund** accounts for money received by the City that is held on behalf, and for the benefit of, others. Agency funds are not budgeted as amounts received or disbursed are not City revenues or expenditures. The City maintains two Agency Funds: (1) 401A Retirement Plan and (2) 457 Deferred Compensation Plan.

A **Trust Fund** accounts for revenues (received and held by the City) that are restricted by statute or ordinance, or per the donor's request. Trust Funds are not budgeted. The City maintains one Trust Fund: (1) Police and Firefighter Pension Trust Fund.

DEPARTMENTAL FUND LINKAGE

The following matrix illustrates which funds are budgeted for each department.



FUND DESCRIPTIONS

General Fund

This fund is the chief operating fund of the City.

Law Enforcement Trust Fund

This fund is used to account for proceeds obtained through the sale of confiscated and unclaimed property turned over to the City through court judgments. The proceeds are to be used solely for crime fighting purposes.

Code Nuisance Fund

This fund is used to account for transactions related to properties with code violations where the owners are unwilling to abate the problems.

Housing & Neighborhood Development Grant Funds

These funds identify and implement programs and activities that benefit low and moderate-income people and improve neighborhoods within the City limits. Funding is received from, and includes the following:

- U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) Program
- Brevard County HOME Consortium – HOME Investment Partnerships (HOME) Program
- U.S. Department of Housing and Urban Development's Neighborhood Stabilization Program (NSP)
- State of Florida's State Housing Initiatives Partnership (SHIP) Program
- Other State and Federal Grant Programs.

American Rescue Plan Fund

On March 10, 2021, Congress passed the American Rescue Plan Act of 2021 (H.R. 139) providing \$1.9 trillion of relief and stimulus funding to state and local governments. President Joe Biden signed the bill into law on March 11, 2021, allowing relief funding to begin immediately flowing throughout the United States.

Impact Fee Trust Funds

These funds are used to account for proceeds provided for the acquisition and/or improvement of urban district park facilities, police capital facilities, fire capital facilities, and the expansion of the City's major road network system. In FY 2019, Impact Fee Funds were broken down into Nexus/Zip code areas resulting in four (4) funds per type for the following zip codes: 32905, 32907, 32908 and 32909.

Environmental Fee Fund

This Fund is used to account for transactions related to the City's Incidental Take Permit issued by the United States Fish and Wildlife Service.

Bayfront Community Redevelopment Agency Fund

This fund is used to account for the ad valorem tax increment revenues accumulated for the community development in areas where taxes were assessed.

Debt Service Funds

The City has several debt service funds. They are used to account for the payment of principal and interest on outstanding general governmental revenue bonds.

Community Investment Fund

This fund is used to account for financial resources earmarked for the acquisition of construction of major capital facilities or other project-oriented activities.

I-95 Interchange Fund

This fund is used to account for financial resources earmarked for the construction of an interchange between St. John's Heritage Parkway (Palm Bay Parkway) and Micco Road.

Connector Road I-95 Interchange Fund

This fund is used to account for the acquisition and construction costs of a new connector road to the I-95 Interchange exit and the intersection of Babcock Street.

Road Maintenance CIP Fund

This fund is used to account for financial resources earmarked for the maintenance and repair of existing roadways.

Connector Road I-95 Fund

This fund is used to account for financial resources earmarked for the construction of St. John's Heritage Parkway (Palm Bay Parkway) from Babcock to interstate 95.

G.O. Road Program Funds

These funds to account for financial resources earmarked for the maintenance and repair of roadways funded by the 2019 General Obligation (G.O.) Bond and 2021 General Obligation (G.O.) Bond.

Utility Fund

This fund is used to account for activities of the utility services provided. This fund is an enterprise fund in that it fully supports its operations.

Utilities Capital Funds

These funds are used to account for financial resources from dedicated revenue streams, capital improvements to the City's Water and Wastewater systems, and the principal and interest payments of various bond debt service.

Building Fund

This fund is used to account for building-related activities within the City. Revenues are primarily generated by user licenses and permits.

Stormwater Fund

This fund is used to account for Stormwater services in the City.

Solid Waste Fund

This fund is used to account for Solid Waste services in the City.

Risk Management Fund

This fund is used to account for the expenses incurred for workers' compensation claims, general and auto liability claims and property damage claims and the related administrative expenses to operate the City's risk management program. Revenues are generated by charges to the various departments and funds based on experience and actuarial estimates.

Employee Benefit Funds

These funds are used to account for expenses incurred for insured and self-insured benefits under the City's Section 125 "cafeteria" benefits plan maintained for the City employees.

Fleet Services Fund

This fund is used to account for the fiscal activity related to meeting the automotive and other vehicular needs of the City. This fund purchase vehicles, maintains them and charges user departments for the vehicular usage.

All Funds Summary

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	265,802,958	111,224,886	337,073,426	337,073,426	312,217,645
REVENUES/SOURCES					
Property Taxes	40,709,084	46,447,794	46,623,185	47,435,707	55,754,660
Sales, Use & Fuel Taxes	3,817,013	3,796,230	3,796,230	3,500,000	3,800,000
Franchise Fees	6,186,091	5,944,250	5,944,250	6,112,450	6,248,250
Utility Taxes	9,814,780	9,385,000	9,385,000	9,556,900	9,699,000
Communications Service Tax	2,559,292	2,500,000	2,633,283	2,617,000	2,635,000
Licenses & Permits	6,965,288	4,669,080	4,669,080	5,698,013	5,231,593
Impact Fees	19,350,662	8,025,000	8,901,240	15,604,765	14,181,749
Intergovernmental	20,339,344	13,047,108	16,336,564	14,714,391	15,132,825
Charges for Service	85,789,474	90,529,560	90,833,023	91,761,842	93,883,395
Fines and Forfeitures	514,532	500,400	500,400	496,907	493,500
Miscellaneous	59,011,345	2,172,887	2,504,606	33,922,824	1,506,431
Capital Contributions	14,997,321	6,355,476	6,541,786	11,409,311	9,516,190
Transfers	29,921,587	24,120,464	31,732,024	29,654,927	32,802,831
TOTAL REVENUES/SOURCES	299,975,813	217,493,249	230,400,671	272,485,037	250,885,424
EXPENDITURES/USES					
Legislative	822,985	785,169	1,030,051	1,007,522	852,942
Office of City Manager	514,523	1,248,759	1,393,213	1,264,170	1,601,292
Office of City Attorney	3,953,847	5,292,103	5,375,849	5,600,043	5,563,141
Procurement	629,168	684,440	691,561	665,191	695,229
Finance	1,674,149	1,444,502	1,498,269	1,347,578	1,488,502
Information Technology	3,199,934	3,535,552	4,157,014	4,073,945	4,442,046
Human Resources	15,791,364	20,912,211	20,924,697	20,962,869	21,631,656
Building	4,078,126	10,630,867	11,936,117	10,847,042	5,516,984
Growth Management	2,044,555	2,089,902	2,568,140	1,781,733	2,388,291
Community & Econ. Development	2,821,084	5,248,518	17,281,735	4,429,773	3,743,214
Parks & Recreation*	4,791,302	0	0	0	0
Recreation*	13,703	2,187,335	2,201,276	2,198,997	2,295,275
Parks & Facilities*	2,727,344	5,809,300	11,516,293	6,855,004	6,542,152
Police	21,878,007	24,978,238	27,231,509	22,712,233	28,301,194
Fire	16,672,808	16,949,202	18,534,774	18,572,456	18,714,720
Public Works	55,546,572	33,608,103	123,264,830	58,640,904	52,296,036
Utilities	42,783,382	32,146,345	79,535,576	75,748,991	41,677,556
Bayfront Community Red. Agency	298,136	842,095	1,145,095	310,317	836,479
Debt Service	17,564,280	22,954,363	22,951,863	22,954,243	22,061,069
Transfers	25,663,586	24,120,464	31,732,024	31,282,847	32,802,831
Non-Departmental	5,236,490	6,164,689	5,952,394	6,084,960	8,528,776
TOTAL EXPENDITURES/ USES	228,705,345	221,632,157	390,922,280	297,340,818	261,979,385
Revenues Over/ (Under)Expenditures	71,270,468	(4,138,908)	(160,521,609)	(24,855,781)	(11,093,961)
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	(24,008,829)	16,172,388	52,161,114	48,253,753	21,890,265
Undesignated	0	10,123,356	131,080,685	121,470,016	30,852,792
TOTAL ENDING BALANCE	337,073,426	107,085,978	176,551,817	312,217,645	301,123,684

* Per Ordinance 2021-38, the Parks & Recreation Department and Facilities Department have been re-organized to the Parks & Facilities Department and Recreation Department.

ALL FUNDS SUMMARY REVIEW

Revenue/Sources

All Funds

Total FY 23 budgeted revenue/sources, collectively among all funds, of \$250,885,424 are \$(21,599,613), or (7.93)%, lower than the FY 22 estimated year-end receipts. Meanwhile, FY 22 estimated year-end receipts of \$272,485,037 are \$(27,490,776), or (9.2)%, lower than FY 21 Actuals.

The following tables provide a three-year historical overview of revenue/sources.

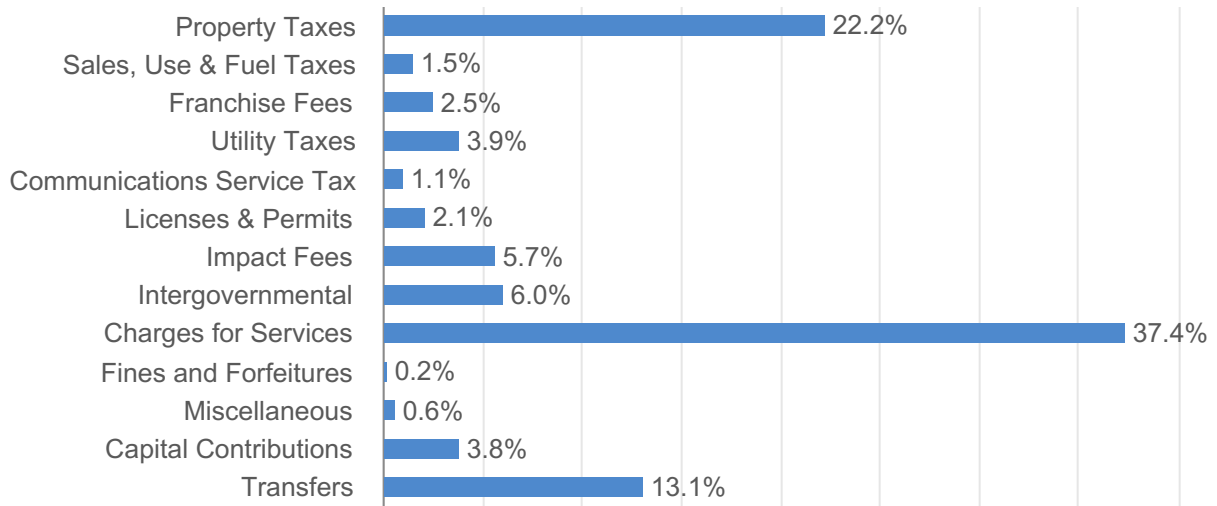
Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

Revenue/Source Type	FY 2022 Estimated	FY 2023 Approved Budget	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Property Taxes	47,435,707	55,754,660	8,318,953	17.5 %
Sales, Use & Fuel Taxes	3,500,000	3,800,000	300,000	8.6 %
Franchise Fees	6,112,450	6,248,250	135,800	2.2 %
Utility Taxes	9,556,900	9,699,000	142,100	1.5 %
Communications Service Tax	2,617,000	2,635,000	18,000	0.7 %
Licenses & Permits	5,698,013	5,231,593	(466,420)	(8.2)%
Impact Fees	15,604,765	14,181,749	(1,423,016)	(9.1)%
Intergovernmental	14,714,391	15,132,825	418,434	2.8 %
Charges for Service	91,761,842	93,883,395	2,121,553	2.3 %
Fines and Forfeitures	496,907	493,500	(3,407)	(0.7)%
Miscellaneous	33,922,824	1,506,431	(32,416,393)	(95.6)%
Capital Contributions	11,409,311	9,516,190	(1,893,121)	N/A
Transfers	29,654,927	32,802,831	3,147,904	10.6 %
TOTAL	272,485,037	250,885,424	(21,599,613)	(7.9)%

Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actuals

Revenue/Source Type	FY 2021 Actuals	FY 2022 Estimated	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Property Taxes	40,709,084	47,435,707	6,726,623	16.5 %
Sales, Use & Fuel Taxes	3,817,013	3,500,000	(317,013)	(8.3)%
Franchise Fees	6,186,091	6,112,450	(73,641)	(1.2)%
Utility Taxes	9,814,780	9,556,900	(257,880)	(2.6)%
Communications Service Tax	2,559,292	2,617,000	57,708	2.3 %
Licenses & Permits	6,965,288	5,698,013	(1,267,275)	(18.2)%
Impact Fees	19,350,662	15,604,765	(3,745,897)	(19.4)%
Intergovernmental	20,339,344	14,714,391	(5,624,953)	(27.7)%
Charges for Service	85,789,474	91,761,842	5,972,368	7.0 %
Fines and Forfeitures	514,532	496,907	(17,625)	(3.4)%
Miscellaneous	59,011,345	33,922,824	(25,088,521)	(42.5)%
Capital Contributions	14,997,321	11,409,311	(3,588,010)	(23.9)%
Transfers	29,921,587	29,654,927	(266,660)	(0.9)%
TOTAL	299,975,813	272,485,037	(27,490,776)	(9.2)%

The chart on the following page reflects a breakdown of the total FY 23 budgeted revenue/sources across all funds. Charges for Services accounts for the largest revenue source at \$93,883,395, or 37.4%, of the total FY 23 Budget.

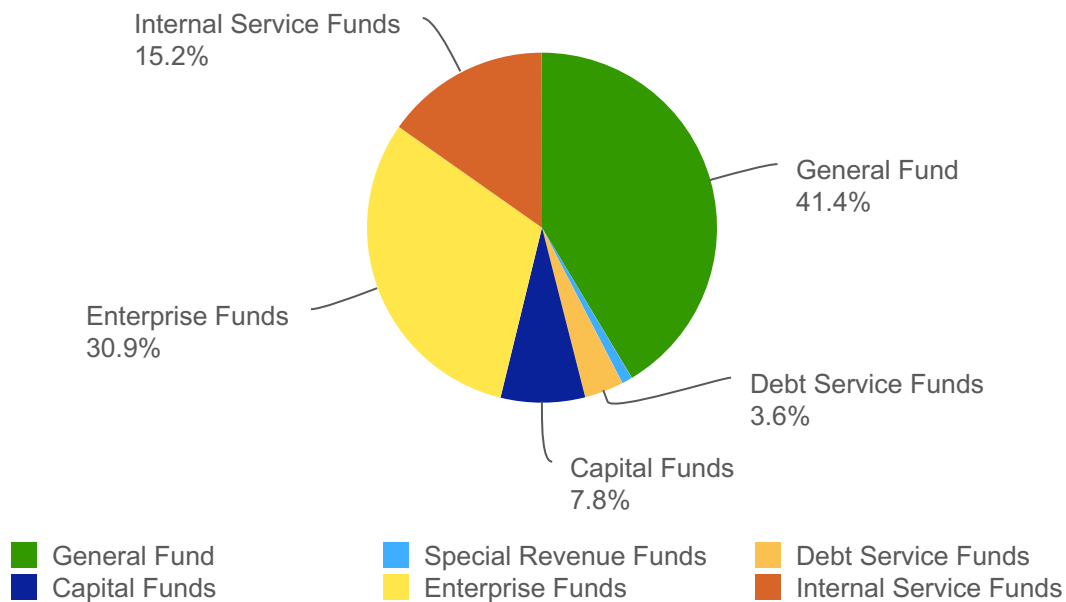


Total Citywide Revenue/Sources by Fund Type

The chart below reflects total proposed citywide revenues/sources by fund type. It illustrates that the majority of the City's revenues are derived from General Fund, 41.4%, and Enterprise Fund, 30.9%, operations.

Capital Fund revenues/sources are usually special revenue streams, bond proceeds, interest income or grants which can vary on a fiscal year basis. As previously noted, Impact Fee Funds are classified and presented as Capital Funds in this document due to expenditure limitations placed on the revenue.

FY 23 Total Citywide Revenues/Sources by Type



Expenditures/Uses

All Funds

Total FY 23 budgeted expenditures/uses, collectively among all funds, of \$261,979,385 are \$(35,361,433), or (11.89)%, lower than the FY 22 estimated year-end receipts. Meanwhile, FY 22 estimated year-end receipts of \$297,340,818 are \$68,635,473, or 30.0%, higher than FY 21 Actuals.

The following tables provide a three-year historical overview of revenue/sources.

Department Level Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

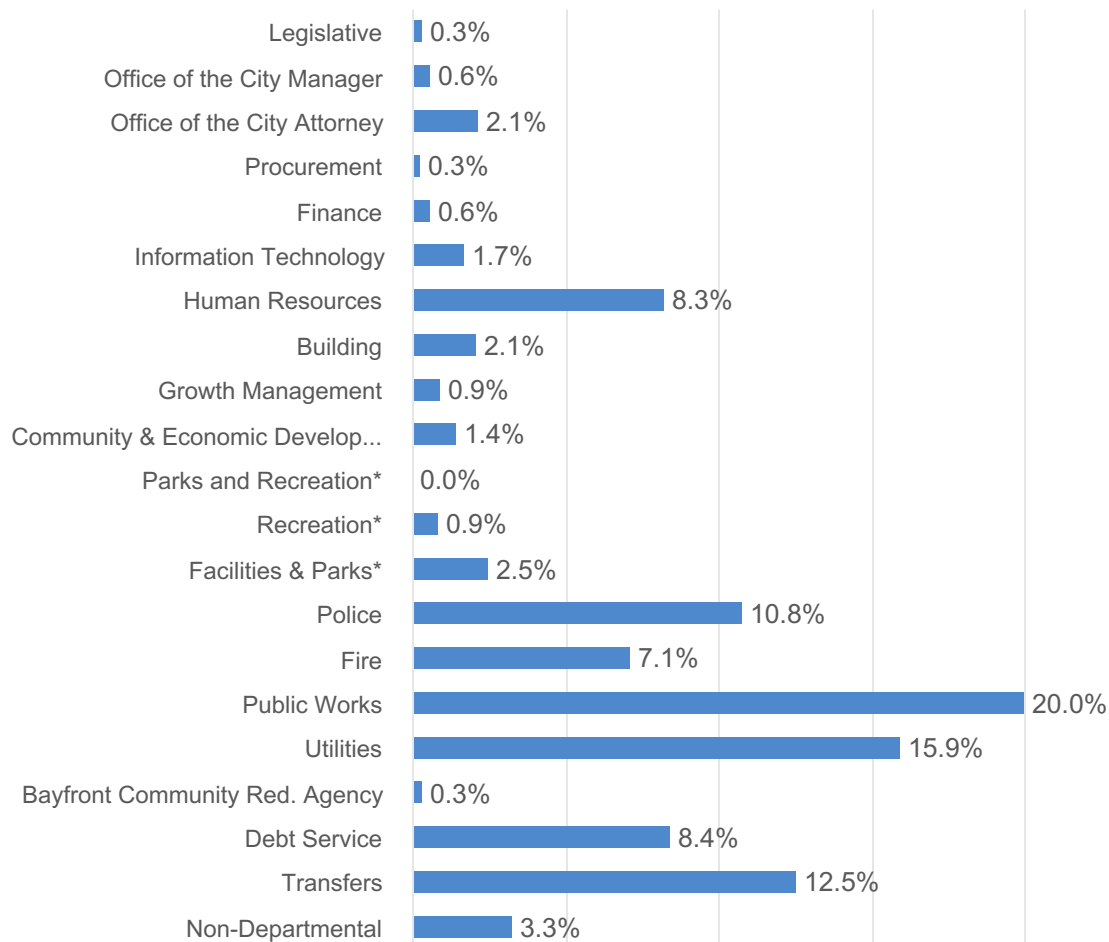
Department/Type	FY 2022 Estimated	FY 2023 Approved Budget	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Legislative	1,007,522	852,942	(154,580)	(15.3)%
Office of City Manager	1,264,170	1,601,292	337,122	26.7 %
Office of City Attorney	5,600,043	5,563,141	(36,902)	(0.7)%
Procurement	665,191	695,229	30,038	4.5 %
Finance	1,347,578	1,488,502	140,924	10.5 %
Information Technology	4,073,945	4,442,046	368,101	9.0 %
Human Resources	20,962,869	21,631,656	668,787	3.2 %
Building	10,847,042	5,516,984	(5,330,058)	(49.1)%
Growth Management	1,781,733	2,388,291	606,558	34.0 %
Community & Economic Development	4,429,773	3,743,214	(686,559)	(15.5)%
Parks & Recreation*	0	0	0	N/A
Recreation*	2,198,997	2,295,275	96,278	4.4 %
Parks & Facilities*	6,855,004	6,542,152	(312,852)	(4.6)%
Police	22,712,233	28,301,194	5,588,961	24.6 %
Fire	18,572,456	18,714,720	142,264	0.8 %
Public Works	58,640,904	52,296,036	(6,344,868)	(10.8)%
Utilities	75,748,991	41,677,556	(34,071,435)	(45.0)%
Bayfront Community Red. Agency	310,317	836,479	526,162	169.6 %
Debt Service	22,954,243	22,061,069	(893,174)	(3.9)%
Transfers	31,282,847	32,802,831	1,519,984	4.9 %
Non-Departmental	6,084,960	8,528,776	2,443,816	40.2 %
TOTAL	297,340,818	261,979,385	(35,361,433)	(11.9)%

Department Level Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actuals

Department/Type	FY 2021 Actuals	FY 2022 Estimated	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Legislative	822,985	1,007,522	184,537	22.4 %
Office of City Manager	514,523	1,264,170	749,647	145.7 %
Office of City Attorney	3,953,847	5,600,043	1,646,196	41.6 %
Procurement	629,168	665,191	36,023	5.7 %
Finance	1,674,149	1,347,578	(326,571)	(19.5)%
Information Technology	3,199,934	4,073,945	874,011	27.3 %
Human Resources	15,791,364	20,962,869	5,171,505	32.7 %
Building	4,078,126	10,847,042	6,768,916	166.0 %
Growth Management	2,044,555	1,781,733	(262,822)	(12.9)%
Community & Economic Development	2,821,084	4,429,773	1,608,689	57.0 %
Parks & Recreation*	4,791,302	0	(4,791,302)	(100.0)%
Recreation*	13,703	2,198,997	2,185,294	15947.6 %
Parks & Facilities*	2,727,344	6,855,004	4,127,660	151.3 %

Department/Type	FY 2021 Actuals	FY 2022 Estimated	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Police	21,878,007	22,712,233	834,226	3.8 %
Fire	16,672,808	18,572,456	1,899,648	11.4 %
Public Works	55,546,572	58,640,904	3,094,332	5.6 %
Utilities	42,783,382	75,748,991	32,965,609	77.1 %
Bayfront Community Red. Agency	298,136	310,317	12,181	4.1 %
Debt Service	17,564,280	22,954,243	5,389,963	30.7 %
Transfers	25,663,586	31,282,847	5,619,261	21.9 %
Non-Departmental	5,236,490	6,084,960	848,470	16.2 %
TOTAL	228,705,345	297,340,818	68,635,473	30.0 %

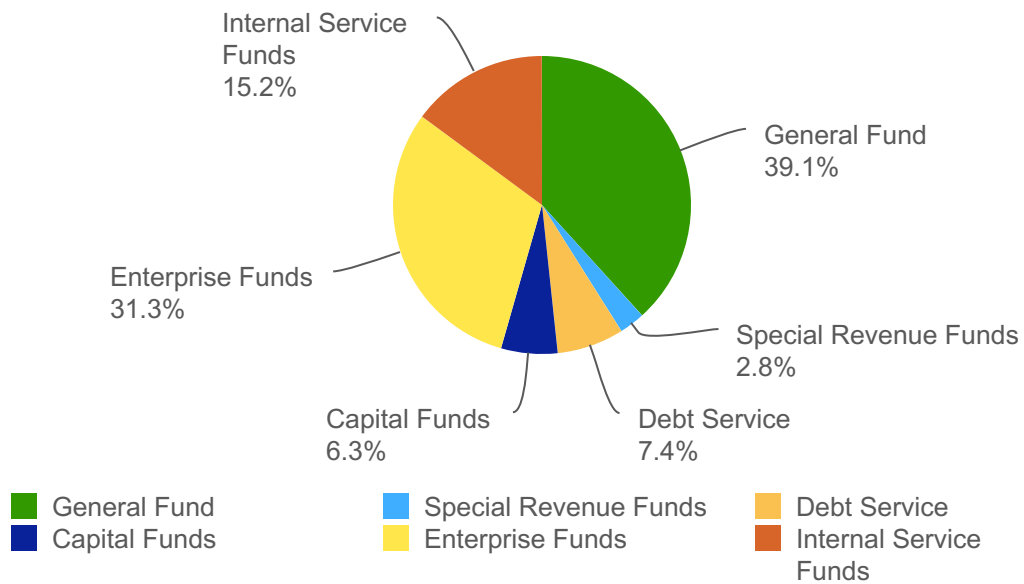
The Public Works Department accounts for the largest budgeted expenditures/uses at 20.0% of the total FY 23 Budget.



Total Citywide Expenditures/Uses by Fund Type

The chart below reflects total citywide expenditures/uses by fund type. It illustrates that General Fund operations make up 39.1% of all City expenditures/uses, with all Enterprise Funds collectively totaling 31.3%.

FY 23 Total Citywide Expenditures/Uses by Fund Type



FY 2023 FUND BALANCE SUMMARY

Increase/Decrease by Governmental Fund

GOVERNMENTAL FUND TYPES	BEGINNING BALANCE BASED ON FY 22 ESTIMATES	FY 23 REVENUES SOURCES	FY 23 EXPENDITURES USERS	FY 23 PROJECTED ENDING BALANCE	CHANGE IN FUND BALANCE	PERCENT CHANGE IN FUND BALANCE
GENERAL FUND	31,213,988	93,375,216	93,375,216	31,213,988	0	0.0 %
<u>SPECIAL REVENUE FUNDS</u>						
Law Enforcement Trust	52,925	0	0	52,925	0	0.0 %
Code Nuisance	589,384	400,000	400,000	589,384	0	0.0 %
Housing/HANDS (Combined) ¹	576,913	1,542,145	2,781,264	(662,206)	(1,239,119)	(214.8)%
American Rescue Plan (ARPA)	(684,708)	0	0	(684,708)	0	N/A
Environmental Fee ²	(227,445)	366,828	7,000	132,383	359,828	(158.2)%
Bayfront Comm. Redev. Agency ³	668,969	2,277,904	1,503,761	1,443,112	774,143	115.7 %
Debt Service (Combined)	5,427,421	17,853,062	17,862,630	5,417,853	(9,568)	(0.2)%
Special Revenue Funds Total:	37,617,447	115,815,155	115,929,871	37,502,731	(114,716)	(0.3)%
<u>CAPITAL FUNDS</u>						
Impact Fees (Combined) ⁴	40,938,189	13,432,250	1,006,506	53,363,933	12,425,744	30.4 %
Community Invest. Program	1,967,179	0	2,500	1,964,679	(2,500)	(0.1)%
I-95 Interchange	198,333	0	50	198,283	(50)	0.0 %
Road Maintenance CIP	3,559,687	1,000,000	1,000,000	3,559,687	0	0.0 %
Connector Road I-95	34,844	0	50	34,794	(50)	(0.1)%
2019 G.O. Road Program ⁵	(11,103,069)	0	11,194,184	(22,297,253)	(11,194,184)	100.8 %
2021 G.O. Road Program	56,202,827	0	0	56,202,827	0	0.0 %
Utilities Capital (Combined)	11,299,047	28,167,319	27,453,437	12,012,929	713,882	6.3 %
Capital Funds Total:	103,097,037	42,599,569	40,656,727	105,039,879	1,942,842	1.9 %

Fund Balance (Governmental Funds) - Fund Balance represents the net financial resources of a fund (assets minus liabilities). There are different classifications of Fund Balance as determined by GASB 54.

Nospendable - Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact (inventories, prepaid, Long-term receivables in the general fund).

Restricted - Constraints are placed on the resources by creditors and grantors or imposed by law through constitutional provisions or enabling legislation.

Committed - Used for specific purposes pursuant to constraints imposed by formal action of the Council.

Assigned - Amounts that are constrained by the City's intent to be used for specific purposes but are neither restricted nor committed.

Unassigned - The fund balance that has not been reported in any other classification.

Explanation of Variances in Fund Balance Greater than 10.0%

¹ The decrease within the Housing/Hands (Combined) Funds can be attributed to the continued focus on approved Fund Balance spending on eligible projects and contributions within the Community. While the projected FY 23 Year-end Fund Balance of \$(662,206) is in the negative, Charges for Services revenues for FY 23 were not yet projected at budget completion. Based on FY 21 Actuals, it is anticipated that an additional \$500,000 to \$600,000 in revenues will be generated.

² Within the Environmental Fee Fund (161), the increase can be attributed to the final debt service payment via an interdepartmental transfer totaling \$366,828 in FY 23. In previous fiscal years, a total of \$50,000 was transferred annually for debt service.

³ The increase in the Bayfront Community Redevelopment Agency/BCRA Fund (181) can be attributed to an increase in Ad Valorem taxation due to an incline in property valuations reported by the Brevard County Property Appraiser and a continued decline in eligible expenditures/uses within the agreement of the BCRA. Unspent funds are returned to the originating sources via transfers including the City of Palm Bay General Fund and Brevard County.

⁴ The increase in the Impact Fee Funds (Combined) can be attributed to a growth citywide construction resulting in increased revenue, and the requirement of funding appropriations for projects to be completed through the quarterly Budget Amendment process (including City Attorney and City Council approval). Planned projects were not included in the FY 2023 Approved Budget.

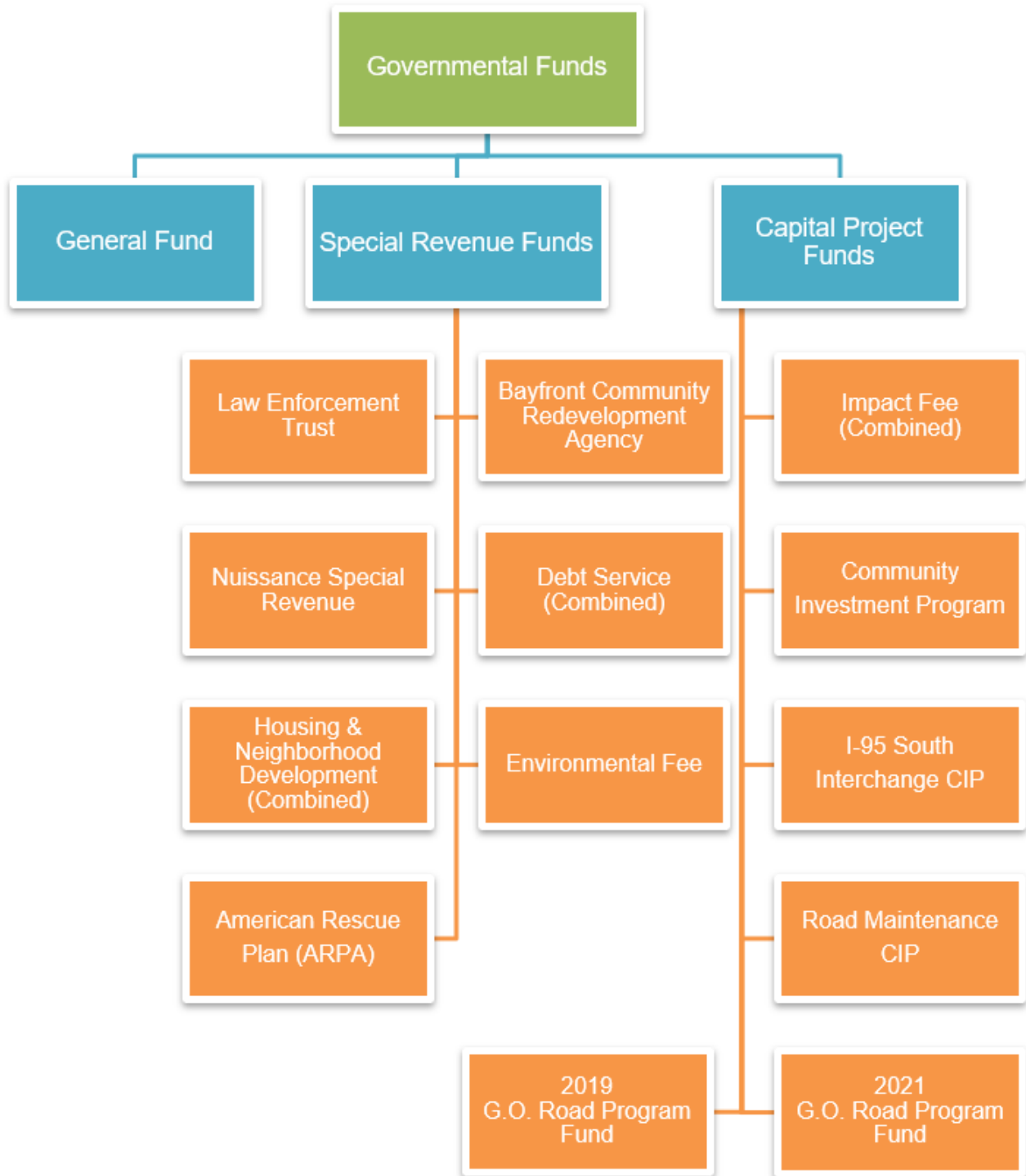
⁵ The decrease within the 2019 G.O. Road Program Fund (309) can be attributed to new capital road projects, totaling \$11,194,137, incorporated into the FY 23 Budget. In previous fiscal years, funding for these new projects was appropriated through the quarterly Budget Amendment process.

Individual Fund Balance variances are discussed in further detail within each Fund's analysis section. The "Change in Fund Balance" portion of the analysis can be located after the revenue and expenditure details.

On a Departmental level, detailed explanation of expenditure changes of 10.0% or more can be found within the [Departmental Summaries](#) section of this document.

GOVERNMENTAL FUNDS

The following sections will provide a financial overview of the Governmental Funds including the General Fund, Special Revenue Funds, and Capital Project Funds.



General Fund Summary

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	24,540,027	14,698,469	30,623,825	30,623,825	31,213,988
REVENUES/SOURCES					
Property Taxes	35,683,300	38,013,418	38,013,418	38,820,540	46,501,681
Sales, Use & Fuel Taxes	3,817,013	3,796,230	3,796,230	3,500,000	3,800,000
Franchise Fees	6,186,091	5,944,250	5,944,250	6,112,450	6,248,250
Utility Taxes	9,814,780	9,385,000	9,385,000	9,556,900	9,699,000
Communications Service Tax	2,559,292	2,500,000	2,633,283	2,617,000	2,635,000
Licenses & Permits	658,667	669,080	669,080	722,237	701,300
Intergovernmental	14,055,516	12,997,108	13,871,939	13,403,878	14,315,629
Charges for Service	6,178,837	5,368,330	5,372,580	5,978,628	5,876,418
Fines and Forfeitures	475,189	491,400	491,400	493,896	493,500
Miscellaneous	898,230	945,390	954,050	868,573	961,900
Transfers	2,400,533	3,125,843	2,457,741	2,383,711	2,142,538
TOTAL REVENUES/ SOURCES	82,727,448	83,236,049	83,588,971	84,457,813	93,375,216
EXPENDITURES/USES					
Legislative	822,985	785,169	1,030,051	1,007,522	852,942
Office of City Manager	514,523	1,248,759	1,393,213	1,264,170	1,601,292
Office of City Attorney	331,260	479,656	539,748	753,457	510,762
Procurement	629,168	684,440	691,561	665,191	695,229
Finance	1,627,345	1,444,502	1,498,269	1,347,578	1,488,502
Information Technology	3,199,934	3,535,552	4,157,014	4,073,945	4,442,046
Human Resources	566,070	783,564	779,134	756,542	746,388
Building	0	0	0	0	0
Growth Management	1,617,354	1,869,016	2,329,639	1,556,778	2,101,177
Community & Econ. Development	943,838	1,248,518	1,235,331	815,387	961,950
Parks & Recreation*	4,687,897	0	0	0	0
Recreation*	13,703	2,187,335	2,201,276	2,198,997	2,295,275
Parks & Facilities*	2,727,344	5,804,426	7,889,944	5,950,373	6,539,752
Police	21,598,077	24,977,290	25,675,346	22,348,913	28,299,544
Fire	16,462,908	16,947,389	17,578,049	17,716,208	18,712,070
Public Works	6,094,993	7,406,242	8,543,984	6,701,724	7,830,002
Transfers	10,348,643	7,699,502	11,218,638	10,843,491	7,799,509
Non-Departmental	5,237,218	6,134,689	5,922,394	6,055,351	8,498,776
TOTAL EXPENDITURES/ USES	77,423,260	83,236,049	92,683,591	84,055,627	93,375,216
Revenues Over/ (Under) Expenditures	5,304,188	0	(9,094,620)	402,186	0
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	0	2,711,988	2,711,988	0
Undesignated	0	0	6,196,322	5,100,229	0
TOTAL ENDING BALANCE	30,623,825	14,698,469	21,715,515	31,213,988	31,213,988

* Per Ordinance 2021-38, the Parks & Recreation Department and Facilities Department have been re-organized to the Parks & Facilities Department and Recreation Department.

ANALYSIS

Revenue/Sources

General Fund Summary

Within the General Fund, the total FY 23 budgeted revenue/sources of \$93,375,216 are \$8,729,426, or 10.31%, higher than the FY 22 estimated year-end receipts. Meanwhile, FY 22 estimated year-end receipts of \$84,645,790 are \$1,138,731, or 1.4%, higher than FY 21 Actuals. This section, detailing revenue stream rankings based on order of size, provides comparisons between FY 23 budgeted revenue/sources and FY 22 estimated year-end receipts, and FY 22 estimated year-end receipts and FY 21 Actuals. All revenue streams, unless otherwise noted, in the General Fund are projected by the Finance Office and reviewed by the City Manager.

Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

Revenue/Source Type	FY 2022 Estimated	FY 2023 Approved Budget	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Property Taxes	38,820,540	46,501,681	7,681,141	19.8 %
Sales, Use & Fuel Taxes	3,500,000	3,800,000	300,000	8.6 %
Franchise Fees	6,112,450	6,248,250	135,800	2.2 %
Utility Taxes	9,556,900	9,699,000	142,100	1.5 %
Communications Service Tax	2,617,000	2,635,000	18,000	0.7 %
Licenses & Permits	722,237	701,300	(20,937)	(2.9)%
Intergovernmental	13,403,878	14,315,629	911,751	6.8 %
Charges for Service	5,978,628	5,876,418	(102,210)	(1.7)%
Fines and Forfeitures	493,896	493,500	(396)	(0.1)%
Miscellaneous	868,573	961,900	93,327	10.7 %
Capital Contributions	187,977	0	(187,977)	(100.0)%
Transfers	2,383,711	2,142,538	(241,173)	(10.1)%
TOTAL	84,645,790	93,375,216	8,729,426	10.3 %

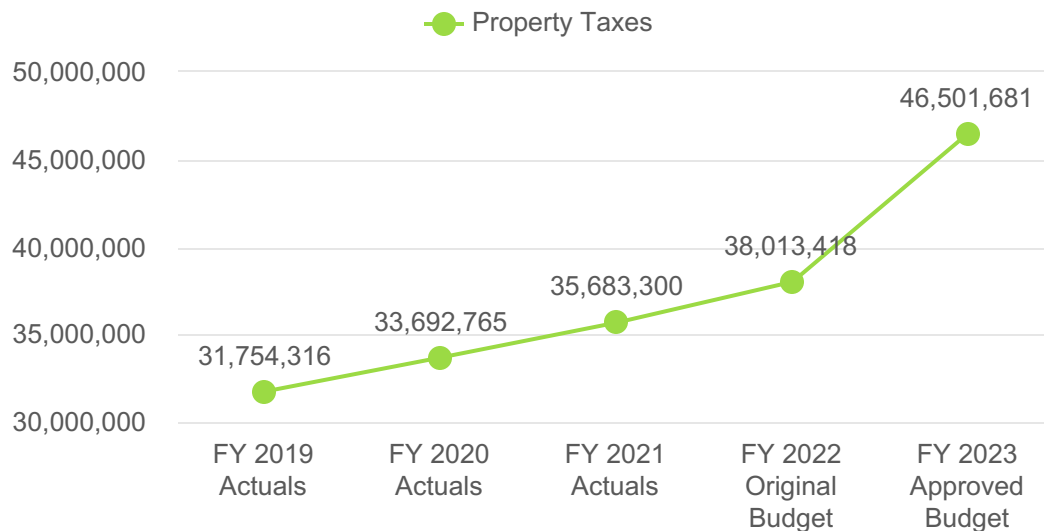
Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actuals

Revenue/Source Type	FY 2021 Actuals	FY 2022 Estimated	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Property Taxes	35,683,300	38,820,540	3,137,240	8.8 %
Sales, Use & Fuel Taxes	3,817,013	3,500,000	(317,013)	(8.3)%
Franchise Fees	6,186,091	6,112,450	(73,641)	(1.2)%
Utility Taxes	9,814,780	9,556,900	(257,880)	(2.6)%
Communications Service Tax	2,559,292	2,617,000	57,708	2.3 %
Licenses & Permits	658,667	722,237	63,570	9.7 %
Intergovernmental	14,055,516	13,403,878	(651,638)	(4.6)%
Charges for Service	6,178,837	5,978,628	(200,209)	(3.2)%
Fines and Forfeitures	475,189	493,896	18,707	3.9 %
Miscellaneous	898,230	868,573	(29,657)	(3.3)%
Capital Contributions	779,611	187,977	(591,634)	(75.9)%
Transfers	2,400,533	2,383,711	(16,822)	(0.7)%
TOTAL	83,507,059	84,645,790	1,138,731	1.4 %

1. **Property Taxes** (ad valorem taxation revenue) are the largest single revenue source with \$46,501,681, or 49.8%, of the General Fund's total revenues/sources for the FY 23 Approved Budget. Individual property values are determined by the Brevard County Property Appraiser's Office and state law allows a "homestead exemption" of \$50,000 on the first \$25,000 and the second \$25,000 of taxable valuation, if the property serves as the owner's principal residence. In addition, Amendment One includes a portability law that will permit homesteaded property owners, who sell their home, to take the gap between their market value and assessed value to their new home.
 - **Operating Millage** - Revenue derived from taxes levied on the value of all real and personal property located in the City of Palm Bay. These taxes are levied based on property values; they are commonly referred to as "ad valorem taxes." The taxes are collected by the Brevard County Tax Collector and forwarded to the City of Palm Bay as they are received. The approved budgeted property tax rate of 7.5995 is below the majority limitation.

On November 8, 2016, the electorate voted to approve an ad valorem tax limitation of no more than a three percent (3.00%) increase in revenue over the current year's budgeted revenue amount. The City may impose an ad valorem tax exceeding the limitation if a super majority of City Council concurs in a finding that such an excess is necessary because of emergency or critical need. Under the three percent (3.00%) limitation, the City's Ad Valorem millage rate was capped at 6.7770 mills, an increase in revenue of \$3,448,337. The City Council approved to exceed the 3.00% limitation with a 7.5995 millage rate for FY 23.

The line graph below provides a five-year history of Property Tax revenues collected:



2. **Intergovernmental Revenues** are the second largest revenue source with \$14,315,629, or 15.3%, of the General Fund's total revenues/sources for the FY 23 Approved Budget. Specified revenue streams within this category include state or local-shared revenue, and revenue derived from federal, state and/or local grants. The annual budgets for these specified revenue streams are set to the Department of Revenue's estimates provided each year. Year-end projections are made by the Finance Office based on historic trends and fiscal year-to-date receipts.

Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

Revenue/Source Type	FY 2022 Estimated	FY 2023 Approved Budget	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
State Revenue	5,600,000	5,900,000	300,000	5.4 %
Half Cent Sales Tax	7,300,000	7,900,000	600,000	8.2 %
Other State-Shared revenue	67,200	70,500	3,300	4.9 %
Federal/State Grants	238,378	214,129	(24,249)	(10.2)%
Local & Other Shared Revenue	198,300	231,000	32,700	16.5 %
TOTAL	13,403,878	14,315,629	911,751	6.8 %

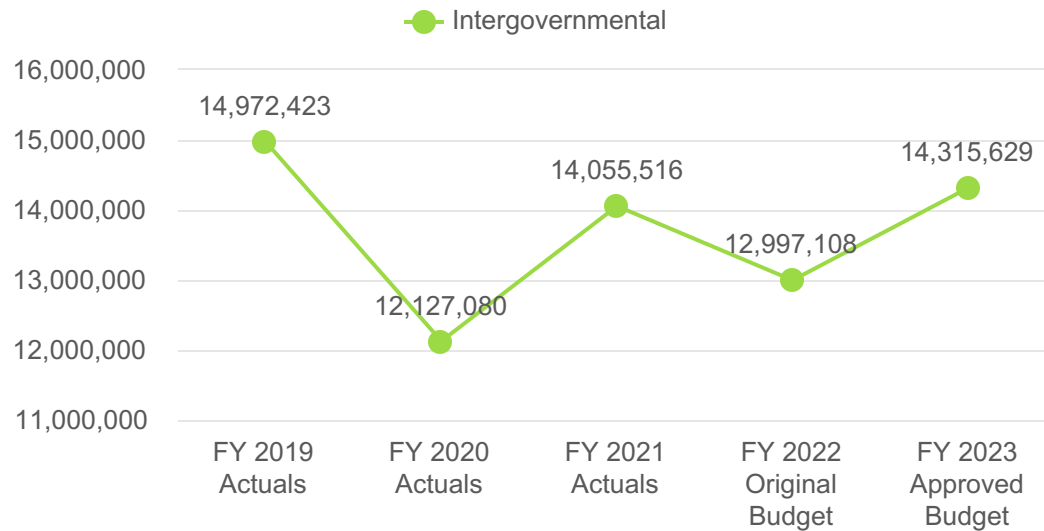
Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actuals

Revenue/Source Type	FY 2021 Actual	FY 2022 Estimated	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
State Revenue	5,466,964	5,600,000	133,036	2.4 %
Half Cent Sales Tax	7,563,292	7,300,000	(263,292)	(3.5)%
Other State-Shared	60,128	67,200	7,072	11.8 %
Federal/State Grants	360,189	238,378	(121,811)	(33.8)%
Local & Other Shared	604,943	198,300	(406,643)	(67.2)%
TOTAL	14,055,516	13,403,878	(651,638)	(4.6)%

- **State Revenue Sharing** – Revenue received from the Municipal Revenue Sharing Trust Fund for municipalities. These funds are derived from Sales and Uses Taxes, the One Cent Municipal Fuel Tax, and the State Alternative Fuel Decal Users Fee.
- **Half Cent Sales Tax** – Revenue derived from the Florida Local Government Half-Cent Sales Tax Program; 8.814% of sales tax proceeds is returned to cities and counties (effective July 1, 2004). The funds are distributed to cities and counties from the Local Government Half-Cent Sales Tax Clearing Trust Fund to allow for the exercise of local discretion in providing for public service needs.
- **Other State Shared Revenues** – Revenue derived from the following reimbursements: educational incentive payments made to firefighters by the City (from the State Insurance Councilor's Regulatory Trust Fund); a portion of alcoholic beverage license taxes (as received by the State, this is received from various alcoholic beverage license taxes levied on manufacturers, distributors, vendors, and sales agents of alcoholic beverages in Florida, and is administered, collected, enforced and distributed to the local governments by the Division of Alcoholic Beverages and Tobacco within the Department of Business Regulation); a portion of annual license fees from mobile homes and park trailers charged in lieu of ad valorem taxes collected by the county tax collectors which is remitted to the Department of Highway Safety and Motor Vehicles who deducts \$1.50 from each license for the State General Revenue Fund and \$1.00 for the Mobile Home Relocation Trust Fund. After the remaining proceeds are placed into the License Tax Collection Trust Fund they are remitted to local governments. Fifty percent (50.0%) is distributed to the district school board and fifty percent (50.0%) is distributed to the municipalities.
- **Federal & State Grants** – Revenue received from the United States federal government and/or the State of Florida for local purposes. Grants are typically recorded as revenue received from specific federal or specific state government departments, agencies or grant programs. Federal Grants anticipated within the FY 23 Budget include \$214,129 from the Department of Justice. No State grants are anticipated in FY 23 within the General Fund at this time. This revenue stream is budgeted when City departments submit budget requests during the annual budget preparation cycle and when departments receive grant awards that were not budgeted.

- **Local and Other Shared Revenue** – Revenue derived from \$186,000 in reimbursements from the Brevard County School Board for the School Resource Officer (SRO) Program and \$45,000 in County Occupational Licenses.

The line graph below provides a five-year history of Intergovernmental revenues collected:



3. **Utility Taxes & Communication Services Taxes** are the third largest revenue source with \$12,334,000, or 13.2%, of the General Fund's total revenues/sources for the FY 23 Approved Budget. Revenue is derived from fees levied on the purchase of electricity, gas/water, fuel oil, and propane within the City limits. Revenue is received from the sellers of such items monthly in the month following the month of collection. Per Florida Statute 166.231 (Municipalities; Public Services Tax) - Utility Tax on electricity, natural gas, liquid propane, and water shall not exceed 10.0% of gross receipts; utility tax on fuel oil shall not exceed 4 cents per gallon. For ease of comparability, the Communications Service Tax, while theoretically not a utility tax, is included in this revenue group, although shown separately graphically. Revenue streams are projected through historic trend analysis and identification of state and local economic indicators.

Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

Revenue/Source Type	FY 2022 Estimated	FY 2023 Approved Budget	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Florida Power & Light	7,781,000	7,800,000	19,000	0.2%
Palm Bay Utilities (Water)	1,639,000	1,760,000	121,000	7.4%
Other Utility Service Taxes	136,900	139,000	2,100	1.5%
Communication Service Tax	2,617,000	2,635,000	18,000	0.7%
TOTAL	12,173,900	12,334,000	160,100	1.3%

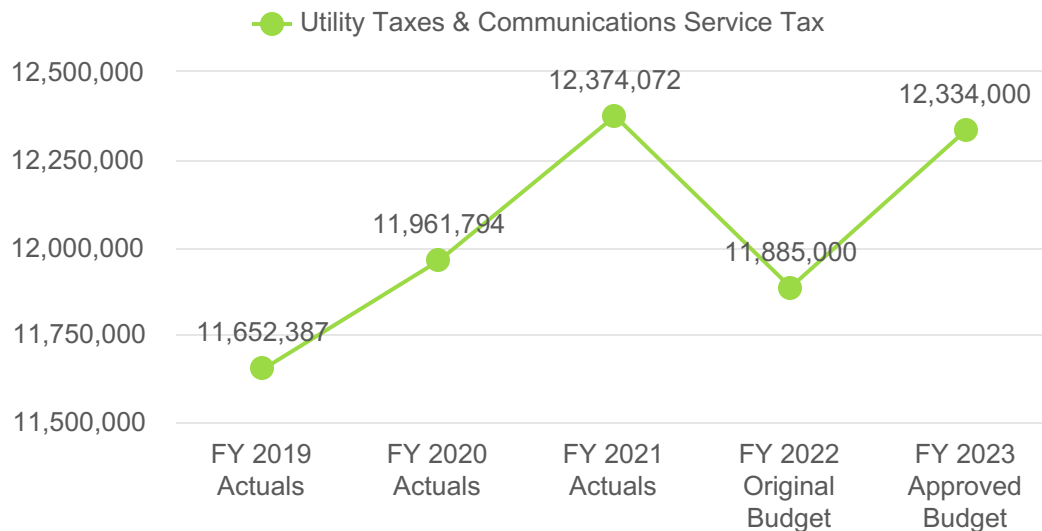
Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actuals

Revenue/Source Type	FY 2021 Actual	FY 2022 Estimated	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Florida Power & Light	8,050,678	7,781,000	(269,678)	(3.3)%
Palm Bay Utilities (Water)	1,639,203	1,639,000	(203)	0.0 %
Other Utility Service Taxes	124,899	136,900	12,001	9.6 %

Revenue/Source Type	FY 2021 Actual	FY 2022 Estimated	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Communication Service Tax	2,559,292	2,617,000	57,708	2.3 %
TOTAL	12,374,072	12,173,900	(200,172)	(1.6)%

- **Florida Power & Light** – Revenue is derived from a levy of 10.0% of gross receipts.
- **Palm Bay Utilities (Water)** – Revenue is derived from a levy of 10.0% of gross receipts upon the City's Utilities Department.
- **Other Utility Service Taxes** – Revenue is derived from 10.0% of gross receipts on gas and/or propane and 4 cents per gallon on fuel oil. Continued weak growth in these revenue streams that predominately are used by businesses and higher-end residential customers is projected.
- **Communication Service Tax** – The Simplified Communications Services Law was passed in the regular session of the 2000 Florida Legislature. The law combined seven different types of communications taxes and fees into a new two-tiered tax composed of a state tax and a local option tax on communications services. The new Communication Services Tax law replaced cable and telephone franchise fees as well as all utility taxes on these communications services. This simplified law went into effect October 1, 2001. The communications services tax is imposed on retail sales of services which originate and terminate in Florida.

The line graph below provides a five-year history of Utility Tax revenues collected:



4. **Franchise Fees** are the fourth largest revenue source with \$6,248,250, or 6.7%, of the General Fund's total revenues/sources for the FY 23 Approved Budget. Franchise Fees are generated through agreements with specific utilities. These franchise agreements grant utilities the right to use public streets and alleyways, indirectly gives the right of eminent domain to acquisition of private property for utility facilities/access and provides some liability protection. Systems eligible for franchising include electric light and power, heating, telegraph, cable television, district telegraph and alarm, motor bus or other public transit and waterworks or gasworks. The largest payees of franchise fees to the City, in order of magnitude of annual payments, include Florida Power & Light, Waste Management, and Florida City Gas.

Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

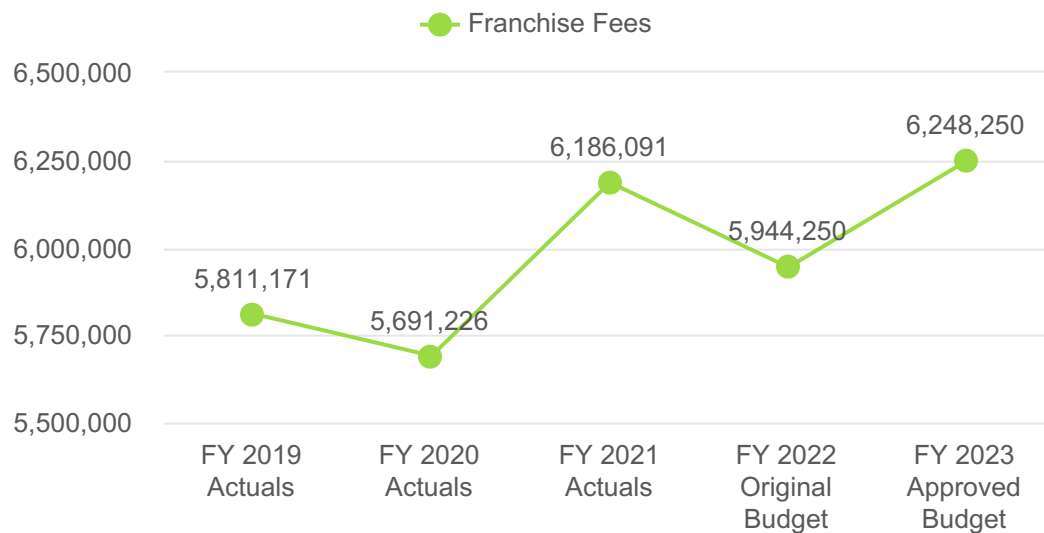
Revenue/Source Type	FY 2022 Estimated	FY 2023 Approved Budget	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Florida Power & Light	5,590,000	5,700,000	110,000	2.0 %
Waste Management	478,450	504,250	25,800	5.4 %
Florida City Gas	44,000	44,000	0.0 %	0.0 %
Palm Bay Water	0	0	0	N/A
TOTAL	6,112,450	6,248,250	135,800	2.2 %

Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actual

Revenue/Source Type	FY 2021 Actual	FY 2022 Estimated	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Florida Power & Light	5,682,439	5,370,000	(312,439)	-5.5%
Waste Management	462,736	480,000	17,264	3.7%
Florida City Gas	40,916	41,000	84	0.2%
Palm Bay Water	0	0	0	N/A
TOTAL	6,186,091	5,891,000	(295,091)	-4.8%

- **Florida Power & Light** – Revenue derived from a 30-year contract for the non-exclusive rights of renewal for providing electricity and related services to the City on April 29, 2004.
- **Waste Management** – Revenue derived from an agreement signed in 2020 for a 10-year term with additional automatically renewing two 2-year periods containing a 10.0% Franchise Fee of gross revenues collected on Commercial Solid Waste Collection Service, including Multi-Family.
- **Florida City Gas** – Revenue derived from an agreement signed in 1985 for a 30-year non-exclusive rights of renewal for distributing natural gas and related services containing a 6.0% fee of total billings for the sale of gas. City Gas Company of Florida renamed itself to Florida City Gas in 2004.

The line graph below provides a five-year history of Franchise Fee revenues collected:



5. **Charges for Service** are the fifth largest revenue source with \$5,876,418, or 6.3%, of the General Fund's total revenues/sources for the FY 23 Approved Budget. Services are grouped into the following six categories: General Government, Public Safety, Physical Environment, Transportation, Culture/Recreation, and Other Charges.

Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

Revenue/Source Type	FY 2022 Estimated	FY 2023 Approved Budget	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
General Government	1,073,776	992,470	(81,306)	(7.6)%
Public Safety	126,520	123,200	(3,320)	(2.6)%
Physical Environment	531,100	678,000	146,900	27.7 %
Transportation	587,290	486,000	(101,290)	(17.2)%
Culture/Recreation	341,391	318,000	(23,391)	(6.9)%
Other Charges for	3,318,551	3,278,748	(39,803)	(1.2)%
TOTAL	5,978,628	5,876,418	(61,300)	(1.7)%

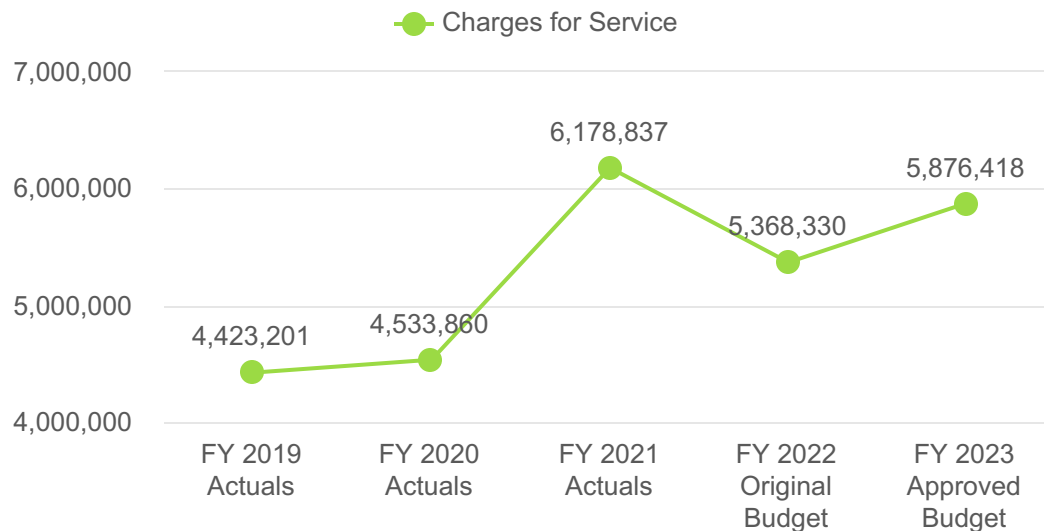
Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actual

Revenue/Source Type	FY 2021 Actual	FY 2022 Estimated	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
General Government	966,951	1,073,776	106,825	11.0 %
Public Safety	113,887	126,520	12,633	11.1 %
Physical Environment	579,357	531,100	(48,257)	(8.3)%
Transportation	598,919	587,290	(11,629)	(1.9)%
Culture/Recreation	604,456	341,391	(263,065)	(43.5)%
Other Charges for	3,315,267	3,318,551	3,284	0.1 %
TOTAL	6,178,837	5,978,628	(269,888)	(3.2)%

- **General Government** – Revenue is derived from the following activities:
 - Zoning fees
 - Street and/or easement vacation applications
 - Sale of copies of the City documents
 - Lien research charges
 - Passport Application fees
 - Code Enforcement Board fines
 - Foreclosure application fee
- **Public Safety** – Revenue is derived from the following activities:
 - Sale of copies of the Police documents and reports
 - County support of first responders
 - Fire inspection fees from existing commercial building inspections
 - Police range fees
 - Fines and fees collected from excessive false Police and Fire monitored alarm activities
- **Physical Environment** – Revenue is derived from the sale of recyclable materials.
- **Transportation** – Revenue is derived from the following charges for services:
 - Mowing services for Brevard County and Florida Department of Transportation (FDOT)
 - Highway lighting maintenance for FDOT
 - Traffic Signal Maintenance from FDOT
 - Swale clearing or other services
 - Right-of-way use permit fees
 - City charge backs for the cost of work performed by General Fund Public Works crews for other City Funds

- **Culture/Recreation** – Revenue is derived from miscellaneous facility rentals, classes, basketball/softball/baseball leagues and tournaments, day camp, new programs, in-house labor, special events, ball field light fees, and miscellaneous sales and concessions.
- **Other Charges for Services** – Revenue in this category is derived from charges to other City funds, listed below, for their share of administrative costs within the General Fund completed by Internal Service Departments. The Finance Department annually updates the percentage of administrative costs allocated to those departments based on specific administrative service demand indicators.
 - Code Nuisance Fund
 - Utility Funds
 - Building Fund
 - Stormwater Utility Fund
 - Solid Waste Fund
 - Employee Health Insurance Fund
 - Other Employee Benefits Fund
 - Risk Management Fund
 - Fleet Services Fund

The line graph below provides a five-year history of Charges for Services revenues collected:



6. **Sales, Use and Fuel Taxes** (First Local Option Fuel Tax) is the sixth largest revenue source with \$3,800,000, or 4.1%, of the General Fund's total revenues/sources for the FY 23 Approved Budget. The only revenue stream within this grouping is the Local Option Gas tax as administered by the Florida Department of Revenue and distributed within each county on an allocation basis.

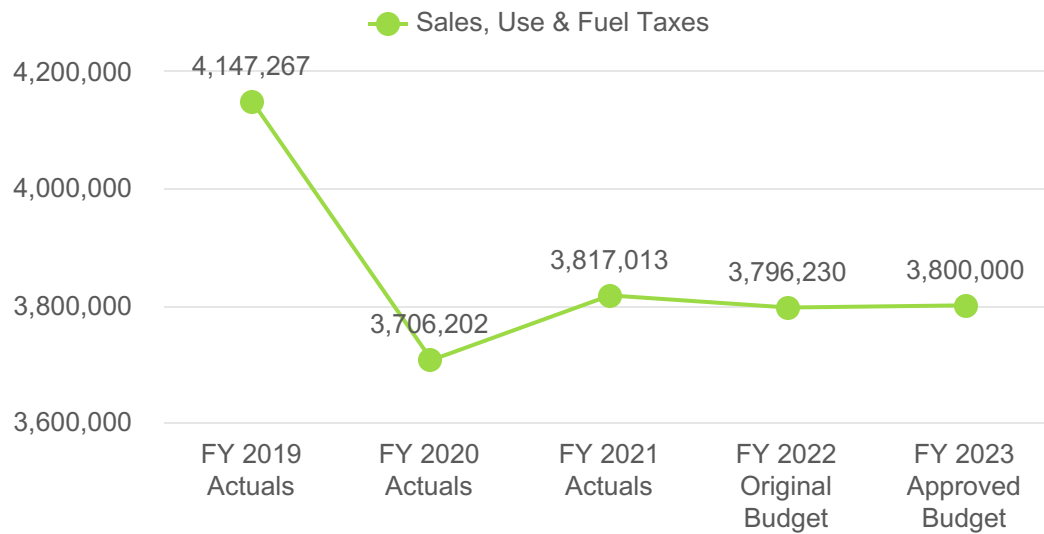
Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

Revenue/Source Type	FY 2022 Estimated	FY 2023 Approved Budget	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Sales, Use & Fuel Taxes	3,500,000	3,800,000	300,000	8.6%

Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actuals

Revenue/Source Type	FY 2021 Actual	FY 2022 Estimated	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Sales, Use & Fuel Taxes	3,817,013	3,500,000	(317,013)	(8.3)%

The line graph below provides a five-year history of Sales, Use and Fuel Tax revenues collected:



7. **(Interfund) Transfers** are the seventh largest revenue source with \$2,142,538, or 2.3%, of the General Fund's total revenues/sources for the FY 23 Approved Budget. Transfers provide the General Fund with resources from other City funds for the cost of activities budgeted within General Fund departments, but that have a direct impact upon the mission of the other funds' activities.

Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

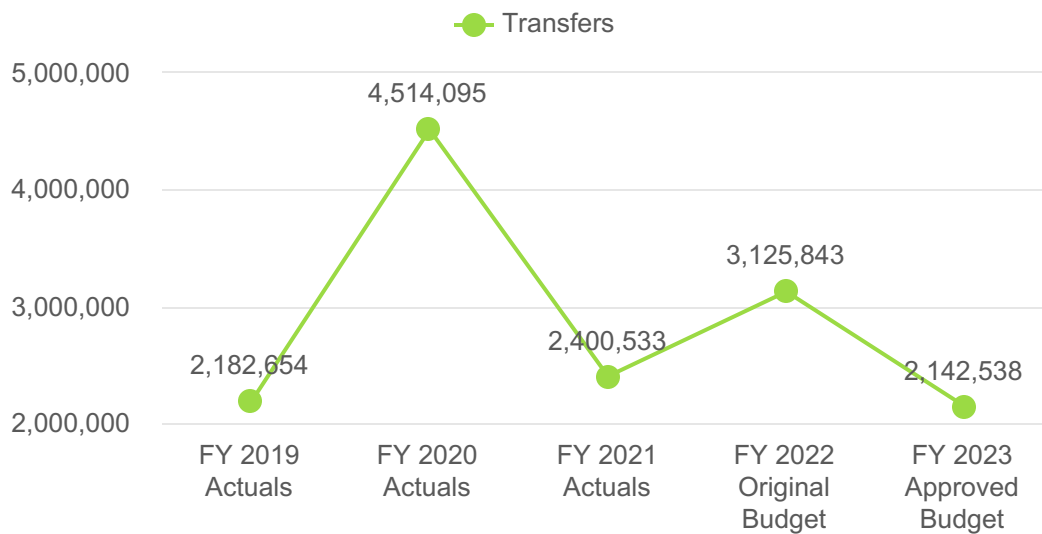
Revenue/Source Type	FY 2022 Estimated	FY 2023 Approved Budget	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Utilities Operating Fund	1,438,883	1,475,256	36,373	2.5 %
Building Fund	0	0	0	N/A
Other Funds	944,828	667,282	(277,546)	(29.4)%
TOTAL	2,383,711	2,142,538	(241,173)	(10.1)%

Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actuals

Revenue/Source Type	FY 2021 Actual	FY 2022 Estimated	Revenue Increase/ (Decrease)	Percentage Increase/ (Decrease)
Utilities Operating Fund	1,680,236	1,438,883	(241,353)	(14.4)%
Building Fund	34,423	0	(34,423)	(100.0)%
Other Funds	685,874	944,828	258,954	37.8 %
TOTAL	2,400,533	2,383,711	(16,822)	(0.7)%

- **Transfers from Utilities Operating Fund** – Revenue transferred to the General Fund to support the Return on Investment (ROI) based on 0.750% of the total Gross Capital Assets per Utilities' Fund (FY 2021 Certified Annual Financial Report).
- **Transfer from Other Funds** – Revenue transferred to the General Fund from the Bayfront Community Redevelopment Agency (CRA) Fund to return unspent dollars based on FY 2022 Year-End Estimates totaling \$667,282.

The line graph on the following page provides a five-year history of Transfer revenues collected:



8. **Other Revenue Sources** are the seventh largest revenue source with \$2,156,700, or 2.3% of the General Fund's total revenues/sources for the FY 23 Approved Budget.

Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

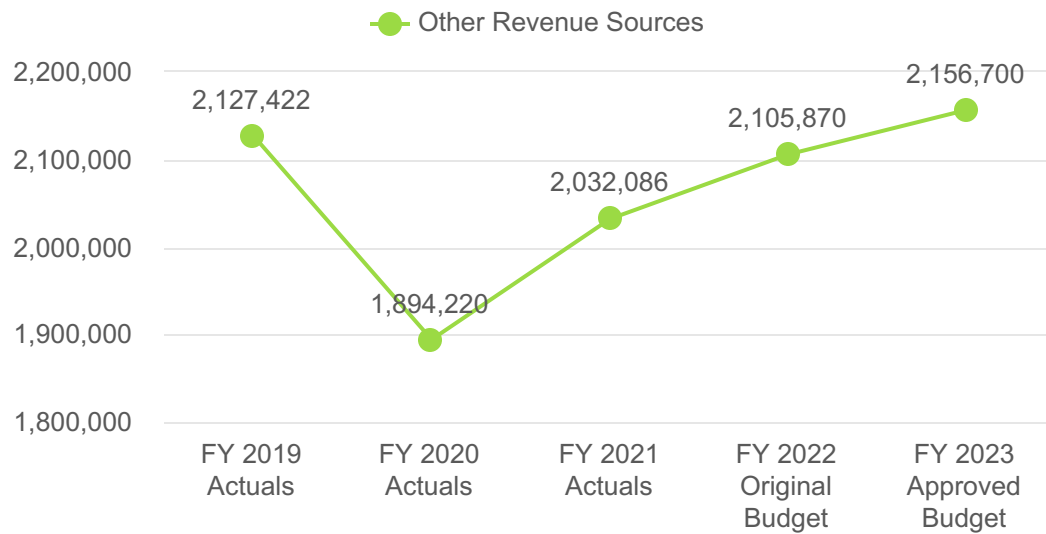
Revenue/Source Type	FY 2022 Estimated	FY 2023 Approved Budget	Increase/ (Decrease)	Increase/ (Decrease)
Fines & Forfeits	493,896	493,500	(396)	(0.1)%
Other (Licenses, Fees & Permits)	722,237	701,300	(20,937)	(2.9)%
Other (Miscellaneous Revenues)	868,573	961,900	93,327	10.7 %
Capital Contributions	187,977	0	(187,977)	(100.0)%
TOTAL	2,272,683	2,156,700	(115,983)	(5.1)%

Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actuals

Revenue/Source Type	FY 2021 Actual	FY 2022 Estimated	Increase/ (Decrease)	Increase/ (Decrease)
Fines & Forfeits	475,189	493,896	18,707	3.9 %
Other (Licenses, Fees & Permits)	658,667	722,237	63,570	9.7 %
Other (Miscellaneous Revenues)	898,230	868,573	(29,657)	(3.3)%
Capital Contributions	779,611	187,977	(591,634)	(75.9)%
TOTAL	2,811,697	2,272,683	(539,014)	(19.2)%

- **Fines & Forfeits** – Revenue derived from various sources include found or abandoned money or property, restitution, court fines and investigative cost recoveries.
- **Other (Licenses, Fees & Permits)** – Revenue derived from Board of Adjustment (BOA) application fees, flood plain permit fees, tree permit fees and business tax receipts.
- **Other (Miscellaneous Revenues)** – Revenue derived from miscellaneous sources such as the P-card (purchasing card) rebate program, electronic citations and the City's First Friday events hosted monthly.
- **Capital Contributions** – Revenue derived from city-owned property sales and capital lease and/or installment purchases. FY 21 actual receipts included property sales valued at \$779,611.

The line graph below provides a five-year history of Other Source revenues collected:



Expenditures/Uses

General Fund Summary

Within the General Fund, the total FY 23 budgeted expenditures/uses budgeted of \$93,375,216 (including transfers) are \$9,319,589, or 11.09%, higher than the FY 22 estimated year-end expenditures. Meanwhile, FY 22 estimated year-end expenditures of \$84,055,627 are \$6,632,367, or 8.6%, higher than FY 21 Actuals.

For the purpose of this section only, the Debt Service expenditure category includes all transfers from the General Fund to the Debt Service Fund for payments of principal and interest.

Category Level Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

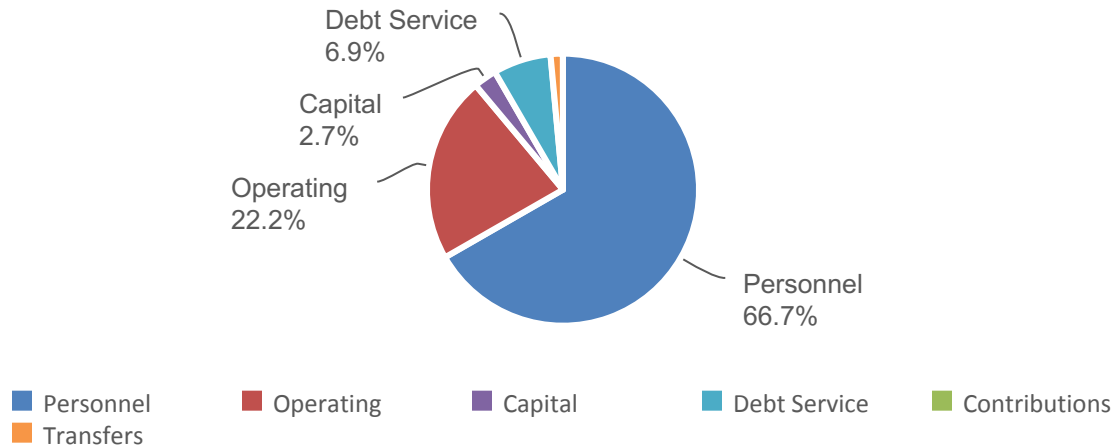
Expenditure/Use Categories	FY 2022 Estimated	FY 2023 Approved Budget	Expenditure Increase/ (Decrease)	Percentage Increase/ (Decrease)
Personnel	54,663,418	62,296,716	7,633,298	14.0 %
Operating	18,364,022	20,735,315	2,371,293	12.9 %
Capital	184,696	2,543,676	2,358,980	1277.2 %
Debt Service	6,413,145	6,422,681	9,536	0.1 %
Contributions	0	0	0	N/A
Transfers	4,430,346	1,376,828	(3,053,518)	(68.9)%
TOTAL	84,055,627	93,375,216	9,319,589	11.1 %

Category Level Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actuals

Expenditure/Use Categories	FY 2021 Actual	FY 2022 Estimated	Expenditure Increase/ (Decrease)	Percentage Increase/ (Decrease)
Personnel	52,735,587	54,663,418	1,927,831	3.7 %
Operating	13,446,679	18,364,022	4,917,343	36.6 %
Capital	891,381	184,696	(706,685)	(79.3)%
Debt Service	6,410,470	6,413,145	2,675	0.0 %
Contributions	0	0	0	#DIV/0!
Transfers	3,939,143	4,430,346	491,203	12.5 %
TOTAL	77,423,260	84,055,627	6,632,367	8.6 %

The pie chart on the following page reflects the approved expenditure breakdown by type. For FY 23, the breakdown is as follows: Personnel 66.7%, Operating 22.2%, Capital 2.7%, Debt Service 6.9%, Contributions 0.0% and Transfers 1.5%.

FY 2023 Approved Expenditure Breakdown by Type



On the Departmental Level, FY 23 budgeted expenditures/uses (including transfers) can be summarized as follows:

Department Level Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

Expenditure/Use Departments	FY 2022 Estimated	FY 2023 Approved Budget	Expenditure Increase/ (Decrease)	Percentage Increase/ (Decrease)
Legislative	1,007,522	852,942	(154,580)	(15.3)%
Office of City Manager	1,264,170	1,601,292	337,122	26.7 %
Office of City Attorney	753,457	510,762	(242,695)	(32.2)%
Procurement	665,191	695,229	30,038	4.5 %
Finance	1,347,578	1,488,502	140,924	10.5 %
Information Technology	4,073,945	4,442,046	368,101	9.0 %
Human Resources	756,542	746,388	(10,154)	(1.3)%
Growth Management	1,556,778	2,101,177	544,399	35.0 %
Community & Economic Development	815,387	961,950	146,563	18.0 %
Parks and Recreation*	0	0	0	N/A
Recreation*	2,198,997	2,295,275	96,278	N/A
Parks & Facilities*	5,950,373	6,539,752	589,379	9.9 %
Police	22,348,913	28,299,544	5,950,631	26.6 %
Fire	17,716,208	18,712,070	995,862	5.6 %
Public Works	6,701,724	7,830,002	1,128,278	16.8 %
Transfers	10,843,491	7,799,509	(3,043,982)	(28.1)%
Non-Departmental	6,055,351	8,498,776	2,443,425	40.4 %
TOTAL	84,055,627	93,375,216	619,680	11.1 %

Department Level Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actuals

Expenditure/Use Departments	FY 2021 Actual	FY 2022 Estimated	Expenditure Increase/ (Decrease)	Percentage Increase/ (Decrease)
Legislative	822,985	1,007,522	184,537	22.4 %
Office of City Manager	514,523	1,264,170	749,647	145.7 %
Office of City Attorney	331,260	753,457	422,197	127.5 %

Expenditure/Use Departments	FY 2021 Actual	FY 2022 Estimated	Expenditure Increase/ (Decrease)	Percentage Increase/ (Decrease)
Procurement	629,168	665,191	36,023	5.7 %
Finance	1,627,345	1,347,578	(279,767)	(17.2)%
Information Technology	3,199,934	4,073,945	874,011	27.3 %
Human Resources	566,070	756,542	190,472	33.6 %
Growth Management	1,617,354	1,556,778	(60,576)	(3.7)%
Community & Economic Development	943,838	815,387	(128,451)	(13.6)%
Parks and Recreation*	4,687,897	0	(4,687,897)	(100.0)%
Recreation*	13,703	2,198,997	2,185,294	N/A
Parks & Facilities*	2,727,344	5,950,373	3,223,029	118.2 %
Police	21,598,077	22,348,913	750,836	3.5 %
Fire	16,462,908	17,716,208	1,253,300	7.6 %
Public Works	6,094,993	6,701,724	606,731	10.0 %
Transfers	10,348,643	10,843,491	494,848	4.8 %
Non-Departmental	5,237,218	6,055,351	818,133	15.6 %
TOTAL	77,423,260	84,055,627	6,632,367	8.6 %

The table below provides a five-year history of Departmental expenditures/uses:

Expenditure/Use Departments	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Original Budget	FY 2023 Approved Budget
Legislative	762,995	804,908	822,985	785,169	852,942
Office of City Manager	706,986	969,570	514,523	1,248,759	1,601,292
Office of City Attorney	334,796	349,722	331,260	479,656	510,762
Procurement	546,846	518,269	629,168	684,440	695,229
Finance	1,471,749	1,627,835	1,627,345	1,444,502	1,488,502
Information Technology	3,337,067	3,269,922	3,199,934	3,535,552	4,442,046
Human Resources	865,578	639,479	566,070	783,564	746,388
Growth Management	1,498,623	1,456,786	1,617,354	1,869,016	2,101,177
Community & Economic Development	725,432	353,668	943,838	1,248,518	961,950
Parks and Recreation*	4,227,946	4,770,433	4,687,897	0	0
Recreation*	0	0	13,703	2,187,335	2,295,275
Parks & Facilities*	5,224,681	2,552,324	2,727,344	5,804,426	6,539,752
Police	20,576,711	20,754,526	21,598,077	24,977,290	28,299,544
Fire	15,073,662	15,525,586	16,462,908	16,947,389	18,712,070
Public Works	5,026,290	5,569,182	6,094,993	7,406,242	7,830,002
Transfers	8,730,927	10,440,534	10,348,643	7,699,502	7,799,509
Non-Departmental	4,583,593	5,151,336	5,237,218	6,134,689	8,498,776
TOTAL	73,693,882	74,754,080	77,423,260	83,236,049	93,375,216

* Per Ordinance 2021-38, the Parks & Recreation Department and Facilities Department have been re-organized to the Parks & Facilities Department and Recreation Department. This information is reflected in the Proposed Budget.

Detailed strategic and operational information regarding Departmental budgets is provided in the Department Summaries section of this document.

Change in Fund Balance

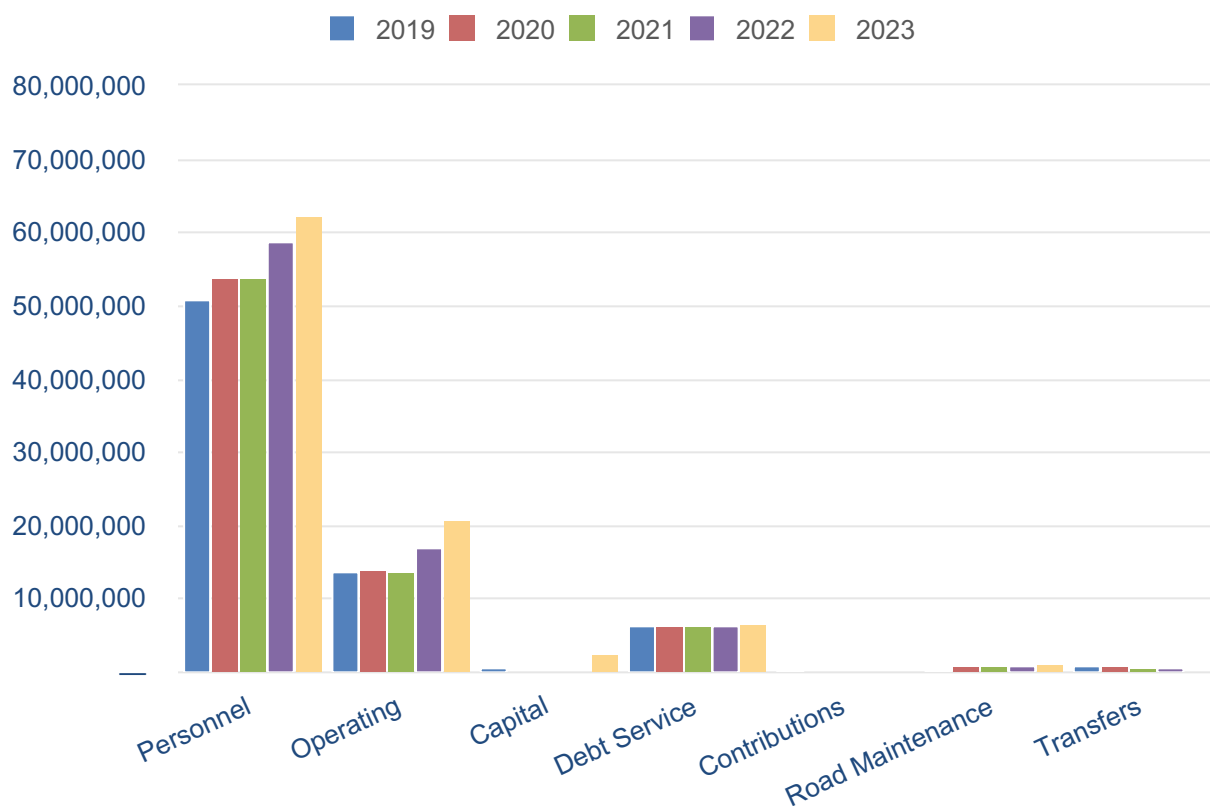
The projected FY 23 Year-end Fund Balance of \$31,213,988 reflects no change from the FY 22 Year-end Estimated Fund Balance of \$31,213,988.

This projection is \$17,375,316 over the required minimum balance of \$12,589,425. Per the City's Fund Balance Policy (updated in January 2021), the General Fund shall maintain an Unreserved Unappropriated Fund Balance equivalent to a minimum period of two (2) months of the current fiscal year expenditures less capital outlay and transfers out budgeted for the fund itself. One of the primary factors supporting a healthy fund balance, and future projections, is the City's economic development and increase in real estate values which directly contribute to a revenue growth.

A Five-Year Adopted Budget History for the General Fund, broken down by type level, is reflected in the chart and table below.

5-Year Adopted Budget Comparisons

Type Level Comparison



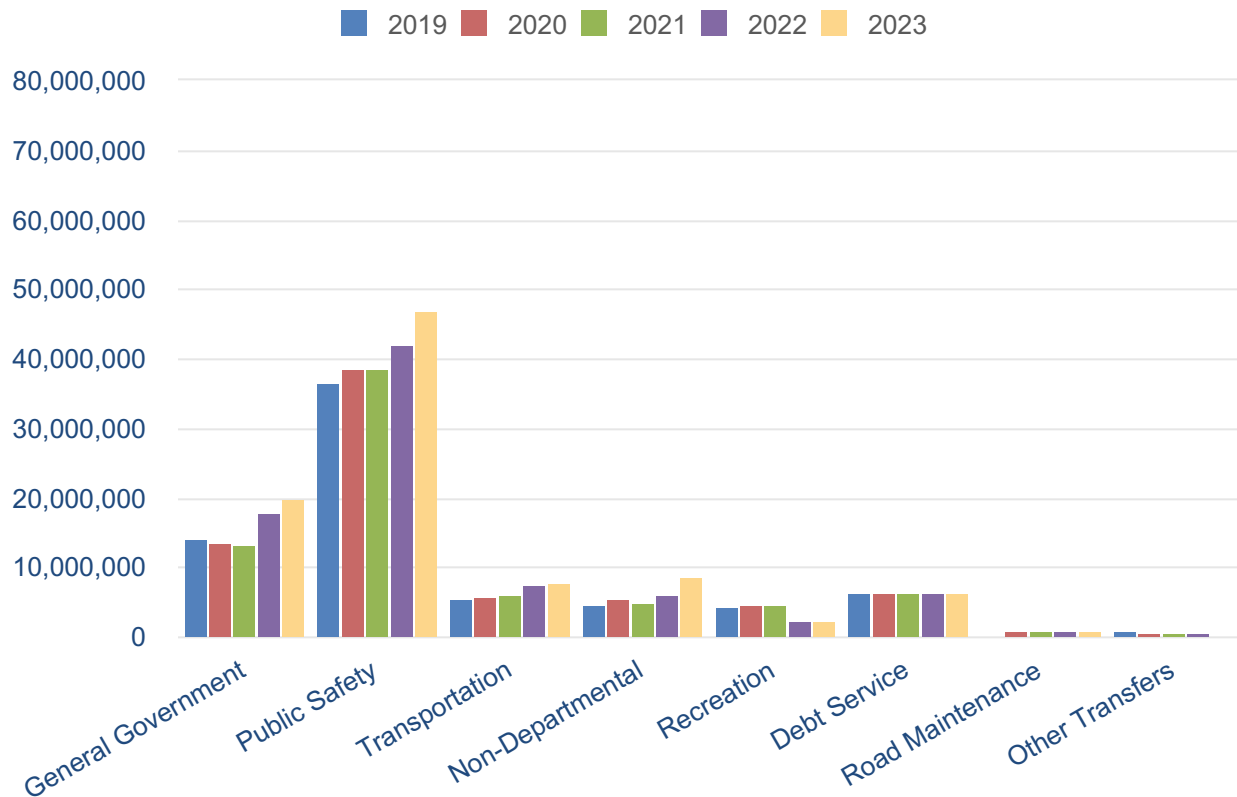
Type Level Funding Details

Type Level	2019	2020	2021	2022	2022
Personnel	50,859,211	53,894,051	53,878,473	58,614,122	62,296,716
Operating	13,593,803	13,817,880	13,703,159	16,922,425	20,735,315
Capital	432,000	82,112	0	0	2,543,676
Debt Service	6,340,531	6,347,627	6,407,713	6,413,145	6,422,681
Contributions	201,500	0	0	0	0
Road Maintenance	200,000	833,684	750,000	750,000	1,000,000
Transfers	940,801	687,474	551,951	536,357	376,828
TOTAL	72,567,846	75,662,828	75,291,296	83,236,049	93,375,216

A Five-Year Adopted Budget History for the General Fund, broken down by category level, is reflected in the chart and table below.

5-Year Adopted Budget Comparisons

Category Level Comparison



Category Level Funding Details

Category Level	2019	2020	2021	2022	2023
General Government	14,159,054	13,512,367	13,360,963	17,883,602	19,940,040
Public Safety	36,421,991	38,614,858	38,654,953	41,924,679	47,011,614
Transportation	5,503,823	5,623,675	6,107,735	7,406,242	7,830,002
Non-Departmental	4,670,204	5,529,511	4,891,686	6,134,689	8,498,776
Recreation	4,331,442	4,641,772	4,566,295	2,187,335	2,295,275
Debt Service	6,340,531	6,347,627	6,407,713	6,413,145	6,422,681
Road Maintenance	200,000	833,684	750,000	750,000	1,000,000
Other Transfers	940,801	559,334	551,951	536,357	376,828
TOTAL	72,567,846	75,662,828	75,291,296	83,236,049	93,375,216

General Government includes the following departments: Legislative, Office of the City Manager, Office of the City Attorney, Procurement, Finance, Information Technology, Human Resources, Growth Management, Community & Economic Development and Facilities.

The Public Safety Group includes the Police and Fire departments. Transportation represents the Public Works department and Recreation represents the Parks & Recreation department. Transfers from

General Fund to other Funds are broken down between transfers to the Debt Service Fund, Road Maintenance Fund, and Other Funds which may contain the Utilities Operating Fund, Stormwater Utility Fund, Environmental Fleet Fund and Fleet Services Fund.

Law Enforcement Trust Fund Summary

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	\$ 203,427	\$ 157,095	\$ 142,764	\$ 142,764	\$ 52,925
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	0	0	0	0	0
Fines and Forfeitures	39,343	9,000	9,000	3,011	0
Miscellaneous	1,178	500	500	270	0
Transfers	0	0	0	0	0
TOTAL REVENUES/SOURCES	40,521	9,500	9,500	3,281	0
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Econ. Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	101,183	0	132,320	93,120	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Utilities	0	0	0	0	0
Transfers	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	101,183	0	132,320	93,120	0
Revenues Over/ (Under) Expenditures	-60,662	9,500	-122,820	-89,839	0
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	0	42,500	42,500	0
Undesignated	0	0	80,320	58,131	0
TOTAL ENDING BALANCE	142,764	166,595	19,944	52,925	52,925

ANALYSIS

The LETF (Fund 101) accounts for revenues from forfeited property as per Florida Statutes, Chapter 932. Funds are to be expended for law enforcement purposes other than normal operations. All expenditures must be approved by City Council as funding becomes available.

Revenue/Sources

When fines, forfeitures or interest income are generated, the funds are deposited and recognized the next time staff requests City Council to authorize needed expenditures. The funds will be placed on the next quarterly budget amendment. FY 22 year-end projected receipts of \$3,281 are \$(37,240), or (91.9)%, lower than FY 21 Actuals of \$40,521.

Fines and Forfeitures – Revenues derived from:

- Confiscated funds from criminal investigations leading to the connection required under civil forfeiture to seize money under Florida Statutes 932.
- Settlement agreements resulting from seizing property under Florida Statutes 932.
- Federal forfeited property from the joint acquisition of seized property under the Federal Sharing Agreements.

Miscellaneous Revenue – Revenues derived from:

- Interest income on pooled cash investments. Beginning in the 1980's, the resources of all City funds available for deposit into bank accounts, or for investment purposes, have been combined in a consolidated cash pool.
- City auction proceeds from property seized and awarded under Florida Statutes 932 and sold at auction.

Generally, receipts within this revenue stream are recognized when earned. Modest growth in this revenue stream is anticipated in future years. The School Resource Officer (SRO) Grant is recognized in the General Fund, as SROs are paid out of General Fund dollars.

Expenditures/Uses

Expenditures for law enforcement purposes, other than budgeted items, must be approved by City Council. FY 22 year-end projected total expenditures/uses of \$93,120 are \$(8,063), or (8.0)%, lower than the FY 21 Actuals of \$101,183.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$52,925 reflects no change from the FY 22 Year-end Estimated Fund Balance of \$52,925.

Code Nuisance Fund Summary

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	\$ 546,494	\$ 561,911	\$ 587,565	\$ 587,565	\$ 589,384
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	285,764	327,500	327,500	226,000	400,000
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	874	1,000	1,000	774	0
Transfers	0	0	0	0	0
TOTAL REVENUES/SOURCES	286,638	328,500	328,500	226,774	400,000
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	245,566	213,886	230,886	224,955	400,000
Community & Econ. Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Utilities	0	0	0	0	0
Transfers	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/ USES	245,566	213,886	230,886	224,955	400,000
Revenues Over/ (Under) Expenditures	41,072	114,614	97,614	1,819	0
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	0	97,614	0	119,886
Undesignated	0	0	0	0	0
TOTAL ENDING BALANCE	587,565	676,525	685,179	589,384	589,384

ANALYSIS

This Nuisance Special Revenue Fund (Fund 105) was created in FY 10 to account for revenues and expenditures associated with mowing and lot clearing services related to code compliance activities. Previously, these activities were handled under the umbrella of the General Fund. In FY 17, the management of the Fund was moved from the Police Department to the Growth Management Department.

Revenue/Sources

Total Revenue/Sources budgeted for FY 23 of \$400,000 are \$173,226, or 76.39%, higher compared to FY 22 estimated year-end receipts of \$226,774. FY 22 estimated year-end receipts are \$(59,864), or (20.9)%, lower than FY 21 Actuals.

Nuisance Abatement Charges – Revenues derived from:

- Lot mowing charges for correcting code violations on improved properties that the owners are unwilling to rectify within acceptable time.
- Lot clearing charges for correcting code violations on unimproved properties that the owners are unwilling to rectify within acceptable time.
- Other nuisance fees necessary to abate code violations on private property when the owner is unwilling to perform the work.

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$400,000 are \$175,045, or 77.81%, higher compared to FY 22 estimated year-end projections of \$224,955. FY 22 projected total Expenditures/Uses are \$(20,611), or (8.4)%, lower than the FY 21 Actuals.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$589,384 reflects no change from the FY 22 Year-end Estimated Fund Balance of \$589,384.

It is imperative to note that the City continues to see an increase in expenses to correct nuisance violations, and property owners are invoiced for services rendered. The lag between when funds are expended and when they are paid by property owners may also generate a variance in the actual fund balances reflected in this report.

Housing and Neighborhood Development

(HANDS) Fund Summary (combined)

Revenue & Expenditure Summary

	FY 2020 ACTUALS	FY 2021 ORIGINAL BUDGET	FY 2021 AMENDED BUDGET	FY 2021 YEAR-END ESTIMATES	FY 2022 PROPOSED BUDGET
BEGINNING BALANCE	283,478	1,479,398	1,090,223	1,090,223	576,913
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	2,056,044	0	391,222	1,910,204	1,542,145
Charges for Service	625,319	0	299,213	498,001	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	1,204	4,500	4,500	708	0
Transfers	1,530	0	74,775	16,665	0
TOTAL REVENUES/SOURCES	2,684,097	4,500	769,710	2,425,578	1,542,145
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	106	4,500	615	0	0
Community & Econ. Development	1,877,246	0	5,103,631	2,938,888	2,781,264
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Utilities	0	0	0	0	0
Transfers	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	1,877,352	4,500	5,104,246	2,938,888	2,781,264
Revenues Over/(Under)Expenditures	806,745	0	(4,334,536)	(513,310)	(1,239,119)
FUND BALANCE USAGES					
Reserves/Designated (Restricted)	0	4,500	4,407,348	3,986,837	1,424,371
Undesignated	0	0	1,820,802	486,159	266,078
TOTAL ENDING BALANCE	1,090,223	1,479,398	(3,244,313)	576,913	(662,206)

ANALYSIS

The Housing and Neighborhood Development Services/HANDS (Combined) Fund Summary consists of the following funds:

- **State Housing Grant Fund (111)** accounts for the State Housing Initiatives Partnership (SHIP) Program grant received from the State of Florida to assist low-income families.
- **Community Development Block Grant (CDBG) Fund (112)** accounts for dollars received from U.S. Department of Housing and Urban Development/HUD for specific programs related to community development.
- **HOME Investment Grant Fund (114)** accounts for the HUD grant received as a pass-through from the County to create a Home Investment Partnership program for low-income families within the City.
- **Neighborhood Stabilization Program (NSP) Fund (123)** accounts for the HUD grant received to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within the community.
- **Coronavirus Relief Fund (124)** accounts for the transactions regarding state funding for relief assistance to eligible residents impacted by COVID-19. Eligible uses included rental and mortgage assistance, counseling, utility payment, emergency repairs and housing rehabilitations.
- **CDBG CV - Coronavirus Fund (126)** accounts for federal funding related to Community Development Block Grant (CDBG) to available eligible residents with assistance to prepare, prevent and respond to the impact of Coronavirus.
- **Voluntary Home Buyout Fund (127)** accounts for transactions regarding federal funding for acquisition and demolition of homes to income eligible residents residing in a FEMA designated flood plain. Eligible uses include costs related to acquisition and demolition of eligible homes.

Revenue/Sources

Total combined Revenue/Sources budgeted for FY 23 of \$1,542,145 are \$(883,433), or (36.42)%, lower compared to FY 22 estimated year-end receipts of \$2,425,578. FY 22 estimated year-end receipts are \$(258,519), or (9.63)%, lower than FY 21 Actuals totaling \$2,684,097.

All revenue streams unless otherwise noted, are projected by the Housing and Neighborhood Development Division in conjunction with the Community & Economic Development Department and reviewed by the City Manager.

Federal Grants – Revenues derived from:

- Grants from the Community Development Block Grant/CDBG (Fund 112) which are funded through the U.S. Department of Housing and Urban Development/HUD. HUD determines the amount of entitlement by a statutory dual formula which uses several objective measures of community needs. The CDBG program is authorized for the next two years; funding is received in October and the City has two years to commit those funds.
- Grants from the HOME Investment Grant (Fund 114) which is funded through the U.S. Department of Housing and Urban Development/HUD. Funds are allocated to the Brevard County Consortium of Governments which distributes a share of HOME dollars to the cities of Melbourne, Cocoa, Titusville and Palm Bay. HUD determines the amount of entitlement by a statutory dual formula which uses several objective measures of community needs. The allocation of HOME funds is based on a percentage that each of the consortium members receive in CDBG funding. This program is

authorized for the next two years; funding is received in October and the City has two years to commit those funds.

- Grants from the NSP Program (Fund 123) which is funded through the U.S. Department of Housing and Urban Development/HUD. HUD determines the amount of entitlement by a statutory dual formula which uses several objective measurements. Usage of those funds are geared towards purchases of foreclosed or abandoned homes and to rehabilitate, resell or redevelop these homes in order to stabilize neighborhoods within the City and deter decline of house values of neighboring homes.
- Grants from the CV - Coronavirus Program (Fund 126) dollars are funded through the U.S. Department of Housing and Urban Development/HUD. These dollars are related to the Community Development Block Grant (CDBG) and are available to eligible residents for Coronavirus impacting purposes.
- Grants from the Voluntary Home Buyout Program (Fund 127) dollars are funded through the U.S. Department of Housing and Urban Development/HUD. These dollars are related to the Community Development Block Grant (CDBG) and must be utilized for the acquisition and demolition of homes to income eligible residents residing in a FEMA designated flood plain. Eligible uses include costs related to acquisition and demolition of eligible homes.

State Grant – Revenues derived from:

- Grants received from the State Housing Initiative Program/SHIP (Fund 111) which is funded through the State of Florida's Housing Finance Corporation. Funding is received up-front and not on a reimbursable basis.
- Grants received from the Coronavirus Relief Program (Fund 124) provide relief assistance to eligible residents impacted by COVID-19. Eligible uses included rental and mortgage assistance, counseling, utility payment, emergency repairs and housing rehabilitations.

Miscellaneous Revenues – Revenues derived from:

- Program Income revenues derived from program activities.
- Interest Income derived from investment of funds not yet expended.
- Charges for Service derived from the repayment of Economic Development loans and Housing Rehabilitation loans.

Expenditures/Uses

Total combined Expenditures/Uses budgeted for FY 23 of \$2,781,264 are \$(157,624), or (5.36)%, lower compared to FY 22 estimated year-end projections of \$2,938,888. FY 22 projected total Expenditures/Uses are \$1,061,536, or 56.54%, higher than the FY 21 Actuals.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$(662,206) is \$(1,239,119), or (214.78)%, lower than the FY 22 Year-end Estimated Fund Balance of \$576,913.

The Housing and Neighborhood Development Division, in conjunction with the Community & Economic Development Department, have a continued focus on approved Fund Balance spending on eligible projects and contributions within the Community. While the projected FY 23 Year-end Fund Balance of \$(662,206) is in the negative, Charges for Services revenues for FY 23 were not yet projected at budget completion. Based on FY 21 Actuals, it is anticipated that an additional \$500,000 to \$600,000 in revenues will be generated resulting in an adjusted projected Fund Balance ranging between \$(162,206) and \$(662,206).

American Rescue Plan (ARP) Fund

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	0	0	2,672	2,672	(684,708)
REVENUES/SOURCES	0	0	0	0	0
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	2,672	0	0	6,315	0
Transfers	0	0	0	0	0
TOTAL REVENUES/SOURCES	2,672	0	0	6,315	0
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Econ. Development	0	4,000,000	10,975,000	693,695	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Utilities	0	0	0	0	0
Transfers	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	0	4,000,000	10,975,000	693,695	0
Revenues Over/(Under)Expenditures	2,672	-4,000,000	-10,975,000	-687,380	0
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	4,000,000	10,975,000	5,705,609	0
Undesignated	0	0	0	0	0
TOTAL ENDING BALANCE	2,672	-4,000,000	-10,972,328	-684,708	(684,708)

The first installment, totaling \$9,004,932.50, of the City's American Rescue Plan (ARP) Funding was received on June 17, 2021. The funding will be recorded on Budget Amendment #4, scheduled for September 2, 2021 (first reading).

ANALYSIS

On March 10, 2021, Congress passed the American Rescue Plan Act of 2021 (H.R. 139) providing \$1.9 trillion of relief and stimulus funding to state and local governments. President Joe Biden signed the bill into law on March 11, 2021, allowing relief funding to begin immediately flowing throughout the United States. Eligible uses for these funds include:

- Revenue replacement for the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency, relative to revenues collected in the most recent fiscal year prior to the emergency,
- COVID-19 expenditures or negative economic impacts of COVID-19, including assistance to small businesses, households, and hard-hit industries, and economic recovery,
- Premium pay for essential workers,
- Investments in water, sewer, and broadband infrastructure.

The City of Palm Bay, Florida has been allocated \$19.41 million in total, which is received in two equal tranches. The first tranche of ARP funding, totaling \$9,004,932, was received on June 17, 2021. The second tranche of ARP funding, totaling \$9,004,932, was received on June 21, 2022.

Expenditures/Uses

Funding for additional expenditures and/or projects in FY 23 has not been included in the Approved Budget. Expenditures are approved through the Budget Amendment process throughout the fiscal year, on a quarterly basis.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$(684,708) reflects no change from the FY 22 Year-end Estimated Fund Balance of \$(684,708).

Environmental Fee Fund

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	(475,124)	(476,290)	(326,645)	(326,645)	(227,445)
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	105,479	50,000	50,000	49,200	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	0	0	0	0	0
Transfers	50,000	50,000	50,000	50,000	366,828
TOTAL REVENUES/SOURCES	155,479	100,000	100,000	99,200	366,828
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	7,000	7,000	7,000	0	7,000
Community & Econ. Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Utilities	0	0	0	0	0
Transfers	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	7,000	7,000	7,000	0	7,000
Revenues Over/(Under)Expenditures	148,479	93,000	93,000	99,200	359,828
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	93,000	93,000	93,000	359,828
Undesignated	0	0	0	0	0
TOTAL ENDING BALANCE	(326,645)	(383,290)	(233,645)	(227,445)	132,383

ANALYSIS

The Environmental Fee Fund (Fund 161) was established through a mid-FY 2007 budget adjustment to pay for the initial Scrub Jay permit that enables property owners to pull permits in areas known as the endangered bird's habitat. Per federal rules and regulations, the City paid a \$656,500 initial permit and then can add a fee per acre to all master building permits which can be used for one-half of the monitoring costs. The Fund is designed to pay the debt service back to the Building Fund over a 30- plus year period. FY 23 will serve as the final debt service payment via an interdepartmental transfer totaling \$366,828.

Revenues/Sources

Total Revenues/Sources budgeted for FY 23 of \$366,828 are \$267,628, or 269.79%, higher than FY 22 projected receipts of \$99,200. The FY 22 projected receipts are \$(56,279), or (36.2)%, lower than the FY 21 Actuals of \$155,479.

Charges for Services – Revenues derived from:

- Environmental Fee assessed per acre to all master building permits.
- "Other Revenue" which is an accounting offset for the contractual 50% of the monitoring cost the City is permitted to retain. As this revenue stream is tied to the construction industry, slow growth is anticipated over the next two-year period, until the local housing industry can return to historic levels. The City Management Team re-addresses the debt service payment schedule annually as the approved budget only provides enough receipts to complete monitoring transfers (excluding the debt service payment).

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$7,000 reflect no change from FY 22 projected receipts of \$7,000. The FY 22 projected receipts are \$(7,000), or (100.0)%, lower than the FY 21 Actuals of \$7,000.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$132,383 is \$359,828, or 158.20%, higher than the FY 22 Year-end Estimated Fund Balance of \$(227,445).

FY 23 includes the final debt service payment via an interdepartmental transfer totaling \$366,828. In previous fiscal years, a total of \$50,000 was transferred annually for debt service.

Bayfront Comm. Redev. Agency Summary

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	905,089	605,506	1,027,465	1,027,465	668,969
REVENUES/SOURCES					
Property Taxes	1,462,000	1,462,000	1,637,391	1,637,391	2,275,404
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	7,578	6,400	6,400	3,608	2,500
Transfers	0	0	0	0	0
TOTAL REVENUES/SOURCES	1,469,578	1,468,400	1,643,791	1,640,999	2,277,904
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Econ. Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Bayfront Community Red. Agency	298,136	842,095	1,145,095	310,317	836,479
Utilities	0	0	0	0	0
Debt Service	432,809	349,167	349,167	349,167	0
Transfers	616,004	743,665	1,340,011	1,340,011	667,282
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	1,346,949	1,934,927	2,834,273	1,999,495	1,503,761
Revenues Over/(Under)Expenditures	122,629	-466,527	-1,190,482	-358,496	774,143
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	1,721,413	1,190,482	2,039,853	774,143
Undesignated	0	0	0	0	0
TOTAL ENDING BALANCE	1,027,465	138,979	-163,017	668,969	1,443,112

ANALYSIS

The Bayfront Community Redevelopment Agency/BCRA Fund (Fund 181) accounts for revenues received from tax increment financing/TIF. Using the benchmark year of FY 99, revenue is generated by subsequent annual property valuation increase in the district for financing improvements.

Revenues/Sources

Total Revenues/Sources budgeted for FY 23 of \$2,277,904 are \$636,905, or 38.81%, higher than FY 22 projected receipts of \$1,640,999. The FY 22 projected receipts are \$171,421, or 11.7%, higher than the FY 21 Actuals of \$1,469,578.

- Ad Valorem Taxes – Revenues derived from property tax increment financing within the District. Taxing entities pay 95% of the increment each year to the district. Ad Valorem Taxes generate 99.9% of the total revenues/sources within the budget.

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$1,503,761 are \$(495,734), or (24.79)%, lower compared to FY 22 estimated year-end projections of \$1,999,495. FY 22 projected total Expenditures/Uses are \$652,546, or 48.4%, higher than the FY 21 Actuals of \$1,346,949.

Transfers, totaling \$667,282 in FY 23, makes up 44.37% of the total expenditures/uses within the budget. These transfers account for the reimbursement to the General Fund to return unspent dollars based on FY 2022 Year-End Estimates.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$1,443,112 is \$774,143, or 115.72% higher than the FY 22 Year-end Estimated Fund Balance of \$668,969.

Projected revenues generated through Property Taxes (Ad Valorem taxation) for FY 23 have increased by \$638,013 from FY 22 estimated year-end projections largely due to an incline in property valuations reported by the Brevard County Property Appraiser. In addition, projected expenditures/uses have continued to decline since FY 22 reflecting a reduction of \$(495,734) since FY 22 estimated year-end projections. Unspent funds are returned to the originating source via transfers including the City of Palm Bay General Fund and Brevard County.

Debt Service Funds Summary (combined)

DEBT SERVICE COMBINED

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	5,638,924	4,774,183	5,598,999	5,598,999	5,427,421
REVENUES/SOURCES					
Property Taxes	3,563,784	6,972,376	6,972,376	6,977,776	6,977,575
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	3,633	10,850	10,850	10,941	7,150
Transfers	11,709,290	7,407,765	10,855,391	10,678,272	10,868,337
TOTAL REVENUES/SOURCES	15,276,707	14,390,991	17,838,617	17,666,989	17,853,062
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	15,316,634	14,390,991	17,838,617	17,838,567	17,862,630
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Econ. Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Transfers	0	0	0	0	0
Utilities	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	15,316,634	14,390,991	17,838,617	17,838,567	17,862,630
Revenues Over/(Under)Expenditures	(39,927)	0	0	(171,578)	(9,568)
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	0	0	0	0
Undesignated	0	0	0	0	9,568
TOTAL ENDING BALANCE	5,598,999	4,774,183	5,598,999	5,427,421	5,417,853

ANALYSIS

The Debt Service Funds (Combined) account for the principal and interest payments of the following funds:

- **Debt Service Fund (201)** - Accounts for the revenues and corresponding expenditures required for the lease-purchase of capital items benefiting the entire City and/or non-enterprise/internal service funds.
- **2004 Pension Bonds Debt Service Fund (214)** – Accounts for the revenues and expenditures necessary to cover the debt service for the Taxable Special Obligation Revenues Bonds, Series 2004 that were issued for the purpose of funding the unfunded actuarial accrued liability within the Police and Fire Pension system and paying the costs of issuing the bonds. Said Bonds will be repaid in FY 2031.
- **Taxable Special Obligation Refunding Bonds, Series 2013 (Fund 221)** – The City of Palm Bay issued \$50,855,000 for the purposes of 1) refunding the Taxable Special Obligation (Pension Funding Project) Bonds, Series 2008, 2) terminating an interest rate hedge agreement (swap agreement), and 3) pay the costs of issuing the Series 2013 Bonds. The Series 2013 Bonds are payable from the Pledged Funds, which consists primarily of the Designated Revenues consisting of the Communications Services Tax Revenues and the Public Service Tax Revenues subject to the prior lien of the Senior Lien Bonds, with an additional pledge, if needed, of Non-Ad Valorem Revenues actually budgeted, appropriated and deposited in the Sinking Fund for the Series 2013 Bonds.
- **Franchise Fee Revenue Note, Series 2015 (Fund 223)** – In 2015, the City issued a note in the sum of \$4,744,000 to fund the construction of an interchange on I-95 in south Palm Bay. The project necessitated the purchase of mitigation credits or shares in a mitigation bank. The note is secured through franchise fee revenues.
- **Community Investment Revenue Refunding Bonds, Series 2015 (Sales Tax) (Fund 224)** — In 2006, the City of Palm Bay issued debt to fund \$14,395,000 worth of capital investment projects, which included building a new joint Police/Fire District Station in the southwestern section of the City, rebuilding Fire Station #90, and to pay for 50-60 miles of road reconstruction and paving. In 2015 the City issued the Sales Tax Revenue Refunding Bonds, Series 2015, to refund the 2006 bonds and cover costs of issuance.
- **Community Investment Revenue Refunding Bonds, Series 2015 (Impact Fees) (Fund 225)** – In 2006, the City of Palm Bay issued debt to fund \$3,970,000 for road capacity/bridge replacement project at the intersection of Jupiter Blvd/Minton Road. In 2015 the City issued the Sales Tax Revenue Refunding Bonds, Series 2015, to refund the 2006 bonds and cover costs of issuance.
- **Franchise Fee Revenue Note, Series 2016 (Fund 226)** – In December 2016, the City issued a note in the sum of \$3,983,000 to partially refund the Taxable Special Obligation Bonds, Series 2004, and to cover costs of issuance.
- **Local Option Gas Tax Note, Series 2018 (Fund 227)** – In February 2018, the City issued a note in the sum of \$9,000,000 to fund a new connector road to the new I-95 Interchange and pay costs of issuance.
- **General Obligation Bonds, Series 2019 (Fund 228)** – In November 2018, the City electorate voted to approve a \$150,000,000 bond referendum for the purpose of funding road improvements and ancillary facilities. In July 2019, the City issued bonds in the sum of \$50,000,000 for the first tranche

to fund roadway improvement projects and costs of issuance. The bonds are secured through a separate Ad Valorem tax.

- **Taxable Special Obligation Refunding Bonds, Series 2019 (Fund 229)** – In December 2019, the City issued \$51,670,000 in bonds to partially refund the Taxable Special Obligation Refunding Bonds, Series 2013, and to cover costs of issuance. The bonds are secured by a lien on designated revenues, composed in part of Communications Service Tax Revenues and Public Service Tax revenues. Net present value savings were calculated at over \$7.2 million.
- **Special Obligation Revenue Refunding Note, Series 2019 (Fund 230)** – In October 2020, the City issued \$4,258,000 in debt to refund the Capital Improvement Revenue Bonds, Series 2010 (Fund 219).
- **General Obligation Bonds, Series 2021 (Fund 231)** – In November 2018, the City electorate voted to approve a \$150,000,000 bond referendum for the purpose of funding road improvements and ancillary facilities. In January 2021, the City issued bonds in the sum of \$50,000,000 for the second tranche to fund roadway improvement projects and costs of issuance. The bonds are secured through a separate Ad Valorem tax.

Revenue/Sources

Total Revenues/Sources budgeted for FY 23 of \$17,853,062 are \$186,073, or 1.05%, higher than FY 22 projected receipts of \$17,666,989. The FY 22 projected receipts are \$2,390,282, or 15.6%, higher than the FY 21 Actuals.

All revenue streams, unless otherwise noted, are projected by the Finance Department and reviewed by the City Manager. Projections are based on the FY 22 Year-end Estimates rather than the FY 20 Approved Budget levels. Comparisons to both are provided in the following detailed analyses.

- **Property Taxes (debt levy taxation revenue)** – on November 6, 2018, voters approved a referendum allowing for the issuance of up to \$150,000,000 in general obligation bonds by the City to finance roadway improvements. On May 19, 2019, Resolution 2019-13 authorized the issuance of the first series of general obligation bonds in a principal amount not exceeding \$50,000,000. On January 7, 2021, Resolution 2021-04 authorized the issuance of the second series of general obligation bonds in a principal amount not exceeding \$50,000,000. The primary purpose of the bonds is financing the roadway projects, approved by City Council, through ad valorem taxes levied on all taxable property to pay for debt service requirements on the Bond itself.
 - The FY 23 Approved Budget includes a debt millage rate of 1.0931, generating revenues that are restricted and designated for payment of the General Obligation Bonds, Series 2019 debt service payments, totaling \$3,527,750, and the General Obligation Bonds, Series 2021 debt service payments totaling \$3,450,150. The debt millage rate, which is adjusted annually based on principal and interest payment requirements, shall generate an estimated revenue totaling \$6,977,575 in FY 23 to cover these expenses.
- **Interfund Transfers** – provide the Debt Service Funds with resources from other City funds for the cost of debt service payments. FY 22 projected year-end receipts of \$10,678,272 are \$(1,031,018), or (8.8)%, lower than the FY 21 Actuals of \$11,709,290. In comparison to the FY 22 estimated year-end receipts, the FY 23 Approved Budget of \$10,868,337 is \$186,073, or 1.05%, higher.
- **Miscellaneous** – revenues derived from interest earnings on invested cash. FY 22 projected receipts of \$10,941 are \$7,308, or 201.2%, higher than the FY 21 Actuals of \$3,633. In comparison to the FY 22 estimated year-end receipts, the FY 23 Approved Budget of \$7,150 is \$(3,791), or (34.65)%, lower.

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$17,862,630 are \$24,063, or 0.13%, higher compared to FY 22 estimated year-end projections of \$17,838,567. FY 22 projected total Expenditures/Uses are \$2,521,933, or 16.5%, higher than the FY 21 Actuals.

A detailed outline of the FY 23 debt service requirements, broken down by principal and interested payment requirements for debt service fund account, can be found on the following page. Please refer to [Appendix A, Debt Management](#), for additional details about the City's debt service schedules and requirements.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$5,417,853 is \$(9,568), or (0.18)%, lower than the FY 22 Year-end Estimated Fund Balance of \$5,427,421.

The table below reflects the FY 23 principal and interest requirements. A detailed analysis can also be located in [Appendix D: Debt Management](#).

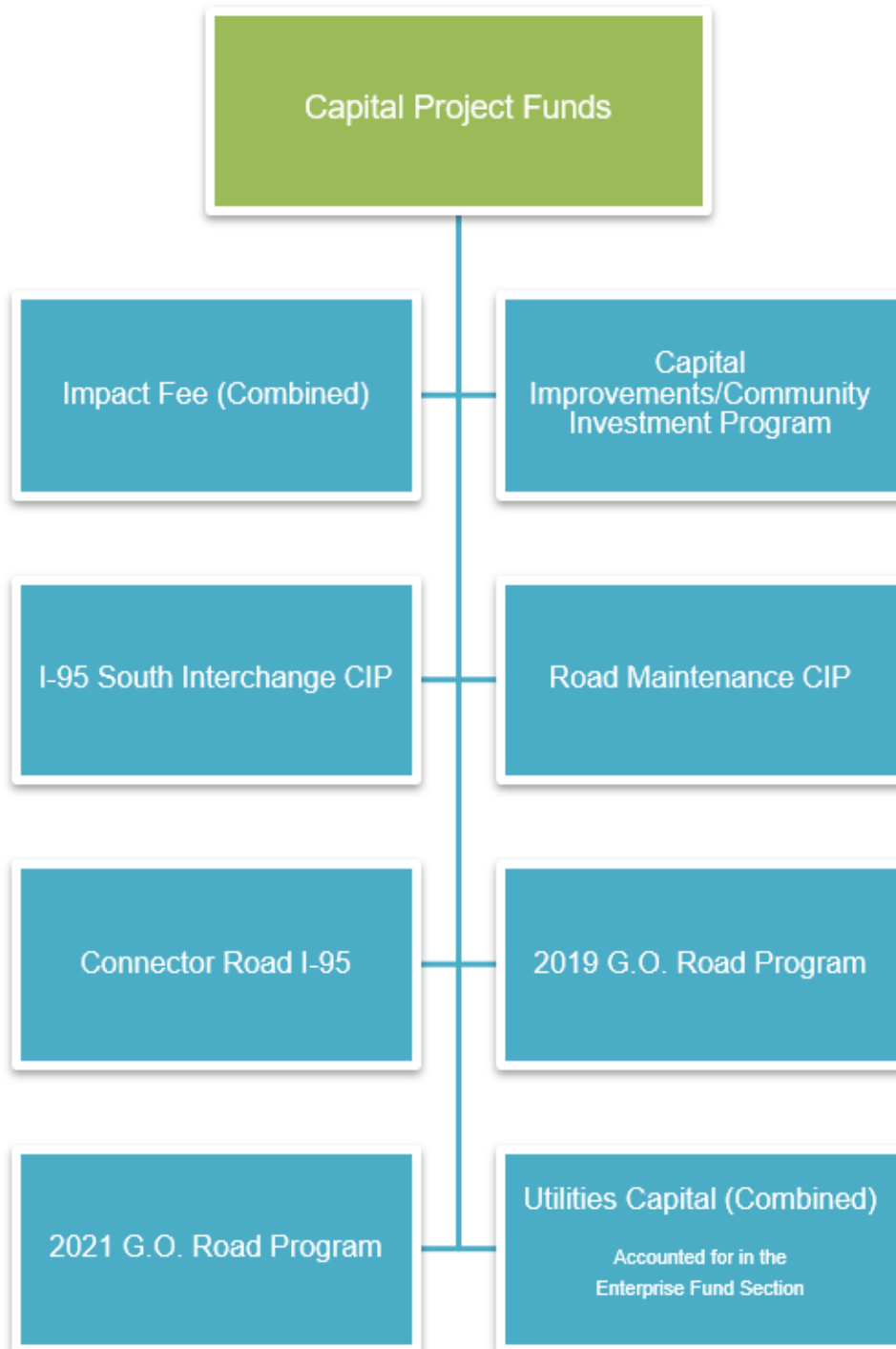
City of Palm Bay – Bond Indebtedness

FY 2023 Debt Service Requirements	PRINCIPAL	INTEREST	TOTAL DUE
Taxable Special Obligation Revenue Bonds, Series 2004	65,888	124,112	190,000
Pension Obligation Bonds, Series 2013	1,285,000	153,495	1,438,495
Franchise Fee Revenue Note, Series 2015	489,000	37,223	526,223
Comm. Investment Revenue Bonds, Series 2015 - Sales Tax	482,160	331,872	814,032
Comm. Investment Revenue Bonds, Series 2015 - Impact Fee	132,840	91,434	224,274
Franchise Fee Revenue Note, Series 2016	206,000	126,699	332,699
Local Option Gas Tax Revenue Note, Series 2018	572,000	187,939	759,939
General Obligation Bonds, Series 2019	1,830,000	1,697,750	3,527,750
Pension Obligation Bonds, Series 2019	625,000	1,575,289	2,200,289
Special Obligation Note, Series 2020	253,000	73,010	326,010
General Obligation Bonds, Series 2021	1,880,000	1,570,150	3,450,150
Utility System Capital Improvement Rev. Bonds, Series 2001	559,046	1,360,954	1,919,999
Utility System Refunding Revenue Note, Series 2016	5,185,000	126,170	5,311,170
Utility System Revenue Note, Series 2020	46,000	172,646	218,646
Capital Leases/Purchases	414,594	122,078	536,673
TOTAL: \$	14,025,528 \$	7,750,821 \$	21,776,349

Please see the **Proprietary Funds** section for funding details related to the Utility System.

CAPITAL IMPROVEMENTS PROGRAM (CIP) PROJECT FUNDS

The following section will provide a financial overview of the Capital Project Funds reflected below.



Impact Fee Funds Summary (combined)

IMPACT FEES (COMBINED)

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	13,534,450	13,673,615	30,406,961	30,406,961	40,938,189
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Impact Fees	18,384,410	8,025,000	8,025,000	13,849,669	13,396,800
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	32,178	41,400	41,400	46,959	35,450
Transfers	148	0	0	0	0
TOTAL REVENUES/SOURCES	18,416,736	8,066,400	8,066,400	13,896,628	13,432,250
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Econ. Development	0	0	0	0	0
Parks & Recreation	103,405	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	4,874	1,384,257	904,631	2,400
Police	169,917	948	461,461	214,005	1,650
Fire	207,353	1,813	955,374	856,248	2,650
Public Works	68,014	8,510	12,673,956	395,896	4,600
Transfers	995,536	994,620	994,620	994,620	995,206
Utilities	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	1,544,225	1,010,765	16,469,668	3,365,400	1,006,506
Revenues Over/(Under)Expenditures	16,872,511	7,055,635	(8,403,268)	10,531,228	12,425,744
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	5,484,609	18,466,512	14,316,710	10,006,544
Undesignated	0	0	272,003	30,003	0
TOTAL ENDING BALANCE	30,406,961	20,729,250	22,003,693	40,938,189	53,363,933

The Impact Fee (Combined) Fund accounts for proceeds provided for the acquisition and/or improvement of sixteen (16) Impact Fee Funds, each dedicated for the accounting of growth-related additions of new capital needs for police, fire, urban district park facilities, and the expansion of the City's major road network transportation system.

Prior to FY 20, impact fees were recorded within four (4) funds based on capital need types including police, fire, parks facilities and transportation. However, in FY 20 each capital need type was further broken down based on "nexus" or zip code zones restricting usage of proceeds for each type to the area funds are generated in. The Impact Fee (Combined) Fund includes the following:

Capital Needs Type	Nexus 32905	Nexus 32907	Nexus 32908	Nexus 32909
Police	Fund 180	Fund 183	Fund 184	Fund 186
Fire	Fund 187	Fund 188	Fund 189	Fund 190
Park Facilities	Fund 191	Fund 192	Fund 193	Fund 194
Transportation	Fund 196	Fund 197	Fund 198	Fund 199

Revenue/Sources

Historically, in FY 06 the City Council raised impact fees to address infrastructure needs. Police and Fire Impact Fees were raised to the maximum rates, while Parks and Transportation Impact Fees were raised incrementally according to a five-year plan to reach the maximum. Additionally, the fee rates are adjusted annually for inflation by the Implicit Price Deflator for Government Consumption Expenditures and Gross Investment for State and Local Governments.

FY 22 estimated year-end total receipts of \$13,896,628 are \$(4,520,108), or (24.5)%, lower than the FY 21 Actuals of \$18,416,736. In comparison to the FY 22 estimated year-end receipts, the FY 23 Budget of \$13,432,250 is \$(464,378), or (3.34)%, lower.

- Impact Fees – Revenue derived from fees paid by developers of unimproved land for specific infrastructural expansions and/or equipment related to Police, Fire, Parks and/or Transportation services and needs. FY 22 estimated year-end receipts of \$13,849,669 are \$(4,534,741), or (24.7)% lower, than FY 21 Actuals totaling \$18,384,410. In comparison to the FY 22 estimated year-end receipts, the FY 23 Budget of \$13,396,800 is \$(452,869), or (3.27)%, lower. With the steady new construction growth within the City, it is anticipated that actual revenue will continue to rise in the near future.
- Miscellaneous/Interest Income – Interest Income consist of interest paid to the City on impact fee revenue invested according to City policies. The level of revenue from this revenue stream has varied drastically over the past years due to fluctuations in the housing market and level of annual expenditures. FY 22 estimated year-end receipts of \$46,959 are \$14,781, or 45.9%, higher than the FY 21 Actuals totaling \$32,178. In comparison to the FY 22 estimated year-end receipts, the FY 23 Budget of \$35,450 is \$(11,509), or (24.51)%, lower. This revenue stream is anticipated to remain relatively constant as new projects and transportation-related debt service payments will consume available fund balance as impact fees are received.
- Interfund Transfers - FY 21 Actuals recorded \$148 in total transfers from the previously utilized fund numbers to the new "nexus" or zip code zone funds; these adjustments were necessary for the closures of any outstanding purchase orders.

Expenditures/Uses

Total expenditures/uses budgeted for FY 23 of \$1,006,506 are \$(2,358,894), or (70.09)%, lower compared to FY 22 estimated year-end projections of \$3,365,400. FY 22 projected total expenditures/uses are \$(2,358,894), or (70.09)%, lower than the FY 21 Actuals of \$1,544,225. Usage of impact fees is completed throughout the fiscal year by staff requesting City Council to authorize needed expenditures. Funding appropriations are completed via quarterly Budget Amendments.

Of the expenditure/uses for FY 23, intergovernmental transfers accounts for 98.9% of the total \$1,006,506. A total of \$995,206 is dedicated towards the 2015 Sales Tax Bond debt service payment.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance, for the combined Impact Fee funds summary, of \$53,363,933 is \$12,425,744, or 30.35% higher than the FY 22 Year-end Estimated Fund Balance of \$40,938,189.

While non-impact fee transportation-related capital needs are planned and incorporated into the approved budget for the upcoming fiscal years, requests of impact fee usage related to police, fire and park facilities are completed throughout the fiscal year by staff requesting City Council to authorize those needed expenditures. Requests are thoroughly reviewed by the Office of the City Attorney, for compliance, and appropriated through amendments on a quarterly basis. As these projects are not included in the FY 23 Approved Budget, the projected fund balance is expected to be higher as those costs are not taken into consideration. In addition, the fund balance level is anticipated to increase as new construction activity increases.

Community Investment Program Fund

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	782,889	7,463,627	2,072,339	2,072,339	1,967,179
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	2,205,732	0	2,879,061	496,325	0
Charges for Service	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	1,390	1,000	1,000	2,949	0
Transfers	799,237	0	413,000	113,000	0
TOTAL REVENUES/SOURCES	3,006,359	1,000	3,293,061	612,274	0
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Growth Management	0	0	0	0	0
Comm.	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	2,242,092	0	0
Police	2,750	0	946,906	56,195	0
Fire	0	0	0	0	0
Public Works	1,714,159	569	830,975	661,239	2,500
Bayfront Community Red. Agency	0	0	0	0	0
Debt Service	0	0	0	0	0
Transfers	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	1,716,909	569	4,019,973	717,434	2,500
Revenues Over/(Under)Expenditures	1,289,450	431	(726,912)	(105,160)	(2,500)
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	431	1,315,008	1,315,008	0
Undesignated	0	0	0	0	2,500
TOTAL ENDING BALANCE	2,072,339	7,464,058	1,345,427	1,967,179	1,964,679

ANALYSIS

The Community Investment Program/CIP Fund historically accounted for all non-utilities acquisitions, construction of major capital facilities or other project-oriented activities, except projects that are contained in their own fund. Starting in FY 07, only General Fund revenues, grants, and private contributions are received into this Fund and their associated projects expensed. All other capital improvement projects are accounted for within the fund that receives the funding source (i.e. Transportation Impact Fee funded projects are accounted for in the Transportation Impact Fee Fund).

Revenue/Sources

A multi-year comparison of total revenues/sources is not applicable in a CIP Fund since the revenue/source level fluctuates each fiscal year depending upon the cost of the recommended projects. Due to local tax reforms, enacted by the 2007 Florida Legislature and approved by state voters in 2008, no General Fund dollars are available for transfer to the CIP fund. Specific funding source approved uses are detailed below.

- Intergovernmental Revenues (Grants) – Revenues derived from various granting agencies for specific projects. Each grant award is a one-time event and therefore makes detailed revenue source multi-year analysis difficult, if not misleading. FY 22 estimated year-end receipts of \$612,274 are \$(2,394,085), or (79.6)%, lower, than FY 21 Actuals totaling \$3,006,359. The FY 23 Approved Budget does not include any intergovernmental grant revenues at this time.
- Miscellaneous Income/Interest Income – The CIP Fund earns interest income on revenues received from various sources (not yet expended). FY 22 estimated year-end receipts of \$2,949 are \$1,559, or 112.2% higher, than FY 21 Actuals totaling \$1,390. The FY 23 Approved Budget does not include any miscellaneous revenues at this time.
- Transfers - Revenues derived from incoming transfers are project/program specific. FY 22 estimated year-end receipts of \$113,000 are \$(686,237), or (85.9)%, lower, than FY 21 Actuals totaling \$799,237. The FY 23 Approved Budget does not include any transfer revenues at this time.

Expenditures/Uses

Usage of funds are program/project specific and any unexpended funding related to CIP projects will be rolled to FY 23 via a Budget Amendment. Outside of these expenditures/uses, only Bank Service Fees charged for monthly investments are budgeted in the fiscal year. The FY 23 Approved Budget includes \$2,500 in Bank Service Fees.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$1,964,679 is \$(2,500), or (0.13)%, lower than the FY 22 Year-end Estimated Fund Balance of \$1,967,179.

I-95 Interchange Fund Summary

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	215,409	241,114	198,402	198,402	198,333
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	4	100	100	0	0
Transfers	0	0	0	0	0
TOTAL REVENUES/SOURCES	4	100	100	0	0
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	17,011	100	180,745	69	50
Utilities	0	0	0	0	0
Transfers	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	17,011	100	180,745	69	50
Revenues Over/(Under)Expenditures	(17,007)	0	(180,645)	(69)	(50)
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	0	180,645	180,645	0
Undesignated	0	0	0	0	50
TOTAL ENDING BALANCE	198,402	241,114	17,757	198,333	198,283

ANALYSIS

The I-95 Interchange Fund was created in FY 15 to account for the costs of establishing an interchange in the southern area of the City. Along with Federal and State funding, the City incurred expenditures associated with environmental permits and mitigation impacts. The St. Johns Heritage Parkway (SJHP) interchange connecting to Interstate-95 was funded to begin construction in FY 16 and officially opened in FY 20.

Revenue/Sources

In 2015, the City issued a Franchise Fee Revenue Note, Series 2015 in the sum of \$4,744,000. This note provided funding for the construction of an interchange connecting the City to Interstate-95 in the southern area of Palm Bay. The note was secured through franchise fee revenues and proceeds were received in FY 15. Interest earnings on investments have historically provided additional revenue each fiscal year. With the opening of the SJHP Interchange, the only revenue stream recorded in the I-95 Interchange Fund is derived from minimal interest earnings on previous bond proceeds.

Expenditures/Uses

FY 22 year-end projected total expenditures/uses for the SJHP Interchange are \$69; a decrease of \$(16,942), or (99.6)%, from FY 21 Actuals totaling \$17,011. Similar to revenues, with the opening of the SJHP Interchange, the only expenditure/use recorded in the I-95 Interchange Fund is for Bank Service Fees charged for monthly investments occurring in the fiscal year. The FY 23 Approved Budget includes \$50 in Bank Service Fees.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$198,283 is \$(50), or (0.03)%, lower than the FY 22 Year-end Estimated Fund Balance of \$198,333.

Road Maintenance CIP Fund Summary

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	3,085,994	(316,522)	4,577,481	4,577,481	3,559,687
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	3,733	5,000	5,000	5,846	0
Transfers	1,510,577	750,000	2,276,321	919,274	1,000,000
TOTAL REVENUES/SOURCES	1,514,310	755,000	2,281,321	925,120	1,000,000
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	22,822	755,000	2,281,321	1,942,914	1,000,000
Utilities	0	0	0	0	0
Transfers	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	22,822	755,000	2,281,321	1,942,914	1,000,000
Revenues Over/(Under)Expenditures	1,491,488	0	0	(1,017,794)	0
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	0	0	1,209,410	0
Undesignated	0	0	0	0	0
TOTAL ENDING BALANCE	4,577,481	-316,522	4,577,481	3,559,687	3,559,687

ANALYSIS

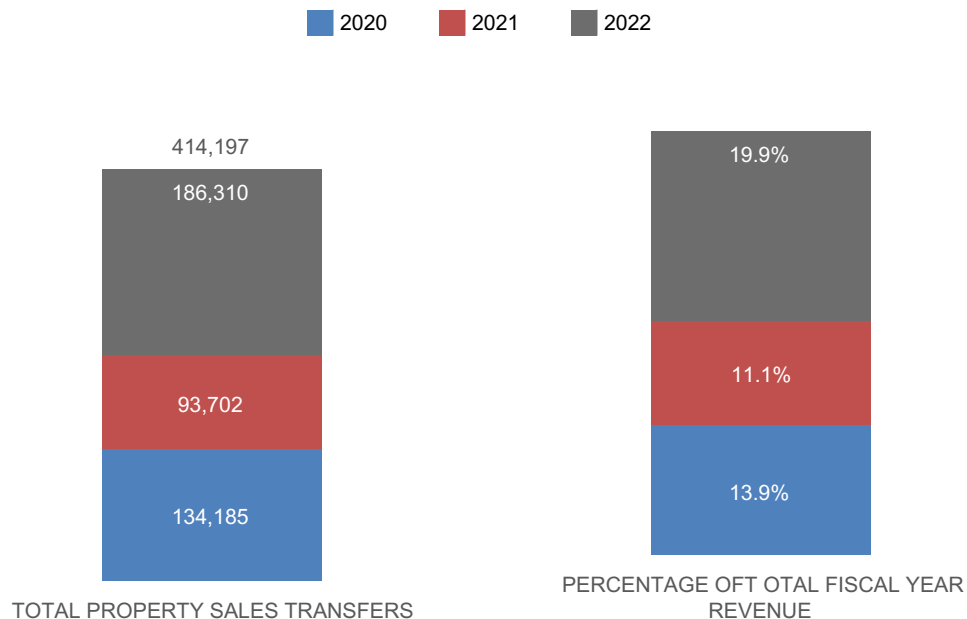
The Road Maintenance CIP Fund, established in FY 15, accounts for revenues and expenditures dedicated by the legislative body to the maintenance of roads within the City of Palm Bay. This CIP Fund was established to account for all funds transferred from the General Fund to support the Road Maintenance Program.

Revenue/Sources

Annually, the City Council decides the funding amount to be dedicated to this Fund as improving road conditions remains a top budget priority for members; thereafter, a transfer from the General Fund to the Road Maintenance CIP Fund will occur.

A transfer of \$1,000,000 is included in the FY 23 Approved Budget. In addition, revenue derived from city-owned property sales, finalized throughout the fiscal year, are recorded and transferred from the General Fund to the Road Maintenance CIP Fund via a quarterly Budget Amendment.

FY 22 estimated year-end receipts of \$925,120 are \$(589,190), or (38.9)%, lower, than FY 21 Actuals totaling \$1,514,310. Please note that this analysis is based on revenue data generated as of Budget Amendment #3; any property sales completed between after the month of April will be reflected in the Actuals data in the next fiscal year budget document. The charts below illustrate three-year historical city-owned property sales revenue/sources generated through interfund transfers (from the General Fund).



Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$1,000,000 are \$(942,914), or (48.53)%, lower compared to FY 22 estimated year-end projections of \$1,942,914. FY 22 projected total Expenditures/Uses are \$1,920,092 higher than the FY 21 Actuals.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$3,559,687 reflects no change from the FY 22 Year-end Estimated Fund Balance of \$3,559,687.

Connector Road I-95 Summary

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	191,264	110,000	34,590	34,590	34,844
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	488	500	500	254	0
Transfers	0	0	0	0	0
TOTAL REVENUES/SOURCES	488	500	500	254	0
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	157,161	50	309,658	0	50
Utilities	0	0	0	0	0
Transfers	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	157,161	50	309,658	0	50
Revenues Over/(Under)Expenditures	(156,673)	450	(309,158)	254	(50)
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	450	310,058	310,058	50
Undesignated	0	0	0	0	0
TOTAL ENDING BALANCE	34,590	110,450	(274,568)	34,844	34,794

ANALYSIS

The Connector Road I-95 Fund was created in FY 18 to account for the acquisition and construction costs of a new connector road to the I-95 Interchange exit and the intersection of Babcock Street. After State and Federal funding allocated towards the construction of the St. Johns Heritage Parkway (SJHP) itself, the City committed to the Federal Department of Transportation (FDOT) that needed properties for the connecting portions of the SJHP would be acquired. The St. Johns Heritage Parkway (SJHP) interchange connecting to Interstate-95 began construction in FY 16 and officially opened in FY 20.

Revenue/Sources

In 2018, the City issued a Local Option Gas Tax (LOGT) Revenue Note, Series 2018 in the sum of \$8,977,500. This note provided funding for the construction of this connector road. The note is secured through local option gas tax revenues and proceeds were received in FY 18. Minimal interest earnings on investments have provided additional revenue each fiscal year.

Expenditures/Uses

FY 21 Actuals totaling \$157,161 include continued land development expenditures related to the connector road project and interdepartmental chargebacks for staff services provided towards the project. The FY 23 Approved Budget includes \$50 in Bank Service Fees, which are charged on a monthly basis.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$34,794 is \$(50), or (0.14)%, lower than the FY 22 Year-end Estimated Fund Balance of \$34,844.

2019 G.O. Road Maintenance Fund Summary

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	29,010,100	54,600,641	6,412,742	6,412,742	(11,103,069)
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	38,024	100,000	100,000	58,533	0
Transfers	0	0	0	0	0
TOTAL REVENUES/SOURCES	38,024	100,000	100,000	58,533	0
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	22,635,381	226	61,774,921	17,574,344	11,194,184
Utilities	0	0	0	0	0
Transfers	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL REVENUES/SOURCES	22,635,381	226	61,774,921	17,574,344	11,194,184
Revenues Over/(Under)Expenditures	(22,597,357)	99,774	(61,674,921)	(17,515,811)	(11,194,184)
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	99,774	18,401,993	18,401,993	0
Undesignated	0	0	43,272,928	42,951,142	11,194,184
TOTAL ENDING BALANCE	6,412,742	54,700,415	-55,262,179	-11,103,069	-22,297,253

ANALYSIS

The 2019 G.O. Road Bond Fund was created in FY 19 to account for costs associated with funding road improvements and ancillary facilities throughout City limits. In November 2018, the City electorate voted to approve a \$150,000,000 bond referendum and in July 2019, the City issued bonds in the sum of \$50,000,000 for the *first tranche* to fund roadway improvement projects and costs of issuance. The bonds are secured through a separate ad valorem tax (taxing authority debt levy).

Revenue/Sources

In July 2019, the City issued General Obligation Bonds, Series 2019 in the sum of \$50,000,000 providing funding for these road improvements and ancillary facilities. Interest earnings on investments have provided additional revenue each fiscal year. In comparison to FY 21 Actuals of \$38,024, the FY 22 estimated year-end receipts of \$58,533 are \$20,509, or 53.9%, higher. The FY 23 Approved Budget does not include any miscellaneous revenues at this time.

Expenditures/Uses

FY 22 projected year-end expenditures/uses total \$17,574,344; this reflects a decrease of \$(5,061,037), or (22.4)%, from FY 21 Actuals totaling \$22,635,381. Any unexpended funding related to these road improvement CIP projects will be rolled to FY 23 via a Budget Amendment. The FY 23 Approved Budget includes \$11,194,184 in Bank Service Fees.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$(22,297,253) is \$(11,194,184), or (100.82)%, lower than the FY 22 Year-end Estimated Fund Balance of \$(11,103,069).

Unlike in FY 22, FY 23 expenditures/uses include \$11,194,137 in capital road projects which have now been incorporated into the Approved Budget based on the Public Works Department capital planning. In previous years, funding for these new projects was appropriated via quarterly Budget Amendments. As reflected in the Fund Summary, only \$226 in total expenditures/uses was approved in the FY 23 Budget.

2021 G.O. Road Maintenance Fund Summary

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	0	0	56,122,541	56,122,541	56,202,827
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	56,471,350	0	0	80,286	0
Transfers	0	0	0	0	0
TOTAL REVENUES/SOURCES	56,471,350	0	0	80,286	0
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	348,809	0	8,799	0	0
Utilities	0	0	0	0	0
Transfers	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL REVENUES/SOURCES	348,809	0	8,799	0	0
Revenues Over/(Under)Expenditures					
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	0	8,799	8,799	0
Undesignated	0	0	0	0	0
TOTAL ENDING BALANCE	56,122,541	0	56,113,742	56,202,827	56,202,827

ANALYSIS

The 2021 G.O. Road Bond Fund was created in FY 21 to account for costs associated with funding road improvements and ancillary facilities throughout City limits. In November 2018, the City electorate voted to approve a \$150,000,000 bond referendum and in January 2021, the City issued bonds in the sum of \$50,000,000 for the *second tranche* to fund roadway improvement projects and costs of issuance. The bonds are secured through a separate ad valorem tax (taxing authority debt levy).

Revenue/Sources

In January 2021, the City issued General Obligation Bonds, Series 2021 in the sum of \$50,000,000 providing funding for these road improvements and ancillary facilities. Interest earnings on investments have provided additional revenue for the fiscal year.

Expenditures/Uses

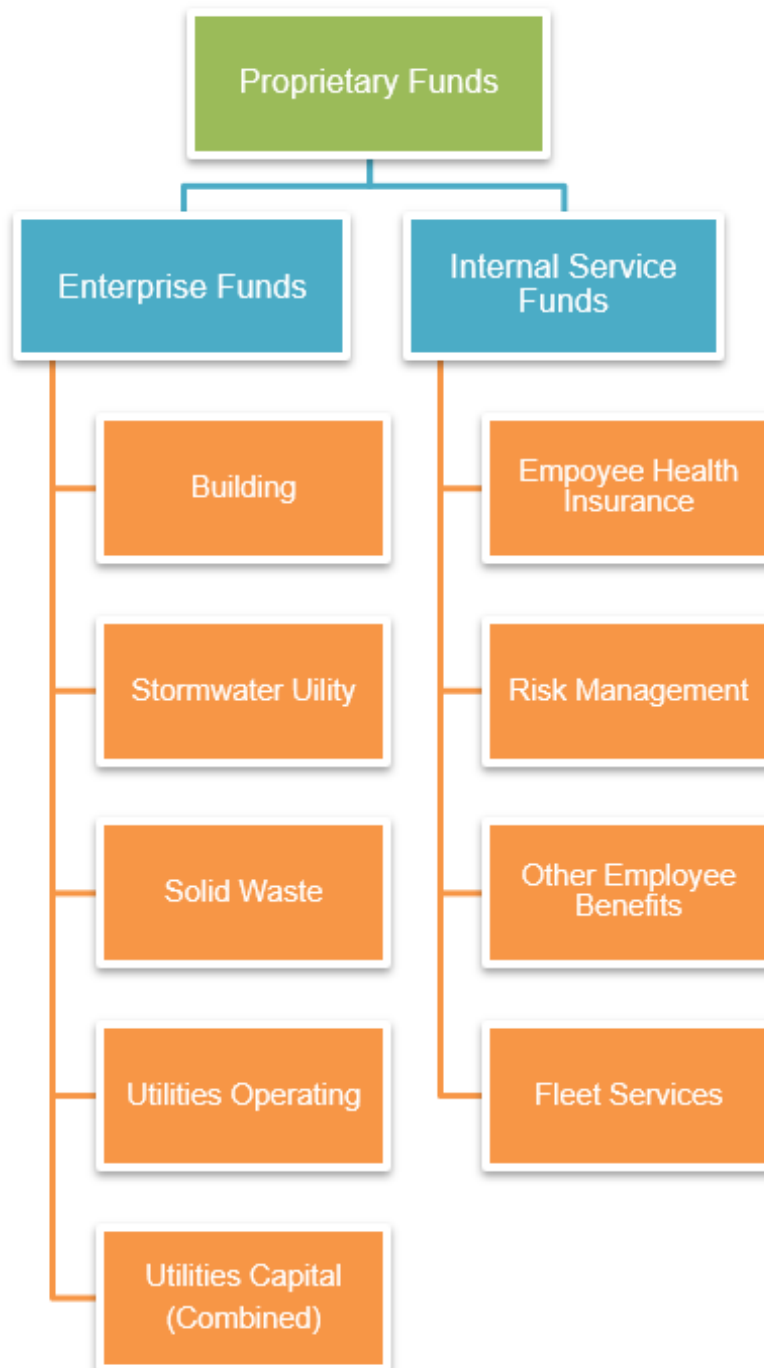
FY 21 Actuals, totaling \$348,809, include expenditures related to the closing costs of the General Obligation Bond. No additional expenditure/use activity has occurred to-date.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$56,202,827 reflects no change from FY 22 Year-end Estimated Fund Balance of \$56,202,827.

PROPRIETARY FUNDS

The following section will provide a financial overview of the Proprietary Funds reflected below, including Enterprise Funds and Internal Service Funds.



Utilities Operating Fund

Revenue & Expenditure Summary

	FY 2020 ACTUALS	FY 2021 ORIGINAL BUDGET	FY 2021 AMENDED BUDGET	FY 2021 YEAR-END ESTIMATES	FY 2022 PROPOSED BUDGET
BEGINNING BALANCE	135,670,204	9,795,090	139,456,861	139,456,861	140,600,292
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	293
Intergovernmental	2,901,904	0	18,794	257,291	0
Charges for Service	32,656,110	33,201,775	33,201,775	34,075,844	35,481,030
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	308,454	244,205	244,205	145,165	202,430
Transfers	1,721,071	1,754,736	1,623,994	1,518,000	0
Developer Contributions	2,021,177	0	0	1,444,459	0
TOTAL REVENUES/SOURCES	39,608,716	35,200,716	35,088,768	37,440,759	35,683,753
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Utilities	27,228,048	24,313,376	27,454,485	24,246,019	27,461,915
Debt Service	475,258	3,787,007	3,787,007	3,786,937	0
Transfers	8,118,756	8,264,372	8,264,372	8,264,372	14,385,592
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	35,822,062	36,364,755	39,505,864	36,297,328	41,847,507
Revenues Over/(Under)Expenditures	3,786,654	(1,164,039)	(4,417,096)	1,143,431	(6,163,754)
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	(5,837,476)	0	4,243,937	4,243,937	0
Undesignated	0	1,164,039	173,159	1,748,485	6,163,754
TOTAL ENDING BALANCE	139,456,861	8,631,051	135,039,765	140,600,292	134,436,538

The Utilities Operating Fund, classified an Enterprise Fund, is used to account for utility service activities provided by the City and fully supports its operations. Associated operating revenues/sources, including water/sewer monthly usage, base facility charges, other charges for services, and miscellaneous income, are budgeted within the fund and are subject to an annual index adjustment as defined in the Code of Ordinances. Associated expenditures/uses include debt service, personnel services, departmental operating and capital expenditures, allowance for the Renewal and Replacement Fund (Fund 424), and bonded debt service coverage as needed.

Revenue/Sources

Total FY 23 budgeted revenues/sources of \$35,683,753 (including transfers) are \$(1,757,006), or (4.7)%, lower than FY 22 estimated year-end receipts. FY 22 projected year-end receipts of \$37,440,759 are \$(2,167,957), or (5.5)%, lower than the FY 21 Actuals of \$39,608,716.

In the following analysis, the major Utilities Operating Fund revenue groups are listed in order of size for the FY 23 Budget. All revenue groups, unless otherwise noted, are projected by the Utilities Department in conjunction with the Finance Department and reviewed by the City Manager. Projections are based on the FY 22 Year-end Estimates rather than the FY 22 Approved Budget levels.

Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

Revenue/Source Type	FY 22 Estimated	FY 23 Approved Budget	Revenue Increase/(Decrease)	Percentage Increase/(Decrease)
Licenses & Permits	0	293	293	N/A
Intergovernmental	257,291	0	(257,291)	(100.0)%
Charges for Service	34,075,844	35,481,030	1,405,186	4.1 %
Fines and Forfeitures	0	0	0	N/A
Miscellaneous	145,165	202,430	57,265	39.4 %
Capital Contributions	1,444,459	0	(1,444,459)	(100.0)%
Transfers	1,518,000	0	(1,518,000)	(100.0)%
TOTAL	37,440,759	35,683,753	(1,757,006)	(4.7)%

Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actuals

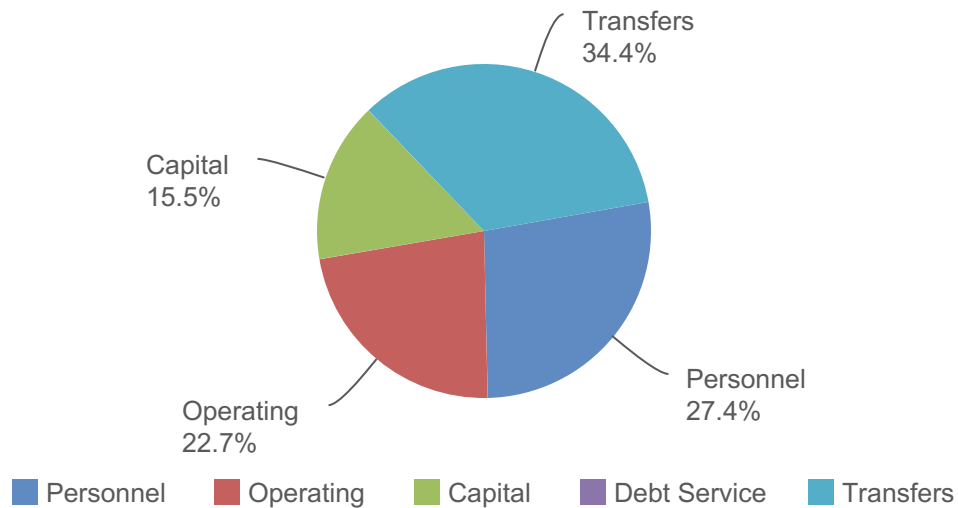
Revenue/Source Type	FY 21 Actual	FY 22 Estimated	Revenue Increase/(Decrease)	Percentage Increase/(Decrease)
Licenses & Permits	0	0	0	N/A
Intergovernmental	2,901,904	0	(2,901,904)	(100.0)%
Charges for Service	32,656,110	257,291	(32,398,819)	(99.2)%
Fines and Forfeitures	0	34,075,844	34,075,844	N/A
Miscellaneous	308,454	145,165	(163,289)	(52.9)%
Capital Contributions	2,021,177	1,444,459	(576,718)	(28.5)%
Transfers	1,721,071	1,518,000	(203,071)	(11.8)%
TOTAL	39,608,716	37,440,759	(2,167,957)	(5.5)%

- Charges for Services – Account for 99.4% of total revenues/sources. Future assumptions, based on historical trends and local economic and demographic forecasts include Annual Index Adjustments for water and sewer rates.
- Miscellaneous Revenue (includes Licenses & Permits) – Account for 0.6% of total revenues/sources. Future growth is dependent on varied sources of revenue within the group and the unknown timing of receiving developer contributions.
- Transfers (includes Intergovernmental) – Transfers from the Stormwater and Solid Waste Funds are for billing services; future payments are estimated using proformas and expansion certificate guidelines.

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$41,847,507 are \$5,550,179, or 15.3%, higher compared to FY 22 estimated year-end projections of \$36,297,328. FY 22 projected total Expenditures/Uses are \$475,266, or 1.3%, higher than the FY 21 Actuals.

The pie chart below reflects the FY 23 Expenditure/Uses breakdown by type:



Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$134,436,538 is \$(6,163,754), or (4.38)%, lower than the FY 22 Year-end Estimated Fund Balance of \$140,600,292. The minimum fund balance policy of 90 days of operating reserves for FY 23 for the Utilities Operating Fund is \$5,167,360.

Utilities Capital Fund Summary (combined)

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	23,601,986	11,384,882	23,296,197	23,296,197	11,299,047
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	0	0	0
Charges for Service	0	0	0	0	0
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	512,617	553,042	553,042	408,747	236,001
Capital Contributions	11,252,779	6,355,476	6,355,476	40,858,125	9,516,190
Transfers	10,147,227	10,572,076	10,572,076	10,572,076	18,415,128
TOTAL REVENUES/SOURCES	21,912,623	17,480,594	17,480,594	51,838,948	28,167,319
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks and Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Utilities	15,555,334	7,832,969	52,081,091	51,502,972	14,215,641
Debt Service	1,431,814	4,498,051	4,495,551	4,498,051	7,733,004
Transfers	5,231,264	5,235,409	5,235,409	5,235,409	5,504,792
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	22,218,412	17,566,429	61,812,051	61,236,432	27,453,437
Revenues Over/(Under)Expenditures	(305,789)	(85,835)	(44,331,457)	(9,397,484)	713,882
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	(14,012,976)	1,288,607	45,268,653	45,268,653	5,734,719
Undesignated	0	1,374,442	1,640,018	1,403,545	5,020,837
TOTAL ENDING BALANCE	23,296,197	11,299,047	(21,035,260)	13,898,713	12,012,929

ANALYSIS

The Utilities Capital (Combined) Fund accounts for financial resources from dedicated revenue streams, capital improvements to the City's Water and Wastewater systems, and the principal and interest payments of various bond debt service.

- **Utilities Connection Fee Fund (423)** is used to collect connection fees on both water and sewer services and is restricted to utilities capacity-related expansion projects. Revenues and expenditures are budgeted in the Utilities Connection Fee Fund (Fund 423). Revenues in this fund are recorded as capital contributions in that they represent charges to new customers for their fair share of the capacity-related cost necessary to meet the demands put on the system by growth. The current fees were adopted by Council in August 2007 with Ordinance #2007-54 to be effective October 30, 2007, updated in 2012 by Ordinance #2012-24 and are adjusted annually by ordinance. This fund includes "pay-as-you-go" growth-related projects as approved in the 5-Year CIP.
- **Utilities Renewal and Replacement (UTRR) Fund (424)** accounts for the receipt of 5.0% of the Utilities Operating Fund revenues to be used to repair and replace existing water and sewer facilities. Revenues are derived from Utilities Operating Fund (Fund 421) based on two factors. First, and most importantly, the 1998 Bond Issue established criteria to transfer 5.0% of gross operating revenues for renewal and replacement. Secondly, funds are transferred from the Utilities Operating Fund to address needs determined to be qualifying UTRR projects.
- **Main Line Extension Fee Fund (425)** is used to collect main line extension fees on both water and sewer services and is restricted to utilities expansion projects. In FY 99, a portion of the main line extension fees were pledged to ensure payment of the 1998 Utility Expansion Revenue Bonds and subsequently the 2005B Refunding Bond. Revenues and expenditures are budgeted in the Utilities MLE Fund (Fund 425). Revenues in this fund cover the cost of the water distribution and sewer collection infrastructure expansion programs. The fees were established in 1995 by Ordinance #95-23, updated in 2004 by Ordinance #2004-78 and in 2013 by Ordinance #2013-34. This fund includes "pay-as-you-go" line extension projects and infrastructure expansion programs as approved by Council.
- **16 Utilities Revenue Refunding Bond Fund (426)** - In 1998, the City issued the 1998 Utility System Capital Improvement Revenue Bonds in the amount of \$24,160,000 to make certain improvements to the City's water and wastewater utility infrastructure. In 2005, the 2005B Utility System Refunding Bonds were issued to refund the 1998 Utility System Capital Improvement Revenue Bonds. Main line extension fee revenue, together with water and sewer operating revenues are pledged for the payment of the bonds. In 2016, the City issued the Utility System Refunding Revenue Note, Series 2016, to refund the Series 2005 B bonds and cover the cost of issuance.
- **01 Bond Construction Fund (427)** is used to account for the Series 2001 revenue bond proceeds of \$21,311,958.45 to make certain improvements to the water portion of the City's water and wastewater utilities system (specifically the South Regional Water Treatment Facility - SRWTF). The project consists of construction of exploratory wells, development of the production well field, construction of the initial phase of the water treatment plant, deep injection well system, and various general improvements to the transmission system.
- **14 Bond Construction Fund (428)** - in conjunction with Fund 421 is used to account for the Series 2014 Refunding bond to acquire and construct improvements to the City's utility system. In 2014, the City issued a note in the sum of \$28,800,000 for the principal purpose of current refunding of the Refunded Series 2002 Bonds and the Refunded Series 2003 Bonds, and the advance refunding of the Refunded Series 2004 Bonds. Additionally, the City terminated its forward agreement related to the refunded bonds. Net operating revenues of the City's water and sewer system are pledged for

payment of the bonds. Original bonds were to provide funds to acquire existing water distribution and wastewater collection treatment and disposal facilities and acquire and construction constructing improvements to the City's utility system.

- **USA-1 Special Assessment Fund (431)** is used to account for the special assessments including \$3,535,000 to finance the cost of designing and installing certain potable water transmission, localized distribution and wastewater collection facilities together with necessary road and drainage restoration within the portion of the City designated as USA-1 (specifically Unit 38/40). This assessment was the result of a favorable response to balloting property owners in the "USA-1" area for a special assessment program. *This fund is not longer active; however, still reporting on due to FY 21 Actuals data.*
- **USA-31 Special Assessment Fund (Fund 432)** is used to account for the special assessments including \$3,935,000 to finance the cost of designing and installing certain potable water transmission and localized distribution within the portion of the City designated as USA-31 (specifically Unit 31). This assessment was the result of a favorable response to balloting property owners in the "USA-31" area for a special assessment program
- **Utility SRF Loan Fund (Fund 433)** is used to account for the water and wastewater infrastructure projects funded by low-interest loans through the State Revolving Fund Loan Program. The program is a federal-state partnership administered by the Florida Department of Environmental Protection.
- **Utility Bond Construction Fund (Fund 434)** is used to account for the project expenditures/uses tied to the expansion and rehabilitation of the South Regional Water Treatment Plant (SRWTP). Funding for this expansion was secured through debt issuance of the Utility System Revenue Note, Series 2020 totaling \$11,507,000 in FY 22.

Revenue/Sources

FY 22 estimated year-end receipts of \$51,838,948 are \$29,926,325, or 136.6%, higher than the FY 21 Actuals totaling \$21,912,623. In comparison to the FY 22 estimated year-end receipts, the FY 23 Budget of \$28,167,319 is \$(23,671,629), or (45.66)%, lower. The variances can be attributed to unexpended projected roll overs from FY 21 to FY 22.

Unless otherwise noted, all revenue groups in the Utilities Capital (Combined) Fund are projected by the Utilities Department in consultation with the Finance Department and reviewed by the City Manager. Projections are developed from the FY 22 projected year-end estimated receipts rather than the FY 22 Approved Budget levels. Comparisons to the estimated year-end receipts are provided in the following detailed analysis.

Comparison of FY 23 Approved Budget to FY 22 Estimated Year-End Receipts

Revenue/Source Type	FY 22 Estimated	FY 23 Approved Budget	Revenue Increase/(Decrease)	Percentage Increase/(Decrease)
Miscellaneous	408,747	236,001	(172,746)	(42.3)%
Capital Contributions	40,858,125	9,516,190	(31,341,935)	(76.7)%
Transfers	10,572,076	18,415,128	7,843,052	74.2 %
TOTAL	51,838,948	28,167,319	(23,671,629)	(45.7)%

Comparison of FY 22 Estimated Year-End Receipts to FY 21 Actuals

Revenue/Source Type	FY 21 Actual	FY 22 Estimated	Revenue Increase/(Decrease)	Percentage Increase/(Decrease)
Miscellaneous	512,617	408,747	(103,870)	(20.3)%
Capital Contributions	11,252,779	40,858,125	29,605,346	263.1 %
Transfers	10,147,227	10,572,076	424,849	4.2 %
TOTAL	21,912,623	51,838,948	29,926,325	136.6 %

Miscellaneous – Account for 0.8% of total revenues/sources. Revenues derived from:

- Assessments – Revenues derived from property owner voted special assessments for the extension of utilities in areas known as “USA-1” and “USA-31.”
- Interest Income – Revenue earned on investment of cash.

Capital Contributions – Account for 33.8% of total revenues/sources. Revenues derived from:

- Water Connection Fees – Charge to new water customers for their fair share of the capital costs of the existing system or the cost of increasing the capacity of the system to meet additional demand created by connections of new customers.
- Sewer Connection Fees – Charge to new sewer customers for their fair share of the capital costs of the existing system or the cost of increasing the capacity of the system to meet additional demand created by connections of new customers
- Capital Charge Recovery – Water – Charge to water customers who did not pay water connection fees and are not specifically exempt from paying.
- Capital Charge Recovery – Sewer – Charge to sewer customers who did not pay sewer connection fees and are not specifically exempt from paying.
- Main Line Extension Fee - Water – Charge to new water customers to cover the costs associated with installing water distribution infrastructure.
- Main Line Extension Fee – Sewer – Charge to new wastewater customers to cover the costs associated with installing wastewater collection infrastructure.

(Interfund) Transfers – Account for 65.4% of total revenues/sources. Revenues derived from transfers among Utilities funds for the following purposes:

- Interest earnings on debt service reserves carried in the Utilities Operating Fund which were originally funded by connection fees are transferred back annually to the Utilities Connection Fee Fund.
- Shifting a portion of the debt service payment from the Main Line Extension Fee Fund to the Utilities Operating Fund.
- Funding a debt service reserve due to the bond insurer downgrading off-set by an increase in the debt service payment.
- Transfer to fund debt service payments.

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$27,453,437 are \$(33,782,995), or (55.17)%, lower compared to FY 22 estimated year-end projections of \$61,236,432. FY 22 projected total Expenditures/Uses are \$39,018,020, or 175.6%, higher than the FY 21 Actuals.

The variances can be attributed to unexpended projected roll overs from FY 21 to FY 22 and thereafter to FY 23.

The FY 23 capital category is comprised of the following funding (excluding Fund 421/Utilities Operating Fund):

5-Year Capital Improvement Plan Schedule of Estimated Expenditures

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total Project Cost
Utilities	13,043,484	23,341,236	44,037,460	65,237,770	4,487,408	149,997,358

Utility Funding Source Details

Funding Source		FY 23
Connection Fee Fund (423)	Utilities	770,000
Renewal & Replacement Fund (424)	Utilities	10,848,241
Main Line Extension Fee Fund (425)	Utilities	1,425,243
	Total Utility Department	13,043,484

Change in Fund Balance

The FY 23 projected Year-end Fund Balance of \$12,012,929, is \$(1,885,784), or (13.57)%, lower than the FY 22 Year-end estimated Fund Balance of \$13,898,713.

Projected declines in Fund Balances are anticipated in FY 22 and FY 23 due to the continued focus on construction of the South Regional Water Reclamation Facility budgeted within the Utilities SRF Loan Fund (Fund 433) and funded by low-interest loans through the State Revolving Fund Loan Program. Funding is attached to the project and unexpended funds are rolled over from FY 21 to FY 22 and thereafter to FY 23.

Building Fund

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	7,632,965	1,891,588	10,180,405	10,180,405	4,685,056
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	6,305,774	4,000,000	4,000,000	4,975,776	4,530,000
Intergovernmental	14,452	0	1,699	1,699	0
Charges for Service	520,626	316,000	316,000	300,400	391,000
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	(359,931)	35,000	35,000	67,378	0
Transfers	187	6,195	6,440	6,440	0
TOTAL REVENUES/SOURCES	6,481,108	4,357,195	4,359,139	5,351,693	4,921,000
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	4,065,436	10,630,867	11,936,117	10,847,042	5,516,984
Growth Management	(166,188)	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Utilities	0	0	0	0	0
Debt Service	0	0	0	0	0
Transfers	34,423	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	3,933,671	10,630,867	11,936,117	10,847,042	5,516,984
Revenues Over/(Under)Expenditures	2,547,437	(6,273,672)	(7,576,978)	(5,495,349)	(595,984)
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	(353,407)	0	824,539	824,539	0
Undesignated	0	6,273,672	6,752,439	6,354,128	595,984
TOTAL ENDING BALANCE	10,180,405	(4,382,084)	2,603,427	4,685,056	4,089,072

ANALYSIS

The Building Fund, established in FY 04, accounts for all building-related activities within the City. The Fund is prepared on the modified accrual basis where cash transactions are included in the budget presentation in lieu of non-cash transactions such as depreciation. The focus is on the net change in fund balance (i.e. working capital).

Revenue/Sources

Total Revenue/Sources budgeted for FY 23 of \$4,921,000 are \$(430,693), or (8.0)%, lower compared to FY 22 estimated year-end receipts of \$5,351,693. FY 22 estimated year-end receipts are \$(1,129,415), or (17.4)%, lower than FY 21 Actuals totaling \$6,481,108.

Revenues generated through building-related activities include the following:

- Licenses & Permits - Building permits, recall inspections and plan check fees.
- Charges for Services - Engineering plan fees and administrative fees.
- Miscellaneous Revenues and Interfund Transfers – Interest earnings on pooled cash investments, city auction proceeds, applied forfeitures and other miscellaneous revenues.

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$5,516,984 are \$(5,330,058), or (49.1)%, lower compared to FY 22 estimated year-end projections of \$10,847,042. FY 22 projected total Expenditures/Uses are \$6,913,371, or 175.7%, higher than the FY 21 Actuals.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$4,089,072 is \$(595,984), or (12.72)%, lower than the FY 22 Year-end Estimated Fund Balance of \$4,685,056.

A decrease in projected fund balance for FY 23 can be attributed to the capital funding of 15 replacement electric crew cab vehicles and five electric vehicle charging stations totaling \$771,815.

Stormwater Fund Summary

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	18,010,158	1,587,917	18,609,328	18,609,328	16,986,976
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	847	0	0	0	0
Intergovernmental	13,853	0	0	350,000	0
Charges for Service	7,467,126	9,051,554	9,051,554	8,639,522	9,320,786
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	206,481	110,000	110,000	40,365	19,000
Transfers	309,478	283,000	283,000	283,000	0
TOTAL REVENUES/SOURCES	7,997,785	9,444,554	9,444,554	9,312,887	9,339,786
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	7,266,441	8,623,731	15,267,125	10,847,239	15,057,354
Utilities	0	0	0	0	0
Debt Service	0	0	0	0	0
Transfers	132,174	131,775	88,000	88,000	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	7,398,615	8,755,506	15,355,125	10,935,239	15,057,354
Revenues Over/(Under)Expenditures	599,170	689,048	(5,910,571)	(1,622,352)	(5,717,568)
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	(2,694,015)	689,048	3,626,507	3,627,774	0
Undesignated	0	0	3,185,166	200,000	5,849,507
TOTAL ENDING BALANCE	18,609,328	2,276,965	12,698,757	16,986,976	11,269,408

ANALYSIS

The establishment of the Stormwater Utility Fund in FY 11 provided dedicated funding for stormwater related activities and separate tracking of revenues and expenditures that were historically a part of the General Fund. Revenues to the Stormwater Utility are based upon a rate of \$131.00/annually per equivalent residential unit (ERU) (as set in CoO Chapter 174, Floodplain and Stormwater Management) and a fee reconsidered each year by ordinance. Vacant land is charged a reduced rate compared to developed land. In addition, funding is included to address failed drainage structures within the City.

A referendum item, approved by the electorate in November 2016, granted City Council the power to levy special assessments for (1) construction, repair, and maintenance of roadways and all appurtenant facilities and infrastructure, and (2) construction, repair, and maintenance of Stormwater and wastewater management facilities, water supply and distribution systems, canals, and all appurtenant infrastructure.

The Fund is prepared on the modified accrual basis where cash transactions are included in the budget presentation in lieu of non-cash transactions such as depreciation. The focus is on the net change in fund balance (i.e. working capital).

Revenue/Sources

Total Revenue/Sources budgeted for FY 23 of \$9,339,786 are \$26,899, or 0.3%, higher compared to FY 22 estimated year-end receipts of \$9,312,887. FY 22 estimated year-end receipts are \$1,315,102, or 16.4%, higher than FY 21 Actuals.

The largest revenue stream within the FY 23 Budget is Stormwater Assessments. Other revenue sources include Charges for Services-Engineering Plan Fees and Applied Forfeitures. Revenue derived from Interest Income is not budgeted; however, will be added as receipts are recognized. FY 23 revenues were projected by the Public Works Department and are reviewed by the City Manager.

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$15,057,354 are \$4,122,115, or 37.7%, higher compared to FY 22 estimated year-end projections of \$10,935,239. FY 22 projected total Expenditures/Uses are \$3,536,624, or 47.8%, higher than the FY 21 Actuals.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$11,269,408 is \$(5,717,568), or (33.66)%, lower than the FY 22 Year-end Estimated Fund Balance of \$16,986,976.

A decrease in projected fund balance for FY 23 can be attributed to capital investments into 11 Stormwater projects, totaling \$9,686,000, and an additional \$479,569 investment in capital asset/outlay including replacements of current Bush Hogs and new Mowers.

Solid Waste Fund

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	1,618,228	373,079	758,135	758,135	418,948
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	1,400	0	0	0	0
Charges for Service	11,276,825	12,873,432	12,873,432	12,873,432	12,414,600
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	52,419	5,000	5,000	3,302	3,000
Transfers	0	0	0	0	0
TOTAL REVENUES/SOURCES	11,330,644	12,878,432	12,878,432	12,876,734	12,417,600
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	12,141,783	13,138,514	13,138,508	13,160,003	13,482,670
Utilities	70,096	72,361	72,361	72,361	8,194
Debt Service	0	0	0	0	0
Transfers	48,954	55,918	55,918	55,918	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	12,190,737	13,194,432	13,194,426	13,215,921	13,482,670
Revenues Over/(Under)Expenditures	(860,093)	(316,000)	(315,994)	(339,187)	(1,065,070)
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	0	0	0	0
Undesignated	0	316,000	315,994	316,000	1,065,070
TOTAL ENDING BALANCE	758,135	57,079	442,141	418,948	(646,122)

ANALYSIS

The establishment of the Solid Waste Fund (formerly known as the Sanitation Fund) in FY 11 created a residential solid waste collection system administered by the City in partnership with Waste Management. Waste Management (WM) provided solid waste services for the City for approximately thirty years. On September 30, 2020 the franchise agreement expired, which required the City to conduct a competitive procurement solicitation for solid waste services. The City received three (3) proposals and one statement of no proposal by Waste Management. At the April 22, 2020 Special Council Meeting, the Public Works Department and Procurement requested Council's permission to negotiate with the top rank collector (Republic) for either Base Proposal providing for twice weekly residential service or Alternate Proposal providing for once a week residential service. Council approved to negotiate the Base Proposal providing for twice weekly residential service. After a month of successful negotiations, at the Special Council Meeting held May 28, 2020, City Council voted to award the City's ten-year Solid Waste and Recycling Services contract to Republic Services of Florida, Inc.

Through the Republic Services Franchise Agreement, the City will pay Republic Services of Florida, Inc. \$23.50/month per residential unit served. Rates for solid waste collection service are set at the prevailing rate as established pursuant the resolution (CoO Section 150.53).

The Fund is prepared on the modified accrual basis where cash transactions are included in the budget presentation in lieu of non-cash transactions such as depreciation. The focus is on the net change in fund balance (i.e. working capital).

Revenue/Sources

Total Revenue/Sources budgeted for FY 23 of \$12,417,600 are \$(459,134), or (3.6)%, lower compared to FY 22 estimated year-end receipts of \$12,876,734. FY 22 estimated year-end receipts are \$1,546,090, or 13.6%, higher than FY 21 Actuals.

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$13,482,670 are \$266,749, or 2.0%, higher compared to FY 22 estimated year-end projections of \$13,215,921. FY 22 projected total Expenditures/Uses are \$1,025,184, or 8.4%, higher than the FY 21 Actuals.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$(646,122) is \$(476,204), or (254.22)%, lower than the FY 22 Year-end Estimated Fund Balance of \$418,948.

Contractual service costs, based on average active accounts held with Republic Services of Florida, has increased from FY 22 to FY 23 by a total \$322,667, while projected revenue (charges for services) has decreased by a total of \$(458,832).

Employee Health Insurance Fund

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	6,303,625	(436,410)	8,533,279	8,533,279	8,158,786
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	3,012	0	0	0	0
Charges for Service	13,861,473	16,024,121	16,024,121	15,398,800	16,116,539
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	270,262	10,000	272,171	275,853	0
Transfers	0	4,797	4,797	0	0
TOTAL REVENUES/SOURCES	14,134,747	16,038,918	16,301,089	15,674,653	16,116,539
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	11,844,648	16,019,087	16,036,003	16,049,146	16,786,307
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Utilities	0	0	0	0	0
Debt Service	0	0	0	0	0
Transfers	60,445	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	11,905,093	16,019,087	16,036,003	16,049,146	16,786,307
Revenues Over/(Under)Expenditures	2,229,654	19,831	265,086	(374,493)	(669,768)
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	19,831	265,086	4,100	0
Undesignated	0	0	0	250	669,768
TOTAL ENDING BALANCE	8,533,279	(416,579)	8,798,365	8,158,786	7,489,018

ANALYSIS

The Employee Benefits Fund, which accounted for expenses incurred for the insured and self-insured benefits under the City's Section 125 "cafeteria" benefits plan for City employees, was split into two separate Funds in FY 11. The Employee Health Insurance Fund accounts for the City's self-insured employee health insurance program, while the Other Employees Benefits Fund (513) accounts for all other benefits. Revenues are generated by charges to the various departments and funds based on experience and actuarial estimates. The minimum Fund Balance Policy is set by the actuarial projected cost of two-months of claims.

Revenue/Sources

Total FY 23 budgeted revenues/sources of \$16,116,539 are \$441,886, or 2.8%, higher from the FY 22 estimated year-end receipts. FY 22 projected year-end receipts of \$15,674,653 are \$1,539,906, or 10.9%, higher than the FY 21 Actuals. All revenue streams, unless otherwise noted, in the Employee Health Insurance Fund are projected by the Human Resource Office and reviewed by the City Manager. Projections are based off the FY 22 Year-end Estimates rather than the FY 21 Budget levels.

It is important to note that most revenues/sources utilized by the Fund are generated through health insurance premium charges to the departments. A total of \$16,116,539, or 100.0%, of the total FY 23 budgeted revenues/sources are derived from these premiums.

Premiums from Departments – Revenues derived from:

- Interfund Charges to departments with full-time employees. The amount charged to each department is usually based upon the amount needed to balance the fund to desired fund balance level and then divided by the number of employees.

Charges for Services – Revenues derived from:

- Voluntary employee paycheck deductions in exchange for elected benefits, such as family coverage or premium employee and/or family health insurance. Revenues are also derived from former employees, payments for continuation of health insurance benefits generally for 18 months for qualifying events due to employment termination or reduction of hours of work.
- Future growth patterns in this revenue stream are difficult to forecast due to the volatility of employees' health insurance elections and the number of eligible employees.

Transfers – Revenues derived from:

- Interfund transfers occurring as a Revenue Source.

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$16,786,307 are \$737,161, or 4.6%, higher compared to FY 22 estimated year-end projections of \$16,049,146. FY 22 projected total Expenditures/Uses are \$4,144,053, or 34.8%, higher than the FY 21 Actuals.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$7,489,018 is \$(669,768), or (8.21)%, lower than the FY 22 Year-end Estimated Fund Balance of \$8,158,786. The minimum Fund Balance Policy is set by the actuarial projected cost of two-months of claims.

Risk Management Fund

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	2,889,189	333,808	4,221,984	4,221,984	4,869,073
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	0	0	89	90	0
Charges for Service	4,639,663	4,861,097	4,861,097	4,861,097	5,105,867
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	315,717	60,000	60,000	630,211	0
Transfers	0	2,277	2,277	2,277	0
TOTAL REVENUES/SOURCES	4,955,380	4,923,374	4,923,463	5,493,675	5,105,867
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	3,622,587	4,812,447	4,836,101	4,846,586	5,052,379
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Utilities	0	0	0	0	0
Debt Service	0	0	0	0	0
Transfers	0	0	0	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	3,622,587	4,812,447	4,836,101	4,846,586	5,052,379
Revenues Over/(Under)Expenditures	1,332,793	110,927	87,362	647,089	53,488
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	110,927	87,362	88,690	53,488
Undesignated	0	0	0	0	0
TOTAL ENDING BALANCE	4,221,984	444,735	4,309,346	4,869,073	4,922,561

ANALYSIS

The Risk Management Fund accounts for the expenses incurred for workers' compensation claims, general and auto liability claims, property claims, cyber liability claims, and the related administrative expenses to operate the City's Risk Management program. Revenues are generated by charges to the various departments and funds based on experience and actuarial estimates. Beginning in FY 07, the Fund Balance was set based upon actual costs of past claims experience and excess insurance coverage costs. In 2015 the oversight of the Risk Management Fund transitioned from the Human Resource Department to the Office of the City Attorney.

As of October 1, 2015, the City of Palm Bay is self-insured. The City maintains a sovereign immunity cap for general liability claims of \$200,000 per claimant/\$300,000 per incident, the aforementioned figures also represent the City's self-insured retention (SIR) levels for each general liability claim reported. Workers' compensation does not have a sovereign immunity cap. The City has a self-insured retention (SIR) of \$350,000 for each workers' compensation claim reported. For all claims from October 1, 2010 to September 30, 2015, the City was fully insured with Florida Municipal Insurance Trust. For general liability claims that arose during that time, the self-insured retention (SIR) was \$100,000. All Workers' Compensation claims that arose during that time period are fully insured from first dollar.

Revenue/Sources

Total Revenue/Sources budgeted for FY 23 of \$5,105,867 are \$(387,808), or (7.06)%, lower compared to FY 22 estimated year-end receipts of \$5,493,675. FY 20 estimated year-end receipts are \$538,295, or 10.9%, higher than FY 21 Actuals. All revenue streams, unless otherwise noted, in the Risk Management Fund are projected by the Office of the City Attorney and reviewed by the City Manager. Projections are based on the FY 22 Year-end Estimates rather than the FY 22 Approved Budget levels.

Premiums – Revenues derived from:

- Premiums for self-insured lines of property, auto, general liability and workers' compensation.

Other Revenues – Revenues derived from:

- Interest earnings on pooled cash investments.
- The purchase of "excess" insurance to limit the adverse financial impact to the City because of an unusually large loss or an unexpectedly long series of small losses. The City has elected to retain a portion of the total risk exposure (self-insured retention – SIR) to reduce the overall cost of the insurance program.
- The pursuit of subrogation and recovery for property and vehicle damage as well as workers' compensation expenses that result from the negligence of another party.

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$5,052,379 are \$205,793, or 4.2%, higher compared to FY 22 estimated year-end projections of \$4,846,586. FY 22 projected total Expenditures/Uses are \$1,223,999, or 33.8%, higher than the FY 21 Actuals.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$4,922,561 is \$53,488, or 1.10%, higher than the FY 22 Year-end Estimated Fund Balance of \$4,869,073.

Other Employee Benefits Fund

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	1,666,849	(247,797)	2,821,717	2,821,717	2,269,409
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	3,012	0	0	0	0
Charges for Service	4,489,135	4,150,677	4,150,677	4,555,844	4,280,960
Fines and Forfeitures	0	0	0	0	0
Miscellaneous	52,792	0	0	44,232	0
Transfers	21,561	0	0	0	0
TOTAL REVENUES/SOURCES	4,566,500	4,150,677	4,150,677	4,600,076	4,280,960
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	3,380,646	4,109,560	4,109,560	4,157,181	4,098,961
Building	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	0	0	0	0	0
Utilities	0	0	0	0	0
Debt Service	0	0	0	0	0
Transfers	30,986	995,203	995,203	995,203	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	3,411,632	5,104,763	5,104,763	5,152,384	4,098,961
Revenues Over/(Under)Expenditure	1,154,868	(954,086)	(954,086)	(552,308)	181,999
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	41,117	41,117	41,117	181,999
Undesignated	0	995,203	995,203	995,203	0
TOTAL ENDING BALANCE	2,821,717	(1,201,883)	1,867,631	2,269,409	2,451,408

ANALYSIS

Created in FY 11, the Other Employee Benefits Fund accounts for expenses incurred for the insured and self-insured benefits under the City's Section 125 "cafeteria" benefits plan maintained for City employees. Benefits paid from this fund include the following:

- Vacation and Sick Payouts
- Employee Assistance Program
- Life Insurance
- Short-term and Long-term Disability
- Dental and Vision Insurance

Revenues are generated by charges to various departments and funds based on experience and actuarial estimates, plus paycheck deductions from employees.

Revenue/Sources

Total Revenue/Sources budgeted for FY 23 of \$4,280,960 are \$(319,116), or (6.9)%, lower compared to FY 22 estimated year-end receipts of \$4,600,076. FY 22 estimated year-end receipts are \$33,576, or 0.7%, higher than FY 21 Actuals. All revenue, unless otherwise noted, in the Other Employee Benefits Fund are projected by the Human Resource Department and reviewed by the City Manager. Projections are based on FY 22 Year-end Estimates rather than the FY 22 Approved Budget levels.

Most revenues/sources received by this Fund are generated through departmental premiums; the amounts are determined based on whether the departmental funding sources are an Enterprise or Non-Enterprise Fund. Additional funding sources are generated through employee deductions and interfund transfers.

Employee Deductions – Revenues derived from:

- Voluntary employee paycheck deductions in exchange for elective benefits such as vision insurance, enhanced life insurance, dental insurance and other miscellaneous options
- Revenues derived from former employee payments for continuation of health insurance benefits.

Future growth of this revenue stream is dependent upon the cost of insurance policies provided by outside vendors and the number of employees electing specific coverage.

Premiums from Departments – Revenues derived from:

- Interfund charges to departments with full-time employees.
 - A calculation is completed to determine the specific interfund charge; taking into consideration the required amount needed to balance the fund, the fund-type (enterprise versus non- enterprise) and the total number of full-time employees.

Transfers – Revenues derived from:

- Interfund transfers occurring as a Revenue Source.

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$4,098,961 are \$(1,053,423), or (20.4)%, lower compared to FY 22 estimated year-end projections of \$5,152,384. FY 22 projected total Expenditures/Uses are \$1,740,752, or 51.0%, higher than the FY 21 Actuals.

Change in Fund Balance

The projected FY 21 Year-end Fund Balance of \$2,451,408 has increased by \$181,999, or 8.02%, from the FY 20 estimated year-end projections of \$2,269,409.

Fleet Services Fund

Revenue & Expenditure Summary

	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET
BEGINNING BALANCE	5,365,229	(2,395,883)	5,444,429	5,444,429	4,691,038
REVENUES/SOURCES					
Property Taxes	0	0	0	0	0
Sales, Use & Fuel Taxes	0	0	0	0	0
Franchise Fees	0	0	0	0	0
Utility Taxes	0	0	0	0	0
Licenses & Permits	0	0	0	0	0
Intergovernmental	50,671	50,000	50,000	50,000	60,000
Charges for Service	3,683,117	4,305,074	4,305,074	4,305,074	4,496,195
Fines and Forfeitures	0	0	0	0	0
Capital Contributions	174,662	9,000	53,061	70,934	9,000
Miscellaneous	0	0	0	0	0
Transfers	1,250,748	163,775	3,112,212	3,112,212	10,000
TOTAL REVENUES/SOURCES	5,159,198	4,527,849	7,520,347	7,538,220	4,575,195
EXPENDITURES/USES					
Legislative	0	0	0	0	0
Office of City Manager	0	0	0	0	0
Office of City Attorney	0	0	0	0	0
Procurement	0	0	0	0	0
Finance	0	0	0	0	0
Information Technology	0	0	0	0	0
Human Resources	0	0	0	0	0
Growth Management	0	0	0	0	0
Community & Economic Development	0	0	0	0	0
Parks & Recreation	0	0	0	0	0
Recreation	0	0	0	0	0
Parks & Facilities	0	0	0	0	0
Police	0	0	0	0	0
Fire	0	0	0	0	0
Public Works	5,079,998	4,430,187	9,336,610	8,291,611	4,590,687
Utilities	0	0	0	0	0
Bayfront Community Red. Agency	0	0	0	0	0
Debt Service	0	0	0	0	0
Transfers	0	0	60,000	0	0
Non-Departmental	0	0	0	0	0
TOTAL EXPENDITURES/USES	5,079,998	4,430,187	9,396,610	8,291,611	4,590,687
Revenues Over/(Under)Expenditures	79,200	97,662	(1,876,263)	(753,391)	(15,492)
FUND BALANCE USAGE					
Reserves/Designated (Restricted)	0	97,662	1,837,597	1,837,597	0
Undesignated	0	0	38,666	38,666	15,492
TOTAL ENDING BALANCE	5,444,429	(2,298,221)	3,568,166	4,691,038	4,675,546

ANALYSIS

The Fleet Services Funds, established in FY 04, accounts for operations, repairs, and replacement of the City's vehicular and major equipment fleet. Revenues are generated by separate user charges to various departments for operational costs and vehicle "replacement" charges to General Fund departments. Non-General Fund departments are only charged for operational costs as they purchase, depreciate, and replace their vehicles separately.

Revenue/Sources

Charges for Services comprise most Fleet Services Fund revenues/sources. Fleet Operating Charges to user departments are based on anticipated maintenance and fuel costs. Fleet Vehicle Charges are based on an annual analysis of historic operating and maintenance costs, plus anticipated changes for the new fiscal year. Fleet Replacement Charges are based on the anticipated replacement cost divided by the useful economic lifespan of each vehicle. These charges are then aggregated at the user-division level in the General Fund and Fleet Services Fund.

All revenue streams in the Fleet Services Fund are projected by Public Works Fleet Services Manager and reviewed by the City Manager. Projections are based on historic trends, future operational needs and surveys of economic indicators. The total revenues/sources budgeted for FY 23 of \$4,575,195 are \$(2,963,025), or (39.3)%, lower than the FY 22 estimated year-end receipts of \$7,538,220. FY 22 projected receipts are \$2,379,022, or 46.1%, higher than the FY 21 Actuals.

Fleet Replacement and Operating & Maintenance Charges – Revenues derived from:

- Replacement charges and operating and maintenance charges to user departments.
- Enterprise and Special Revenue Funds exception: only operating and maintenance charges are assessed (Utilities Operating Fund, Community Development Block Grant Fund, Building Fund, Stormwater Utility Fund and Bayfront Community Redevelopment Agency Fund); all other departments with vehicles are assessed both charges.

Replacement Charges – Revenue derived from:

- Anticipated replacement costs divided by the useful economic lifespan of each vehicle.
- This revenue stream has not been funded since FY 2012.

Town of Malabar – Revenue derived from:

- Anticipated maintenance and repair of vehicles owned/operated by the Town of Malabar; performed by City personnel.

City of Melbourne Beach – Revenue derived from:

- Anticipated maintenance and repair of vehicles owned/operated by the City of Melbourne Beach; performed by City personnel.

Interfund Transfers – Revenues derived from:

- Transfers from other City Funds (outside of Fleet Charges).

Miscellaneous Revenues – Revenues derived from:

- Motor Fuel Tax Rebates received by the City for previously purchased diesel fuel in which a state fuel tax was paid
- Interest Income
- City Auction Proceeds

- Gains (Losses) on Fuel Hedging

Expenditures/Uses

Total Expenditures/Uses budgeted for FY 23 of \$4,590,687 are \$(3,700,924), or (44.6)%, lower compared to FY 22 estimated year-end projections of \$8,291,611. FY 22 projected total Expenditures/Uses are \$3,211,613, or 63.2%, higher than the FY 21 Actuals.

Change in Fund Balance

The projected FY 23 Year-end Fund Balance of \$4,675,546 is \$(15,492), or (0.33)%, lower than the FY 22 Year-end Estimated Fund Balance of \$4,691,038.

LEGISLATIVE

Departmental Summary

Mission

The City Council determines the direction through which the City of Palm Bay is to progress. The City Clerk manages the Council's business records and actions and provides comprehensive information to the community and the internal organization.

Administration & Public Information

City Council enacts law.

City Council establishes policies and procedures.

City Clerk provides administrative support for the City Council.

City Clerk coordinates local elections with the County Supervisor of Elections.

City Clerk administers a city-wide records management program for the retention, disposal, and preservation of public records.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Implementation of public records request software is currently in process and in final stages to going live. This will allow public access to all requested records and to easily request, pay and retrieve records online through the portal.	Working Smarter - E Government
Update of antiquated audio/microphone system in Council Chambers is currently in design phase and should be completed this fiscal year.	Basic Municipal Service Delivery
Replacement of chairs in Council Chambers. Chairs on the dais have been replaced; audience chairs are in process.	Venues for Events

FY 2023 Objectives

FY 2023 is the first year for objectives for the Legislative Office.

OBJECTIVES	STRATEGIC INITIATIVES
Train key employees on process of public records requests through GovService Essentials portal	Working Smarter - E Government
Upgrade audio system in Council Chambers	City's Relationship with Citizens

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
City Government, Financially Sound, Top Quality Services	City Government, Financially Sound, Top Quality Services	Public Access	N/A	N/A	N/A	N/A	100% access
City Government, Financially Sound, Top Quality Services	City Government, Financially Sound, Top Quality Services	Equipment Update/ Installation	N/A	N/A	N/A	N/A	100% Installed

Expenditure Analysis

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended \$ Change	Approved to Amended % Change
Divisions							
Administration	822,985	785,169	1,030,051	1,007,522	852,942	(177,109)	(17.2)%
Total Expenditures	822,985	785,169	1,030,051	1,007,522	852,942	(177,109)	(17.2)%
Category							
Personnel Services	626,404	613,238	646,619	646,267	657,426	10,807	1.7 %
Operating Expenses	196,581	171,931	383,432	361,255	195,516	(187,916)	(49.0)%
Capital Outlay	0	0	0	0	0	0	0.0 %
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	0	0	0	0	0	0	0.0 %
Reserves	0	0	0	0	0	0	0.0 %
Total Expenditures	822,985	785,169	1,030,051	1,007,522	852,942	(177,109)	(17.2)%
Funding Source							
General Fund	822,985	785,169	1,030,051	1,007,522	852,942	(177,109)	(17.2)%

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Administration Division-FT	4.00	5.00	5.00	0.00
Administration Division-PT	0.00	0.00	0.00	0.00
Administration Division-Elected Officials	5.00	5.00	5.00	0.00
Legislative Total	9.00	10.00	10.00	0.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

Operating Expenditures

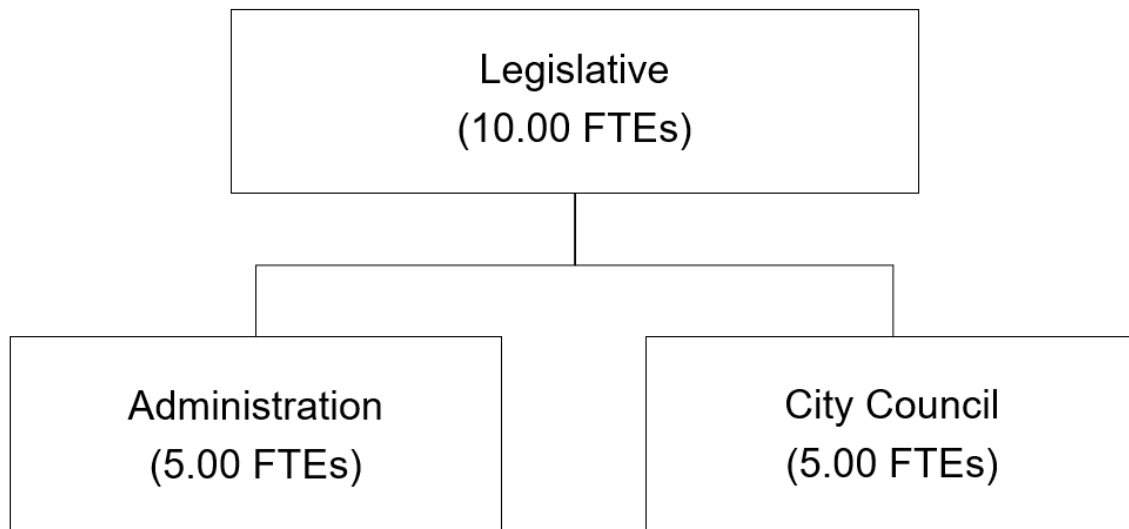
The Legislative Department expenditure analysis reflects a change of (17.2)% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget. The following are expenditure highlights contributing to the variance:

- Additional funding was appropriated in FY 2022 towards the cost of a Special Election to fill a vacant City Council seat; the net increase in the FY 2022 Amended Budget is \$170,931.

Personnel Changes

There have not been any changes in staffing levels from FY 2022 Amended to FY 2023 Approved Budget

FY 2023 ORGANIZATIONAL CHART



OFFICE OF THE CITY MANAGER

Departmental Summary

Mission

Ensure that the City government provides services and infrastructure that meets a public purpose and provides a high quality of life for all our citizens.

Core Services

Administration & Public Information

Support and implement the policies set by City Council and set direction for City staff.
 Support the City Council and Departments in proactively and responsively addressing citizen requests and issues.
 Prepare City Council agenda and supporting information for regular meetings, special meetings and executive sessions.
 Support the City Council in media relations and local, state and federal advocacy.
 Facilitate economic development activities that bring stability and recognition to Palm Bay.
 Monitor the City's short and long term financial stability.
 Assist Departments as needed.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
In FY 2022, the City engaged in three (4) public workshops, two (3) targeted community meetings, over 25 community events, published 51 press releases, 28 City Manager's messages, 12 Mayor's Monthly Messages, and	Communicating, Messaging and Identity
During FY 2022, the City received over \$341 million ad valorem tax revenue from new construction alone, an increase of nearly \$133 million from previous	Strategic Commercial and Industrial Corridors
The Building Department received the IAS designation and went live with iMS, online permitting and payment system, resulting in an increase in 12,812 permits from FY 2021 (to-date as of this report).	Working Smarter - E Government
In FY 2022, the City engaged in three (4) public workshops, two (3) targeted community meetings, over 25 community events, published 51 press releases, 28 City Manager's messages, 12 Mayor's Monthly Messages, and 10 meetings with neighborhood association groups.	City's Role in Social Services
In FY 2022, the City was awarded a total of \$1,360,000 in grant funds and state appropriations.	Basic Municipal Service Delivery

FY 2023 Objectives

FY 2023 is the first year for objectives for the Office of the City Manager.

OBJECTIVES	STRATEGIC INITIATIVES
Develop a citywide strategic plan.	Communicating, Messaging and Identity
Implement a cohesive, streamlined citywide policy and standard operating procedures to facilitate new commercial development projects.	Strategic Commercial and Industrial Corridors
Implement electronic platforms to facilitate seamless transactions internal and externally, to include citywide financial software and online submittals for commercial plans and permits.	Working Smarter - E Government
Regularly communicate and disseminate timely information on City projects and initiatives.	City's Relationship with Citizens
Offset burden on General Fund by securing grants for public infrastructure and services.	Basic Municipal Service Delivery

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Communicating, Messaging and Identity	Strong Local Economy	Percentage of FY budget tied to a Strategic Plan Priority as outlined in the citywide Strategic Plan.	n/a	n/a	75%	0	0
Strategic Commercial and Industrial Corridors	Quality Development and Redevelopment	Increase in ad valorem tax revenue	\$35,273,784	\$35,572,329	10.0%	7.5%	5%
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Increase in number of Certificates of Occupancy issued for commercial projects	n/a	45	10.0%	70 to-date	10.0%
City's Relationship with Citizens	Strong Local Economy	Increase in community engagement opportunities (town halls, City-led public engagement workshops, newsletters, press releases, participation at community events)	40	146	80	196	90.0%
Basic Municipal Service Delivery	Improved Roads, Drainage and Utility Infrastructure	Increase in grant awards	5 grant awards	\$39,043	\$100,000	\$100,000	\$150,000

Expenditure Analysis

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
<u>Divisions</u>							
Administration	512,432	942,315	1,061,954	964,122	1,184,669	122,715	11.6 %
Public Information	2,091	306,444	331,259	300,048	416,623	85,364	25.8 %
Total Expenditures	514,523	1,248,759	1,393,213	1,264,170	1,601,292	208,079	14.9 %
<u>Category</u>							
Personnel Services	479,339	865,768	980,138	936,892	1,218,301	238,163	24.3 %
Operating Expenses	35,184	382,991	413,075	327,278	382,991	(30,084)	(7.3)%
Capital Outlay	0	0	0	0	0	0	0.0 %
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	0	0	0	0	0	0	0.0 %
Reserves	0	0	0	0	0	0	0.0 %
Total Expenditures	514,523	1,248,759	1,393,213	1,264,170	1,601,292	208,079	14.9 %
<u>Funding Source</u>							
General Fund	514,523	1,248,759	1,393,213	1,264,170	1,601,292	208,079	14.9 %

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Administration Division-FT	5.00	6.00	6.00	0.00
Administration Division-PT	1.70	1.70	1.70	0.00
Public Information Division-FT	2.00	2.00	3.00	1.00
Public Information Division-PT	0.00	0.00	0.00	0.00
Office of the City Manager Total	8.70	9.70	10.70	1.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

Operating Expenditures

The Office of the City Manager expenditure analysis reflects a change of 14.9% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget. The following are expenditure highlights contributing to the variance:

- Within the Administration Division, the existing Assistant to the City Manager position was reclassified to a Deputy City Manager position in FY 2023 at a higher salary/grade.

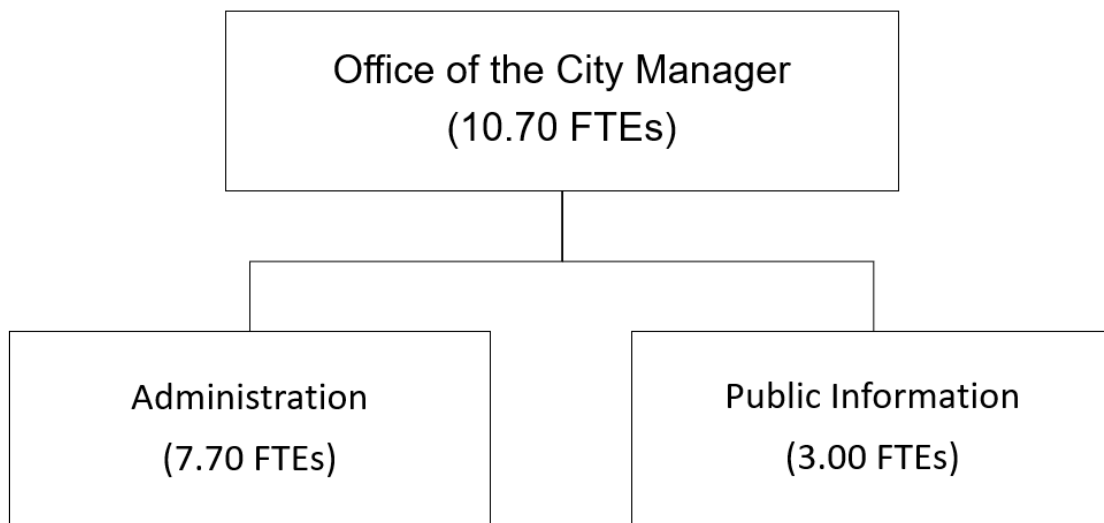
- The Public Information Division added one (1) additional Community Information Coordinator position in FY 2023.

Personnel Changes

The following personnel changes highlights impacted the change from the FY 2022 Amended Budget to the FY 2023 Approved Budget:

- The Administration Division on-boarded one (1) Community Information Coordinator position.

FY 2023 ORGANIZATIONAL CHART



OFFICE OF THE CITY ATTORNEY

Departmental Summary

Mission

Provide proactive, ethical, professional legal advice and zealous legal representation to the City Council, City Manager, City boards, and staff members of the City of Palm Bay in a responsive and cost-effective manner.

Core Services

Administration

Legal Oversight – Advocate, defend and prosecute on behalf of the City, Officials and the interests of its employees. Pursue litigation to abate nuisances and eliminate unfair business practices to ensure public safety. Provide legal representation before State, Federal and Appellate Courts and a variety of Agencies and Boards.

Litigation – Provide oral and written advice on civil cases. Provide pre-litigation advice and counsel to avoid litigation and protect the City's interests should litigation occur and retain, coordinate, and supervise outside legal counsel.

Ordinances and Resolution – Provide oral and written advice on relevant laws for the preparation of Ordinances, Resolutions, Permits, and the development of administrative documents implementing policies in accordance with the City of Palm Bay's process and procedures.

Contracts and other Legal Documents – Draft and review documents to which the City is a party. Prepare documents related to all City's land needs, including acquisition, leasing, or disposition of property.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
The City obtained Dismissals in Clayton Hanks v. COPB, Frank Tobar v. COPB	Working Smarter - E Government
The City Successfully settled Brenda Burgos-Colon vs COPB, Matthew David vs. COPB, Henry-Armstrong vs. COPB, Norman Pomerleau vs. COPB, Trishia T. Smith vs. COPB, Patricia Morgan vs. COPB, and Joseph Moreno v. COPB	Working Smarter - E Government
Risk Management's Safety Coordinator worked closely with Facilities on the AED initiative. AED's are currently being installed throughout City Facilities. Stop the Bleed Kits will be installed with the AED's located throughout City Hall	Working Smarter - E Government
Safety training initiative - Department Safety Coordinators completed OSHA 10 certification thus allowing them to implement departmental safety policies and procedures.	Working Smarter - E Government

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Understand the pressure points, strategy and objectives of government and effectively communicate the risks and legal issues involved in any decision to council. This enables council to make informed strategic choices within an acceptable legal risk profile.	Communicating, Messaging and Identity
Incorporate a program to efficiently track certificates of insurance for contracted services	Working Smarter - E Government
Risk Management Program will develop more Safety initiatives and incorporate more departmental training.	Communicating, Messaging and Identity

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Decrease departmental accident frequency	195	95	125	96	120

Expenditure Analysis

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Administration	223,567	204,656	213,748	232,205	235,762	22,014	10.3 %
Legal Counsel	107,693	275,000	326,000	186,252	275,000	(51,000)	(15.6)%
Liability Insurance	2,312,299	3,394,256	3,394,256	3,740,136	3,567,854	173,598	5.1 %
City Attorney (Risk)	1,310,288	1,529,118	1,529,207	1,530,140	1,538,013	8,806	0.6 %
Total Expenditures	3,953,847	5,403,030	5,463,211	5,688,733	5,616,629	153,418	2.8 %
Category							
Personnel Services	1,301,560	1,365,581	1,393,318	1,420,318	1,454,203	60,885	4.4 %
Operating Expenses	2,652,287	3,926,522	3,982,531	4,179,725	4,108,938	126,407	3.2 %
Capital Outlay	0	0	0	0	0	0	0.0 %
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	0	0	0	0	0	0	0.0 %
Reserves	0	110,927	87,362	88,690	53,488	(33,874)	(38.8)%
Total Expenditures	3,953,847	5,403,030	5,463,211	5,688,733	5,616,629	153,418	2.8 %
Funding Source							
General Fund	331,260	479,656	539,748	753,457	510,762	(28,986)	(5.4)%

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Risk Management Fund	3,622,587	4,923,374	4,923,463	4,935,276	5,105,867	182,404	3.7 %
Total Funding Source	3,953,847	5,403,030	5,463,211	5,688,733	5,616,629	153,418	2.8 %

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Administration Division-FT	0.75	0.75	0.75	0.00
Administration Division-PT	0.96	0.96	0.96	0.00
Risk Management Division-FT	10.25	10.25	10.25	0.00
Risk Management Division-PT	0.00	0.00	0.00	0.00
Office of the City Attorney Total	11.96	11.96	11.96	0.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

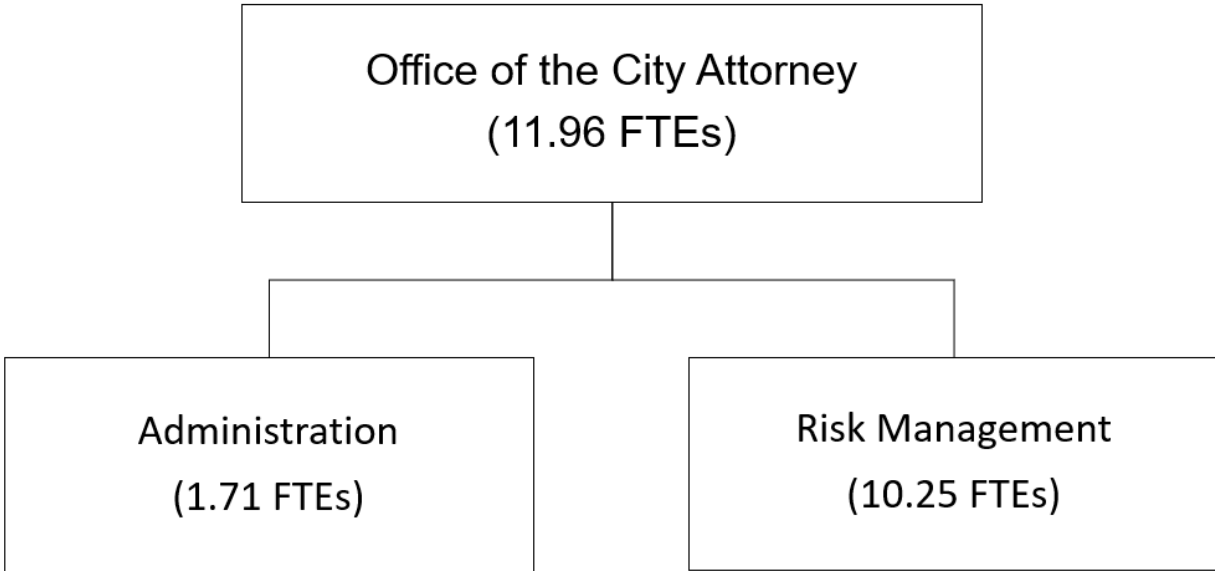
Operating Expenditures

The Office of the City Attorney expenditure analysis reflects a change of 2.8% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget.

Personnel Changes

There have not been any changes in staffing levels from FY 2022 Amended to FY 2023 Approved Budget.

FY 2023 ORGANIZATIONAL CHART



PROCUREMENT

Departmental Summary

Mission

The mission of the Procurement Department is to be responsible and provide for the centralized procurement of quality materials and services at the best possible price and value, ensuring fairness and integrity for the City of Palm Bay government leaders and citizens.

Core Services

Administration

Provide for the fair and equitable treatment of all persons interested in the City's procurement practices. Maximize the purchasing value of public funds through various methods of procurement. Assure adherence to all laws, regulations, processes and procedures related to City procurement. Obtain goods and services at the best possible price and value in a timely manner to meet departmental needs.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Vendor Training: Furthering our mission of competition, fairness, and integrity, Procurement continued to engage the vendor community by hosting two virtual "Doing Business with the City" webinars. Between the two events, over 800 vendors registered, and the feedback from participants was extremely positive.	City's Relationship with Citizens
Public-Facing Contract Database: Through Vendorlink, Procurement created and published a public-facing, fully transparent list of all the contracts the City has based on competitive solicitations. This database increases transparency for all citizens and significantly reduces the number of public records requests to our office, as the information is already published online.	Working Smarter - E Government
Evaluation Team Training: Procurement has a robust annual training schedule for end user departments. In Fiscal Year 2022, Procurement launched a new, mandatory training for all City staff who serve on evaluation teams. This training was designed to help ensure our Request for Proposal process is consistent, fair, and upholds our values of integrity and transparency.	Basic Municipal Service Delivery

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Vendor Training: Furthering our mission of competition, fairness, and integrity, Procurement will continue to engage the vendor community by hosting one in person and one virtual "Doing Business with the City" event.	City's Relationship with Citizens
Engagement and outreach: Furthering our mission of competition, fairness, and integrity, Procurement will continue to engage the vendor community by speaking at one professional business organization event on doing business with the City.	City's Relationship with Citizens
Department Training: Procurement has a robust annual training schedule for end user departments. This year, Procurement will continue to ensure fairness, integrity, transparency and competition by hosting a Vendorlink Training class for our departments.	Basic Municipal Service Delivery

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Number of end-user Procurement training sessions	6	6	6	23	10
Communicating, Messaging and Identity	Strong Local Economy	Number of vendor Procurement training sessions	1	2	2	2	1
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Number of Purchase Orders issued	1,900	2,077	2,000	2,071	2,000
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Number of formal solicitations issued	70	73	70	68	65
EFFICIENCY							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Average number of days to process formal bids (release to award)	55	60	55	62	60
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Average number of days to process formal quotes (release to award)	45	47	45	39	45
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Average number of days to process RFPs/RFQs (release to award)	75	87	80	78	80
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Average number of days to prepare a solicitation (draft from dept. to release date)	N/A	N/A	N/A	12	12

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Percentage of operating budget spent on postage	0.071	0.038	0.045	0.0225	0.03
EFFECTIVENESS							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Cost savings on competitive formal quotes (Avg % increase from awarded quote to high quote)	25.0%	53.0 %	45.0 %	0	0
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Cost savings of competitive formal bids (Avg % increase from awarded bid to high bid)	25.0%	71.0 %	45.0 %	0	0
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Satisfaction rating from Customer Service Survey, scale of 1-5	4	4.5	4.5	5	5

Expenditure Analysis

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
<u>Divisions</u>							
Administration	629,168	684,440	691,561	665,191	695,229	3,668	0.5 %
Total Expenditures	629,168	684,440	691,561	665,191	695,229	3,668	0.5 %
<u>Category</u>							
Personnel Services	619,454	669,325	676,392	652,100	680,114	3,722	0.6 %
Operating Expenses	9,714	15,115	15,169	13,091	15,115	(54)	(0.4)%
Capital Outlay	0	0	0	0	0	0	0.0 %
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	0	0	0	0	0	0	0.0 %
Reserves	0	0	0	0	0	0	0.0 %
Total Expenditures	629,168	684,440	691,561	665,191	695,229	3,668	0.5 %
<u>Funding Source</u>							
General Fund	629,168	684,440	691,561	665,191	695,229	3,668	0.5 %

Personnel Comparison

AUTHORIZED PERSONNEL				
DEPARTMENT DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Administration Division-FT	7.00	7.00	7.00	0.00

AUTHORIZED PERSONNEL				
Administration Division-PT	0.00	0.00	0.00	0.00
Procurement Total	7.00	7.00	7.00	0.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

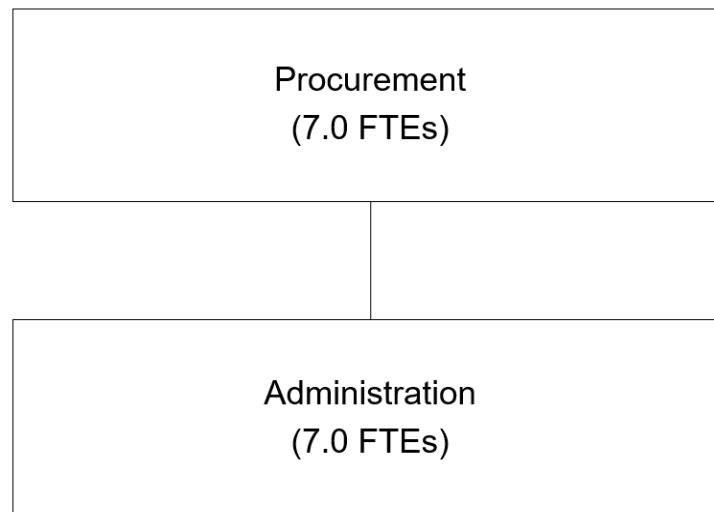
Operating Expenditures

The Procurement Department expenditure analysis reflects a change of 0.5% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget.

Personnel Changes

There have not been any changes in staffing levels from FY 2022 Amended to FY 2023 Approved Budget.

FY 2023 ORGANIZATIONAL CHART



FINANCE

Departmental Summary

Mission

To provide fiscal and financial support and service to City Council, City departments, customers, and citizens. The Department is committed to providing timely, accurate, and complete information.

Core Services

Administration

Provides oversight and attention to the City's overall finances and budget process. Safeguards the City's assets and executes its financial affairs. Monitors the receipt and disbursement City funds and oversees the City's investment portfolio. Oversees the debt management and revenue tracking functions. Division also works with the City Manager Office in preparing the Annual Budget. Responsible for submitting Annual Budget Document to FGFOA for certification.

Accounting

Maintains an accurate and reliable accounting and reporting system. Ensures that financial transactions are properly recorded in accordance of Generally Accepted Accounting Principles. Disburses employee and vendor payments. Responsible for maintaining fixed asset records and preparation of the Comprehensive Annual Financial Report.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Identified tracking method for the \$50,000,000 General Obligation Bonds to ensure accurate and prompt reporting	Basic Municipal Service Delivery
Implemented a plan with departments to charge salaries to specific grant funds utilizing labor distributions allowing for general funds to be reallocated to other City needs	Basic Municipal Service Delivery
Developed a standardized Travel request for City Council to approve travel during the budget development process	Communicating, Messaging and Identity
Received GFOA Distinguished Budget Presentation Award for the Budget	Communicating, Messaging and Identity

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Develop a comprehensive "Capital Improvement Program" utilizing data collected from all departments to accurately project the City's future capital plan	Basic Municipal Service Delivery
Develop a broad based budget training/citizens academy to educate staff and the public on the restrictions of public funds and the impacts it has on the develop of the City's annual budget	City's Relationship with Citizens
Facilitate discussions with the Citizens' Budget Advisory Board to identify opportunities to gain efficiencies and enhance transparency	City's Relationship with Citizens
Assist Information Systems in the development of a new City wide financial system	Basic Municipal Service Delivery
Continue to develop budget and financial training for City staff to improve the effectiveness and efficiencies of the City	Communicating, Messaging and Identity

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Align fixed asset ledger and sub-ledger for each department based on Administrative Code 24 categories	N/A	N/A	50.0%	10.0%	50.0%
EFFICIENCY							
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Complete ACFR process with Council approval by May 31. Three year goal to back up approval to March 31	N/A	21-Jun	22-May	22-Jun	23-May
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Review and update departments policies and procedures	Yes	No	Yes	No	50.0%
EFFECTIVENESS							
City's Relationship with Citizens	City Government, Financially Sound, Top Quality Services	Provide citizens with education classes on municipal budgeting	N/A	N/A	5	0	5
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	On-time Budget submissions from Departments	100.0%	100.0%	100.0%	100.0%	100.0%

Expenditure Analysis

The tables on the following page provide a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Administration	622,969	668,650	722,417	603,774	737,313	14,896	2.1 %
Accounting	677,314	775,852	775,852	743,804	751,189	(24,663)	(3.2)%
Revenue	327,062	0	0	0	0	0	0.0 %
Total Expenditures	1,627,345	1,444,502	1,498,269	1,347,578	1,488,502	(9,767)	(0.7)%
Category							
Personnel Services	1,574,493	1,405,040	1,458,707	1,313,805	1,449,140	(9,567)	(0.7)%
Operating Expenses	52,852	39,462	39,562	33,773	39,362	(200)	(0.5)%
Capital Outlay	0	0	0	0	0	0	0.0 %
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	0	0	0	0	0	0	0.0 %
Reserves	0	0	0	0	0	0	0.0 %
Total Expenditures	1,627,345	1,444,502	1,498,269	1,347,578	1,488,502	(9,767)	(0.7)%
Funding Source							
General Fund	1,627,345	1,444,502	1,498,269	1,347,578	1,488,502	(9,767)	(0.7)%

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Administration Division-FT	6.00	6.00	6.00	0.00
Administration Division-PT	0.00	0.00	0.00	0.00
Accounting Division-FT	9.00	9.00	9.00	0.00
Accounting Division-PT	0.00	0.00	0.00	0.00
Revenue Division-FT	0.00	0.00	0.00	0.00
Revenue Division-PT	0.00	0.00	0.00	0.00
Finance Total	15.00	15.00	15.00	0.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

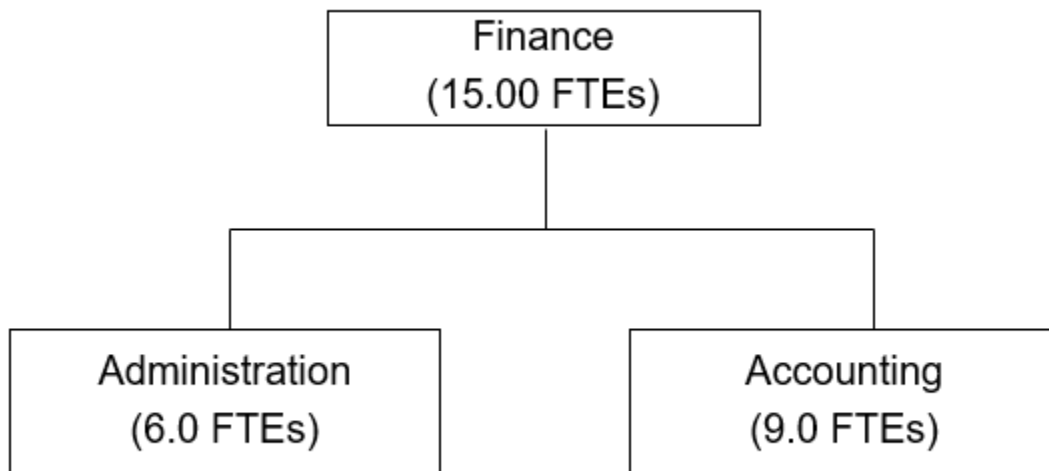
Operating Expenditures

The Finance Department expenditure analysis reflects a change of (0.7)% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget.

Personnel Changes

There have not been any changes in staffing levels from FY 2022 Amended to FY 2023 Approved Budget.

FY 2023 ORGANIZATIONAL CHART



INFORMATION TECHNOLOGY

Departmental Summary

Mission

To provide and support an enterprise information technology platform that meets or exceeds end-user needs and expands e-government services to citizens.

Core Services

Provide a service-oriented attitude of cooperation and teamwork to all of our customers. Maintain flexibility to meet the needs of the City of Palm Bay employees and its constituents. Develop and support the City networks, telephones, applications, web services, computing devices, and fiber optic utility. Create and maintain partnerships between the Communications and Information Technology

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
The City completed phase 1 of the new online permitting software to assist developers, contractors, and residents in paying fees online, submitting plans, and reviewing comments and inspections. In addition, the new application will alleviate the need for paper submittals, thus decreasing review timeframes. The new platform also creates a platform for inter-department collaboration to streamline the permit process and create efficiencies.	Working Smarter - E Government
The City implemented several accessibility measures to serve the community efficiently, and other strategies are in progress to further enhance current efforts to serve constituents with impairments.	Basic Municipal Service Delivery
The City's multi-year Disaster Recovery site project is 70% completed. Once established, the Disaster Recovery site will support the City's initiative to maintain critical City operations in the event of a network outage.	Working Smarter - E Government
The City completed phase 1 of implementing several security solutions to enhance the City's security posture. The updated security products will enhance the advanced login protocols and increase visibility to monitor and manage the City's network infrastructure.	Basic Municipal Service Delivery

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
The City will implement phase 2 of a new online permitting software to assist developers, contractors, and residents to pay fees online, submit plans, and review comments and inspections. In addition, the new application will alleviate the need for paper submittals, thus decreasing review timeframes. The new platform also creates a platform for inter-department collaboration to streamline the permit process and create efficiencies.	Working Smarter - E Government
Accessibility of information is paramount to serving the community. Several strategies are collaborating to enhance the information provided online to serve all constituents, with impairments. (This project is ongoing)	Basic Municipal Service Delivery
The City is establishing a Disaster Recovery Site to ensure the continuity of operations in a network outage affecting the City's Datacenter. Funding was approved, and implementation is ongoing.	Working Smarter - E Government
Procure and implement a Citywide financial system to replace the existing City's legacy system. The new system will provide improved financial controls, data consistency, efficiency, responsiveness, and real-time insight into business processes for strategic decision-making.	Basic Municipal Service Delivery
Implement several security solutions to enhance the City's security posture. The updated security products will provide advanced login protocols and increase visibility to monitor and manage the City's network infrastructure.	Basic Municipal Service Delivery

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
City's Relationship with Citizens	City Government, Financially Sound, Top Quality Services	Uptime availability of technology infrastructure: network and application servers, network services and circuits; serving the City and it's public constituents.	100.0 %	99.8 %	100.0 %	99.5 %	100.0 %
City's Relationship with Citizens	City Government, Financially Sound, Top Quality Services	Average number of closed support requests per IT staff.	15	17	15	19	15
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Unique Visitors to the City Web Site	300,000	435,253	350,000	516,392	400,000

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Total opened technical support requests citywide	N/A	N/A	N/A	15,889	17,000
EFFICIENCY							
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Technical Response: Compares the number of service requests generated versus completed service requests within fiscal year.	N/A	N/A	N/A	94.0 %	90.0 %
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Technical Response: Service Requests closed within 24 hours.	N/A	N/A	N/A	66.0 %	50.0 %
EFFECTIVENESS							
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Annual customer service survey results for requests resolved on the initial request	100.0 %	99.7 %	100.0 %	94.6 %	100.0 %
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Annual customer service survey results for overall rating of support received.	100.0 %	98.1 %	100.0 %	98.4 %	100.0 %

Expenditure Analysis

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Administration	3,199,934	3,535,552	4,157,014	4,073,945	4,442,046	285,032	6.9 %
Total Expenditures	3,199,934	3,535,552	4,157,014	4,073,945	4,442,046	285,032	6.9 %
Category							
Personnel Services	1,185,973	1,393,760	1,437,210	1,437,210	1,737,165	299,955	20.9 %
Operating Expenses	1,880,801	2,141,792	2,688,381	2,596,909	2,583,381	(105,000)	(3.9)%
Capital Outlay	133,160	0	31,423	39,826	121,500	90,077	286.7 %
Debt Service	0	0	0	0	0	0	0.0 %

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Contributions	0	0	0	0	0	0	0.0 %
Transfers	0	0	0	0	0	0	0.0 %
Reserves	0	0	0	0	0	0	0.0 %
Total Expenditures	3,199,934	3,535,552	4,157,014	4,073,945	4,442,046	285,032	6.9 %
Funding Source							
General Fund	3,199,934	3,535,552	4,157,014	4,073,945	4,442,046	285,032	6.9 %

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Administration Division-FT	15.00	16.00	18.00	2.00
Administration Division-PT	0.00	0.00	0.00	0.00
Information Technology Total	15.00	16.00	18.00	2.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

Operating Expenditures

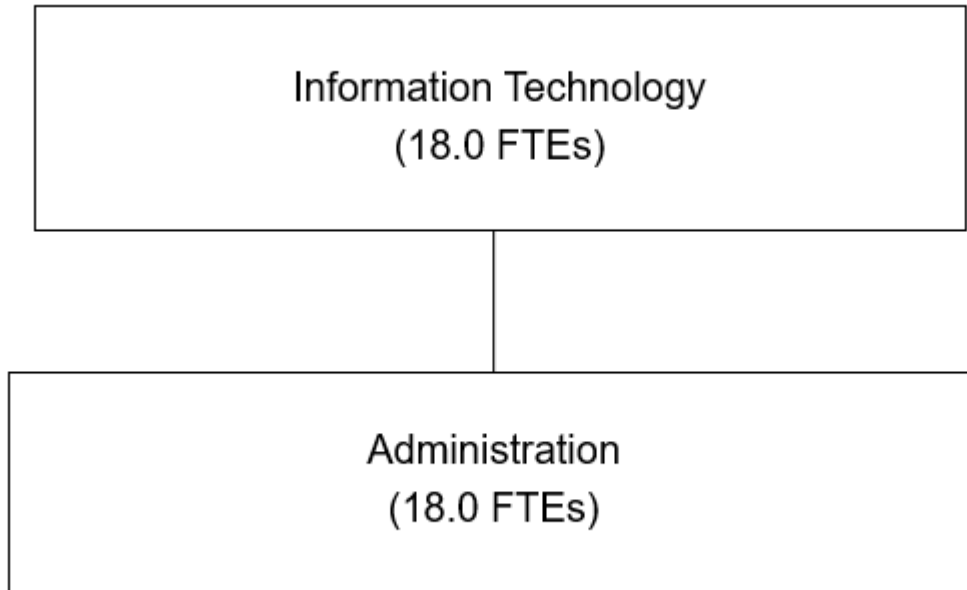
The Information Technology Department expenditure analysis reflects a change of 6.9% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget.

Personnel Changes

The following personnel changes highlights impacted the change from the FY 2022 Amended Budget to the FY 2023 Approved Budget:

- Administration Division on-boarded one (1) Information Security Analyst and one (1) Network Administrator positions.

FY 2023 ORGANIZATIONAL CHART



HUMAN RESOURCES

Departmental Summary

Mission

To attract, identify, select, evaluate, develop, and retain a competent, dynamic, and responsive workforce. To provide prompt, professional customer service/support to administration, employees, and the public in a cost-effect manner while representing public interest in the administration of the City's Human Resources programs.

Core Services

Administration

Manage daily personnel interactions, new hire and separation process. Conduct labor relations, to include negotiations, grievances and discipline. Provide support City wide on all human capital issues, such as training, recognition, personal enhancements and professional growth. Administers adherence to all statutory changes (i.e. FLSA, DOL).

Health Insurance

Provides Health Insurance to all eligible City employees; supports Wellness Initiatives, Broker consulting and COBRA Administration.

Employee Payouts

Provides General Fund vacation, sick and termination payout bank to include tax match and retirement portion of payout.

Other Insurance Benefits

Provides all other standard and elective benefits for eligible employees encompassing both City paid and employee paid. Acts as a conduit for revenues and expenses. Provides support and counseling City-wide on all personal benefits and wellness matters.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Involved in coordinating venues and events for the Annual Mayor's Fitness Challenge, City of Palm Bay employee recognized for most minutes of	Venues for Events
The Human Resources Team achieved 100% participation with United Way's contribution initiatives.	City's Role in Social Services
Implemented an expanded New Hire training program as well as a annual training program for all employees utilizing Knowledge City.	Working Smarter - E Government
Human Resources Team processed 385 Covid-19 cases in conjunction with a Citywide paid benefit utilizing ARPA funds.	Communicating, Messaging and Identity
Worked with the City Managers Office and Brevard County School Board to create a partnership to place CTE students into OJT positions within City	City's Relationship with Citizens

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Partnered with local Social Service Agencies to place clients with disabilities into OJT internships within the City.	City's Role in Social Services
Successfully negotiated renewals for NeoGov, and completed a successful RFP process for the City's online learning management system continuing	Basic Municipal Service Delivery
Maintained full HR operations and provided services to all City Departments with professionalism and accuracy during departmental transition and staffing	Basic Municipal Service Delivery

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Knowledge City, have all employees (including part time) to complete FY23 annual training	Communicating, Messaging and Identity
CPR / AED Training - Goal of 80% to complete hands on training, and 20% to be fully certified	City's Relationship with Citizens
Decrease chronic illness by 5% citywide through awareness, education and training	Communicating, Messaging and Identity
Update New Hire Orientation video presentations and continue to improve orientation process	Basic Municipal Service Delivery
Create a NEOGOV OHC user training guide	Working Smarter - E Government
Revise Employee Performance Evaluation forms to be more efficient and encourage effective feedback	Communicating, Messaging and Identity
Work with City Management to implement approved changes per the salary survey	Basic Municipal Service Delivery
Fully staffing the Human Resources Department	Working Smarter - E Government

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Venues for Events	City Government, Financially Sound, Top Quality Services	Wellness event participation; number of employees attended	2,500	1,701	2,000	4,986	2,500
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	New Hire Onboarding; satisfaction rate of attendees	100.0%	98.0%	100.0%	97.0%	100.0%
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Total number of employees nominated/award for various recognition and award programs	300	170	200	60	200

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Comprehensive training session; number of employees attended	800	98	600	800	700
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Total number of online training courses successfully completed in KnowledgeCity	1,000	467	750	756	800
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Comprehensive training sessions; number of hours of instruction provided	125	64	125	43	125
EFFICIENCY							
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Purpose to retain engaged employees; employee turnover	10.0%	16.0%	12.0%	14.0%	12.0%
EFFECTIVENESS							
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Enhance employee culture and morale to create an environment where employees are valued and maintain a sense of pride	Yes	Yes	Yes	Yes	Yes
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Manage health insurance costs (carrier's initial cost projection vs. negotiated)	10.0%	5.0%	5.0%	5.0%	7.0%
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Continue to develop Labor Management relations in such a manner to avoid unnecessary cost of arbitration. (4 2013/2014; est. cost \$1.5 million	0%	0%	0%	0%	0%

Expenditure Analysis

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Administration	566,070	783,564	779,134	756,542	746,388	(32,746)	(4.2)%
Health Insurance	399,603	473,568	735,739	487,896	445,891	(289,848)	(39.4)%

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Health Insurance Claims	11,505,490	15,565,350	15,565,350	15,565,350	16,340,416	775,066	5.0 %
Employee Payouts	1,960,171	2,441,934	2,441,934	2,486,155	2,445,934	4,000	0.2 %
Other Insurance Benefits	1,451,461	2,703,946	2,703,946	2,707,346	1,835,026	(868,920)	(32.1)%
Total Expenditures	15,882,795	21,968,362	22,226,103	22,003,289	21,813,655	(412,448)	(1.9)%
Category							
Personnel Services	2,786,865	3,546,399	3,546,399	3,581,889	3,509,695	(36,704)	(1.0)%
Operating Expenses	13,004,499	17,365,812	17,378,298	17,380,980	18,121,961	743,663	4.3 %
Capital Outlay	0	0	0	0	0	0	0.0 %
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	91,431	995,203	995,203	995,203	0	(995,203)	(100.0)%
Reserves	0	60,948	306,203	45,217	181,999	(124,204)	(40.6)%
Total Expenditures	15,882,795	21,968,362	22,226,103	22,003,289	21,813,655	(412,448)	(1.9)%
Funding Source							
General Fund	566,070	783,564	779,134	756,542	746,388	(32,746)	(4.2)%
Employee Health Insurance Fund	11,905,093	16,038,918	16,301,089	16,053,246	16,786,307	485,218	3.0 %
Other Employee Benefits Fund	3,411,632	5,145,880	5,145,880	5,193,501	4,280,960	(864,920)	(16.8)%
Total Funding Source	15,882,795	21,968,362	22,226,103	22,003,289	21,813,655	(412,448)	(1.9)%

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Administration Division-FT	6.00	5.75	5.75	0.00
Administration Division-PT	0.63	0.63	0.63	0.00
Employee Health Insurance Division-FT	3.00	3.00	3.00	0.00
Employee Health Insurance Division-PT	0.00	0.00	0.00	0.00
Other Employee Benefits Division-FT	3.00	3.25	3.25	0.00
Other Employee Benefits Division-PT	0.00	0.00	0.00	0.00
Human Resources Total	12.63	12.63	12.63	0.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

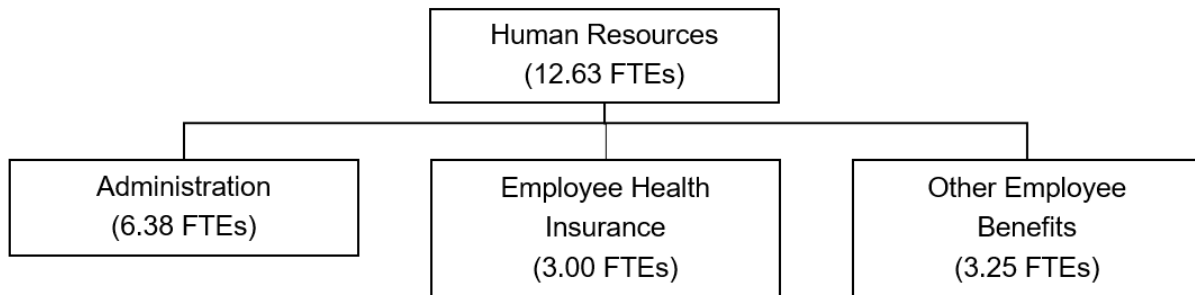
Operating Expenditures

The Human Resource Department expenditure analysis reflects a change of (1.9)% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget.

Personnel Changes

There have not been any changes in staffing levels from FY 2022 Amended to FY 2023 Approved Budget.

FY 2023 ORGANIZATIONAL CHART



BUILDING

Departmental Summary

Mission

Maintain and continually improve the quality of service we provide to all our customers. Implement current technology and practices to gain efficiencies in our processes to increase our opportunities for economic development. Fulfill all work to be fair, prompt, and consistent. Build and maintain stakeholder relationships.

Core Services

Building

Provide plan review, inspections, permitting, and certificate of occupancy for both residential and nonresidential structural permitting. Provide educational training opportunities for our customers. Protect the health, safety, and welfare of citizens and business owners in structural reviews.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Attained International Accreditation Service Building Department Recognition	City's Relationship with Citizens
Continued bi-monthly meeting for Community Outreach initiative to inform and educate public on Building Codes	City's Relationship with Citizens
Implemented web-based permit & application software-iMS	City's Relationship with Citizens
Improved effectiveness in Building Department by increasing Inspection & Office Staff	Working Smarter - E Government
Improve and track Building Department Efficiency. ISO Audit for Citizens Insurance Credit	Basic Municipal Service Delivery
Designed new Building Department E building to be located on City Hall Campus	Basic Municipal Service Delivery
3 Permit Technicians attained Certified Permit Technicians from International Code Council	City's Relationship with Citizens

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Develop a citywide strategic plan.	Working Smarter - E Government
Implement a cohesive, streamlined citywide policy and standard operating procedures to facilitate new commercial development projects.	City's Relationship with Citizens

OBJECTIVES	STRATEGIC INITIATIVES
Continue process for Accreditation Service Building Department	City's Relationship with Citizens
Implement electronic platforms to facilitate seamless transactions internal and externally, to include citywide financial software and online submittals for commercial plans and permits.	Working Smarter - E Government
Regularly communicate and disseminate timely information on City projects and initiatives.	Working Smarter - E Government
Offset burden on General Fund by securing grants for public infrastructure and services.	City's Relationship with Citizens

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Working Smarter - E Government	Quality Development and Redevelopment	Single Family Building permits reviewed	1,137	2,288	2,288	2,539	2,300
Working Smarter - E Government	Quality Development and Redevelopment	All Building Permits	9,708	12,955	12,955	14,446	14,000
Working Smarter - E Government	Quality Development and Redevelopment	Commercial Building Permits Reviewed	843	934	934	678	1,100
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Maintain/Improve the City's FEMA CRS Rating	7	7	7	7	7
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Web-based software for external use in applying for permitting.	Yes	Purchased IMS	Program ming new IMS Software	Impleme nt new iMS Software	Refine new iMS Software
City's Relationship with Citizens	City Government, Financially Sound, Top Quality Services	Quarterly Stake Holder Meetings	3	3	3	2	6
EFFICIENCY							
Working Smarter - E Government	Quality Development and Redevelopment	Modern permitting/ plan review software to decrease issuance time	Yes	Purchased IMS	Program ming new IMS Software	Impleme nt new iMS Software	Refine new iMS Software
Working Smarter - E Government	Quality Development and Redevelopment	Updated Web Page to meet ADA Standards	Keep Forms ADA Compliant	Keep Forms ADA Compliant	Keep Forms ADA Compliant	Keep Forms ADA Compliant	Keep Forms ADA Compliant
EFFECTIVENESS							

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
City's Relationship with Citizens	Quality Development and Redevelopment	International Accreditation Services Building Department Recognition	Yes	No	Yes	Yes	Yes
City's Relationship with Citizens	Quality Development and Redevelopment	Certified Permit Technicians	1	1	2	3	8

Expenditure Analysis

The Building Department was officially created as a stand-alone Department via Ordinance 2020-63, approved by City Council on October 1, 2020. Prior to this approval, the Building Department was a Division under the Growth Management Department. Due to timing of the approval, the FY 2021 Approved Budget for this Department was reflected under the Growth Management Department and all budgets were transferred to the Building Department via FY 2021 Budget Amendment #1, approved by City Council on January 21, 2021.

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
<u>Divisions</u>							
Building	3,933,671	10,630,867	11,936,117	10,847,042	5,516,984	(6,419,133)	(53.8)%
Total Expenditures	3,933,671	10,630,867	11,936,117	10,847,042	5,516,984	(6,419,133)	(53.8)%
<u>Category</u>							
Personnel Services	2,186,202	3,017,232	3,006,236	2,575,059	3,072,221	65,985	2.2 %
Operating Expenses	1,713,126	1,542,550	1,925,143	1,692,122	1,672,948	(252,195)	(13.1)%
Capital Outlay	353,327	6,071,085	7,004,738	6,579,861	771,815	(6,232,923)	(89.0)%
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	34,423	0	0	0	0	0	0.0 %
Reserves	(353,407)	0	0	0	0	0	0.0 %
Total Expenditures	3,933,671	10,630,867	11,936,117	10,847,042	5,516,984	(6,419,133)	(53.8)%
<u>Funding Source</u>							
Building Fund	3,933,671	10,630,867	11,936,117	10,847,042	5,516,984	(6,419,133)	(53.8)%

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Building-FTE	36.00	34.00	34.00	0.00

AUTHORIZED PERSONNEL				
Building-PT	1.68	1.68	1.68	0.00
Building Total	37.68	35.68	35.68	0.00

For detailed personnel changes, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Operating Expenditures

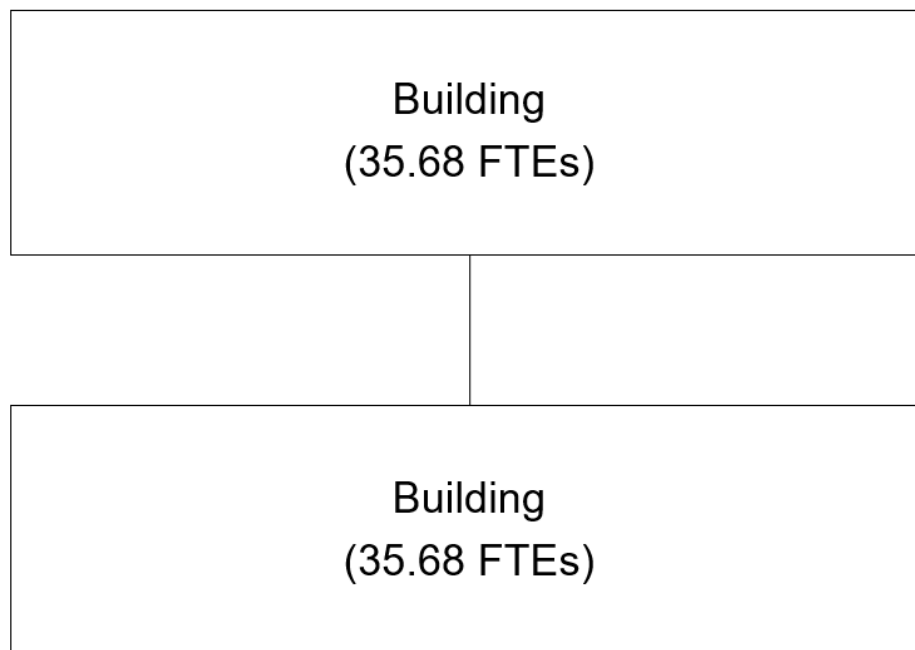
The Building Department expenditure analysis reflects a change of (53.8)% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget. The following are expenditure highlights contributing to the variance:

- In FY 2022, a total amount of \$6,437,604 was appropriated to the construction of Building E on the Main City Hall Campus; unspent project funding will roll forward to FY 2023 for project completion.

Personnel Changes

There have not been any changes in staffing levels from FY 2022 Amended to FY 2023 Approved Budget.

FY 2023 ORGANIZATIONAL CHART



GROWTH MANAGEMENT

Departmental Summary

Mission

Maintain and continually improve the quality of service we provide to all our customers. Implement current technology and practices to gain efficiencies in our processes to increase our opportunities for economic development. Fulfill all work to be fair, prompt, and consistent. Build and maintain stakeholder relationships.

The following tables provides a comparison of the FY 2023 Proposed Budget data to prior fiscal years:

Core Services

Administration

Administrative Division: Assure management and employees maintain quality requirements. Ensure staff has resources necessary to be efficient in their jobs. Provide leadership and guidance to staff to improve customer relations, both internal and external.

Land Development

Land Development Division: Assist people both internal and external with questions related to land use planning, development review, transportation planning, annexations, etc. Provide expert testimony at public hearings. Review development proposals for consistency with adopted City ordinances, comprehensive plan, and other pertinent regulatory documents. Provide educational training opportunities for our customers and advisory boards. Protect the health, safety, and welfare of citizens and business owners in land use planning reviews.

Code Compliance

Code Compliance Division: Educate the public about City codes and ordinances and aim to obtain voluntary compliance. Strive to perform duties in a fair, professional, and courteous manner in the City. Provide educational training opportunities for our customers. Protect the health, safety, and welfare of citizens and business owners in implementation of pertinent adopted laws, ordinances and regulations.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Launched the development of an IMS online submission and review portal	Working Smarter - E Government
Comprehensive Plan Workshop #1	City's Relationship with Citizens
Modified the LDC to require a minimum amount of commercial development within PUDs	Strategic Commercial and Industrial Corridors
Modified the LDC to lessen the restrictions on Mobile Vending to spur unique and alternative commercial developments.	Strategic Commercial and Industrial Corridors
Modified the LDC to enable staff to review and approve administrative variances, reducing the burden on City Council and expediting the process for applicants.	Basic Municipal Service Delivery

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Completed Visioning Study for the Comprehensive Plan Update	Basic Municipal Service Delivery
Began the development of an interactive map and data base of development projects within the City (In progress)	Working Smarter - E Government
Modified the Bayfront Mixed Use ordinance, allowing more flexibility in design, to foster development	Basic Municipal Service Delivery
Transitioned from the Code Enforcement Board to a Special Magistrate	City's Relationship with Citizens

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Present the City's Vision Plan to City Council for their endorsement	Basic Municipal Service Delivery
Substantially complete the Comprehensive Plan re-write (Comp Plan)	Basic Municipal Service Delivery
Begin an overhaul of the Land Development Code to be consistent with the Comp Plan	Basic Municipal Service Delivery
Strengthen the Land Development Division by hiring additional Planning staff	Basic Municipal Service Delivery
Transition from Code Enforcement Board to Special Magistrate	Basic Municipal Service Delivery

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Basic Municipal Service Delivery	Quality Development and Redevelopment	Total Code Compliance Cases	12,000	7,400	10,000	0	10,000
Basic Municipal Service Delivery	Quality Development and Redevelopment	Public Hearing Development applications	75	71	65	0	65
Basic Municipal Service Delivery	Quality Development and Redevelopment	Administrative Land Development applications [Site and Subdivisions]	65	59	60	0	60
Basic Municipal Service Delivery	Quality Development and Redevelopment	Miscellaneous Structure Approvals	1,000	1,387	1,200	0	1,200
Basic Municipal Service Delivery	Quality Development and Redevelopment	Pre-Application Meetings	45	53	45	0	45
City's Relationship with Citizens	Quality Development and Redevelopment	Amnesty applications processed	75	750	Program Completed	N/A	N/A

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Re-write of Comp Plan and LDC	Complete Public Meetings on Vision Plan	Stakeholders Meetings and Public Workshops Completed	Complete Vision Plan and Substantially Complete Comp Plan	N/A	Complete Vision Plan and Substantially Complete LDR rewrite
Working Smarter - E Government	Quality Development and Redevelopment	Develop interactive GIS development map and database	Begin development of interactive data map	Hired GIS Tech; basic design started	Have substantially complete by end of FY	N/A	Ensure accuracy of GIS FLU& Zoning
EFFICIENCY							
EFFECTIVENESS							
Basic Municipal Service Delivery	Quality Development and Redevelopment	Remove the Building Division from Growth Management Department. Building is now its own department.	100%	100%	N/A	N/A	N/A
Basic Municipal Service Delivery	Quality Development and Redevelopment	Remove the C&ED Division from Growth Management Department. C&ED is now its own department.	0%	0%	100.0%	100.0%	N/A

Expenditure Analysis

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Administration	121,533	173,899	174,029	95,294	154,389	(19,640)	(11.3)%
Land Development	808,379	958,192	1,410,415	746,139	1,223,199	(187,216)	(13.3)%
Code Compliance	933,008	950,811	976,081	940,300	1,123,589	147,508	15.1 %
Environmental Fee	7,000	100,000	100,000	93,000	366,828	266,828	266.8 %
Building*	(166,188)	0	0	0	0	0	0.0 %
General Administration	(1)	4,500	209	0	0	(209)	(100.0)%
Special Projects	107	0	406	0	0	(406)	(100.0)%

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Total Expenditures	1,703,838	2,187,402	2,661,140	1,874,733	2,868,005	206,865	7.8 %
Category							
Personnel Services	1,493,615	1,644,358	1,718,175	1,350,735	1,826,826	108,651	6.3 %
Operating Expenses	550,940	445,544	849,965	430,998	561,465	(288,500)	(33.9)%
Capital Outlay	0	0	0	0	0	0	0.0 %
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	0	0	0	0	0	0	0.0 %
Reserves	(340,717)	97,500	93,000	93,000	479,714	386,714	415.8 %
Total Expenditures	1,703,838	2,187,402	2,661,140	1,874,733	2,868,005	206,865	7.8 %
Funding Source							
General Fund	1,617,354	1,869,016	2,329,639	1,556,778	2,101,177	(228,462)	(9.8)%
Nuisance Fund	245,566	213,886	230,886	224,955	400,000	169,114	73.2 %
State Housing Grant Fund	0	4,500	0	0	0	0	0.0 %
Comm. Dev. Block Grant Fund	(1)	0	209	0	0	(209)	(100.0)%
NSP Fund	107	0	406	0	0	(406)	(100.0)%
Environmental Fee Fund	7,000	100,000	100,000	93,000	366,828	266,828	266.8 %
Building Fund*	(166,188)	0	0	0	0	0	0.0 %
Total Funding Source	1,703,838	2,187,402	2,661,140	1,874,733	2,868,005	206,865	7.8 %

* On October 1, 2021, the Building Division (inclusive of the Building Fund and all personnel) was turned into a stand-alone Department via Ordinance 2020-63, approved by City Council on October 1, 2020. Due to timing of the approval, the FY 2021 Approved Budget for this Department was reflected under the Growth Management Department and all budgets were transferred to the Building Department via FY 2021 Budget Amendment #1, approved by City Council on January 21, 2021.

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Administration Division-FT	1.00	1.00	1.00	0.00
Administration Division-PT	0.00	0.00	0.00	0.00
Land Development Division-FT	9.00	11.00	11.00	0.00
Land Development Division-PT	0.00	0.00	0.00	0.00
Code Compliance Division-FT	8.00	8.00	8.00	0.00
Code Compliance Division-PT	0.80	0.80	0.80	0.00
Building Fund-FT	0.00	0.00	0.00	0.00

AUTHORIZED PERSONNEL				
Building Fund-PT	0.00	0.00	0.00	0.00
Growth Management Total	18.80	20.80	20.80	0.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

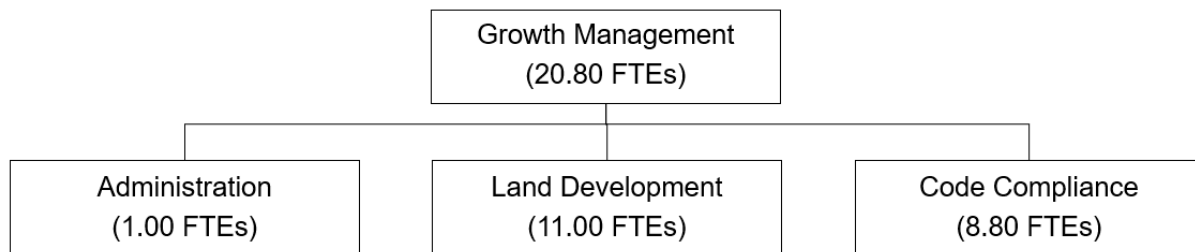
Operating Expenditures

The Growth Management Department expenditure analysis reflects a change of 7.8% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget.

Personnel Changes

There have not been any changes in staffing levels from FY 2022 Amended to FY 2023 Approved Budget.

FY 2023 ORGANIZATIONAL CHART



COMMUNITY & ECONOMIC DEVELOPMENT

Departmental Summary

Mission

To effectively foster an open-for-business environment that will attract private development/redevelopment, investment opportunities, and the creation of high-skill/high-wage jobs as well as retain existing business, industry, and jobs.

The following tables provides a comparison of the FY 2023 Proposed Budget data to prior fiscal years:

Core Services

Administration

Create, implement, manage and monitor economic development programs to attract private development/redevelopment, investment opportunities and the creation of high-skill/high-wage jobs as well as the retention of existing business, industry, and jobs. Develop initiatives and activities that promote the City of Palm Bay as a community in which to live, work and play; strategically market the City to attract key development projects; identify and facilitate private development opportunities; and oversee, market and leverage the sale of City surplus real estate for private investment.

Housing

Administer Federal and State housing and community development entitlement grants: Community Development Block Grant (CDBG); HOME Investment Partnerships Program (HOME); State Housing Initiatives Partnership Program (SHIP); Neighborhood Stabilization Program (NSP). Provide technical assistance and educational training opportunities to applicants.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Secured a residential real estate brokerage firm to assist the City with actively marketing and selling City-owned surplus real estate, 9 properties have sold to date.	Communicating, Messaging and Identity
Coordinated with commercial real estate broker to actively market and sell City-owned surplus properties, sold the Pelican Harbor Marina parcels for favorable commercial waterfront development.	Strategic Commercial and Industrial Corridors
All nine (9) City-owned escheated parcels located within Port Malabar Holiday Park Mobile Home Recreation District were listed for sale, 3 sold to date.	Basic Municipal Service Delivery
Migrate entire standalone Economic Development site to the City's general website; consolidate all division websites for Housing, Communications, Grants, Econ Dev.	Communicating, Messaging and Identity
Executed the first Development Agreement for Emerald Lakes for Phases I and II	Strategic Commercial and Industrial Corridors

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Increased the City's visibility through effective marketing and dissemination of community information to keep residents and community stakeholders informed on City programs, projects and initiatives through press releases, e-newsletters, website, social media, earned media and traditional advertising.	Communicating, Messaging and Identity
Developed e-blast database list of subscribers to City's news and updates to include residents, community stakeholders, resource partners, HOAs and community groups, boards and committees of the City, media partners, etc	Working Smarter - E Government
Provided down payment assistance to Eight (8) low/moderate income, first-time homebuyers utilizing SHIP, HOME, and CDBG funding.	City's Role in Social Services
Provided owner-occupied housing rehabilitation assistance to Twelve (12) low/moderate income homeowners utilizing SHIP funding.	City's Role in Social Services
Completed expenditure FY 17-18 SHIP funding.	City's Role in Social Services
Obtained FY 18-19, FY 19-20 and 20/21 SHIP funding upon successful expenditure of FY 17-18 SHIP funding.	City's Role in Social Services
Completed demolition project for Old Fire Station 1.	Basic Municipal Service Delivery
In process of completing public works drainage project in Driskell Heights neighborhood.	Basic Municipal Service Delivery
In process of completing HVAC renovations to Palm Bay Senior Center.	City's Role in Social Services
Committed and began expenditure of HOME disbursement agreement funds for new construction - homeownership and down payment assistance.	City's Role in Social Services
Obtained FY 19-20, 20-21, and 21-22 HOME funds upon successful commitment of existing HOME funds.	City's Role in Social Services

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Continue to serve as a liaison to Northshore Development LLC on the construction of Phase II, site plan and construction of the commercial outparcels fronting Robert J. Conlan Blvd.	Strategic Commercial and Industrial Corridors
Complete an Economic Base Analysis for the City to identify current economic conditions and steps for generating new private capital investment and job creation to better position the City for increased tax revenues	Strategic Commercial and Industrial Corridors
Coordinate with commercial real estate broker to actively market and sell CRA and City-owned surplus properties.	Strategic Commercial and Industrial Corridors
Develop and present a catalog of economic development incentive and inducement programs to encourage private capital investment and jobs.	Strategic Commercial and Industrial Corridors
Develop a strategy to induce light industrial, commercial and/or residential development along JA Bombardier Blvd.	Strategic Commercial and Industrial Corridors
Provide owner-occupied housing rehabilitation assistance to ten (10) low/moderate income homeowners utilizing SHIP funding.	City's Role in Social Services
Complete expenditure of FY 17-18 SHIP funding.	City's Relationship with Citizens
Complete expenditure of FY 18-19 funding.	City's Role in Social Services
Complete expenditure of FY 19-20 SHIP funding.	City's Role in Social Services

OBJECTIVES	STRATEGIC INITIATIVES
Complete public works drainage project in Driskell Heights neighborhood.	City's Role in Social Services
Complete HVAC renovations to Palm Bay Senior Center.	City's Role in Social Services
Expend all of HOME disbursement agreement and funds for new construction - homeownership and down payment assistance.	City's Role in Social Services
Obtain FY 19-20, 20-21, and 21-22 HOME funds upon successful commitment of existing HOME funds.	City's Role in Social Services
Complete expenditure of CDBG-CV funding.	City's Role in Social Services

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Strategic Commercial and Industrial Corridors	Strong Local Economy	Business Expansion & Attraction or Relocation	3	5	5	15	5
Strategic Commercial and Industrial Corridors	Quality Development and Redevelopment	City Surplus Real Estate Sales	0	3	9	10	3
Strategic Commercial and Industrial Corridors	Quality Development and Redevelopment	Leads & Site Visits	25	25	30	30	25
City's Role in Social Services	Strong Local Economy	Provide owner-occupied housing rehabilitation assistance to ten (10) low/moderate income homeowners utilizing SHIP funding.	10	10	10	120.0%	10
City's Role in Social Services	Quality Development and Redevelopment	Complete expenditure of FY 17-18 SHIP funding.	NA	NA	100.0%	100.0%	100.0%
City's Role in Social Services	Quality Development and Redevelopment	Complete expenditure of FY 18-19 funding.	NA	NA	100.0%	49.0%	100.0%
City's Role in Social Services	Quality Development and Redevelopment	Complete expenditure of FY 19-20 SHIP funding.	NA	NA	100.0%	0.0%	100.0%
City's Role in Social Services	Quality Development and Redevelopment	Complete public works drainage project in Driskell Heights neighborhood.	NA	NA	100.0%	0.7%	100.0%
City's Role in Social Services	Quality Development and Redevelopment	Complete HVAC renovations to Palm Bay Senior Center.	NA	NA	100.0%	14.2%	100.0%

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
City's Role in Social Services	Quality Development and Redevelopment	Expend all of HOME disbursement agreement and funds for new construction - homeownership and down payment assistance.	NA	NA	100.0%	18.7%	100.0%
City's Role in Social Services	Quality Development and Redevelopment	Obtain FY 19-20, 20-21, and 21-22 HOME funds upon successful commitment of existing HOME funds.	NA	NA	100.0%	100.0%	100.0%
City's Role in Social Services	Quality Development and Redevelopment	Complete expenditure of CDBG-CV funding of existing HOME funds.	NA	NA	NA	NA	100.0%
EFFICIENCY							
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Marketing the City to attract new and retain existing business	20,000	20,000	20,000	20,000	20,000
Strategic Commercial and Industrial Corridors	Strong Local Economy	Program Development to facilitate private investment and jobs	50,000	20,000	150,000	150,000	20,000
EFFECTIVENESS							
Strategic Commercial and Industrial Corridors	Strong Local Economy	New jobs created through BRE efforts	NA	NA	200	530	500
Strategic Commercial and Industrial Corridors	Strong Local Economy	New businesses created or expanded	NA	NA	10	209	200
Strategic Commercial and Industrial Corridors	Strong Local Economy	Leverage private capital investment	NA	NA	\$100,000,000	\$115,877,000	\$100,000,000

Expenditure Analysis

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Administration	417,397	875,624	841,699	695,371	878,740	37,041	4.4 %
Housing & Community Development	162,103	372,894	393,632	120,016	83,210	(310,422)	(78.9)%

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Communications	364,338	0	0	0	0	0	0.0 %
Grant Funds - Housing & Community Development	1,877,246	0	6,050,438	3,428,014	2,873,890	(3,176,548)	(52.5)%
Total Expenditures	2,821,084	1,248,518	7,285,769	4,243,401	3,835,840	(3,449,929)	(47.4)%
Category							
Personnel Services	803,384	836,270	1,232,829	851,550	932,148	(300,681)	(24.4)%
Operating Expenses	1,304,958	412,248	1,546,030	665,133	1,338,412	(207,618)	(13.4)%
Capital Outlay	429,017	0	2,509,207	1,293,726	580,027	(1,929,180)	(76.9)%
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	283,725	0	1,018,669	925,669	892,627	(126,042)	(12.4)%
Transfers	0	0	32,227	18,197	0	(32,227)	(100.0)%
Reserves	0	0	946,807	489,126	92,626	(854,181)	(90.2)%
Total Expenditures	2,821,084	1,248,518	7,285,769	4,243,401	3,835,840	(3,449,929)	(47.4)%
Funding Source							
General Fund	943,838	1,248,518	1,235,331	815,387	961,950	(273,381)	(22.1)%
State Housing Grant Fund	664,646	0	1,500,714	257,903	863,744	(636,970)	(42.4)%
Comm. Dev. Block Grant Fund	636,425	0	2,385,559	1,999,768	1,013,936	(1,371,623)	(57.5)%
Home Investment Grant Fund	4,971	0	1,019,136	235,988	853,835	(165,301)	(16.2)%
NSP Fund	(7,631)	0	3,917	1,533	0	(3,917)	(100.0)%
Coronavirus Relief Fund	368,648	0	4,277	0	0	(4,277)	(100.0)%
CDBG - Corona Virus Fund	210,187	0	1,136,835	932,822	142,375	(994,460)	(87.5)%
Voluntary Home Buyout Fund	0	0	0	0	0	0	0.0 %
Total Funding Source	2,821,084	1,248,518	7,285,769	4,243,401	3,835,840	(3,449,929)	(47.4)%

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Administration Division-FT	6.00	7.00	7.00	0.00
Administration Division-PT	0.00	0.00	0.00	0.00
Communications Division-FT	0.00	0.00	0.00	0.00
Communications Division-PT	0.00	0.00	0.00	0.00
Housing Division-FT	4.00	4.00	4.00	0.00

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Housing Division-PT	0.00	0.00	0.00	0.00
Bayfront Comm. Redevelopment Agency Fund-FT	0.00	0.00	0.00	0.00
Bayfront Comm. Redevelopment Agency Fund-PT	0.00	0.00	0.00	0.00
Community & Economics Development Total	10.00	11.00	11.00	0.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

Operating Expenditures

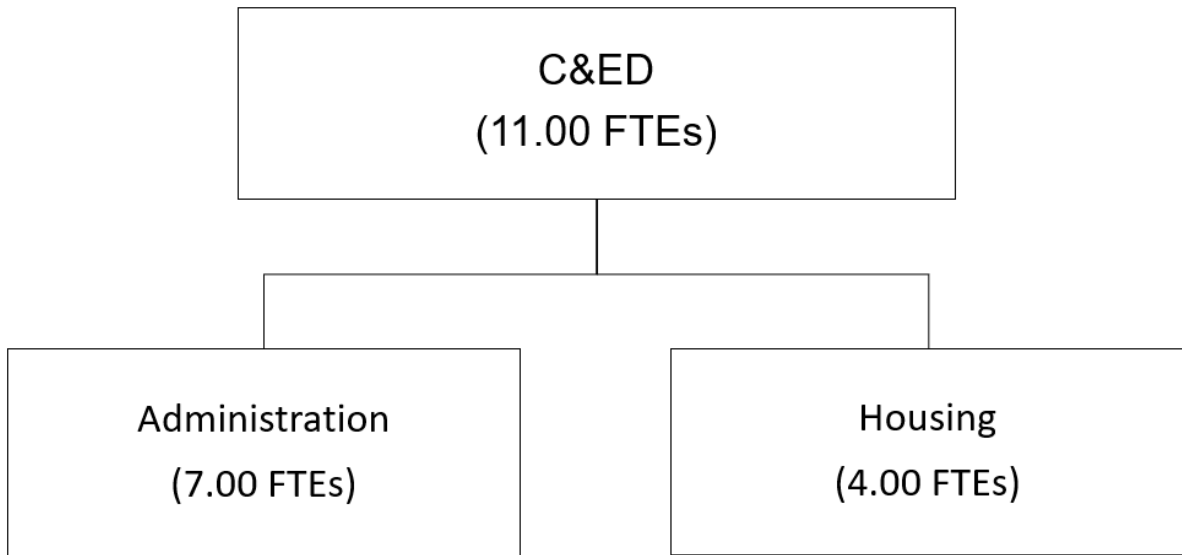
The Community & Economic Development Department expenditure analysis reflects a change of (47.4)% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget. The following are expenditure highlights contributing to the variance:

- The Housing Grants Funds, which fall under the Community & Economic Development Department and are managed by the Housing Division, have the largest impact on the reduction in expenditures. In FY 2022, the Housing Grant Funds were funded via quarterly Budget Amendments versus through the Original Budget. This process was modified with the FY 2023 Approved Budget creating a plan for future expenditure needs; additional requests will continue to be funded via quarterly Budget Amendments.

Personnel Changes

There have not been any changes in staffing levels from FY 2022 Amended to FY 2023 Approved Budget.

FY 2023 ORGANIZATIONAL CHART



BAYFRONT COMMUNITY REDEVELOPMENT AGENCY (BCRA)

Departmental Summary

Mission

To effectively foster redevelopment, community revitalization, increased social vitality and economic recovery by addressing areas of blight, inadequate infrastructure and housing, and facilitating private investment leading to the creation of new jobs and an improved quality of life for residents within the district.

The following tables provides a comparison of the FY 2023 Proposed Budget data to prior fiscal years:

Core Services

The Bayfront CRA, a dependent special district of the City of Palm Bay, utilizes incremental tax revenues resulting from an increase in property values beyond the 1998 base year of the special district to facilitate redevelopment, private investment, infrastructure improvements, and job creation. The Bayfront redevelopment district represents approximately 1,070 acres of blighted and under-utilized land. The Bayfront CRA reinvests increased tax revenues back into the district to achieve the goals of a Redevelopment Plan in accordance with Chapter 163 Part III, Florida Statute and consistent with County and City policies. The goals within the Redevelopment Plan allow for mutually beneficial rehabilitation and redevelopment of the district through the facilitation of private investment and development.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Serve as a liaison for Northshore Development on the site plan and construction of the commercial outparcels front Robert J Conlan Blvd.	Strategic Commercial and Industrial Corridors
Continue to communicate the vision of the Bayfront Community Redevelopment Plan	Communicating, Messaging and Identity
Continue to work through the commercial real estate broker, RMA, to actively market and sell CRA-owned parcels	Strategic Commercial and Industrial Corridors
Coordinate with RMA to sell the three City and CRA-owned parcels known as Pelican Harbor Marine for favorable commercial waterfront development	Venues for Events

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Serve as a liaison for Northshore Development on the site plan and construction of the commercial outparcels front Robert J Conlan Blvd.	Strategic Commercial and Industrial Corridors
Continue to communicate the vision of the Bayfront Community Redevelopment Plan	Communicating, Messaging and Identity
Continue to work through the commercial real estate broker, to actively market and sell CRA-owned parcels	Strategic Commercial and Industrial Corridors
Continue to work with the purchaser of Pelican Harbor Marina for favorable commercial waterfront development	Venues for Events

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Strategic Commercial and Industrial Corridors	Quality Development and Redevelopment	1) Completion of Phase II Northshore's commercial development 2) sale of CRA-owned surplus land	\$20.3 M	\$52.9 M	\$30 M	\$30 M	\$20 M
Venues for Events	Quality Development and Redevelopment	Sale/development (revenue + private cap investment) of Pelican Harbor Marina parcels	N/A	N/A	N/A	N/A	\$10 M
Communicating, Messaging and Identity	Strong Local Economy	Facilitate private capital investment and jobs within the district	N/A	N/A	N/A	N/A	\$5 M
EFFECTIVENESS							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Compliance with local and state reporting requirements.	Yes	Yes	Yes	Yes	Yes

Expenditure Analysis

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Bayfront Comm. Redev. Agency	1,346,949	2,562,370	2,834,273	2,848,866	2,277,904	(556,369)	(19.5)%
Total Expenditures	1,346,949	2,562,370	2,834,273	2,848,866	2,277,904	(556,369)	(19.5)%

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Category							
Personnel Services	0	0	0	0	0	0	0.0 %
Operating Expenses	298,136	842,095	1,145,095	310,317	836,479	(308,616)	(99.5)%
Capital Outlay	0	0	0	0	0	0	0.0 %
Debt Service	432,809	349,167	349,167	349,167	0	(349,167)	(100.0)%
Contributions	0	0	0	0	0	0	0.0 %
Transfers	616,004	743,665	1,340,011	1,340,011	667,282	(672,729)	(50.2)%
Reserves	0	627,443	0	849,371	774,143	774,143	91.1 %
Total Expenditures	1,346,949	2,562,370	2,834,273	2,848,866	2,277,904	(556,369)	(19.5)%
Funding Source							
BCRA Fund	1,346,949	2,562,370	2,834,273	2,848,866	2,277,904	(556,369)	(19.5)%

Personnel Comparison

The Bayfront CRA does not have any authorized positions with the budget.

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Bayfront Comm. Redevelopment Agency Fund-FT	0.00	0.00	0.00	0.00
Bayfront Comm. Redevelopment Agency Fund-PT	0.00	0.00	0.00	0.00
BCRA Total	0.00	0.00	0.00	0.00

Explanation of Expenditure Changes of 10% or More

Operating Expenditures

Per the Brevard County Board of County Commissioners' adopted Resolution 2019-237, adopted on November 19, 2019, modifying the Bayfront CRA Board's delegation of authority following the Interlocal Agreement between Brevard County, the City of Palm Bay and the Bayfront CRA, the Agency's abilities to expend funds beyond existing debt and contractual obligations, legally required administrative expenses, and land acquisitions are limited.

The Bayfront CRA expenditure analysis reflects a change of (19.50)% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget. The following are expenditure highlights contributing to the variance:

- Principal and interest payments for the Bayfront Redevelopment Trust Fund Revenue Note, Series 2016, totaling \$349,167, were finalized in FY 2022 and no longer budgeted in FY 2023.

PARKS & RECREATION

In FY 2021, the Parks & Recreation Department was eliminated via Ordinance 2021-38. Through the elimination, all Parks related activities were moved to the [Parks and Facilities Department](#) including Impact Fees and the Recreation related activities are now housed in the newly creation [Recreation Department](#).

Expenditure Analysis

The below historical expenditure analysis is provided for informational purposes only.

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
<u>Divisions</u>							
Administration	669,985	0	0	0	0	0	0.0 %
Recreation	931,773	0	0	0	0	0	0.0 %
Parks	2,696,925	0	0	0	0	0	0.0 %
Fred Poppe Regional Park	0	0	0	0	0	0	0.0 %
Greater PB Senior Center	8,968	0	0	0	0	0	0.0 %
Palm Bay Aquatic Center	380,246	0	0	0	0	0	0.0 %
Whitlock Community Center	0	0	0	0	0	0	0.0 %
Parks Impact Fees	103,405	0	0	0	0	0	0.0 %
Parks CIP	0	0	0	0	0	0	0.0 %
Total Expenditures	4,791,302	0	0	0	0	0	0.0 %
<u>Category</u>							
Personnel Services	3,258,979	0	0	0	0	0	0.0 %
Operating Expenses	961,251	0	0	0	0	0	0.0 %
Capital Outlay	571,072	0	0	0	0	0	0.0 %
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	0	0	0	0	0	0	0.0 %
Reserves	0	0	0	0	0	0	0.0 %
Total Expenditures	4,791,302	0	0	0	0	0	0.0 %
<u>Funding Source</u>							
General Fund	4,687,897	0	0	0	0	0	0.0 %
Impact Fees	103,405	0	0	0	0	0	0.0 %
Parks CIP	0	0	0	0	0	0	0.0 %
Total Funding Source	4,791,302	0	0	0	0	0	0.0 %

AUTHORIZED PERSONNEL				
DIVISION	FY 2021 ORIGINAL BUDGET	FY 2021 AMENDED BUDGET	FY 2022 APPROVED BUDGET	Approved to Amended Change
Administration Division-FT	7.00	0.00	0.00	0.00
Administration Division-PT	0.00	0.00	0.00	0.00
Recreation Programs Division-FT	7.00	0.00	0.00	0.00
Recreation Programs Division-PT	7.57	0.00	0.00	0.00
Parks Maintenance Division-FT	31.00	0.00	0.00	0.00
Parks Maintenance Division-PT	0.00	0.00	0.00	0.00
Fred Poppe Regional Park Division-FT	0.00	0.00	0.00	0.00
Fred Poppe Regional Park Division-PT	0.00	0.00	0.00	0.00
Palm Bay Aquatic Center Division-FT	1.00	0.00	0.00	0.00
Palm Bay Aquatic Center Division-PT	1.26	0.00	0.00	0.00
Whitlock Community Ctr Division-FT	0.00	0.00	0.00	0.00
Whitlock Community Ctr Division-PT	0.00	0.00	0.00	0.00
Parks & Recreation Total	54.83	0.00	0.00	0.00

RECREATION

Departmental Summary

Mission

To provide recreational programs and special events for the community to learn and play and preserve the natural resources and beauty of Palm Bay.

Core Services

Recreation

Provide special events and programs for the community. Manage a venue for swim instruction,

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Hired Special Events Coordinator that helped increase sponsorship money from \$8048 in FY21 to \$27,567 while also increasing sponsorships over the same time period from 36 to 43 for FY 22.	Basic Municipal Service Delivery
Enrolled and taught 327 individuals about water safety and how to swim.	City's Relationship with Citizens
Camp enrollments for winter, spring and summer totaled 3,635.	Basic Municipal Service Delivery
The estimated number of visitors to Turkey Creek Sanctuary was 70,000 which was -9% attendance from FY 21. Visitors to the Margaret Hames center was 5,000 up from 100 previous fiscal year. Increase of 4900%.	Basic Municipal Service Delivery
The total number of patrons participating in programs or special events was 354,501. This includes the Fourth of July Celebration and Holiday Extravaganza.	Basic Municipal Service Delivery

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Increase class offerings at both Community Centers	City's Relationship with Citizens
Conduct surveys of residents and students to determine new offerings	City's Relationship with Citizens
Hire more lifeguards and swim instructors to increase hours and lesson offerings	Basic Municipal Service Delivery

OBJECTIVES	STRATEGIC INITIATIVES
Reintroduce programs that were cancelled due to COVID-19	Basic Municipal Service Delivery
Increase the number of Special Events either through sponsorship or co-sponsorship	Basic Municipal Service Delivery

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	visiting Turkey Creek Sanctuary/ Hames Nature	65,000	76,600	80,000	70,000	82,000
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Number of patrons participating in programs, leagues and Special Events	350,000	255,739	500,000	354,501	500,000
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	number of people taught to swim	new measure	60	100	327	300
EFFICIENCY							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	percentage over the previous fiscal year, of patrons visiting the Hames Nature Center	10%	N/A due to Pandemic	10.0%	49.0%	10.0%
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Sponsorship dollars to help fund Special Events	25,000	8,048	25,000	27,567	30,000
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Number of sponsors	60	36	60	43	70
EFFECTIVENESS							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Recreation Satisfaction rate through random surveys	100%	N/A due to Pandemic	100.0%	100.0%	100.0%
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Total Camp enrollment	5,000	1,450	5,000	3,635	5,000

Expenditure Analysis

In FY 2021, the Recreation Department was created via Ordinance 2021-38. Previously housed as a Division under the Parks & Recreation Department, effective in FY 2022 this newly created Department now houses all recreation-related activities.

The tables on the following page provide a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Administration	4,885	467,776	477,467	474,024	450,067	(27,400)	(5.7)%
Recreation	8,818	1,719,559	1,723,809	1,724,973	1,845,208	121,399	7.0 %
Total Expenditures	13,703	2,187,335	2,201,276	2,198,997	2,295,275	93,999	4.3 %
Category							
Personnel Services	13,703	1,386,822	1,386,822	1,336,443	1,409,157	22,335	1.6 %
Operating Expenses	0	800,513	806,550	804,540	770,618	(35,932)	(4.5)%
Capital Outlay	0	0	7,904	58,014	115,500	107,596	1361.3 %
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	0	0	0	0	0	0	0.0 %
Reserves	0	0	0	0	0	0	0.0 %
Total Expenditures	13,703	2,187,335	2,201,276	2,198,997	2,295,275	93,999	4.3 %
Funding Source							
General Fund	13,703	2,187,335	2,201,276	2,198,997	2,295,275	93,999	4.3 %

Personnel Comparison

AUTHORIZED PERSONNEL					
DIVISION		FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Proposed to Amended Change
Administration Division-FT		4.00	4.00	4.00	0.00
Administration Division-PT		0.00	0.00	0.00	0.00
Recreation Division-FT		8.00	9.00	10.00	1.00
Recreation Division-PT		7.43	7.03	6.40	(0.63)
Recreation Total		19.43	20.03	20.40	0.37

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

Operating Expenditures

The Recreation Department was created via Ordinance 2021-38 in FY 2022.

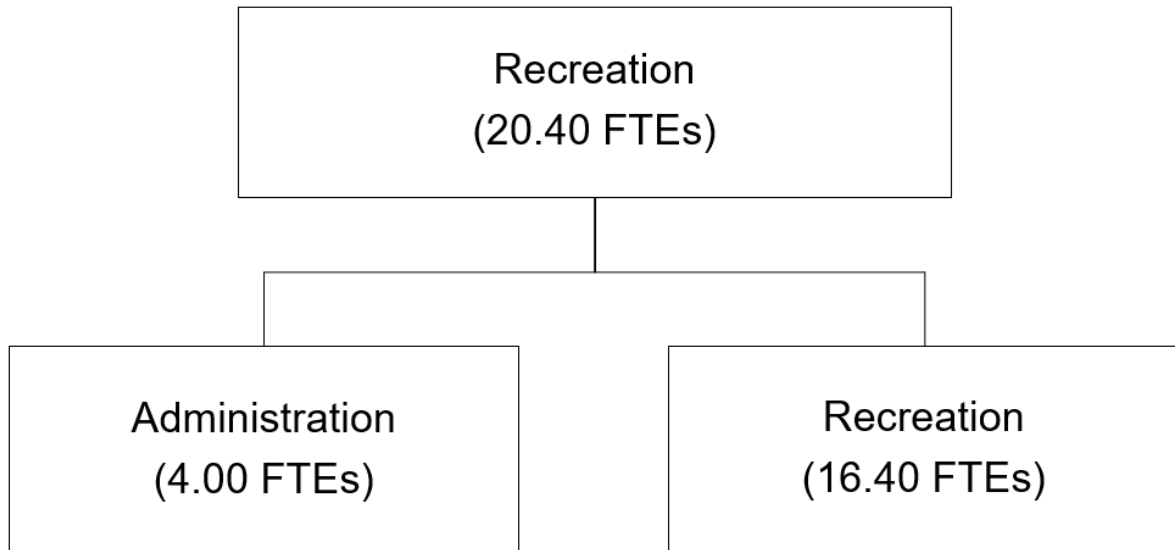
The Recreation Department expenditure analysis reflects a change of 4.3% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget.

Personnel Changes

The following personnel changes highlights impacted the change from the FY 2022 Amended Budget to the FY 2023 Approved Budget:

- Recreation Division combined part-time Recreation Aide position to create full-time Recreation Leader Position.

FY 2023 ORGANIZATIONAL CHART



PARKS & FACILITIES

Departmental Summary

Mission

The mission of Parks & Facilities is to maintain parks and building infrastructure and to provide excellent support services to all departments within the City.

Core Services

Administration

Providing complete maintenance, repair, project management, vendor contract management, and new and remodel construction services for all facilities owned and managed by the City.

Parks

Provide complete maintenance and repair of all parks and maintaining play ready ballfields.

Facilities

Provide new and remodel construction, maintenance and repair services for all facilities owned and managed by the City.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Completion of phase 1 at West Pines Park Development	City's Relationship with Citizens
Completion of the replacement of nine playgrounds and one shade structure	Basic Municipal Service Delivery
Establishing new wells for irrigation at Fred Lee and Fred Poppe Regional Park	Basic Municipal Service Delivery
Completed ADA upgrades at the Greater Palm Bay Senior Center	City's Relationship with Citizens
Repainted McGriff Park, renovated game pitch at the Cricket Field and built a new practice pitch located at Fred Poppe Regional Park.	Basic Municipal Service Delivery
Renovated Inspiration Park with new fence, landscaping, parking and painted the facilities.	Basic Municipal Service Delivery

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Research ways to increase energy efficiency in irrigation systems.	Working Smarter - E Government

OBJECTIVES	STRATEGIC INITIATIVES
Find alternate funding sources for Capital Improvements.	Working Smarter - E Government
Identify assets in Parks and Facilities to include a Masterplan and Asset Management.	Working Smarter - E Government
Develop operating manuals for all aspects of work within the Department for continuity.	Working Smarter - E Government
Increase the number of vendor contracts to improve efficiency of in-house labor	Basic Municipal Service Delivery

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Number of work orders created per year	N/A	3,705	N/A	3,697	N/A
Basic Municipal Service Delivery	Quality Development and Redevelopment	Number of work orders completed per year	N/A	3,155	1	3,333	1
City's Relationship with Citizens	Strong Local Economy	Number of major special events supported	N/A	1	3	4	4
EFFICIENCY							
Basic Municipal Service Delivery	Quality Development and Redevelopment	Average efficiency rating from City Departments after Work Order is Completed (A-F)	N/A	N/A	A	A	A
Basic Municipal Service Delivery	Quality Development and Redevelopment	Complete all scheduled preventative maintenance	N/A	N/A	100.0%	75.0%	100.0%
EFFECTIVENESS							
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Percentage of Work Orders completed and closed compared with Work Orders created	N/A	85.0%	100.0%	90.0%	100.0%
City's Relationship with Citizens	Quality Development and Redevelopment	Average satisfaction rating from City Departments after Work Order is Completed (A-F)	N/A	N/A	A	A	A
Venues for Events	Quality Development and Redevelopment	Average satisfaction rating of Fields from Community Partners (A-F)	N/A	N/A	A	A	A

Expenditure Analysis

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

In FY 2021, the Facilities Department was re-named to the Facilities and Parks Department via Ordinance 2021-38. Previously only housing the Facilities Maintenance Division, effective in FY 2022 the Department now houses the Administration Division, the Facilities Maintenance Division, and the Parks Division.

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
<u>Divisions</u>							
Administration	7,220	600,620	604,142	604,557	608,628	4,486	0.7 %
Facilities Maintenance	2,701,294	2,535,207	3,405,532	2,633,411	3,188,296	(217,236)	(6.4)%
Parks	18,830	2,668,599	3,880,270	2,712,405	2,742,828	(1,137,442)	(29.3)%
Parks Impact Fees	0	1,575,900	2,955,283	2,205,657	2,421,600	(533,683)	(18.1)%
Parks Donations	0	0	0	0	0	0	0.0 %
Parks CIP	0	0	2,242,092	0	0	(2,242,092)	(100.0)%
Total Expenditures	2,727,344	7,380,326	13,087,319	8,156,030	8,961,352	(4,125,967)	(31.5)%
<u>Category</u>							
Personnel Services	1,275,167	3,513,427	3,513,427	3,513,514	3,647,351	133,924	3.8 %
Operating Expenses	1,427,862	2,295,873	2,456,034	2,439,434	2,623,742	167,708	6.8 %
Capital Outlay	24,315	0	5,546,832	902,056	271,059	(5,275,773)	(95.1)%
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	0	0	0	0	0	0	0.0 %
Reserves	0	1,571,026	1,571,026	1,301,026	2,419,200	848,174	54.0 %
Total Expenditures	2,727,344	7,380,326	13,087,319	8,156,030	8,961,352	(4,125,967)	(31.5)%
<u>Funding Source</u>							
General Fund	2,727,344	5,804,426	7,889,944	5,950,373	6,539,752	(1,350,192)	(17.1)%
Impact Fees	0	1,575,900	2,955,283	2,205,657	2,421,600	(533,683)	(18.1)%
Parks CIP	0	0	2,242,092	0	0	(2,242,092)	(100.0)%
Total Funding Source	2,727,344	7,380,326	13,087,319	8,156,030	8,961,352	(4,125,967)	(31.5)%

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Proposed to Amended Change
Administration Division-FT	6.00	5.00	5.00	0.00
Administration Division-PT	0.00	0.00	0.00	0.00
Facility Maintenance Division-FT	12.00	13.00	14.00	1.00

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Proposed to Amended Change
Facility Maintenance Division-PT	1.40	1.40	1.40	0.00
Parks Division-FT	31.00	32.00	32.00	0.00
Parks Division-PT	0.00	0.00	0.00	0.00
Facilities & Parks Total	50.40	51.40	52.40	1.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

Operating Expenditures

The Parks & Facilities Department was created via Ordinance 2021-38, and became effective with the FY 2022 Approved Budget. Previously only housing Facilities Maintenance, the Parks & Facilities Department now includes the Parks Division previously housed under the [Parks & Recreation Department](#).

The Parks & Facilities Department expenditure analysis reflects a change of (31.5)% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget. The following are expenditure highlights contributing to the variance:

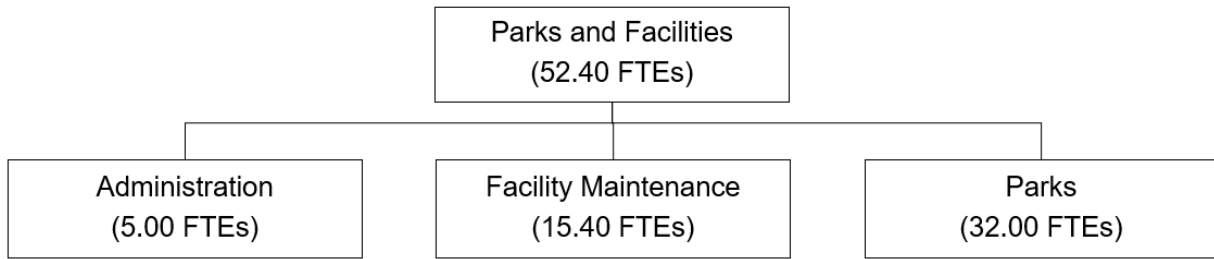
- Excluding an estimated \$570,000 in newly appropriated capital funding for Building Security, Signage/Digital Marquees, Chiller and Generate Replacements, funding reflected in the Amended Budget are tied to on-going capital projects with unspent balances rolled forward to FY 2022 from FY 2021. The capital outlay category reflects a change of \$(5,275,773) or (95.1)%.
 - The largest capital project housed under the Parks & Facilities Department is accounted for in the Parks CIP funding category; a total of \$2,242,092 dedicated to the construction of the Palm Bay Regional Park Campgrounds was rolled forward to FY 2022 from FY 2021.

Personnel Changes

The following personnel changes highlights impacted the change from the FY 2022 Amended Budget to the FY 2023 Approved Budget:

- Facilities Maintenance Division Reclassified a full-time Foreman position to a full-time Facilities Maintenance Supervisor position and on-boarded one (1) full-time Plumber/Journeyman position.
- Parks Division reclassified a Parks Foreman full-time position to a Parks Supervisor full-time position and removed two (2) part-time Maintenance Worker positions and increase their Maintenance Worker II position by one FTE.

FY 2023 ORGANIZATIONAL CHART



POLICE

Mission

Provides services directly to support the needs of the Chief of Police and Administration office.

Core Services

Executive Division

Provides services directly to support the needs of the Chief of Police and Administration office.

Support Services

Provides vital services to the operational policies and goals of the agency.

Uniform Services

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

Is responsible for inquiries into several types of investigations including but not limited to violent persons crimes, property crimes, fraud, narcotics offenses, and juvenile crimes.

Communications Center

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's Services Unit

Provides follow up and additional services for crime victims.

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.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Completed Phase 1 of Wellness Program expansion involving: advanced training of department peer support team members; revitalization of Chaplain	City's Role in Social Services

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Successful acquisition of the FUSUSOne and FLOCK Safety camera programs which initiated the first phase of the Real Time Crime Center - a modern hub for live camera feeds, data uploads from LPR technology, and other technology formats to streamline intelligence gathering and investigative leads.	Working Smarter - E Government
Achieved Excelsior Recognition from the Commission for Florida Law Enforcement Accreditation for successful completion of re-accreditation over five successful re-accreditation cycles by the Commission.	Communicating, Messaging and Identity
Provided Internet Crimes Against Children (ICAC) training for detectives within the Special Victims Unit in order to address these crimes through proactive operations and to enhance investigations through the additional expertise.	Basic Municipal Service Delivery
Improved public safety services through the successful completion of the Field Training Evaluation Program by 22 new hire police officers achieving solo status in FY22, exceeding the original goal of 15.	Basic Municipal Service Delivery

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Expand the department's on-going employee wellness program through the development of counseling services, a revitalized Chaplain program, and training related to mental health initiatives.	City's Role in Social Services
Transition current Intel Unit structure into a Real Time Crime Center utilizing the FususOne software platform. The RTCC will combine multiple investigative technologies into one location for use by the department's Crime Analysts and Investigations Detective.	Working Smarter - E Government
Develop servant leadership through training opportunities as well as enhance the overall knowledge and skills of all personnel through continuing and advanced education courses.	Working Smarter - E Government
Launch a Communications Officer Trainee program at Palm Bay High School in an effort to introduce students to a potential career in 911 communications and recruit new hires upon graduation.	City's Relationship with Citizens
Procure the department's first city owned Armored Rescue Vehicle in an effort to provide the necessary equipment for in-progress critical incidents, proactive tactical operations, and during declared emergency weather conditions.	Basic Municipal Service Delivery

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Provide Monthly Public Service promotions via social media platforms highlighting safety and prevention tips	Yes	Yes	Yes	Yes	Yes

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	# of trafficking level proactive cases by the Special Investigations Unit	31	35	28	29	28
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Average response time for high priority CFS	0:06:36	0:06:47	0:06:47	0:07:39	0:07:00
City's Relationship with Citizens	City Government, Financially Sound, Top Quality Services	Host or support 8 Major Community Events aimed at helping citizens	Yes	Yes	Yes	Yes	Yes
EFFICIENCY							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Cost service per citizen	\$193	\$189	\$202	\$200	\$221
EFFECTIVENESS							
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Compliance with Local, State & Federal Laws as required by Accreditation standards set forth by the Commission for Florida Law Enforcement Accreditation	Yes	Yes	Yes	Yes	Yes

Expenditure Analysis

The following tables provides a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Executive	2,517,261	2,953,595	2,979,789	2,850,627	2,616,513	(363,276)	(12.2)%
Support Services	2,436,372	2,998,711	3,327,148	2,920,769	4,494,297	1,167,149	35.1 %
Uniform Services	10,421,156	11,631,595	11,864,041	10,779,105	14,056,546	2,192,505	18.5 %
Investigations	3,683,092	4,229,138	4,359,269	3,226,571	3,954,470	(404,799)	(9.3)%
Special Operations	0	0	0	0	0	0	0.0 %
Specialty Units	47,132	96,410	77,258	134,033	0	(77,258)	(100.0)%
Communications Center	2,341,415	2,914,430	2,914,430	2,284,367	3,021,372	106,942	3.7 %
Victim Services Unit	151,649	153,411	153,411	153,441	156,346	2,935	1.9 %
Code Nuisance	0	114,614	97,614	97,614	0	(97,614)	(100.0)%
Law Enforcement Trust	101,183	9,500	132,320	93,120	0	(132,320)	(100.0)%
Police CIP	2,750	0	946,906	56,195	0	(946,906)	(100.0)%
Police Impact Fees	169,917	395,600	759,250	511,794	773,650	14,400	1.9 %
General Government	0	0	0	0	0	0	0.0 %

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Police Donations Fund	6,080	0	15,476	0	0	(15,476)	(100.0)%
Total Expenditures	21,878,007	25,497,004	27,626,912	23,107,636	29,073,194	1,446,282	5.2 %
Category							
Personnel Services	20,845,626	23,729,335	24,066,723	20,762,387	25,486,639	1,419,916	5.9 %
Operating Expenses	799,399	1,248,903	1,856,688	1,757,887	1,752,405	(104,283)	(5.6)%
Capital Outlay	189,557	0	1,288,748	185,009	1,062,150	(226,598)	(17.6)%
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	43,425	0	19,350	6,950	0	(19,350)	(100.0)%
Transfers	0	0	0	0	0	0	0.0 %
Reserves	0	518,766	395,403	395,403	772,000	376,597	95.2 %
Total Expenditures	21,878,007	25,497,004	27,626,912	23,107,636	29,073,194	1,446,282	5.2 %
Funding Source							
General Fund	21,598,077	24,977,290	25,675,346	22,348,913	28,299,544	2,624,198	10.2 %
Impact Fees	169,917	395,600	759,250	511,794	773,650	14,400	1.9 %
Code Nuisance	0	114,614	97,614	97,614	0	(97,614)	(100.0)%
Law Enforcement Trust Fund	101,183	9,500	132,320	93,120	0	(132,320)	(100.0)%
Donations Fund	6,080	0	15,476	0	0	(15,476)	(100.0)%
Community Investment Fund	2,750	0	946,906	56,195	0	(946,906)	(100.0)%
Total Funding Source	21,878,007	25,497,004	27,626,912	23,107,636	29,073,194	1,446,282	5.2 %

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Proposed to Amended Change
Executive Division-FT	6.00	6.00	6.00	0.00
Executive Division-PT	0.00	0.00	0.00	0.00
Support Services Division-FT	25.00	25.00	25.00	0.00
Support Services Division-PT	9.51	9.51	9.51	0.00
Uniform Services Division-FT	142.00	142.00	148.00	6.00
Uniform Services Division-PT	0.00	0.00	0.00	0.00
Investigations Division-FT	36.00	36.00	36.00	0.00
Investigations Division-PT	0.00	0.00	0.00	0.00
Special Operations Division-FT	0.00	0.00	0.00	0.00
Special Operations Division-PT	0.00	0.00	0.00	0.00
Communications Center-FT	41.00	41.00	41.00	0.00
Communications Center-PT	0.50	0.50	0.50	0.00

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Proposed to Amended Change
Victim Services Unit Division-FT	2.00	2.00	2.00	0.00
Victim Services Unit Division-PT	0.00	0.00	0.00	0.00
Law Enforcement Trust-FT	0.00	0.00	0.00	0.00
Law Enforcement Trust-PT	0.00	0.00	0.00	0.00
Police Total	262.01	262.01	268.01	6.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

Operating Expenditures

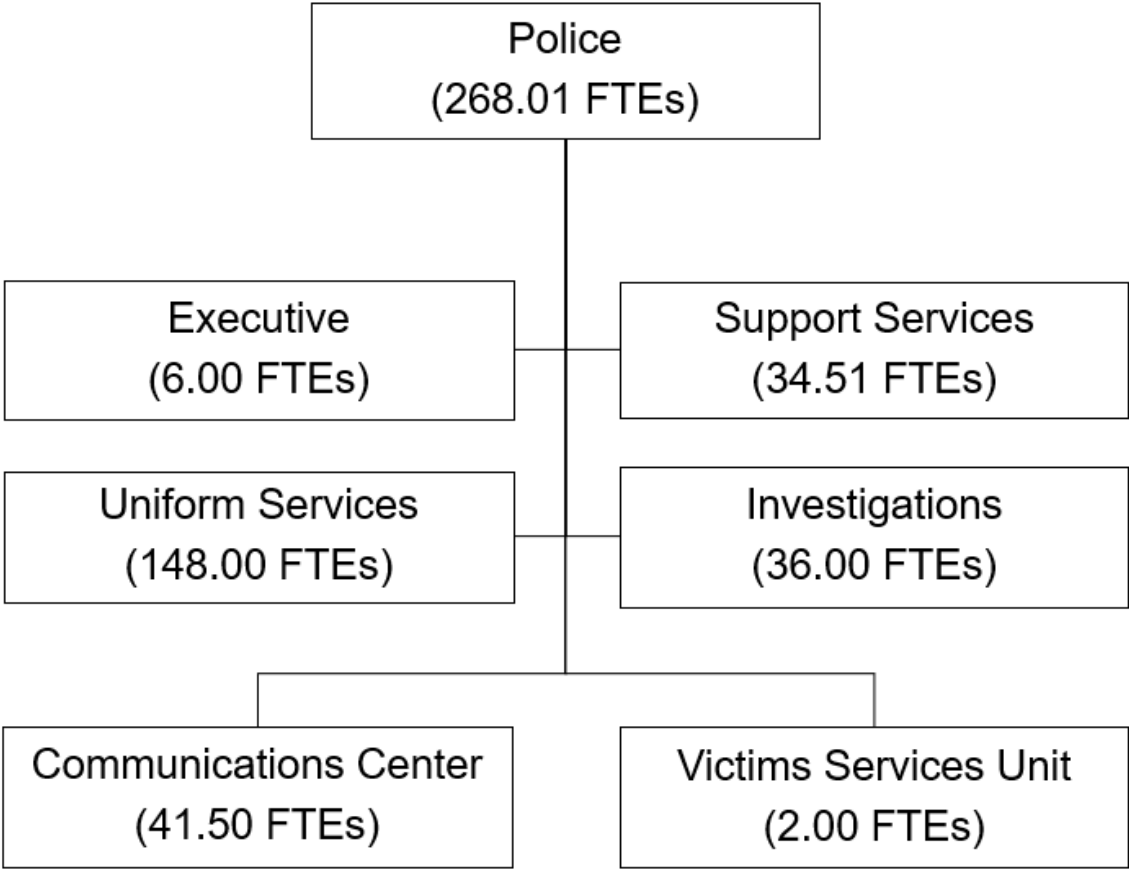
The Police Department expenditure analysis reflects a change of 5.2% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget.

Personnel Changes

The following personnel changes highlights impacted the change from the FY 2022 Amended Budget to the FY 2023 Approved Budget:

- Uniform Services Division on-boarded six (6) full-time Police Officers for the Patrol section.

FY 2023 ORGANIZATIONAL CHART



FIRE

Departmental Summary

Mission

The Palm Bay Fire Department provides a variety of services to protect the lives and property of the community.

The following tables provides a comparison of the FY 2023 Proposed Budget data to prior fiscal years:

Core Services

Emergency Services

Provide proactive and reactive fire-rescue services to the community. Promote a safe community through public education and fire prevention. Maintain a high standard of training and education for our employees. Encourage our employees to serve as role models and participate in the community.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Received new Engine 6	Basic Municipal Service Delivery
Replacing brush truck fire fighting fleet with new (retro-fitted) FMTV 5 tons and Type 6 brush trucks	Basic Municipal Service Delivery
Placed Squad 1 in service out of Station 1	Basic Municipal Service Delivery
New Truck 1 placed in service at Station 1. We now have a ladder truck and a back-up ladder at Station 1	Basic Municipal Service Delivery
Equipped all fire apparatus with standardized equipment	Basic Municipal Service Delivery
Purchased a trench trailer for the Special Operations Team	Basic Municipal Service Delivery
Ordered new engines for Stations 2 and 3	Basic Municipal Service Delivery
Opened the new Special Operations Team with 30 personnel. They will be fully functional November 5th 2022	Basic Municipal Service Delivery
Created two Division Chiefs positions and two firefighter positions from retired chief officer positions	Basic Municipal Service Delivery
We are nearly completed on hiring the personnel for new Station 7	Basic Municipal Service Delivery
Conducted promotional exams for the Driver Engineer and Lieutenant ranks.	Basic Municipal Service Delivery
We have 7 firefighters in the paramedic program at EFSC	Basic Municipal Service Delivery
Burn building is being erected with a completion date of Dec. 2022	Basic Municipal Service Delivery

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Created and implemented a tactical simulation program for 115 firefighters	Basic Municipal Service Delivery
Completed 4510 commercial inspections	Basic Municipal Service Delivery
5055 inspection citation with 4726 cleared	Basic Municipal Service Delivery
62,364,702 square feet of commercial property covered	Basic Municipal Service Delivery
100+ special event inspections	Venues for Events
\$233,695.00 collected in inspection fees	Basic Municipal Service Delivery

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Break ground on new Fire Station 7	Basic Municipal Service Delivery
Receive the new Quint apparatus for Fire Station 7	Basic Municipal Service Delivery
Place in service a fully functional Special Operations Team	Basic Municipal Service Delivery
Replace air packs, regulators and air bottles for the entire department	Basic Municipal Service Delivery
Graduate seven (7) new paramedics for the Department	Basic Municipal Service Delivery
Begin use of the new training grounds at Fire Station 5, which includes the new burn building	Basic Municipal Service Delivery

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Complete fire safety inspections for businesses.	1,600	1,835	3,900	4,510	4,600
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Provide in service training for internal personnel to meet Both I.S.O. requirements and NFPA (hours).	25,000	24,890	25,000	21,082	25,000
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Provide training for internal personnel to meet State of Florida EMS requirements (hours).	1,440	1,474	2,100	1,924	21,000

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Mitigate all fire responses received	100.0%	100.0%	100.0%	100.0%	100.0%
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Mitigate all emergency medical calls received	100.0%	100.0%	100.0%	100.0%	100.0%
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Mitigate all other calls for services received	100.0%	100.0%	100.0%	100.0%	100.0%
EFFICIENCY							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	NFPA 1710 Total response time first unit on scene within 4 minutes	100.0%	91.0%	100.0%	33.0%	100.0%
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	ISO Fire Department rating improvement. Assessment and evaluation completed every 3-5 yrs.	3	3/10	2/10	3/10	2/10
EFFECTIVENESS							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Palm Bay Fire Rescue Department has sustained its best practices to maintain and enhance service delivery. Following Federal, State, and Local rule compliance; the PBFR Department has stayed true to its mission to offer the highest level of response service while remaining fiscally responsible.	Yes	Yes	Yes	Yes	Yes

Expenditure Analysis

The tables on the following pages provide a comparison of the FY 2023 Approved Budget data to prior fiscal years:

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Emergency Services	16,462,908	16,947,389	17,578,049	17,716,208	18,712,070	1,134,021	6.5 %
Donations	2,547	0	1,351	0	0	(1,351)	(100.0)%
Impact Fees	207,353	813,400	1,451,017	1,451,679	1,261,800	(189,217)	(13.0)%
Fire CIP	0	0	0	0	0	0	0.0 %
Total Expenditures	16,672,808	17,760,789	19,030,417	19,167,887	19,973,870	943,453	5.0 %
Category							
Personnel Services	15,752,615	16,313,985	16,643,425	16,869,575	17,460,584	817,159	4.9 %
Operating Expenses	524,227	635,217	849,788	849,108	712,294	(137,494)	(16.2)%
Capital Outlay	395,966	0	1,041,561	853,773	541,842	(499,719)	(48.0)%
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	0	0	0	0	0	0	0.0 %
Reserves	0	811,587	495,643	595,431	1,259,150	763,507	154.0 %
Total Expenditures	16,672,808	17,760,789	19,030,417	19,167,887	19,973,870	943,453	5.0 %
Funding Source							
General Fund	16,462,908	16,947,389	17,578,049	17,716,208	18,712,070	1,134,021	6.5 %
Impact Fees	207,353	813,400	1,451,017	1,451,679	1,261,800	(189,217)	(13.0)%
Donations Fund	2,547	0	1,351	0	0	(1,351)	(100.0)%
Community Investment Fund	0	0	0	0	0	0	0.0 %
Total Funding Source	16,672,808	17,760,789	19,030,417	19,167,887	19,973,870	943,453	5.0 %

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Proposed to Amended Change
Emergency Services Division-FT	136.00	136.00	140.00	4.00
Emergency Services Division-PT	0.00	0.60	0.60	0.00
Fire Total	136.00	136.60	140.60	4.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

Operating Expenditures

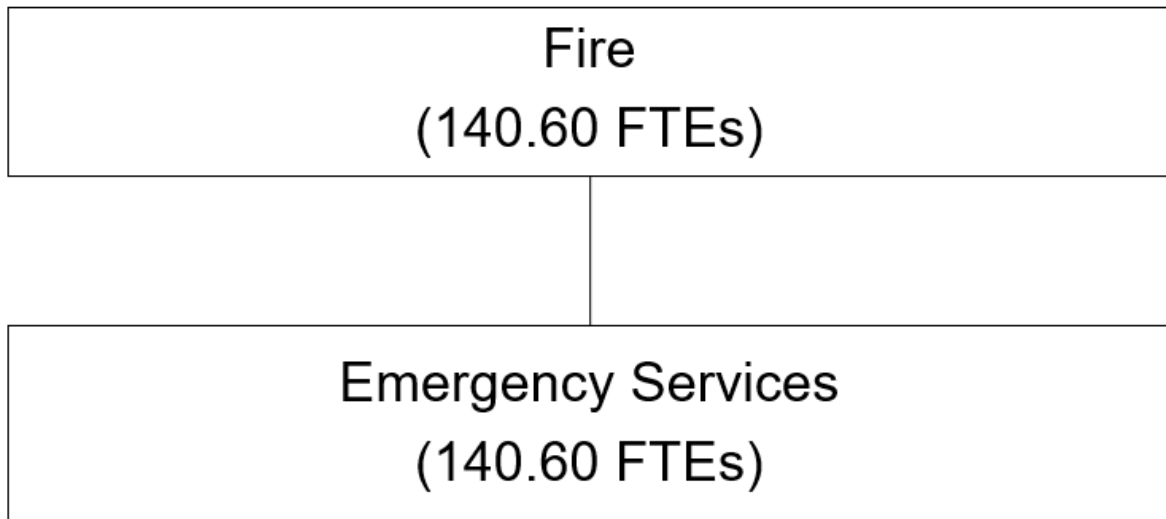
The Fire Department expenditure analysis reflects a change of 5.0% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget.

Personnel Changes

The following personnel changes highlights impacted the change from the FY 2022 Amended Budget to the FY 2023 Approved Budget:

- Emergency Services Division on-boarded four (4) full-time Fire Fighter positions.

FY 2023 ORGANIZATIONAL CHART



PUBLIC WORKS

Mission

Provide essential services to the citizens of Palm Bay in a prompt, courteous, safe, efficient, and cost-effective manner. Public Works, through its dedicated employees, strive to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and cultivates a genuine, transparent relationship with citizens, visitors, and stakeholders, to adequately preserve these assets for succeeding generations.

The following tables provides a comparison of the FY 2023 Proposed Budget data to prior fiscal years:

Core Services

Administration

Provides support to all areas of the Public Works Department and the City.

Engineering & Surveying

Provides engineering, design, surveying, inspections and project management for a variety of projects to include Road Maintenance, Road Paving Design and Inspection.

ROW Beautification

Provides landscape maintenance for rights-of-way (ROW) and medians throughout the City.

Traffic Operations

Provides maintenance, repair and emergency service for all traffic control devices, signage, pavement markings, traffic signals and traffic safety needs throughout the City.

Infrastructure

Provides maintenance and repair to include potholes, sidewalks, and bridges and appurtenances.

Stormwater Utility (SWU) Engineering & Surveying

Provide engineering, design, survey, inspection and project management of the stormwater system.

Stormwater Utility (SWU) Customer Service

Provides customer service to include incoming citizen call coverage, and work order entry for Public Works.

Stormwater Utility (SWU) Physical Environment

Provides maintenance to all city owned canals, swales and retention systems.

Stormwater Utility (SWU) Infrastructure

Provides maintenance and repair for stormwater control devices throughout the City.

Solid Waste Customer Service

Provides contract management which includes customer service to address Frequently Asked Questions (FAQ), with account detail and resolution.

Fleet Services

Provides complete preventative maintenance, scheduled and unscheduled repairs, and life cycle management of vehicles owned and managed by the City.

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Replaced 32 stormwater pipes (cross drains, outfall, lot lines & wing pipe) across the City of Palm Bay to help maintain the integrity of the drainage system.	Basic Municipal Service Delivery
Identified, cleaned (removed approximately 2,699 lbs of waste) and tagged over 2,693 catch basins, increasing the accuracy of the GIS database asset inventory	Working Smarter - E Government
Improved the canal drainage system within the City by removing 80,000 cubic yards of sediment from 360,000 LFT of Canal	Basic Municipal Service Delivery
Completed 688 trenching requests to maintain the City's Infrastructure	Basic Municipal Service Delivery
Completed 392 pothole requests to maintain the City's infrastructure as part of the preventative maintenance program	Basic Municipal Service Delivery
Responded to 41 afterhours emergency callouts for 19 signal issues, 19 stop signs that were knocked down, and 3 streetlight pole knock downs	Basic Municipal Service Delivery
Replaced 66 Traffic signs throughout the City.	Basic Municipal Service Delivery
Repaired 180 Traffic signs throughout the City.	Basic Municipal Service Delivery
Inspected 56 Traffic signs throughout the City.	Basic Municipal Service Delivery
Fabricated 238 Traffic signs, and other department signs	Basic Municipal Service Delivery
Fabricated and Installed 22 standard city vehicle Graphics and 8 Fire department vehicles, and 10 new Police department vehicles (verifying the number with PD)	Basic Municipal Service Delivery
Replaced two streetlights that were knocked down and assessed 300. done	Strategic Commercial and Industrial Corridors
The installation of a new traffic Signal at the intersection of Emerson and Glencove NW was completed. The city also contracted to have two signals re-spanned at the intersections of Bayside lakes Blvd and DeGroot, and Malabar and Jupiter. The re-span will reduce trouble calls and increase safety for the motoring public. The saved resources can be spend amongst the remaining signals in the City. Traffic Operations has performed 30 traffic studies at various locations to determine volume and speed of the vehicles along the various roadways.	Basic Municipal Service Delivery
The Road Maintenance Program completed a project to rejuvenate roadways in Units 31, 32, 41, and 42 as well as Eldron Boulevard, prolonging the useful life of the pavement.	Basic Municipal Service Delivery
The Road Bond Program coordinated and administered the design and construction of 21 projects to resurface roads, of which 17 are currently being designed, out to bid, or under construction and 6 completed.	Basic Municipal Service Delivery

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Opened a project and contracted the respan of two signals to be completed FY 23.	Basic Municipal Service Delivery
The Stormwater Utility Program coordinated and is administering the Turkey Creek Restoration Feasibility Study currently being performed and the Driskell Heights Stormwater Retrofit project using a Community Development Block Grant obtained in 2022 to design and construct a stormwater retrofit project that will alleviate flooding in Driskell Heights/Powell Subdivision and provide water quality treatment from the subdivision to Turkey Creek. Obtained and managed an FDEP funded Restoration Study for Turkey Creek. The Study is 90% complete and utilizes existing NELAP certified pollutant data and a 3-dimensional water quality model for the Indian River Lagoon and Turkey Creek to determine the benefits of certain restoration activities in the Creek; i.e. muck dredging and sediment island removal. The final deliverable will utilize a water quality hydraulic model of the Turkey Creek basins and the 3 dimensional water quality model to present a 5-year plan for water quality projects analyzed to have the greatest pollutant removal in Turkey Creek and provide project-ready scope for grant applications. The study also analyzes the ecological benefits of the restoration projects and activities such as mechanical aquatic vegetation harvesting. The study is scheduled to be completed by October 31st 2022.	Basic Municipal Service Delivery
Coordinated and is administering the LAP Funded Malabar Road PD&E Study currently being performed.	Basic Municipal Service Delivery
Contracted an Engineering Firm to perform a safety audit of the Bayside Lakes Curve.	Basic Municipal Service Delivery
Coordinated and administered the design and completion of the Turkey Creek Navigational Marker replacement project.	Basic Municipal Service Delivery
<p>Met the requirements for the NPDES Permit including the maintenance of our MS4 Systems, production and disbursement of informational materials, and Public Outreach through community involvement. 1.Updated the Stormwater Program Education and Outreach web page to include educational articles for resident, developers, construction contractors, restaurant owners, septic system owners and school aged children through educational virtual school trips.</p> <p>2.Worked the Marine Resources Council to organize a Turkey Creek Sanctuary, and Castaway Pt. cleanup where 50 volunteers collected approx. 900lbs of trash from the waterways over 4 hours.</p> <p>3.Reported on the city's sixty compliance activities to the FDEP in a quarterly report to comply with the city's NPDES Phase II MS4 permit compliance.</p> <p>4. Drafted a new Stormwater management program permit application and Notice of Intent for the five-year cycle from Nov-23-Dec-28.</p> <p>5.Drafted the city's Low Impact Development Manual to support the city's new LID Ordinance, and presented to developers and the sustainability board.</p>	City's Relationship with Citizens
<p>Provided professional engineering and surveying services to ensure the city develops in a sustainable way, reviews planning and zoning proposals providing the P & Z Board and City Council with engineering guidance. In FY 22, the Department performed 289 Land Development Engineering and Surveying reviews, including 169 new land development reviews, from Planning and Zoning, through to Certificate of Completion and Certificate of Occupancy. During the administrative site plan review process, 36 stormwater engineering, 13 Transportation Impact Studies , 28 right-of-way improvement reviews, 325 Boundary survey reviews and 11 Plat reviews were performed. The Engineering Division reviewed 10 subdivisions for certificate of completion and certified all 10 subdivisions complete. The Dept.hosted 25 pre-sitework meetings and managed 25 construction sites with over 200 site inspections, with follow up to maintain NPDES compliance. Fourteen Certificate of Occupancy reviews were performed and 62 pre-application meeting reviews were also performed.</p>	Quality Development and Redevelopment/ Strong Local Economy

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Apply for grant funding to fund the design and construction of capital improvements projects. FY 22, the Division was awarded \$499,000 to design and construct a stormwater retrofit project in the flood -blighted Driskell Heights subdivision. The Division also applied for and received an additional \$170,000 in funding for construction of infrastructure in Driskell Heights and separately received grants for 5 new baffle boxes for installation at discharges that previously had little or no water quality treatment.	Improved Roads, Drainage, and Utility Infrastructure
Supported the Police Department by keeping their vehicles on site for repairs and maintenance for an average of 7.47% of their total scheduled use time, making the vehicles available for use 92.53% of the time, an increase in availability of 2.27% over last year. FY21 average 3.3% available 96.7%. Maintained average of 7.56% - Total availability 92.44%	Basic Municipal Service Delivery
Supported the Fire Department by keeping their vehicles on site for repairs and maintenance for an average of 9.89% of their total scheduled use time, making the vehicles available for use 90.11% of the time, an increase in availability of 9.18% over last year. FY21 8.6% average available 91.4%. On site time rose to 14.59% due to the aged fleet, custom builds, parts delay and staffing. Total availability 85.41%	Basic Municipal Service Delivery
Supported all city Departments with vehicles by keeping those vehicles on site for repairs and maintenance for an average of 7.03% of their total scheduled use time making the vehicles available for use 92.77% of the time, an increase in availability of 5.24% over last year. FY21 4.5% average available 95.5%. Maintained average of 7.67% - Total availability 92.33%	Basic Municipal Service Delivery
99% of all submitted workorders to the Fleet Department were completed and closed, an increase of 1% over last year. FY21 average 99%. Maintained @ 98%	Basic Municipal Service Delivery

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Continue to plan and maintain the city's drainage and road infrastructure within budget	Basic Municipal Service Delivery
Continue meeting the level of service required to provide good quality of life for our citizens.	Basic Municipal Service Delivery
The Stormwater Utility Program will coordinate and administer another 14 major and/or unit pipe replacements.	Basic Municipal Service Delivery
The Road Bond Program anticipates completing the construction of phase 2 roads and begin construction of phase 3 roads.	Basic Municipal Service Delivery
Maintain ownership of the NPDES Permit through attention to our MS4 Systems, and raise awareness and compliance of its related ordinances and codes through focused Community Outreach.	City's Relationship with Citizens
Reduce the total time Police vehicles spend in maintenance and increase their average availability from 92% to 95% of their total use time. FY22 Preventive Maintenance Completion Rate of 90%.	Basic Municipal Service Delivery
Reduce the total time Fire vehicles spend in maintenance and increase their average availability from 90% to 93% of their total use time. FY22 Average Work Order Completion Time of <30hrs.	Basic Municipal Service Delivery
Reduce the total time all City vehicles spend in maintenance and increase their average availability from 92% to 95% of their total use time. FY22 Reduce Gas Pump Overrides to less than 10%.	Basic Municipal Service Delivery
Reduce the Number of Equipment without Preventive Maintenance Information to less than 10.	Basic Municipal Service Delivery

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Time devoted to updating community information through post of current information and upcoming events on social media and City website.	N/A	N/A	42Hrs	52Hrs	52Hrs
City's Relationship with Citizens	City Government, Financially Sound, Top Quality Services	Participate in public outreach events. Number of events hosted/ participated	10	6	2	4	10
Working Smarter - E Government	Quality Development and Redevelopment	Develop Public Works Department budget processes, manage accounts payables and receivables, perform analysis of fiscal impacts, and administer construction projects	YES	YES	YES	YES	YES
Basic Municipal Service Delivery	Improved Roads, Drainage and Utility Infrastructure	Number of Canal Revitalization Locations	11	17	8	9	10
Basic Municipal Service Delivery	Improved Roads, Drainage and Utility Infrastructure	Number of Road and Drainage Projects	104	77	57	65	16
EFFICIENCY							
Communicating, Messaging and Identity	City Government, Financially Sound, Top Quality Services	Deliver road closure information, Solid Waste schedule changes, and upcoming events using social media and City website.	10Hrs	10Hrs	10 Hrs	24Hrs	24Hrs
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Offer employee CDL training/ licensing	100%	3	2	2	3
EFFECTIVENESS							
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Completion time for permit reviews of ROW and local cable companies in business days	8 Days	5 Days	N/A	15 Days	10 Days
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Completion time for reviews of Driveway & Lot Drainage Permits in business days	N/A	N/A	40 Days	20 Days	20-30 day
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Completion time for permit reviews from utility companies in business days	.5 Days	.25 Days	.25 Days	.25 Days	1 Day

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Completion time for processing of citizen requests for Vacate Easements	8 Weeks	6 Weeks	6 weeks	6 weeks	6 weeks
Working Smarter - E Government	City Government, Financially Sound, Top Quality Services	Performing monthly departmental evaluations and tracking progress towards goals to be posted in an accessible report	3 per Year	12 per Year	7 per year	N/A	N/A

Expenditure Analysis

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Administration Services	868,104	1,123,286	1,170,856	1,125,477	1,205,024	34,168	2.9 %
Engineering & Surveying Svcs	782,662	1,026,982	1,028,942	827,786	1,145,158	116,216	11.3 %
ROW Beautification	1,485,580	2,156,964	2,097,120	1,666,078	2,247,182	150,062	7.2 %
Traffic Operations	1,380,575	1,436,080	1,762,600	1,456,215	1,788,011	25,411	1.4 %
Infrastructure	1,578,072	1,662,930	2,484,466	1,626,168	1,444,627	(1,039,839)	(41.9)%
PW Impact Fees	1,063,550	5,281,500	17,946,946	5,668,886	8,975,200	(8,971,746)	(50.0)%
PW Community Investment	1,714,159	569	830,975	661,239	2,500	(828,475)	(99.7)%
PW I-95 Interchange	17,011	100	180,745	69	50	(180,695)	(100.0)%
PW Road Maint. CIP	22,822	755,000	2,281,321	1,942,914	1,000,000	(1,281,321)	(56.2)%
PW I-95 Connector	157,161	500	310,108	450	50	(310,058)	(100.0)%
PW GO Road Bond, 2019	22,635,381	100,000	61,774,921	17,574,344	11,194,184	(50,580,737)	(81.9)%
PW GO Road Bond, 2021	348,809	0	8,799	0	0	(8,799)	(100.0)%
Stormwater	(27,917)	0	88,000	88,000	0	(88,000)	(100.0)%
SWU Engineering & Surveying	839,963	1,630,892	1,450,295	1,301,301	863,273	(587,022)	(40.5)%
SWU Customer Service	2,066,083	2,573,418	2,458,415	1,864,045	2,496,904	38,489	1.6 %
SWU Physical Environment	706,956	1,006,219	1,423,442	1,305,389	1,355,742	(67,700)	(4.8)%
SWU Infrastructure	1,119,515	4,234,025	10,385,524	6,828,322	10,473,374	87,850	0.8 %
Solid Waste Operations	37,027	0	0	0	194,568	194,568	0.0 %
Solid Waste Cust Service	12,153,710	13,194,432	13,194,426	13,215,921	13,288,102	93,676	0.7 %
Fleet Services	3,969,043	4,527,849	9,396,610	8,291,611	4,590,687	(4,805,923)	(51.1)%
Total Expenditures	52,918,266	40,710,746	130,274,511	65,444,215	62,264,636	(68,009,875)	(52.2)%

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Category							
Personnel Services	7,601,623	9,269,022	9,269,022	7,654,386	9,460,936	191,914	2.1 %
Operating Expenses	19,502,822	20,984,417	22,093,345	21,255,899	21,723,772	(369,573)	(1.7)%
Capital Outlay	28,442,127	3,354,664	91,902,463	29,730,619	21,111,328	(70,791,135)	(77.0)%
Debt Service	0	0	0	0	0	0	0.0 %
Contributions	0	0	0	0	0	0	0.0 %
Transfers	1,176,664	1,182,313	1,198,538	1,138,538	995,206	(203,332)	(17.0)%
Reserves	(3,804,970)	5,920,330	5,811,143	5,664,773	8,973,394	3,162,251	54.4 %
Total Expenditures	52,918,266	40,710,746	130,274,511	65,444,215	62,264,636	(68,009,875)	(52.2)%
Funding Source							
General Fund	6,094,993	7,406,242	8,543,984	6,701,724	7,830,002	(713,982)	(8.4)%
Impact Fees	1,063,550	5,281,500	17,946,946	5,668,886	8,975,200	(8,971,746)	(50.0)%
CIP	1,714,159	569	830,975	661,239	2,500	(828,475)	(99.7)%
I-95 Interchange Fund	17,011	100	180,745	69	50	(180,695)	(100.0)%
Road Maintenance CIP Fund	22,822	755,000	2,281,321	1,942,914	1,000,000	(1,281,321)	(56.2)%
Connector Road I-95 Fund	157,161	500	310,108	450	50	(310,058)	(100.0)%
GO Road Program Fund, 2019	22,635,381	100,000	61,774,921	17,574,344	11,194,184	(50,580,737)	(81.9)%
GO Road Program Fund, 2021	348,809	0	8,799	0	0	(8,799)	(100.0)%
Stormwater Utility Fund	4,704,600	9,444,554	15,805,676	11,387,057	15,189,293	(616,383)	(3.9)%
Solid Waste Fund	12,190,737	13,194,432	13,194,426	13,215,921	13,482,670	288,244	2.2 %
Fleet Services Fund	3,969,043	4,527,849	9,396,610	8,291,611	4,590,687	(4,805,923)	(51.1)%
Total Funding Source	52,918,266	40,710,746	130,274,511	65,444,215	62,264,636	(68,009,875)	(52.2) %

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Administrative Services Division-FT	11.00	12.00	12.00	0.00
Administrative Services Division-PT	0.00	0.00	0.00	0.00
Engineering & Surveying Svcs Division-FT	11.00	11.00	11.00	0.00
Engineering & Surveying Svcs Division-PT	0.40	0.40	0.40	0.00
ROW Beautification Division-FT	25.00	25.00	25.00	0.00
ROW Beautification Division-PT	0.63	0.63	0.63	0.00
Traffic Operations Division-FT	5.00	5.00	5.00	0.00

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Traffic Operations Division-PT	0.63	0.63	0.63	0.00
Infrastructure Division-FT	19.19	18.19	18.19	0.00
Infrastructure Division-PT	0.53	0.53	0.53	0.00
Solid Waste Operations Division-FT	0.00	0.00	0.00	0.00
Solid Waste Operations Division-PT	0.00	0.00	0.00	0.00
Solid Waste Customer Service-FT	0.00	0.00	0.00	0.00
Solid Waste Customer Service-PT	0.00	0.00	0.00	0.00
Fleet Services Fund-FT	17.00	17.00	17.00	0.00
Fleet Services Fund-PT	0.50	0.50	0.50	0.00
SWU Engineering & Surveying -FT	11.00	10.00	10.00	0.00
SWU Engineering & Surveying -PT	0.00	0.60	0.60	0.00
SWU Customer Services-FT	6.00	6.00	6.00	0.00
SWU Customer Services-PT	0.00	0.00	0.00	0.00
SWU Physical Environment-FT	5.00	5.00	7.00	2.00
SWU Physical Environment-PT	10.81	10.81	10.81	0.00
SWU Infrastructure-FT	0.00	0.00	0.00	0.00
SWU Infrastructure-PT	0.00	0.00	0.00	0.00
Public Works Total	123.69	123.29	125.29	2.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

Operating Expenditures

The Public Works Department expenditure analysis reflects a change of (52.2)% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget.

Capital outlay expenditures within the Public Works Department accounted for 70.55%, or \$91,902,463, of the FY 2022 Amended Budget. Capital projects within all funds that fall under the Public Works Department will roll forward to the following fiscal year if incomplete; project and encumbrance balances roll forward to the next fiscal year and are accounted for under the "Amended Budget" data reflected above.

- The 2019 G.O. Road Program Fund accounts for a large variance between the total FY 2022 Amended Budget and FY 2022 Approved Budget.
 - The Fund's FY 2022 Amended Budget, totaling \$61,774,695 in capital expenditures and \$226 in operating/bank service fees, accounts for 47.4% of the total amended budget. Of this amount:
 - \$44,465,623, or 72.0%, are 10 capital project roll forwards from the previous year
 - \$18,401,993, or 29.8%, are 14 new projects opened
 - \$(1,092,921), or (1.8)%, are two project closures with savings returned to fund balance

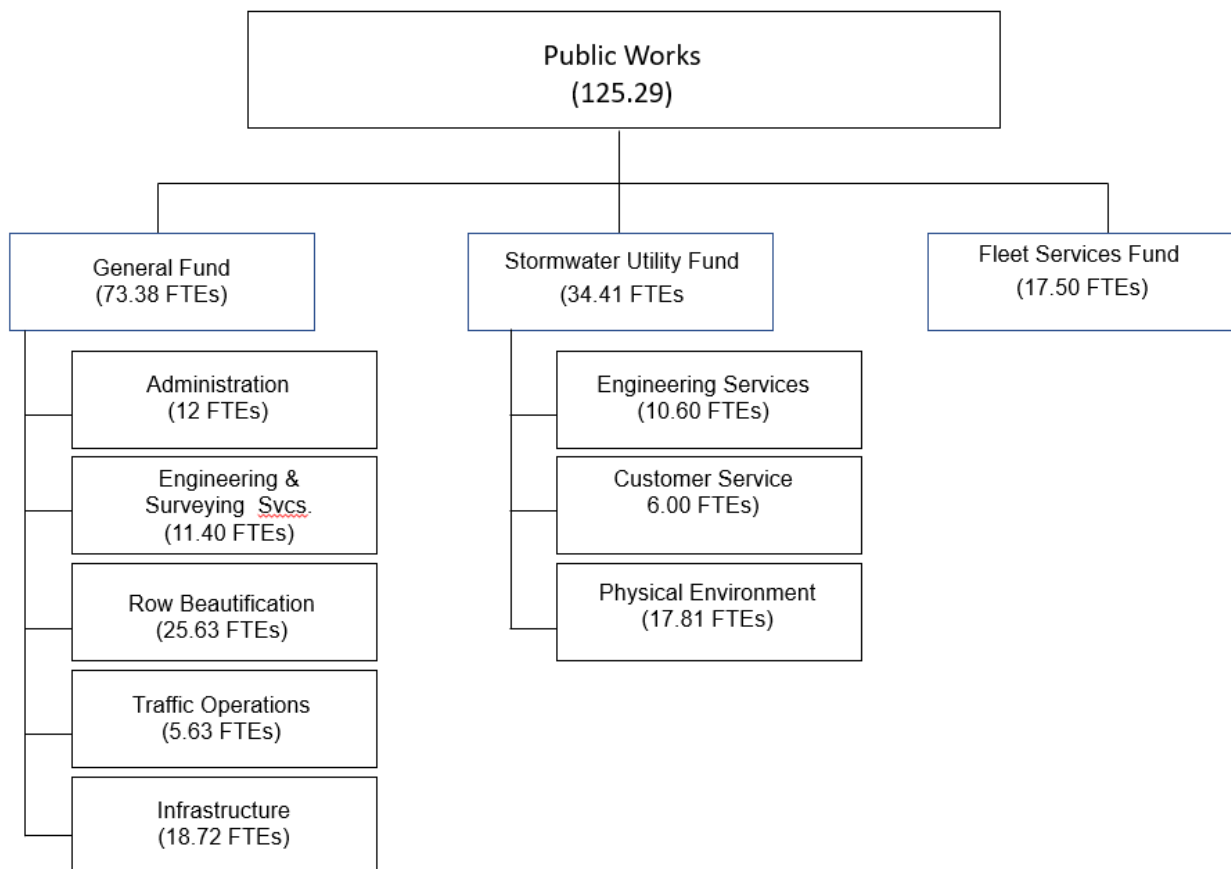
- The Fund's FY 2023 Approved Budget, totaling \$11,194,184, includes funding for four newly opened projects only; any incomplete projects from FY 2022 will roll forward to be reflected in the FY 2023 Amended Budget.

Personnel Changes

The following personnel changes highlights impacted the change from the FY 2021 Amended Budget to the FY 2022 Approved Budget:

- SWU Physical Environment Division on-boarded one (1) Heavy Equipment Operator I and one (1) Heavy Equipment Operator II full-time positions.

FY 2023 ORGANIZATIONAL CHART



UTILITIES

Mission

Provide essential services to the citizens of Palm Bay in a prompt, courteous, safe, efficient, and cost-effective manner. Public Works, through its dedicated employees, strive to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and cultivates a genuine, transparent relationship with citizens, visitors, and stakeholders, to adequately preserve these assets for succeeding generations.

Core Services

Administration

Plans, organizes, and directs departmental activity to ensure service of current and anticipated water, wastewater, and reuse water needs of the City and extended service areas.

- *Customer Service Section*

Provides prompt and courteous service to Palm Bay citizens, residents, and businesses in person, by email, or by phone. Monthly bills, late notices, and collection efforts are also handled.

Business Operations

Coordinates the development of financial and operating plans and performance standards for the department to ensure compatibility with departmental assumptions, plans, and objectives.

Engineering & Construction

Provides technical guidance, engineering services, inspection, and project coordination for water, sewer, and reclaimed utility projects.

- *Maintenance Section*

Note that this section as a group was eliminated in mid-fiscal year 2020 and the personnel performing maintenance of facilities and equipment were assigned to the various plants. For accounting purposes, the maintenance personnel costs and department-wide operating

- *Field Service Section*

Responsible for collecting monthly meter readings and service connection/termination functions.

Compliance

Responsible for the implementation and the management of multiple programs to maintain regulatory compliance, improve operational efficiencies, and ensure best management practices for safety in the utilities department.

- *Water Distribution Section*

Operates and maintains the raw water mains, water distribution and transmission mains, fire hydrants, valves and all appertenances.

• *Water Plant South Regional Section*

Produces and supplies up to 4 million gallons of potable water per day through the reverse osmosis process.

• *Water Plant North Regional Section*

Produces and supplies up to 10 million gallons of potable water per day through the lime softening process.

• *Wastewater Collections Section*

Produces and supplies up to 10 million gallons of potable water per day through the lime softening process.

• *Wastewater Plant North Regional Section*

Treats up to 5.2 million gallons of wastewater per day. Also provides 2.3 million gallons per day of reclaimed water.

The following tables provides a comparison of the FY 2023 Proposed Budget data to prior fiscal years:

FY 2022 Achievements

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
21.4% Customer Utilization of Invoice Cloud for FY 2022.	Working Smarter - E Government
99.5% of Distribution Water Bacteriological Samples collected were within TTC regulations and reporting requirements.	Basic Municipal Service Delivery
Contractor of the South Regional Water Reclamation Facility has continued to progress but has been facing materials, staffing and management issues. The project is contractually scheduled to be completed May of 2023, leading to a 75% completion by time with 35% constructed.	Basic Municipal Service Delivery
The majority of the expansion and rehabilitation project of the South Regional Water Treatment Plant is progressing well despite the Contractor's change in management. The contractor is experiencing difficulty securing chemical delivery and securing a replacement caustic tank but the City believes this will not delay beneficial use. The project is contractually scheduled to be complete November 2022, leading to a 90% completion by time and with 85% constructed.	Basic Municipal Service Delivery

ACHIEVEMENT DESCRIPTION	STRATEGIC INITIATIVES
Construction of the new Nutrient Removal facilities have been successfully completed. Staff is currently working with the EOR to monitor bacteriological performance. The traditional aerobic process was successfully brought back online with satisfactory nitrification occurring but the anoxic zone process is still in preliminary stages.	Basic Municipal Service Delivery
There are four different plants located at the northern campus including the North Regional Water Treatment Plant, North Regional Reverse Osmosis Plant, North Regional Waste Water Plant, and the North Regional Water Reclamation Facility. To maintain this campus several projects have been completed this past year including the new clarifier, the Seepix Pump Replacement, and the Preliminary Design for the Report of the NRRO. There are also various projects that are under active construction including the Lime Silo Replacement and Sodium Hypochlorite Skid Replacement. The plants require constant maintenance and upgrades and as such several more projects are scheduled to begin later this year including the Treatment Unit # 3 Rehabilitation and Sulfuric Acid to CO2 Conversion.	Basic Municipal Service Delivery

FY 2023 Objectives

OBJECTIVES	STRATEGIC INITIATIVES
Continue construction of the South Regional Water Reclamation Facility	Basic Municipal Service Delivery
Complete the Construction of the expansion and rehabilitation of the South Regional Water Treatment Plant	Basic Municipal Service Delivery
Complete Construction of the North Regional Water Reclamation Facility - Nutrient Removal project	Basic Municipal Service Delivery
Continue various upgrades and replacements of critical components at North Regional Water and Wastewater Plants	Basic Municipal Service Delivery
Increase the Utilities customer utilization of online application through InvoiceCloud to 20%	Working Smarter - E Government
Continue the pipe assessment program of the City's water mains and gravity sewers	Basic Municipal Service Delivery
Continue to replace distribution system valves annually by 2%	Basic Municipal Service Delivery
Continue to replace and repair Distribution System by 10%	Basic Municipal Service Delivery
Continue to replace and repair Wastewater Collection System by 10%	Basic Municipal Service Delivery
Continue to replace and repair Reclaimed Distribution System by 10%	Basic Municipal Service Delivery
Reduce Fats, Oils and Grease (FOG) as the root cause of Sanitary Sewer Overflow (SSO)	Basic Municipal Service Delivery
Continuous process water quality samples with less than 2% repeat sample for monthly monitoring.	Basic Municipal Service Delivery

Performance Measures

STRATEGIC INITIATIVE	GOAL	MEASURE	FY 21 Target	FY 21 Actual	FY 22 Target	FY 22 Actual	FY 23 Target
WORKLOAD							
Basic Municipal Service Delivery	Improved Roads, Drainage and Utility Infrastructure	CCTV Implementation	75,000 LF	11,272	75,000 LF	17,902.3 LF	20,000 LF
Basic Municipal Service Delivery	Improved Roads, Drainage and Utility Infrastructure	Gravity Sewer Main Inspected	75,000 LF	0	100,000 LF	0 LF	75,000 LF
Basic Municipal Service Delivery	Improved Roads, Drainage and Utility Infrastructure	Distribution Valve Replacement by 2%	N/A	N/A	128	9	64
Basic Municipal Service Delivery	Improved Roads, Drainage and Utility Infrastructure	Gravity Sewer VCP Main Lining	N/A	N/A	14,000 LF	14,458 LF	15,000 LF
EFFICIENCY							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	% of accuracy achieved in warehouse end of year inventory reconciliation	100.0%	99.0%	100.0%	99.0%	100.0%
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	# of hydrant preventative maintenance	1,450	2,253	2,900	1,106	1,500
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	# of valve preventative maintenance	1,830	2,325	3,000	1,984	2,028
EFFECTIVENESS							
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Maintain meter reading collection less than 60 hours per billing cycle	N/A	N/A	YES	NO	YES
Basic Municipal Service Delivery	City Government, Financially Sound, Top Quality Services	Utilization of Cityworks (CMMS) to document assets and production of department activities	N/A	N/A	100.0%	58.0%	100.0%

The following tables provides a comparison of the FY 2023 Proposed Budget data to prior fiscal years:

Expenditure Analysis

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Divisions							
Administration	16,458,656	15,071,179	15,098,046	15,023,173	17,966,697	2,868,651	19.0 %
Customer Service	1,477,071	3,536,466	2,000,412	1,980,550	1,857,484	(142,928)	(7.1)%
Business Operations	594,798	599,124	618,772	636,053	678,321	59,549	9.6 %
Engineering & Plant Operations	1,300,768	1,500,757	1,930,444	1,762,808	1,520,274	(410,170)	(21.2)%

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Maintenance	1,244,871	1,501,679	1,612,617	1,397,835	1,624,234	11,617	0.7 %
Field Services	552,819	721,322	747,401	707,247	955,231	207,830	27.8 %
Integrated Systems Management	676,186	758,192	810,554	757,300	1,092,484	281,930	34.8 %
Laboratory	13,606	0	0	0	0	0	0.0 %
Water Distribution	2,285,031	2,926,044	3,344,020	2,650,810	3,194,371	(149,649)	(4.5)%
Water Plant-SRWTF	1,209,975	1,825,014	1,928,789	1,709,525	1,536,945	(391,844)	(20.3)%
Water Plant-North Regional	1,673,458	2,031,372	2,205,272	1,921,641	2,427,033	221,761	10.1 %
Wastewater Collections	(3,232,757)	2,980,129	4,085,716	3,756,467	3,532,657	(553,059)	(13.5)%
Wastewater Plant- North Regional	5,730,104	2,050,242	4,260,586	3,978,278	3,966,148	(294,438)	(6.9)%
Wastewater Plant- South Regional	0	863,235	863,235	15,641	1,495,628	632,393	73.3 %
Water Projects	3,141,853	4,024,056	10,309,634	10,310,598	3,302,232	(7,007,402)	(68.0)%
Water Services	3,094,362	3,182,035	8,554,862	8,157,293	5,180,799	(3,374,063)	(39.4)%
Wastewater Projects	924,657	2,193,489	30,764,204	30,764,965	6,618,378	(24,145,826)	(78.5)%
Wastewater Services	1,557,143	4,047,393	8,027,122	7,863,393	6,668,297	(1,358,825)	(16.9)%
Combined Water/ Wastewater	(512,579)	5,408,063	5,444,836	5,428,790	11,418,450	5,973,614	109.7 %
Total Expenditures	38,190,022	55,219,791	102,606,522	98,822,367	75,035,663	(27,570,859)	(26.9)%
Category							
Personnel Services	9,655,776	10,979,526	11,266,868	10,308,489	11,476,880	210,012	1.9 %
Operating Expenses	13,260,496	10,705,440	11,753,463	9,962,122	10,651,792	(1,101,671)	(9.4)%
Capital Outlay	19,867,110	10,461,379	56,515,245	55,478,380	19,548,884	(36,966,361)	(65.4)%
Debt Service	1,907,072	8,285,058	8,282,558	8,284,988	7,733,004	(549,554)	(6.6)%
Contributions	0	0	0	0	0	0	0.0 %
Transfers	13,350,020	13,499,781	13,499,781	13,499,781	19,890,384	6,390,603	47.3 %
Reserves	(19,850,452)	1,288,607	1,288,607	1,288,607	5,734,719	4,446,112	345.0 %
Total Expenditures	38,190,022	55,219,791	102,606,522	98,822,367	75,035,663	(27,570,859)	(26.9)%
Funding Source							
Utilities Operating Fund	29,984,586	36,364,755	39,505,864	36,297,328	41,847,507	2,341,643	5.9 %
Utilities Connection Fee Fund	3,710,579	5,142,459	5,350,081	5,351,806	8,261,085	2,911,004	54.4 %
Utilities Renewal/ Replace Fund	688,209	7,290,511	16,679,840	16,109,497	11,981,574	(4,698,266)	(28.2)%
Main Line Ext Fee Fund	1,532,950	1,803,549	2,472,181	2,471,948	5,178,464	2,706,283	109.5 %
2016 Util Rev Ref Bd Fund	260,767	1,533,420	1,533,420	1,531,420	5,313,170	3,779,750	246.5 %
Bond Construction Fund	944,753	1,951,231	1,951,231	1,949,231	1,930,600	(20,631)	(1.1)%
USA 1 Assessment Fund	798,953	0	0	0	0	0	0.0 %

DIVISION	FY 2021 ACTUALS	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2022 YEAR-END ESTIMATES	FY 2023 APPROVED BUDGET	Approved to Amended Change	Approved to Amended % Change
Unit 31 Assessment Fund	34,975	361,202	361,202	358,434	297,731	(63,471)	(17.6)%
Utility SRF Loan Fund	0	3,196	28,573,353	28,573,353	3,777	(28,569,576)	(100.0)%
2020 Bond Construction Fund	234,250	769,468	6,179,350	6,179,350	221,755	(5,957,595)	(96.4)%
Total Funding Source	38,190,022	55,219,791	102,606,522	98,822,367	75,035,663	(27,570,859)	(26.9)%

Personnel Comparison

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Administration Division-FT	7.00	7.00	7.00	0.00
Administration Division-PT	0.00	0.00	0.00	0.00
Customer Service Division-FT	20.00	21.00	21.00	0.00
Customer Service Division-PT	0.75	0.75	0.75	0.00
Business Operations Division-FT	6.00	7.00	7.00	0.00
Business Operations Division-PT	0.00	0.00	0.00	0.00
Engineering & Construction Division-FT	13.00	12.00	12.00	0.00
Engineering & Construction Division-PT	0.00	0.00	0.00	0.00
Maintenance Division-FT	14.34	17.34	18.34	1.00
Maintenance Division-PT	0.00	0.00	0.00	0.00
Field Services Division-FT	9.00	9.00	11.00	2.00
Field Services Division-PT	0.00	0.00	0.00	0.00
Integrated Systems Management-FT	0.00	0.00	0.00	0.00
Integrated Systems Management-PT	0.00	0.00	0.00	0.00
Compliance-FT	8.00	8.00	9.00	1.00
Compliance-PT	0.44	0.44	0.44	0.00
Laboratory-FT	0.00	0.00	0.00	0.00
Laboratory-PT	0.00	0.00	0.00	0.00
Water Distribution-FT	25.33	25.33	25.33	0.00
Water Distribution-PT	0.00	0.00	0.00	0.00
Water Plant-South Regional WTF Division-FT	7.00	7.00	7.00	0.00
Water Plant-South Regional WTF Division-PT	0.00	0.00	0.00	0.00
Water Plant-North Regional Division-FT	9.00	9.00	9.00	0.00
Water Plant-North Regional Division-PT	0.00	0.00	0.00	0.00
Wastewater Collections-FT	23.33	23.33	24.33	1.00
Wastewater Collections-PT	0.00	0.00	0.00	0.00
Wastewater Plant-North Regional Division-FT	10.00	7.00	7.00	0.00

AUTHORIZED PERSONNEL				
DIVISION	FY 2022 ORIGINAL BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change
Wastewater Plant-North Regional Division-PT	0.00	10.00	10.00	0.00
Utilities Total	153.19	164.19	169.19	5.00

For additional historical authorized personnel data, please refer to the [Appendix C: Classification & Pay Plan](#) section.

Explanation of Expenditure Changes of 10% or More

Operating Expenditures

The Utilities Department expenditure analysis reflects a change of (26.9)% from the total FY 2022 Amended Budget to the total FY 2023 Approved Budget.

Capital outlay expenditures within the Utilities Department accounted for 55.1% of the FY 2022 Amended Budget. Capital projects within all funds that fall under the Utilities Department will roll forward to the following fiscal year if incomplete; project and encumbrance balances roll forward to the next fiscal year and are accounted for under the "Amended Budget" data reflected above.

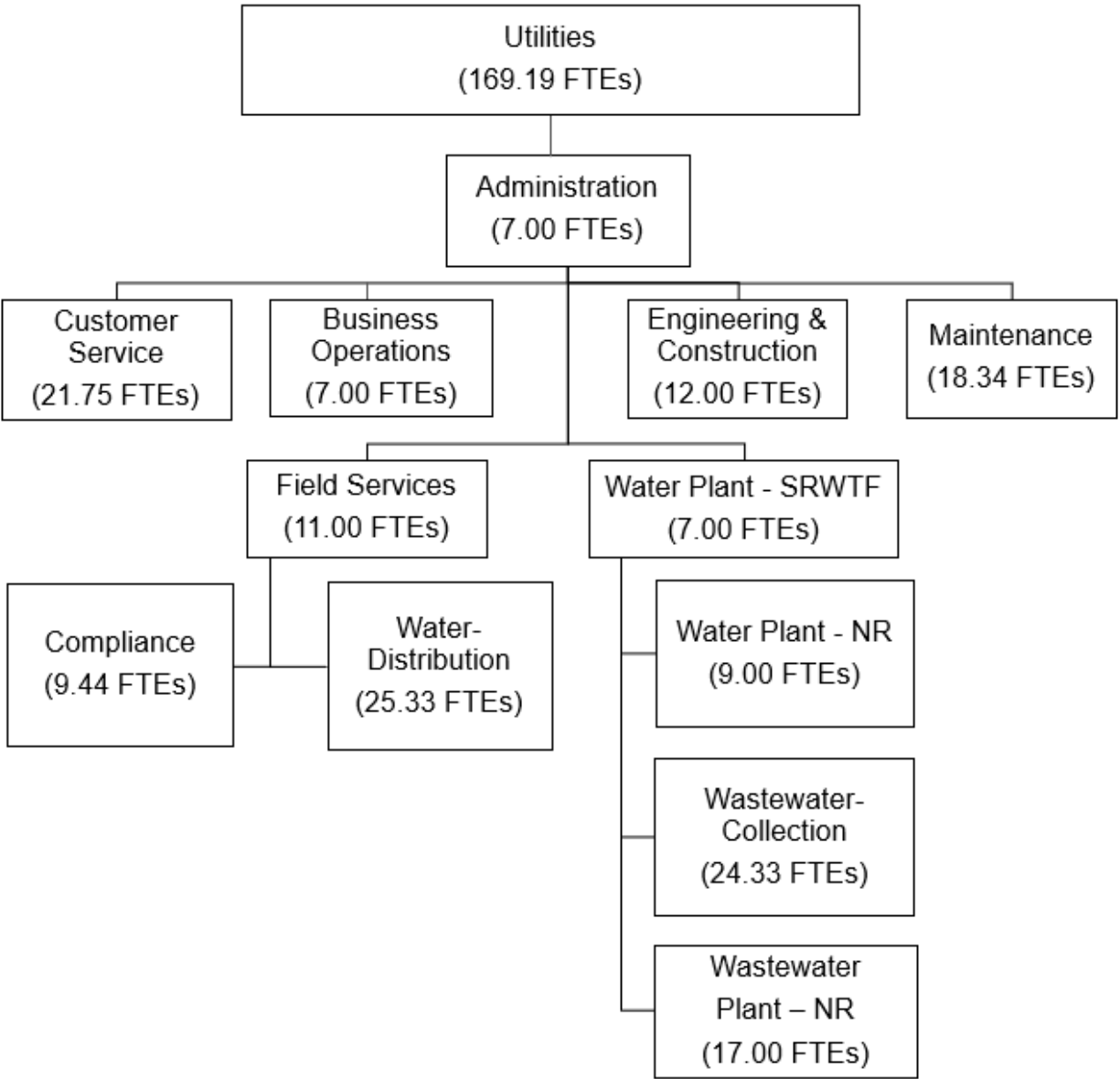
- The Utility SRF Loan Fund accounts for a large variance between the total FY 2022 Amended Budget and FY 2022 Approved Budget.
 - The Fund's FY 2022 Amended Budget, totaling \$28,573,353 in capital expenditures, accounts for 27.8% of the total amended budget.
 - The full amended budget amount is attributed to the South Regional Water Reclamation Facility construction project rolled forward from the previous fiscal year.
 - The Fund's FY 2023 Approved Budget, totaling \$3,777, includes administrative service fee charges to the General Fund as outlined in the Cost Allocation Plan; any incomplete projects from FY 2022 will roll forward to be reflected in the FY 2023 Amended Budget.

Personnel Changes

The following personnel changes highlights impacted the change from the FY 2022 Amended Budget to the total FY 2023 Approved Budget.

- Maintenance Division on-boarded one (1) Maintenance Worker full-time position.
- Field Service Division on-boarded two (2) Field Service Representative full-time positions.
- Compliance Division on-boarded one (1) Water Quality Technician full-time position.
- Wastewater Collections Division on-boarded one (1) Electrical Technician I full-time position.

FY 2023 ORGANIZATIONAL CHART



DEBT MANAGEMENT

Appendix A

Authorization & Debt Limits

Pursuant to Florida Statutes Chapter 166 and the City Charter, the City is authorized to borrow funds for any governmental purpose. There is no legal debt limit established by the State of Florida for its municipalities, counties, and independent taxing districts. However, the City complies with all bond covenants and the City's debt policies.

Bond Rating

The City of Palm Bay's underlying bond issue ratings as of September 30, 2021 are as follows:

Palm Bay, Florida

Underlying Bond Issue Rating

As of September 30, 2021

	Moody's	S & P	Fitch
Long-Term Issuer Rating	Aa3	A+	AA
General Obligation Bonds, Series 2019	—	A+	AA
General Obligation Bonds, Series 2021	—	A+	AA
Taxable Special Obligation Refunding Bonds, Series 2019	—	A+	AA
Sales Tax Revenue Refunding Bonds, Series 2015	—	AA-	—
Taxable Special Obligation Refunding Bonds, Series 2013	—	A+	AA
Utility System Improvement Revenue Bonds, Series 2001	Aa3	AA-	—

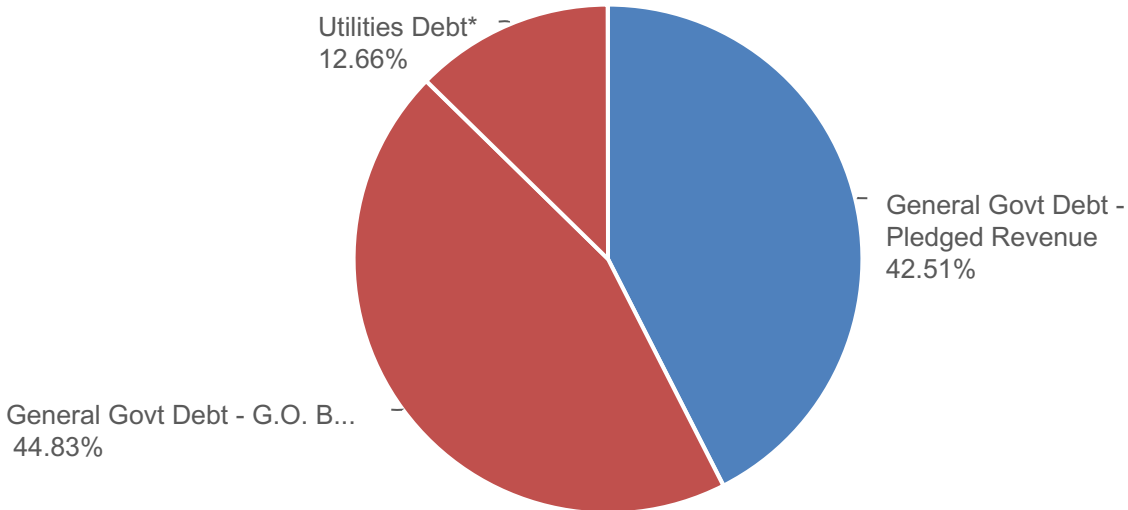
Debt Administration

In FY 2023, the City will have thirteen bond debt issues and three capital leases outstanding totaling \$272,223,199 (\$202,534,568 principal and \$69,688,631 interest).

Total Outstanding Debt - By Type	PRINCIPAL	INTEREST	TOTAL DUE
General Govt Debt - Pledged Revenue	88,663,605	27,050,134	115,713,739
General Govt Debt - G.O. Bonds	93,790,000	28,246,400	122,036,400
Utilities Debt*	20,080,963	14,392,097	34,473,060
TOTAL CITY DEBT	\$202,534,568	\$69,688,631	\$272,223,199

Approximately 12.66% of the total outstanding debt is from pledged water and sewer revenue bonds. The remainder of the debt is general government issued debt, with 42.51% secured by pledged revenues while 44.83% is general obligation debt.

Outstanding Debt by Category



FY 2023 Debt Service Requirements	PRINCIPAL	INTEREST	TOTAL DUE
Taxable Special Obligation Revenue Bonds, Series 2004	65,888	124,112	190,000
Pension Obligation Bonds, Series 2013	1,285,000	153,495	1,438,495
Franchise Fee Revenue Note, Series 2015	489,000	37,223	526,223
Comm. Investment Revenue Bonds, Series 2015 - Sales Tax	482,160	331,872	814,032
Comm. Investment Revenue Bonds, Series 2015 - Impact Fee	132,840	91,434	224,274
Franchise Fee Revenue Note, Series 2016	206,000	126,699	332,699
Local Option Gas Tax Revenue Note, Series 2018	572,000	187,939	759,939
General Obligation Bonds, Series 2019	1,830,000	1,697,750	3,527,750
Pension Obligation Bonds, Series 2019	625,000	1,575,289	2,200,289
Special Obligation Note, Series 2020	253,000	73,010	326,010
General Obligation Bonds, Series 2021	1,880,000	1,570,150	3,450,150
Utility System Capital Improvement Rev. Bonds, Series 2001	559,046	1,360,954	1,919,999
Utility System Refunding Revenue Note, Series 2016	5,185,000	126,170	5,311,170
Utility System Revenue Note, Series 2020	46,000	172,646	218,646
Capital Leases/Purchases	414,594	122,078	536,673
TOTAL DEBT SERVICE REQUIREMENTS	\$14,025,528	\$7,750,821	\$21,776,349

Taxable Special Obligation Revenues Bonds, Series 2004 (Fund 214): The City of Palm Bay issued \$5,376,447 of limited, special obligations bonds in 2004 to 1) fund a deposit to the Police and Firefighter's Retirement Pension Plan to discharge the City's unfunded actuarial liability at that time, and 2) to pay the costs of issuing the Series 2004 Bonds.

Taxable Special Obligation Refunding Bonds, Series 2013 (Fund 221): The City of Palm Bay issued \$50,855,000 for the purposes of 1) refunding the Taxable Special Obligation (Pension Funding Project) Bonds, Series 2008, 2) terminating an interest rate hedge agreement (swap agreement), and 3) pay the

costs of issuing the Series 2013 Bonds. The Series 2013 Bonds are payable from the Pledged Funds, which consists primarily of the Designated Revenues consisting of the Communications Services Tax Revenues and the Public Service Tax Revenues subject to the prior lien of the Senior Lien Bonds, with an additional pledge, if needed, of Non-Ad Valorem Revenues budgeted, appropriated and deposited in the Sinking Fund for the Series 2013 Bonds.

Franchise Fee Revenue Note, Series 2015 (Fund 223): In 2015, the City issued a note in the sum of \$4,744,000 in relation to the construction of an interchange on I-95 in south Palm Bay. The project necessitated the purchase of mitigation credits or shares in a mitigation bank. The note is secured through franchise fee revenues.

Community Investment Revenue Refunding Bonds, Series 2015 (Sales Tax) (Fund 224): In 2006, the City of Palm Bay issued debt to fund \$14,395,000 worth of capital investment projects, which included building a new joint Police/Fire District Station in the southwestern section of the City, rebuilding Fire Station #90, and to pay for 50-60 miles of road reconstruction and paving. In 2015 the City issued the Sales Tax Revenue Refunding Bonds, Series 2015, to refund the 2006 bonds and cover costs of issuance.

Community Investment Revenue Refunding Bonds, Series 2015 (Impact Fees) (Fund 225): In 2006, the City of Palm Bay issued debt to fund \$3,970,000 for road capacity/bridge replacement project at the intersection of Jupiter Blvd/Minton Road. In 2015 the City issued the Sales Tax Revenue Refunding Bonds, Series 2015, to refund the 2006 bonds and cover costs of issuance.

Franchise Fee Revenue Note, Series 2016 (Fund 226): In December 2016, the City issued a note in the sum of \$3,983,000 to partially refund the Taxable Special Obligation Bonds, Series 2004, and to cover costs of issuance.

Local Option Gas Tax Note, Series 2018 (Fund 227): In February 2018, the City issued a note in the sum of \$9,000,000 to fund a new connector road to the new I-95 interchange and pay costs of issuance.

Taxable Special Obligation Refunding Bonds, Series 2019 (Fund 229): In December 2019, the City issued \$51,670,000 in bonds to partially refund the Taxable Special Obligation Refunding Bonds, Series 2013, and to cover costs of issuance. The bonds are secured by a lien on designated revenues, composed in part of Communications Services Tax Revenues and Public Service Tax Revenues. Net present value savings were calculated at over \$7.2 million.

Special Obligation Revenue Refunding Note, Series 2020 (Fund 230): In 2010, the City issued Bonds to fund the construction of the City Hall Annex. In October 2020, the City issued the Series 2020 Refunding Note in the amount of \$4,258,000 to refund the Series 2010 Bonds and cover costs of issuance. In addition, the City contributed \$490,111.17 from the funds held in the bond debt service reserve account to be used for Refunding Escrow.

General Obligation Bonds, Series 2019 (Fund 228): In November 2018, the City electorate voted to approve a \$150,000,000 bond referendum for the purpose of funding road improvements and ancillary facilities. In July 2019, the City issued bonds in the sum of \$50,000,000 for the first tranche to fund roadway improvement projects and costs of issuance. The bonds are secured through a separate ad valorem tax imposed specifically to fund debt service costs on GO Bonds.

General Obligation Bonds, Series 2021 (Fund 231): In February 2021, the City issued bonds in the amount of \$50,000,000 for the second tranche of the voter-approved bond referendum to fund roadway improvement projects and costs of issuance. The bonds are secured through a separate ad valorem tax imposed specifically to fund debt service costs on GO Bonds.

Utility System Capital Improvement Revenue Bonds, Series 2001 (Fund 427): In FY 2001, the City issued the 2001 Utility System Capital Improvement Revenue Bonds in the amount of \$21,311,958 for expanding the utility system. Revenue pledged for payment of the bonds are net operating revenues of the City's water and sewer system, including water connection fees.

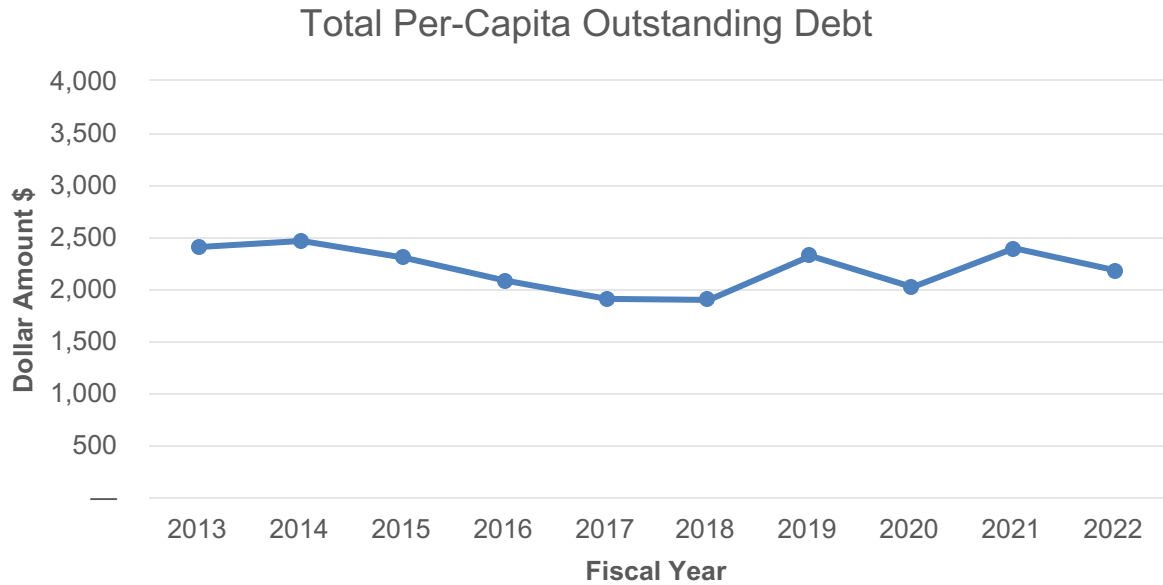
Utility System Refunding Revenue Note, Series 2016 (Fund 426): In 1998, the City issued the 1998 Utility System Capital Improvement Revenue Bonds in the amount of \$24,160,000 to make certain improvements to the City's water and wastewater utility infrastructure. In 2005, the 2005B Utility System Refunding Bonds were issued to refund the 1998 Utility System Capital Improvement Revenue Bonds. Main line extension fee revenue, together with water and sewer operating revenues are pledged for the payment of the bonds. In 2016, the City issued the Utility System Refunding Revenue Note, Series 2016, to refund the Series 2005B bonds and cover the costs of issuance.

Utility System Revenue Note, Series 2020 (Fund 434): In October 2020, the City issued a note in the amount of \$11,507,000 to fund the expansion and rehabilitation of the South Regional Water Treatment Plant (SRWTP) and cover issuance costs. This Series 2020 Note is a special, limited obligation of the City, secured solely by a lien upon and pledge of (a) the Net Revenues, (b) the Pledged Water Connection Fees, and (c) moneys in the applicable Funds and Accounts, on a parity with the other Bonds and, with respect to the Water Connection Fees, other Water Connection Fee Bond, in the manner and to the extent provided in the Resolution.

Capital Lease Obligations: Capital lease obligations consist of energy savings equipment, fire apparatus, and Police vehicles. The combined cost of these assets was capitalized in the General Fixed Assets Account Group in the year of purchase.

Per-Capita Debt Level

As illustrated below, the City's total per-capita outstanding debt has declined over the past decade, except for 2014, 2019, and 2021. This trend is partly attributed to the population growth of the City and the timing of debt issuance. Due to a planned refunding of the Pension Bonds, Series 2008, along with financing of a swap termination associated with these bonds, the per-capita debt level increased in fiscal year 2014. However, with increased population and the savings from refunding the Utility Revenue Bonds, Series 2005B, the Sales Tax Bonds, Series 2006, and the Special Assessment Bonds, Series 2009, and the partial refunding of the Taxable Special Obligation Bonds, Series 2004, and the partial redemption of the Special Assessment Bonds, Series 2003, the per-capita debt level has decreased in fiscal years 2015 through 2018. The increased per-capita debt in 2019 and 2021 was the result of a voter-approved referendum that allowed for the issuance of the General Obligation Bonds to fund City road improvement projects. In 2022, another decrease in per-capita outstanding debt occurred.



Changes in Outstanding Debt

Since the beginning of FY 22 (10/01/2021), the City has paid off three notes. The City continues to draw down loan proceeds as per the State Revolving Fund loan agreement while construction of the new treatment facility project continues.

DEBT SERVICE SCHEDULES

On the following pages the aggregate and individual debt service schedules for the bonds and debt obligations previously detailed are presented.

TAXABLE SPECIAL OBLIGATION REVENUE BONDS, SERIES 2004

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	65,888	124,112	190,000
2024	68,286	141,714	210,000
2025	70,221	159,779	230,000
2026	71,640	178,360	250,000
TOTAL	276,035	603,965	880,000

TAXABLE SPECIAL OBLIGATION REVENUE BONDS, SERIES 2013

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	1,285,000	153,495	1,438,495
2024	1,310,000	95,030	1,405,030
2025	1,350,000	32,434	1,382,434
TOTAL	3,945,000	280,959	4,225,959

FRANCHISE FEE REVENUE NOTE, SERIES 2015

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	489,000	37,223	526,223
2024	499,000	26,848	525,848
2025	509,000	16,265	525,265
2026	520,000	5,460	525,460
TOTAL	2,017,000	85,796	2,102,796

COMMUNITY INVESTMENT REVENUE BONDS, SERIES 2015 (SALES TAX PORTION)

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	482,160	331,872	814,032
2024	501,760	312,194	813,954
2025	521,360	291,731	813,091
2026	540,960	270,485	811,445
2027	564,480	248,376	812,856
2028	584,080	225,405	809,485
2029	611,520	204,551	816,071
2030	627,200	185,578	812,778
2031	650,720	165,204	815,924
2032	670,320	143,318	813,638
2033	693,840	120,297	814,137
2034	717,360	96,035	813,395
2035	740,880	70,516	811,396
2036	764,400	43,696	808,096
2037	795,760	14,921	810,681
TOTAL	9,466,800	2,724,179	12,190,979

COMMUNITY INVESTMENT REVENUE BONDS, SERIES 2015 (IMPACT FEE PORTION)

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	132,840	91,434	224,274
2024	138,240	86,013	224,253
2025	143,640	80,375	224,015
2026	149,040	74,521	223,561
2027	155,520	68,430	223,950
2028	160,920	62,101	223,021
2029	168,480	56,356	224,836
2030	172,800	51,129	223,929
2031	179,280	45,515	224,795
2032	184,680	39,485	224,165
2033	191,160	33,143	224,303
2034	197,640	26,459	224,099
2035	204,120	19,428	223,548
2036	210,600	12,039	222,639
2037	219,240	4,111	223,351
TOTAL	2,608,200	750,539	3,358,739

TAXABLE FRANCHISE FEE REVENUE REFUNDING NOTE, SERIES 2016

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	206,000	126,699	332,699
2024	225,000	117,928	342,928
2025	237,000	108,527	345,527
2026	255,000	98,514	353,514
2027	552,000	82,092	634,092
2028	609,000	58,466	667,466
2029	666,000	32,519	698,519
2030	220,000	14,489	234,489
2031	246,000	5,006	251,006
TOTAL	3,216,000	644,240	3,860,240

LOCAL OPTION GAS TAX REVENUE NOTE, SERIES 2018

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	572,000	187,939	759,939
2024	588,000	172,221	760,221
2025	604,000	156,069	760,069
2026	620,000	139,484	759,484
2027	637,000	122,451	759,451
2028	654,000	104,958	758,958

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2029	672,000	86,991	758,991
2030	690,000	68,536	758,536
2031	709,000	49,580	758,580
2032	728,000	30,108	758,108
2033	747,000	10,122	757,122
TOTAL	7,221,000	1,128,459	8,349,459

GENERAL OBLIGATION BONDS, SERIES 2019

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	1,830,000	1,697,750	3,527,750
2024	1,920,000	1,606,250	3,526,250
2025	2,015,000	1,510,250	3,525,250
2026	2,120,000	1,409,500	3,529,500
2027	2,225,000	1,303,500	3,528,500
2028	2,335,000	1,192,250	3,527,250
2029	2,450,000	1,075,500	3,525,500
2030	2,575,000	953,000	3,528,000
2031	2,705,000	824,250	3,529,250
2032	2,785,000	743,100	3,528,100
2033	2,870,000	659,550	3,529,550
2034	2,955,000	573,450	3,528,450
2035	3,045,000	484,800	3,529,800
2036	3,135,000	393,450	3,528,450
2037	3,230,000	299,400	3,529,400
2038	3,325,000	202,500	3,527,500
2039	3,425,000	102,750	3,527,750
TOTAL	44,945,000	15,031,250	59,976,250

TAXABLE SPECIAL OBLIGATION BONDS, SERIES 2019

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	625,000	1,575,289	2,200,289
2024	640,000	1,561,470	2,201,470
2025	655,000	1,546,568	2,201,568
2026	2,055,000	1,514,126	3,569,126
2027	2,065,000	1,463,489	3,528,489
2028	2,085,000	1,410,238	3,495,238
2029	2,105,000	1,354,213	3,459,213
2030	2,635,000	1,288,996	3,923,996
2031	2,690,000	1,213,793	3,903,793

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2032	2,955,000	1,131,197	4,086,197
2033	3,145,000	1,038,917	4,183,917
2034	3,235,000	940,048	4,175,048
2035	3,335,000	836,591	4,171,591
2036	3,450,000	723,703	4,173,703
2037	3,565,000	601,783	4,166,783
2038	3,685,000	475,778	4,160,778
2039	3,815,000	345,428	4,160,428
2040	3,950,000	210,472	4,160,472
2041	4,080,000	70,910	4,150,910
TOTAL	50,770,000	19,303,009	70,073,009

SPECIAL OBLIGATION REVENUE REFUNDING NOTE, SERIES 2020

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	253,000	73,010	326,010
2024	258,000	68,206	326,206
2025	263,000	63,309	326,309
2026	268,000	58,318	326,318
2027	273,000	53,232	326,232
2028	278,000	48,053	326,053
2029	283,000	42,779	325,779
2030	288,000	37,412	325,412
2031	294,000	31,941	325,941
2032	299,000	26,367	325,367
2033	305,000	20,689	325,689
2034	310,000	14,908	324,908
2035	316,000	9,024	325,024
2036	322,000	3,027	325,027
TOTAL	4,010,000	550,275	4,560,275

GENERAL OBLIGATION BONDS, SERIES 2021

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	1,880,000	1,570,150	3,450,150
2024	1,970,000	1,476,150	3,446,150
2025	2,070,000	1,377,650	3,447,650
2026	2,175,000	1,274,150	3,449,150
2027	2,280,000	1,165,400	3,445,400
2028	2,395,000	1,051,400	3,446,400
2029	2,515,000	931,650	3,446,650

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2030	2,640,000	805,900	3,445,900
2031	2,775,000	673,900	3,448,900
2032	2,885,000	562,900	3,447,900
2033	2,945,000	505,200	3,450,200
2034	3,000,000	446,300	3,446,300
2035	3,060,000	386,300	3,446,300
2036	3,125,000	325,100	3,450,100
2037	3,185,000	262,600	3,447,600
2038	3,250,000	198,900	3,448,900
2039	3,315,000	133,900	3,448,900
2040	3,380,000	67,600	3,447,600
TOTAL	48,845,000	13,215,150	62,060,150

UTILITY SYSTEM CAPITAL IMPROVEMENT REVENUE BONDS, SERIES 2001

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	559,046	1,360,954	1,919,999
2024	521,064	1,396,464	1,917,528
2025	492,840	1,425,492	1,918,332
2026	465,701	1,451,607	1,917,308
2027	440,733	1,478,490	1,919,223
2028	416,851	1,503,149	1,920,000
2029	391,248	1,525,310	1,916,558
2030	370,272	1,548,585	1,918,857
2031	350,208	1,569,792	1,920,000
TOTAL	4,007,963	13,259,843	17,267,805

UTILITY SYSTEM REFUNDING REVENUE NOTE, SERIES 2016

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	5,185,000	126,170	5,311,170
2024	550,000	12,100	562,100
TOTAL	5,735,000	138,270	5,873,270

UTILITY SYSTEM REVENUE NOTE, SERIES 2020

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	46,000	172,646	218,646
2024	726,000	171,876	897,876
2025	1,300,000	159,752	1,459,752
2026	1,323,000	138,042	1,461,042

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2027	1,343,000	115,948	1,458,948
2028	1,364,000	93,520	1,457,520
2029	1,391,000	70,741	1,461,741
2030	1,411,000	47,512	1,458,512
2031	1,434,000	23,948	1,457,948
TOTAL	10,338,000	993,985	11,331,985

CAPITAL LEASE/PURCHASE SCHEDULES - ENERGY SAVINGS

MATURITY	PRINCIPAL	INTEREST
2023	160,352	101,096
2024	173,168	97,007
2025	186,577	92,592
2026	200,607	87,834
2027	215,279	82,718
2028	230,619	77,229
2029	257,982	71,348
2030	275,254	64,769
2031	293,292	57,751
2032	312,126	50,272
2033	331,790	42,312
2034	352,309	33,852
2035	373,722	24,868
2036	396,059	15,338
2037	205,428	5,238
TOTAL	3,964,564	904,224

CAPITAL LEASE/PURCHASE SCHEDULES - APPARATUS

MATURITY	PRINCIPAL	INTEREST
2023	121,899	16,711
2024	124,157	14,453
2025	126,457	12,153
2026	128,799	9,811
2027	131,185	7,425
2028	133,615	4,995
2029	136,089	2,521
TOTAL	902,201	68,069

CAPITAL LEASE/PURCHASE SCHEDULES - POLICE VEHICLES

MATURITY	PRINCIPAL	INTEREST
2023	132,343	4,271
2024	134,462	2,152
TOTAL	266,805	6,423

CAPITAL LEASE/PURCHASE SCHEDULES - TOTAL

MATURITY	PRINCIPAL	INTEREST
2023	414,594	122,078
2024	431,787	113,613
2025	313,034	104,745
2026	329,406	97,645
2027	346,463	90,144
2028	364,234	82,224
2029	394,071	73,869
2030	275,254	64,769
2031	293,292	57,751
2032	312,126	50,272
2033	331,790	42,312
2034	352,309	33,852
2035	373,722	24,868
2036	396,059	15,338
2037	205,428	5,238
TOTAL	5,133,569	978,718

TOTAL OUTSTANDING DEBT BY TYPE

TYPE	PRINCIPAL	INTEREST	TOTAL DUE
Total General Govt. Debt	182,453,605	55,296,534	237,750,139
Total Utilities Debt	20,080,963	14,392,097	34,473,060
TOTAL	202,534,568	69,688,631	272,223,199

TOTAL CITY DEBT COMBINED PAYMENT SCHEDULE

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2023	14,025,528	7,750,821	21,776,349
2024	10,347,137	7,358,077	17,705,214
2025	10,544,095	7,032,945	17,577,040
2026	10,892,747	6,710,212	17,602,959
2027	10,882,197	6,191,551	17,073,748

MATURITY	PRINCIPAL	INTEREST	TOTAL DUE
2028	11,246,085	5,831,765	17,077,850
2029	11,647,319	5,454,478	17,101,797
2030	11,904,526	5,065,905	16,970,430
2031	12,326,500	4,660,679	16,987,179
2032	10,819,126	2,726,746	13,545,873
2033	11,228,790	2,430,231	13,659,021
2034	10,767,309	2,131,052	12,898,361
2035	11,074,722	1,831,526	12,906,248
2036	11,403,059	1,516,352	12,919,411
2037	11,200,428	1,188,052	12,388,480
2038	10,260,000	877,178	11,137,178
2039	10,555,000	582,078	11,137,078
2040	7,330,000	278,072	7,608,072
2041	4,080,000	70,910	4,150,910
TOTAL	202,534,568	69,688,630	272,223,198

FISCAL YEAR 2023 – 2027 MASTER CAPITAL IMPROVEMENTS PROGRAM

Appendix B

The Master Capital Improvements Program (CIP) represents a schedule of major public improvement projects and capital asset/outlay expenditures for the next five-year timeframe. Lead by the Finance Department's Budget Office, the Master CIP is developed in collaboration with citywide Departments mid-year to determine the future funding needs for public improvements and capital asset/outlay replacements. Projects and capital assets/outlay from the first year of the Plan are recommended by the City Manager as part of the annual budget for the next fiscal year.

Effective Fiscal Year 2023, all future capital requests require the completion of either a "Capital Outlay Detail Listing Worksheet," utilized for budget requests associated with capital assets and/or outlay (i.e. vehicles, equipment or heavy machinery), or a "Project Detail Listing Worksheet," utilized for long-term investment projects with a purpose to build upon, add, or improve capital investments. Impacting Internal Service Departments (i.e. Information Technology, Parks & Facilities, and Public Works/Fleet Services) review each request for accurateness prior to submittal. If recommended for funding in the annual budget for the next fiscal year, the Budget Office uses the information disclosed in the worksheets to open the project in the system and/or add all associated capital expenditures to the budget.

The Fiscal Year 2023 – 2027 Master CIP outlined in this section includes both funded and unfunded requests, regardless of the Fiscal Year. Funded requests for Fiscal Year 2023 are presented to the City Council for adoption via Resolution at the second public hearing on Wednesday, September 21, 2022.

Citywide Master Capital Improvements Program Funding Summary

The Fiscal Year 2023 – 2027 Master Capital Improvements Program (CIP) across all Departments and Funds totals \$393,505,768. Fiscal Year 2022 capital costs associated with all future requests total an additional \$10,998,115; these costs are generally associated with existing projects requiring future funding.

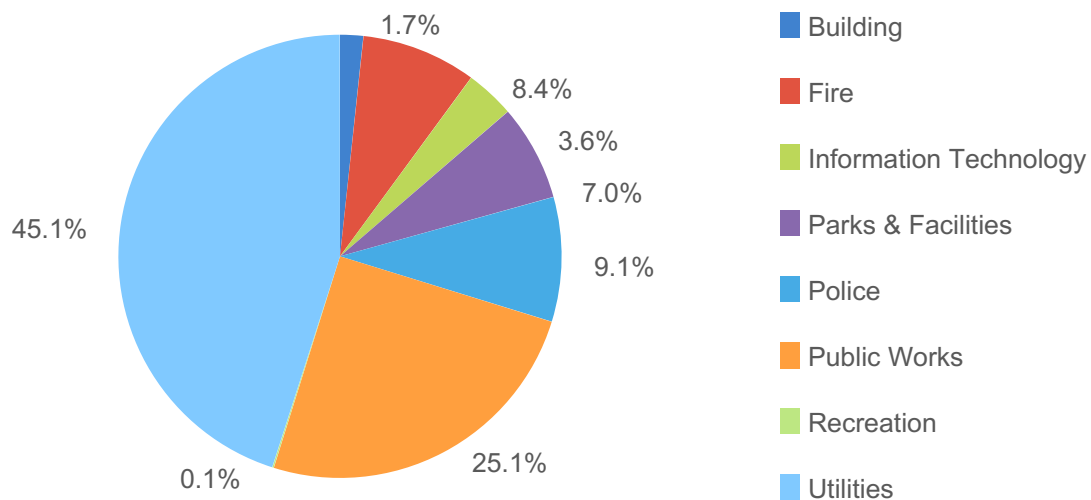
The chart below reflects a breakdown between capital asset/outlay and capital project funding requests for the Fiscal Year 2023 – 2027 timeframe. Capital assets/outlay account for 10.4% of the total funding, while capital project funding accounts for 89.6%.

Schedule of 5-Year Capital Expenditures								2023-2027 TOTAL
Type	2022/Prior	2023	2024	2025	2026	2027	TOTAL	
Capital Asset/Outlay	760,000	8,822,290	8,098,875	6,265,510	6,911,872	10,873,026	41,731,573	40,971,573
Capital Projects	10,238,115	55,939,844	105,494,004	61,936,060	96,747,645	32,416,642	362,772,310	352,534,195
TOTAL	10,998,115	64,762,134	113,592,879	68,201,570	103,659,517	43,289,668	404,503,883	393,505,768

Of the 16 existing City of Palm Bay Departments, eight (8) Departments submitted future capital requests to be added to the Fiscal Year 2023 – 2027 Master CIP. The chart below reflects a breakdown of Department funding requests for that timeframe.

Schedule of 5-Year Capital Expenditures								2023-2027 TOTAL
Department	2022/Prior	2023	2024	2025	2026	2027	TOTAL	
Building	496,027	6,784,542	0	0	0	0	7,280,569	6,784,542
Fire	0	5,023,858	4,263,654	3,528,654	6,483,821	13,705,647	33,005,634	33,005,634
Information Technology	0	250,877	9,481,400	2,056,200	1,563,000	827,000	14,178,477	14,178,477
Parks & Facilities	250,000	6,990,914	3,581,560	5,190,880	4,360,675	7,407,747	27,781,776	27,531,776
Police	203,038	3,716,975	4,953,423	5,503,115	8,148,090	13,349,060	35,873,701	35,670,663
Public Works	499,000	22,346,184	52,162,676	5,160,261	16,266,161	2,662,806	99,097,088	98,598,088
Recreation	0	275,500	0	0	0	0	275,500	275,500
Utilities	9,550,050	19,373,284	39,150,166	46,762,460	66,837,770	5,337,408	187,011,138	177,461,088
TOTAL	10,998,115	64,762,134	113,592,879	68,201,570	103,659,517	43,289,668	404,503,883	393,505,768

The Utilities Department accounts for the largest portion of capital funding requests with a total of 45.1%, or \$177,461,088.



All future capital requests were broken down into the following three (3) categories:

1. Health & Safety
2. Asset Preservation or Replacement
3. Service/Asset Expansion/Addition

The chart below reflects the breakdown of category funding types for the Fiscal Year 2023 – 2027 timeframe. Of the types listed above, the expansion and/or addition of services and/or assets accounts for the largest portion of capital funding requests with a total of 57.2%, or \$224,987,526.

Schedule of 5-Year Capital Expenditures								2023-2027 TOTAL
Category	2022/Prior	2023	2024	2025	2026	2027	TOTAL	
1 - Health & Safety	201,500	5,740,188	4,045,000	3,418,000	300,000	225,000	13,929,688	13,728,188
2 - Asset Preservation or Replacement	7,368,543	38,940,718	60,925,348	22,992,253	12,877,792	19,053,943	162,158,597	154,790,054
3 - Service/Asset Expansion/Addition	3,428,072	20,081,228	48,622,531	41,791,317	90,481,725	24,010,725	228,415,598	224,987,526
TOTAL	10,998,115	64,762,134	113,592,879	68,201,570	103,659,517	43,289,668	404,503,883	393,505,768

A total of 11 funding sources were identified for the Fiscal Year 2023 – 2027 timeframe. The chart below reflects the breakdown of funding sources for the Fiscal Year 2023 – 2027 timeframe.

Schedule of 5-Year Capital Expenditures								2023-2027 TOTAL
Funding Source	2022/Prior	2023	2024	2025	2026	2027	TOTAL	
General Fund	205,893	11,720,242	20,411,784	16,912,074	19,724,296	27,669,460	96,643,749	96,437,856
Housing Funds	150,000	880,027	0	0	0	0	1,030,027	880,027
Impact Fee Funds	97,145	3,293,460	5,828,000	246,000	9,526,700	8,460,800	27,452,105	27,354,960
Community Investment Fund	0	992,560	379,778	0	0	0	1,372,338	1,372,338
Road Maintenance CIP Fund	0	0	3,000,000	3,000,000	6,000,000	0	12,000,000	12,000,000
G.O. Road Program Funds	0	11,194,134	36,000,000	0	0	0	47,194,134	47,194,134
Utilities Operating Fund	996,150	6,479,800	18,005,610	2,725,000	1,611,000	1,122,000	30,939,560	29,943,410
Utilities - Capital Funds	8,553,900	12,893,484	23,341,236	44,037,460	65,237,770	4,487,408	158,551,258	149,997,358
Building Fund	496,027	6,784,542	45,720	0	0	0	7,326,289	6,830,262
Stormwater Utility Fund	499,000	10,165,569	6,580,751	1,281,036	1,559,751	1,550,000	21,636,107	21,137,107
Grants - To Be Determined	0	358,316	0	0	0	0	358,316	358,316
TOTAL	10,998,115	64,762,134	113,592,879	68,201,570	103,659,517	43,289,668	404,503,883	393,505,768

The Utilities Department's Capital Funds account for the largest portion of capital funding requests with a total of 38.1%, or \$149,997,358. Funds included are Connection Fees, Renewal/Replacement, Main Line Extension Fees, and the SRF Loan.

The General Fund accounts for the second to largest portion with a total of 24.5%, or \$96,437,856.

General Fund Master Capital Improvements Program Funding Summary

Of the Fiscal Year 2023 – 2027 Master Capital Improvements Program (CIP) total of \$393,505,768, the General Fund capital requests account for 24.5%, or \$96,437,856.

The chart below reflects a breakdown between General Fund capital asset/outlay and capital project funding requests for the Fiscal Year 2023 – 2027 timeframe. Capital assets/outlay account for 28.4% of the total funding, while capital project funding accounts for 71.6%.

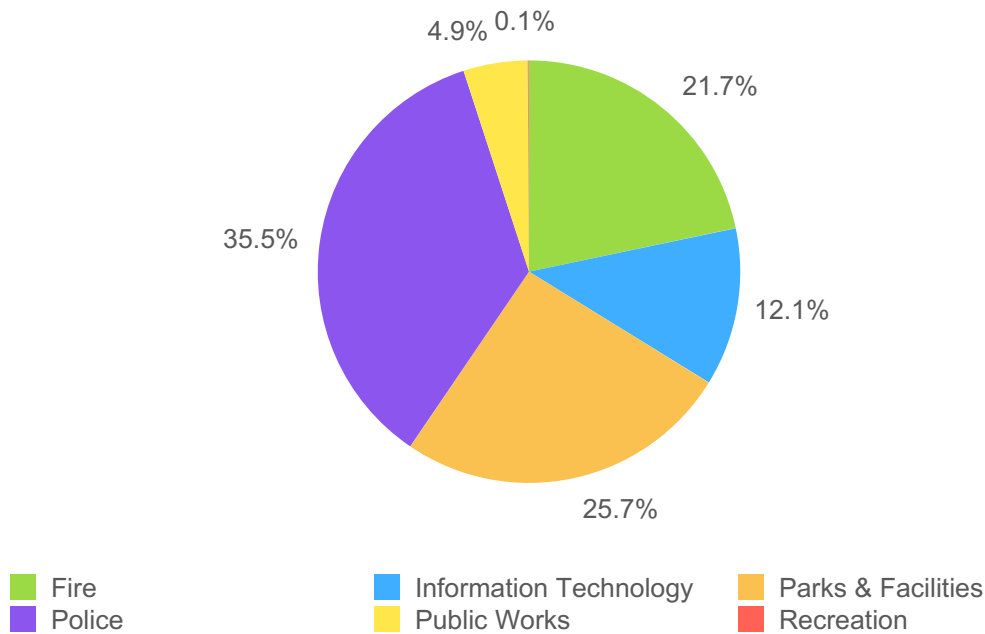
Schedule of 5-Year Capital Expenditures								2023-2027 TOTAL
Type	2022/Prior	2023	2024	2025	2026	2027	TOTAL	
Capital Asset/Outlay	0	4,643,406	5,892,724	5,196,474	4,898,121	6,753,026	27,383,751	27,383,751
Capital Projects	205,893	7,076,836	14,519,060	11,715,600	14,826,175	20,916,434	69,259,998	69,054,105
TOTAL	205,893	11,720,242	20,411,784	16,912,074	19,724,296	27,669,460	96,643,749	96,437,856

Six (6) of the eight (8) previously discussed Departments submitted future capital requests using General Fund dollars to be added to the Fiscal Year 2023 – 2027 Master CIP. The chart below reflects a breakdown of Department funding requests for that timeframe.

Schedule of 5-Year Capital Expenditures								2023-2027 TOTAL
Department	2022/Prior	2023	2024	2025	2026	2027	TOTAL	
Fire	0	3,453,342	3,938,654	3,285,654	4,960,121	5,247,847	20,885,618	20,885,618
Information Technology	0	250,877	7,239,000	2,056,200	1,552,000	555,000	11,653,077	11,653,077
Parks & Facilities	100,000	4,218,627	3,581,560	5,190,880	4,360,675	7,407,747	24,859,489	24,759,489
Police	105,893	2,695,415	4,570,645	5,500,115	8,145,090	13,346,060	34,363,218	34,257,325
Public Works	0	986,481	1,081,925	879,225	706,410	1,112,806	4,766,847	4,766,847
Recreation	0	115,500	0	0	0	0	115,500	115,500
TOTAL	205,893	11,720,242	20,411,784	16,912,074	19,724,296	27,669,460	96,643,749	96,437,856

The Police Department accounts for the largest portion of capital funding requests with a total of 35.5%, or \$34,257,325.

Refer to the following page for a pie chart reflecting percentage breakdowns for all six (6) Departments listed in the table above.



All future General Fund capital requests were broken down into the following three (3) categories:

1. Health & Safety
2. Asset Preservation or Replacement
3. Service/Asset Expansion/Addition

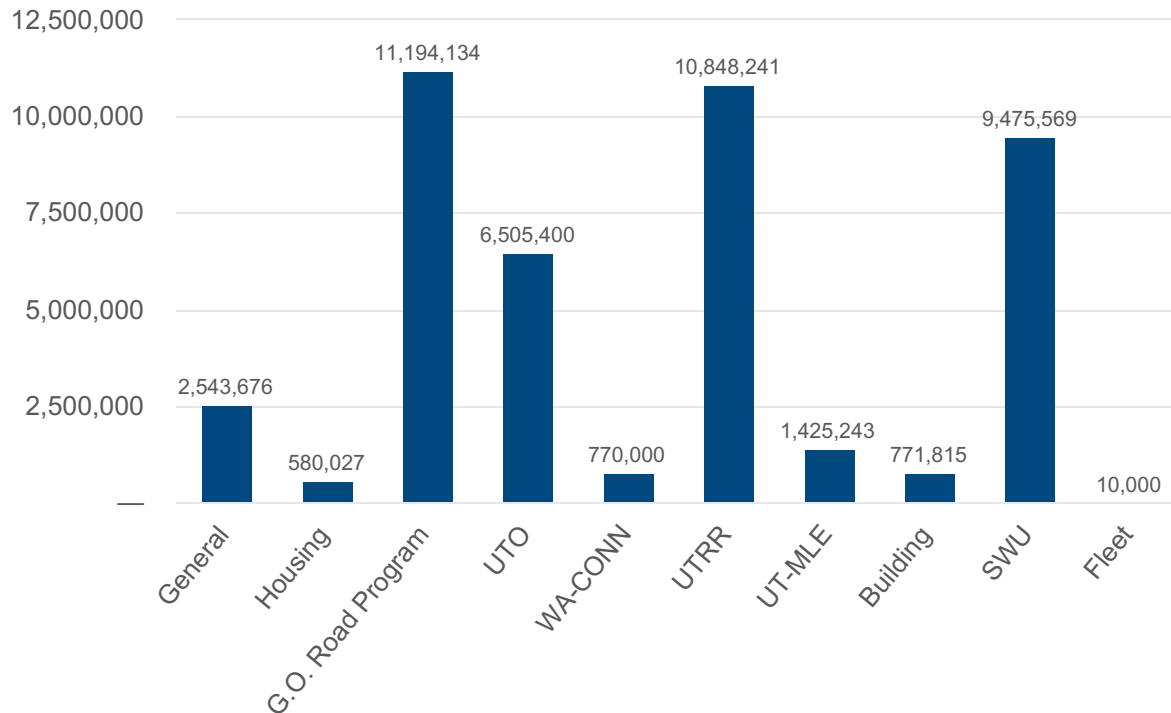
Schedule of 5-Year Capital Expenditures								2023-2027 TOTAL
Category	2022/Prior	2023	2024	2025	2026	2027	TOTAL	
1 - Health & Safety	0	4,258,488	3,570,000	3,025,000	150,000	75,000	11,078,488	11,078,488
2 - Asset Preservation or Replacement	205,893	5,793,127	7,637,334	11,833,724	6,969,271	12,644,535	45,083,884	44,877,991
3 - Service/Asset Expansion/Addition	0	1,668,627	9,204,450	2,053,350	12,605,025	14,949,925	40,481,377	40,481,377
TOTAL	205,893	11,720,242	20,411,784	16,912,074	19,724,296	27,669,460	96,643,749	96,437,856

FY 2023 Approved Capital Program Funding

Citywide Capital Program Funding

As outlined in the [Citywide Capital Program Funding Summary](#) section, the total citywide capital requests for FY 2023 (for all Departments across all Funds) are \$64,762,134. While future years are included in the Program Funding Summaries, for the upcoming fiscal year approved budget, only the first year of the Five-Year Master CIP Plan is included. The Five-Year Capital Improvements Program (CIP) for Fiscal Years 2022-2023 through 2026-2027 was adopted via Resolution 2022-52.

A total of \$44,124,105, or 68.1% of all requests, in capital funding is included in the FY 2023 Approved Budget. The chart below reflects the total funded requests by funding source. The G.O. Road Program accounts for 25.4% of the funded FY 2023 capital requests.



Funding source details are as follows:

General Fund (General/001) - the City's main operating fund with 50.0% of revenue generated through property taxation.

Housing Funds (HANDS) - housing and neighborhood development grants including SHIP (111), CDBG (112), HOME (114), and NSP (123) funding.

G.O. Road Program Funds (309/310) - funding road improvements and ancillary facilities through bonds issues up to \$150,000,000.

Utilities Operating Fund (UTO/421) – construction and/or acquisition of water and sewer utility improvement projects.

Utilities Connection Fee Fund (WA-CONN/423) – collection of connection fees for water/sewer services.

Utilities Renewal and Replacement Fund (UTRR/424) – receipt of 5.0% of the Utilities Operating Fund revenues used to repair and replace existing water and sewer facilities.

Main Line Extension Fee Fund (UT-MLE/425) – collection of main line extension fees for water/sewer services.

Building Fund (BLDG/451) – collection of building permits, charges for services and miscellaneous revenues; dedicated for the use of Building Fund projects only.

Stormwater Utilities Fund (SWU/461) – fees charged for services; dedicated for the use of various aspects of stormwater management.

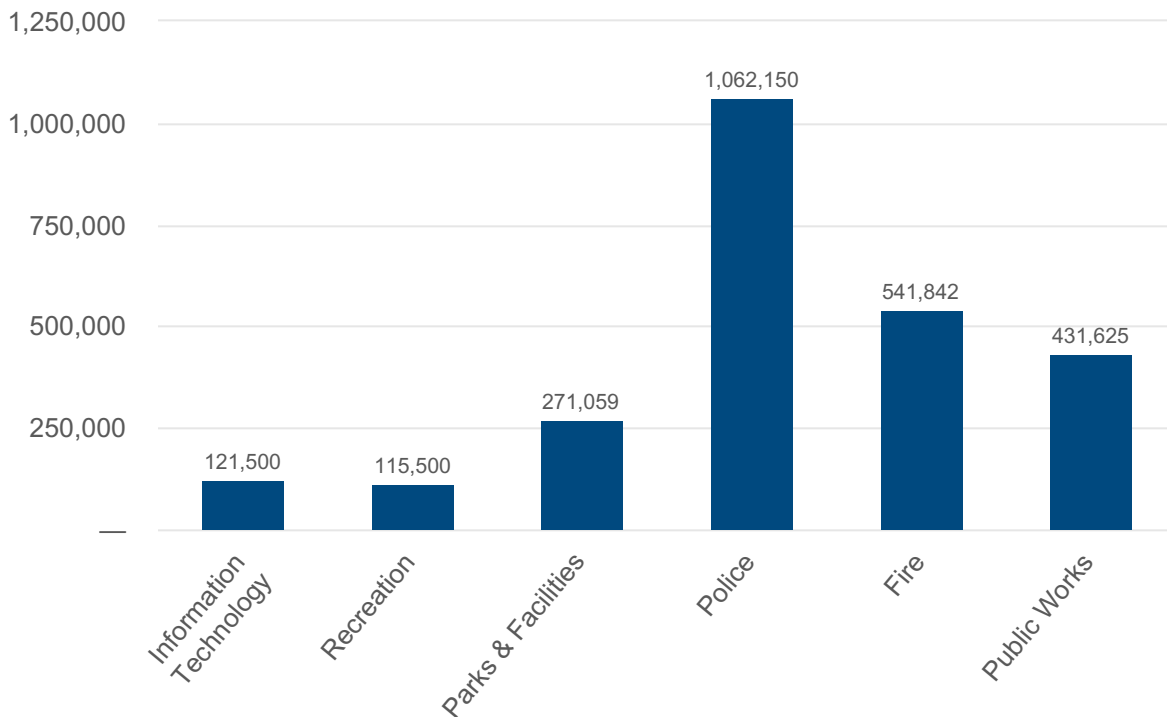
Fleet Services Fund (521) - internal service fund with funding received via a transfer from the General Fund.

General Fund Capital Program Funding

As outlined in the [General Fund Capital Program Funding Summary](#) section, the total capital requests for FY 2023 (for all Departments within the General Fund) are \$11,720,242. While future years are included in the Program Funding Summaries, for the upcoming fiscal year approved budget, only the first year of the Five-Year Master CIP Plan is included.

A total of \$2,543,676, or 21.7% of all General Fund requests, in capital funding is included in the FY 2023 Approved Budget. The chart below reflects the total funded requests by Department.

Public Safety, including the Fire Department and Police Department, accounts for 63.1% of the funded FY 2023 capital requests.



FY 2023 - 2027 Master Capital Improvements Program Funding Schedules

Master Capital Improvements Program (CIP) Funding Schedules, along with Capital Outlay Detail Listing Worksheets and Project Detail Listing Worksheets for all major public improvement projects and capital asset/outlay expenditures, can be accessed through the City of Palm Bay's website by clicking on the following link below:

<https://www.palmbayflorida.org/government/city-departments-f-to-z/finance/budget/5-year-master-capital-improvements-cip-program>

To support the link above, the information can also be accessed following the steps below:

1. Visit the City of Palm Bay website at <https://www.palmbayflorida.org/home>
2. Select the "Government" tab on the top of your screen
3. Select "Finance" from the City of Departments (F to Z) list
4. Select the "Budget" tab on the left side of your screen
5. Select the "5-Year Master Capital Improvements (CIP) Program" tab on the left side of the screen

CLASSIFICATION & PAY PLAN

Appendix C

Employee Representation

The City of Palm Bay has a diverse workforce represented by seven collective bargaining units and three categorized “groups” of general employees. The National Association of Government Employees (NAGE) represents “blue” collar positions and “white” collar employees; the Fraternal Order of Police Florida State Lodge (FOP) represents Police Officers, Sergeants, and Lieutenants, and the International Association of Fire Fighters (IAFF) represents the Fire Fighters and Fire Supervisors.

Employees, not covered by collective-bargaining agreements, are categorized into one of three “groups,” which determine the level of benefits and percentage of annual merit increases. The General 1 Group consists of City Management and Department Directors. The number of employees covered by each collective bargaining unit and/or “group” is listed in the following table:

Contract	Contract Dates	FY 19	FY 20	FY 21	FY 22	FY 23
NAGE Blue	10/01/19 - 9/30/22	190.00	192.00	194.00	210.00	218.00
NAGE White	10/01/19 - 9/30/22	135.00	143.00	147.00	150.00	151.00
Police Officer	10/1/21 - 9/30/2024	133.00	133.00	139.00	141.00	147.00
Police Sergeant	10/1/21 - 9/30/2024	19.00	19.00	19.00	21.00	21.00
Police Lieutenant	10/1/21 - 9/30/2024	8.00	8.00	8.00	8.00	8.00
Police Commander	10/1/21 - 9/30/2024	N/A	N/A	N/A	5.00	5.00
Fire Rank & File	10/1/21 - 9/30/2024	108.00	108.00	109.00	113.00	117.00
Fire Supervisors	10/1/21 - 9/30/2024	13.00	13.00	12.00	10.00	10.00
General 1	N/A	21.00	21.00	23.00	23.00	24.00
General 2	N/A	37.00	37.00	34.00	34.00	33.00
General 3	N/A	156.00	156.00	156.00	158.00	161.00
Part-Time/Council*	N/A	37.75	38.50	39.07	34.29	32.26
Total FTEs		857.75	868.50	880.07	902.29	922.26

*Includes Council members - FT/PT Citywide includes them in FT for benefits reasons.

NAGE Blue and NAGE White contracts, effective 10/01/2022, were not yet finalized at the time of the Approved Budget document preparations.

Historically, the number of positions within an organization was typically listed in terms of positions. Although this terminology was the easiest to understand, counting part-time positions in the same manner as full-time positions often misinterpreted the true amount of human resources available to the organization. Consequently, the term “Full-Time Equivalents” (FTE) arose to illustrate the number of total employees as comparable to full-time employees. Under this methodology, part-time positions are counted per their estimated number of hours worked per year divided by 2,080 (the number of hours a full-time position is scheduled each year). An example of how a position’s FTE count is calculated is listed on the following page.

FTE Calculation Example	
25	Hours/Week
52	Weeks/Year
1,300	Hours/Year
	Divided by
2,080	Maximum Hours/Year (1.0 FTE)
0.63	FTE

FY 23 Approved Full-Time Equivalent (FTEs) per Fund

As reflected in the table below, the General Fund contains the largest number of FTEs within the City, primarily stemming from the Police, Fire, Public Works, Recreation and Parks & Facilities departments. The Utilities Operating Fund is the second largest employer within the City due to the labor-intensive nature of operating modern water and wastewater utility functions.

Funding Source	FTEs	Percentage of Total
General Fund	653.98	70.53 %
Building	35.68	3.85 %
Stormwater	34.41	3.71 %
Fleet	17.50	1.89 %
Utilities Operating	169.19	18.25 %
Risk Management	10.25	1.11 %
Employee Health Insurance	6.25	0.67 %
Total FTEs	927.26	100.0%

City Council members, while recorded as part-time employees due to the number of hours worked per year, are considered FTEs as they received benefits options in the same manner as regular FTEs. The elected City Council is comprised of one Mayor, one Deputy Mayor and three Council Members.

FY 23 Approved Full-Time Equivalent (FTEs) per Department

The table below supports the previous discussion that approximately 28.90% of City-wide FTEs are staffed within the Police department; thereafter, the Utilities and Fire departments account for approximately 18.25% and 15.16% of city-wide FTEs. Public Works ranks fourth with approximately 13.51% of city-wide FTEs.

Department	FTEs	Percentage of Total
Legislative	10.00	1.1 %
City Manager's Office	10.70	1.2 %
City Attorney's Office	11.96	1.3 %
Procurement	7.00	0.8 %
Finance	15.00	1.6 %
Information Technology	18.00	1.9 %
Human Resources	12.63	1.36 %
Building	35.68	3.85 %

Department	FTEs	Percentage of Total
Growth Management	20.80	2.24 %
Community & Economic Development	11.00	1.19 %
Recreation	20.40	2.20 %
Park & Facilities	51.00	5.50 %
Police	268.01	28.90 %
Fire	140.60	15.16 %
Public Works	125.29	13.51 %
Utilities	169.19	18.25 %
Total FTEs	927.26	100.0 %

FY 23 Citywide Position Control Plan Overview & Changes

Below is a summary of Exhibit A/B, outlining Position Control Authorized Citywide Personnel, as adopted by Resolution 2022-51:

DEPARTMENT	FY 2021 AMENDED BUDGET	FY 2022 APPROVED BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change	Change YES/NO
LEGISLATIVE	9.00	9.00	10.00	10.00	0.00	NO
OFFICE OF THE CITY MANAGER	5.70	5.70	9.70	10.70	1.00	YES
OFFICE OF THE CITY ATTORNEY	11.96	12.30	11.96	11.96	0.00	NO
PROCUREMENT	7.00	7.00	7.00	7.00	0.00	NO
FINANCE	19.00	19.00	15.00	15.00	0.00	NO
INFORMATION TECHNOLOGY	14.00	12.00	16.00	18.00	2.00	YES
HUMAN RESOURCES	11.63	11.63	12.63	12.63	0.00	NO
BUILDING	34.68	37.68	35.68	35.68	0.00	NO
GROWTH MANAGEMENT	18.80	49.80	20.80	20.80	0.00	NO
COMMUNITY & ECONOMIC DEVELOPMENT	10.00	11.70	11.00	11.00	0.00	NO
PARKS & RECREATION*	55.09	0.00	0.00	0.00	0.00	NO
RECREATION*	0.00	54.83	20.03	20.40	0.37	YES
PARKS & FACILITIES*	21.40	16.40	51.40	51.00	(0.40)	YES
POLICE	256.68	256.68	262.01	268.01	6.00	YES
FIRE	132.00	131.00	136.60	140.60	4.00	YES
PUBLIC WORKS	123.69	122.32	123.29	125.29	2.00	YES
UTILITIES	149.44	151.44	164.19	169.19	5.00	YES

DEPARTMENT	FY 2021 AMENDED BUDGET	FY 2022 APPROVED BUDGET	FY 2022 AMENDED BUDGET	FY 2023 APPROVED BUDGET	Approved to Amended Change	Change YES/NO
BAYFRONT REDEVELOPMENT AGENCY (BCRA)	0.00	0.00	0.00	0.00	0.00	NO
CITYWIDE TOTAL	880.07	908.48	907.29	927.26	19.97	

* Per Ordinance 2021-38, the Parks & Recreation Department and Facilities Department have been re-organized to the Parks & Facilities Department and Recreation Department.

The following Departments experienced changes from the FY 2022 Amended Budget to the FY 2023 Approved Budget. For details, please select the departmental links below to be directed to the Performance Measures section:

[Office of the City Manager](#)

[Information Technology](#)

[Recreation](#)

[Parks & Facilities](#)

[Police](#)

[Fire](#)

[Public Works](#)

[Utilities](#)

The FY 2023 Classification/Pay and Position Control Plan was adopted via Resolution 2022-51 on September 21, 2022. The full document, which includes detailed listings of positions within each Fund/Department/Division, along with additional fiscal year amendments can be found on the City of Palm Bay website by clicking on the following link below:

<https://www.palmbayflorida.org/government/city-departments-f-to-z/finance/budget/fy-2022-position-control>

To support the link above, the information can also be accessed following the steps below:

1. Visit the City of Palm Bay website at <https://www.palmbayflorida.org/home>
2. Select the "Government" tab on the top of your screen
3. Select "Finance" from the City of Departments (F to Z) list
4. Select the "Budget" tab on the left side of your screen
5. Select the "FY 2023 Position Control" tab on the left side of the screen

RATES, CHARGES AND FEES

Appendix D

Pursuant to the City of Palm Bay Code of Ordinances, rates, charges and fees are adopted on an annual basis by the City Council and established via resolution of ordinance.

During the second public hearing for the FY 2023 budget adoption, the following resolutions were passed:

- Resolution 2022-46, establishing fees, rates, and charges pursuant to the Code of Ordinances, Title III, Administration, Chapter 33, Fire Department.
- Resolution 2022-47, establishing fees, rates, and charges pursuant to the Code of Ordinances, Title III, Administration, Chapter 36, Recreation Department.
- Resolution 2022-48, establishing fees, rates, and charges pursuant to the Code of Ordinances, Title XVII, Land Development Code.
- Resolution 2022-49, establishing fees, rates, and charges pursuant to the Code of Ordinances, Title XVII, Land Development Code, Chapter 171, Fair Share Impact Fees.
- Resolution 2022-50, establishing fees, rates, and charges pursuant to the Code of Ordinances, for specified chapters and sections therein.

Citizens are able to access the most current rates, charges and fees through the City of Palm Bay website by clicking on the following link below:

<https://www.palmbayflorida.org/government/city-departments-f-to-z/legislative/rates-charges-and-fees>

To support the link above, rates, charges and fees can also be accessed following the steps below:

1. Visit the City of Palm Bay website at <https://www.palmbayflorida.org/home>
2. Select the "Business" tab on the top of your screen
3. Select the "Business Resources" tab on the left side of your screen
4. Select "Rate and Fee Schedules"

Long-Range Financial Planning

Appendix E

Long-range financial planning provides a forward-looking view of the General Fund operating budget. The General Fund is the largest fund within the City's fiscal budget and serves as the primary operating fund.

Throughout FY 2018 and FY 2019, the Finance Department, through the assistance of Stantec Consulting Services, completed a General Fund Financial Sustainability Analysis (FSA) that features a 10-year forecast summary and detailed analysis. Projections were based on FY 18 Year-End Estimates and the FY 19 Approved Budget.

Within the FSA baseline source data is provided to show how certain assumptions may/may not impact the long-term financial status of the General Fund. These assumptions were presented to the Palm Bay City Council during the 2017-2018 Fiscal Year Budget Workshop/Mid-Year Review on June 19, 2018. Thereafter, the final FSA report was issued on November 7, 2018.

The full FSA report, along with the recorded video of the Budget Workshop/Mid-Year Review, can be viewed on the City of Palm Bay website by clicking on the following link below:

<https://www.palmbayflorida.org/government/city-departments-f-to-z/finance/budget/fy-2021-budget>

To support the link above, the information can also be accessed following the steps below:

1. Visit the City of Palm Bay website at <https://www.palmbayflorida.org/home>
2. Select the "Government" tab on the top of your screen
3. Select "Finance" from the City of Departments (F to Z) list
4. Select the "Budget" tab on the left side of your screen
5. Select the "Long-Range Financial Planning" tab on the left side of the screen

FY 2023 Update In Final Completion Stage

An updated General Fund Sustainability Analysis is planned for final completion in early FY 2023. Data collection and analysis was completed in FY 2022, and a draft of the updated FSA was presented to City Council on August 18, 2022. Once the updated FSA report is published, it will be made available for download on the City of Palm Bay website link listed above.

GLOSSARY

- A -

Abbreviations/Acronyms - List of abbreviations and acronyms follow Glossary.

Accrual Basis of Accounting - a method of bookkeeping in which income and expenses are allocated to periods to which they apply, regardless of when they are actually received or paid. For example, when an invoice is rendered, its value is added to income immediately, even though it has not been paid.

Actuarial – An adjective that describes statistical elements, assumptions, and techniques used by actuaries. An "actuary" is an expert who computes insurance or pension risks and plan costs based upon plan membership, experience, and other factors. Actuaries determine the level of funding required to provide the benefits.

Ad Valorem Taxes - Property taxes computed by applying the approved millage rate to the taxable assessed value of real or personal property.

Amortization - The reduction of debt by regular payments of principal and interest sufficient to pay off a loan by maturity.

Annual Budget - Budget applicable to a single fiscal year.

Appropriation - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

Arbitrage Rebate - Difference between interest earned and interest paid on a tax exempt bond that must be paid to the federal government.

Assessed Valuation - The County Property Appraiser's estimation of the Fair Market Value of real estate or other property. This valuation is used to determine taxes levied upon the property.

Asset - Resources owned or held by a government which has monetary value.

- B -

Balance Budget – A budget in which estimated

revenues and other receipts are equal to appropriations. Florida Statutes require that budgets be balanced including balances brought forward from prior fiscal years.

Base Budget - The amount programmed in the budget year for conducting the same program and performing the same services as are planned for the current year. Normally, the only differences between the current-year budget and the base budget are costs that cannot be avoided such as salary increases for existing personnel. All other costs are budgeted as Service Level Adjustments.

Bond - A written promise to pay a sum of money on a specific date at a specified interest rate. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings, streets, and water and sewer systems.

Brevard County School Board - The Board is a body corporate for providing a system of public education within the Brevard County area. The system was created by, and is governed by, State statutes. Members of a Board are, therefore, State officers chosen by citizens to represent them and the State in the legislative management of the local schools.

Budget - A statement of the financial position of an administration for a definite period of time based on estimates of expenditures during the period and proposals for financing them

Budget Amendment - The process by which unanticipated changes in revenue or expenditures are made a part of the budget, thereby amending it. These changes may be between funds or departments and require City Council approval.

Budget Calendar - The schedule of key dates or milestones that the City follows in the preparation, adoption, and administration of the budget.

Budget Document – Is the official written statement prepared in order to present a comprehensive financial program of an organization. A budget document serves as 1) a policy document; 2) an operations guide; 3) a financial plan; and 4) as a communications device.

Budget Message - The opening section of the budget that provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding the financial policy for the upcoming period.

Budget Transfer - The process, by which approved budgeted dollars may be reallocated between line item expenditures within the same fund and department to cover unforeseen expenses, requires City Manager or designee approval. Transfers between departments or funds require City Council approval.

- C -

Capital Outlay - Expenditures resulting in the acquisition of or addition to fixed assets. The City's threshold for capital purchases is \$1,000.

Cash Basis - Method that recognizes revenues when cash is received and recognizes expenses when cash is paid out. In contrast, the Accrual method recognizes revenues when goods or services are sold and recognizes expenses when obligations are incurred.

Chargebacks - A mechanism by which services performed by one City Department for another is charged and paid across funds.

Community Investment Program (Formally called Capital Improvement Program) - A five-year plan for capital expenditures to be incurred each year to meet capital needs arising from the long-term work program or other capital needs. These expenditures are related to the acquisition, expansion or rehabilitation of an element of the City's physical plant. A capital project must have a life of at least seven years and a cost of at least \$25,000.

Connection Fees - Fees charged to join or to extend an existing utility system.

Contingency - A budgetary reserve set aside for emergencies, unforeseen expenditures, or as directed by City Council.

- D -

Debt Millage - The portion of the millage required to pay principal and interest on voter approved bonds. This millage fluctuates annually based on the property values and debt payable.

Debt Service - The amount of interest and principal that a City must pay each year on long-term and short-term debt.

Dedicated Millage - Voter approved designated millage rates to provide tax revenues to be spent for specific purposes.

Department - A major unit of organization in the City which indicates overall an operation or group of related operations within a functional area.

Depreciation – The periodic expiration of an asset's useful life. Depreciation of assets is a requirement in proprietary-type funds.

Distinguished Budget Presentation Awards Program - A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

Division - A unit of organization that is comprised of a specific operation within a functional area. City departments may contain one or more divisions.

- E -

Efficiency (Performance Measure) – Is a ratio of output measures to resources (typically either budgeted funds or personnel).

Encumbrance - The commitment of budgeted funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures.

Enterprise Funds - The funds established to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including

depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

Expenditure Ceiling - The maximum dollar amount a department may request for operations during budget preparation to ensure that expenses stay within available funding levels.

Expenditures/Expenses - The cost of goods delivered or services rendered including operating expenses, capital outlays, and debt service.

- F -

Fiduciary Funds – Accounts for money received by the City, which is held on behalf, and for the benefit of others.

Financial Bridge - A set-aside of funds to ensure financial stability through the years preceding the expected upswing in local economic conditions.

Fiscal Year - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. Per Florida Statute, a fiscal year runs from October 1 to September 30.

Fixed Assets - Assets of a long-term character that are intended to continue to be held or used, such as land, buildings, machinery, equipment and improvements.

Franchise Fee - Fees levied on a corporation in return for granting a privilege, sanctioning a monopoly, or permitting the use of public property, usually subject to regulation.

Full-Time Equivalent (FTE) - The total scheduled work hours of City employees divided by the total work hours available annually provides number of FTE employees. A full-time employee working 40 hours/week equals one FTE, where a part-time employee working 20 hours/week equals .5 FTE.

Fund - A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose/activity. Examples are the General, Transportation, and

Building Funds.

Fund Balance - Fund equity for governmental funds which reflects the accumulated excess of revenues and other financial sources over expenditures. These funds may be designated for a particular purpose.

Fund Type - Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

- G -

GAAP – Generally Accepted Accounting Principles. The conventions, rules, and procedures that serve as the norm for the fair presentation of financial statements.

General Fund - The fund used to account for all financial resources, except those required to be accounted for in another fund, and is the general operating fund of the City.

General Obligation Bonds - Upon voter approval at a general referendum, a project will be financed through a millage increase in ad valorem taxes for a specified period of time. This source is especially appropriate when the project or improvement is city-wide in nature or benefit.

Governmental Funds – Are used to account for the general operations and activities not requiring the use of other funds.

Grants - A contribution by the Federal, County, or State government to subsidize specific projects, either partially or entirely.

- H -

Homestead Exemption - A tax deferral granted by the Florida State Constitution for homeowners whose permanent residence is in Florida. The first \$25,000 of value of an owner-occupied residence is exempt. Every property that received a homestead exemption is also entitled to an additional exemption of up to \$25,000. The additional exemption is applied to the assessed value greater than \$50,000. The exemptions must be requested by the taxpayer.

- I -

Impact Fee - A fee to fund the anticipated cost of a new development's impact on various city services as a result of growth. This fee, such as for water and sewer or fire services, is charged to those responsible for the new development.

Improvements other than Buildings - Attachments or annexations to land that are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains and sewers.

Infrastructure - The basic installations and facilities on which the continuance and growth of the City depends, such as roads, schools, and water and sewer systems.

Intergovernmental Revenue - Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Interlocal Agreement - A written agreement between the City and other units of government to share in similar services, projects, emergency assistance, support, funding, etc., to the mutual benefit of all parties.

Internal Service Funds - The funds established for the financing of goods or services provided by one department to other departments within the City on a cost reimbursement basis. Examples are the Employee Benefits Fund and the Risk Management Fund.

Investments - Most commonly, securities and real estate held for the production of revenues in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in government operations.

- L -

Levy - To impose taxes, special assessments, or service charges for the support of city activities.

Lift Station - Part of the sanitary sewer collection system that pumps wasteflow from the gravity sewer system to the wastewater treatment plant. It can be installed above or below ground and is an integral part of the sanitary sewer system.

Limited Ad Valorem Tax Bond - Same as General Obligation Bond except the maximum millage is limited, i.e., Palm Bay voters approved a Limited Ad Valorem Tax Bond to finance road reconstruction. Ad valorem millage was increased up to a maximum of 1 mil for a ten-year period for bond repayment.

Long-Term Debt - Debt with a maturity of more than one year after the date of issuance.

- M -

Mil - A tax rate of one dollar (\$1) per one thousand dollars (\$1,000) of taxable property value.

Millage Rate - The amount of tax stated in terms of a unit of the tax base. It determines how much revenue the government will receive and how much an individual property owner pays in taxes.

Modified Accrual Basis of Accounting - A basis of accounting in which expenditures are recognized when the related fund liability is incurred, but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting, since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received or available and measurable. This type of accounting basis is a conservative financial approach and is recommended as the standard for most governmental funds.

- N -

Non-Recurring Revenues - One time or intermittent revenues received, often from short-term grants, insurance recoveries, donations, etc.

- O -

Objective - A specific measurable and observable result of an organization's activity that advances the organization toward its goal.

One-time-cost - Non-recurring costs budgeted for one year and then removed.

Operating Budget - The portion of the budget that pertains to daily operations which provide basic governmental services.

Operating Millage - The portion of the millage that supports the City's daily operations which provide basic governmental services.

Ordinance - A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The statutes or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, usually require ordinances.

- P -

Payment in Lieu of Taxes - Means payments treated as tax dollars that are converted or imputed back to a true aggregate valuation by the effective or true value of the constituents' municipality.

Performance Measure - Performance measurement is the ongoing monitoring and reporting of program accomplishments, particularly progress towards pre-established goals. Performance Measures The data collected measures outcome, service quality, efficiency and output.

Personnel Services - Expenditures related solely to staffing, i.e., wages, salaries, overtime, taxes, and employee benefits.

Pledged Reserves - That portion of a fund's assets that are set aside for guaranteeing payment of bonded debt.

Program Budget - A budget that focuses upon broad functions or activities of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditure.

Property Tax - A levy upon the assessed valuation of the property within the City of Palm Bay per \$1,000 of valuation.

Proprietary Fund Types - A group of funds in which the services provided are financed and operated similar to those of a private business. (See Enterprise Funds)

- R -

Recurring Costs - Costs incurred on a recurring and generally regular basis throughout a facility's economic life, typically for operation, normal maintenance, and anticipated repair or replacement of components or subsystems.

Recurring Revenues - Revenues that can be expected to be received each year unless specific action is taken to eliminate the source.

Referendum - A vote by the people.

Refunding Bond - A bond issued to pay off another bond to obtain better interest rates and/or bond conditions. This is allowed one time only per bond issue.

Reserves - That portion of a fund's assets that are 1) set aside for a specific purpose and, therefore, not available for general appropriation, or 2) anticipated to be available for future re-appropriation by action of City Council.

Resolution - A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

Retained Earnings - An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

Reuse - Reclaimed treated wastewater effluent that is suitable and usable for direct beneficial use by the public.

Revenue Bonds - Bonds whose principal and interest are payable from a pledged revenue stream other than ad valorem taxes.

Revenues - Funds that the government receives as income.

Reverse Osmosis - A method of water treatment to produce potable water.

Roll-Back Millage Rate - The millage necessary to raise the same amount of property tax dollars as received during the previous budget year. New construction is excluded from the roll-back calculation. A special act of the legislature stipulates that in Brevard County a governmental agency can increase property taxes only

ten percent (10%) above the roll-back millage rate without prior voter approval.

- S -

Shared Revenues - Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

Source – Monies received by an organization that is not revenue, such as grants.

Special Assessment - A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

Special Revenue Fund - A fund used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

- T -

Tax Abatement - A percentage of taxes to be waived on new or expanded businesses based on number of new jobs and wages paid provided by the City as an economic development incentive for a set period of time.

Tax Base - Taxable property value from which the City receives tax dollars.

Taxes - Compulsory charges levied by a government to finance services performed for the common benefit.

Telemetry - Transmission of electronic data from one place to another by wire or by antenna.

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

TRIM Bill - Florida's Truth In Millage law requires cities to calculate next year's budget on the same tax dollars they received during the current fiscal year. (Section 100.065 F.S.)

- U -

User Fees - Charges for specific services rendered only to those using such services, i.e., sewer service charge.

Use – The transfer of budgeted funds that is not an expenditure.

Utility Taxes - Charges levied by the City on purchase of a public service within the corporate limits of the City. Public service includes electricity, gas, fuel, oil, and water service.

- V -

Valuation - The dollar value of property assigned by the County Property Appraiser.

- W -

Working Capital - Reserves kept on hand ensuring a positive cash flow.

ABBREVIATIONS & ACRONYMS

ADA = Americans with Disabilities Act
ARP = American Rescue Plan
ARPA = American Rescue Plan Act

BABS = Build America Bonds
BCRA = Bayfront Community Redevelopment Agency
BEBR = Bureau of Economic and Business Research
BLDG = Building Fund
BOA = Board of Adjustment

CARES = Coronavirus Aid, Relief and Economic Stimulus
CBAB = Citizens' Budget Advisory Board
CDBG = Community Development Block Grant
CIP = Capital Improvements Program
CRA = Community Redevelopment Agency

EFSC = Eastern Florida State College
ESRI = Environmental Systems Research Institute
EOC = Emergency Operations Center

FASB = Financial Accounting Standards Board
FCIC = Federal Crime Information Center
FCT = Florida Community Trust Fund
FDOT = Florida Department of Transportation
FOP = Fraternal Order of Police
FTE = Full-Time Equivalent
FLEET = Fleet Services Operating Fund
FRS = Florida Retirement System
FY = Fiscal Year

GAAP = Generally Accepted Accounting Principles
GASB = Government Accounting Standards Board
GF = General Fund
GFOA = Government Finance Officers Association
GRANT = Grant, yet unnamed
G.O. = General Obligation

HANDS = Housing & Neighborhood Development Services
HTE = Company name of City's financial system
HUD = Housing and Urban Development

IT = Information Technology Department
IAFF = International Association of Firefighters
IMPF-F = Fire Impact Fees
IMPF-P = Parks Impact Fees
IMPF-PD = Police Impact Fees
IMPF-T = Transportation Impact Fees

LCD = Land Development Code
LETF = Law Enforcement Trust Fund
LOGT = Local Option Gas Tax

MLE = Utilities Main Line Extension Fee Fund

NAGE = National Association of Government Employees
NFPA = National Fire Protection Association
NSP = Neighborhood Stabilization Program

P&I = Purchasing and Inventory
PT = Part-time

R&R = Renewal and Replacement
RFP = Request for Proposal
RFQ = Request for Quote
ROI = Return on Investment

SBA = State Board of Administration Local Government Pooled Investment Funds
SHIP = State Housing Initiatives Partnership
SJHP = St. Johns Heritage Parkway
SRF = Utilities SRF Loan Fund
SRO = School Resource Officer
SRWTF = South Regional Water Treatment Facility
SRWTP = South Regional Water Treatment Plant
SWU = Stormwater Utility

TRIM = Truth in Millage

UTO = Utilities Operating Fund

UTRR = Utilities Renewal and Replacement Fund

WA-CONN = Utilities Connection Fee Fund
W/S = Water/Sewer
WTP = Water Treatment Plant
WW = Wastewater
WWTP = Wastewater Treatment Plant