



City of North Port

Fiscal Year 2017-2018

Preliminary Budget

Non-District

Welcome to
North Port

HERON CREEK
Golf & Country Club

LANARK
ELEMENTARY
SCHOOL



INCLUDED IN THE BUDGET DOCUMENT

The budget presentation is intended to be a working document that provides various types of information to assist in reviewing the preliminary budget for fiscal year 2018 as a part of the decision-making process. The document is divided into sections by fund and includes the operating budgets for the City departments.

The following describes each of the major sections in this document:

REVENUE & EXPENDITURE SUMMARY

Each section begins with a *Revenue and Expenditure* summary. The summary shows three fiscal years of actual data, the current fiscal year adopted budget, and the next fiscal year preliminary budget with a percent change from the current fiscal year adopted budget.

REVENUES & EXPENDITURES DETAIL BY DEPARTMENT AND CATEGORY

The *Revenues & Expenditure Detail* further defines the major revenues and expenditures within each category.

DEPARTMENT/DIVISION BUDGET

The *Department/Division Budget* presentations typically include an organization chart, budget analysis, budget detail, performance measure data, and service level adjustments (SLAs). A budget preparation worksheet is under separate cover.

SERVICE LEVEL ADJUSTMENTS (SLAs)

Beginning with the fiscal year 2013 budget development process, service level adjustments (SLAs) were introduced to assist in the review of budget changes from the previous year. SLAs reflect a dollar amount **change** to a particular budgetary item. The changes can either be **one-time** or **recurring**. The changes are further defined by indicating an **increase**, **maintain**, or **decrease** in a level of service. An **"increase"** indicates an increase or enhanced level of service and will typically reflect a cost increase. A **"maintain"** represents no change in service level, but the costs to provide the service has changed. A **"decrease"** reflects a reduction in service level or the service is being provided in a different manner. Each SLA provides a **description and impact** for the proposed change and an **impact of denial** for the change.

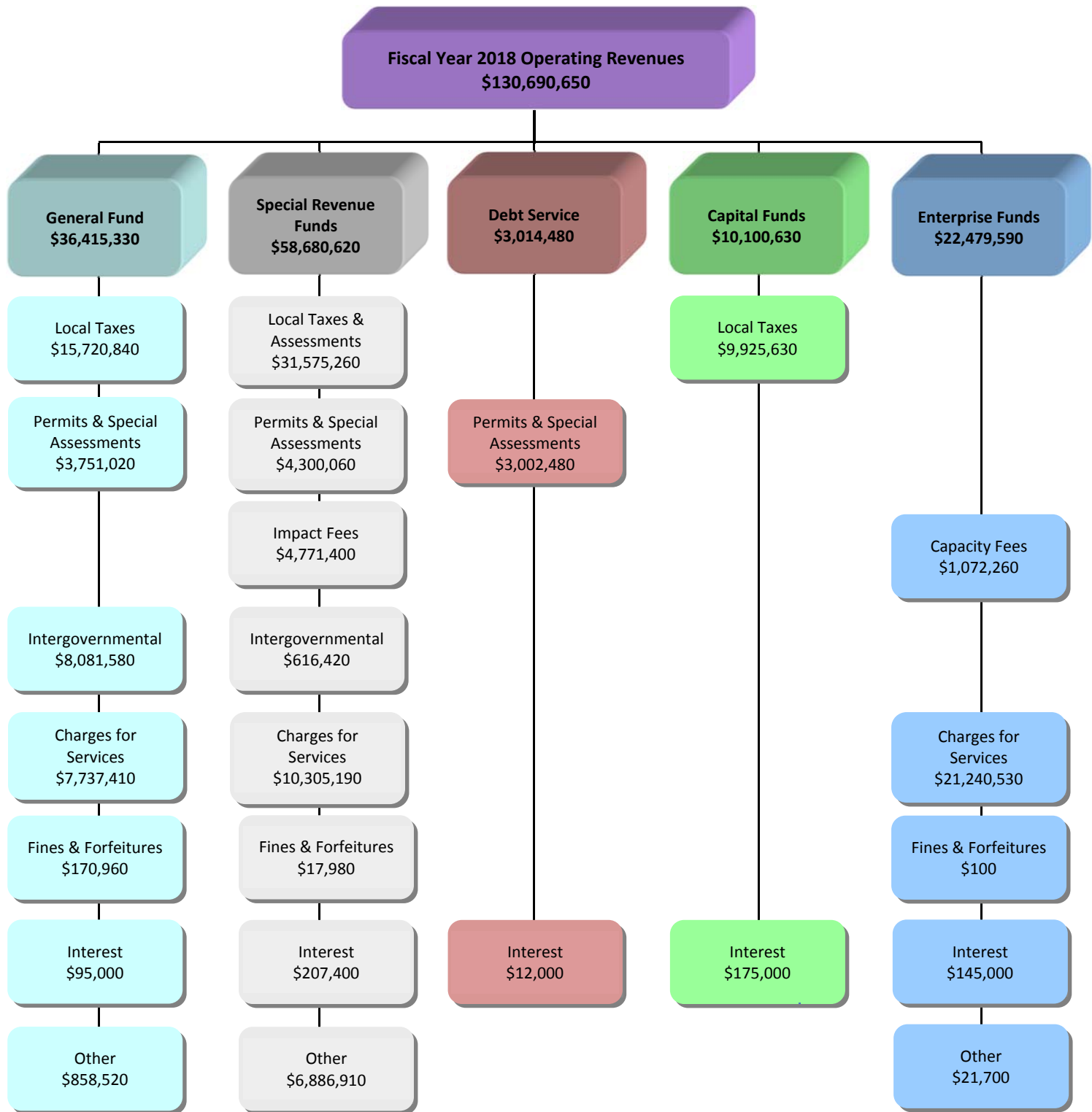
It is important to note that SLAs do not represent every dollar amount change in an account or budget. Cost estimates are based upon several factors: estimates received from potential vendors; most recent cost of items; and trends in the cost of obtaining services, supplies and repairs. A cost index is applied to these estimates to project the expenditure for the ensuing budget year. The City utilizes the Municipal Cost Index for these calculations.

BASE BUDGET RECONCILIATION

In the preliminary fiscal year 2018 budget, a base budget reconciliation is provided for each department having SLAs that reflected one-time expenditures. This includes capital items that may not have an SLA specific to the budgeted item, but since the expenditure is a capital cost, it is removed to get to a base budget. The base budget reconciliation shows the adopted budget minus one-time expenditures to help the reader ascertain the recurring costs within the previous year's adopted budget.

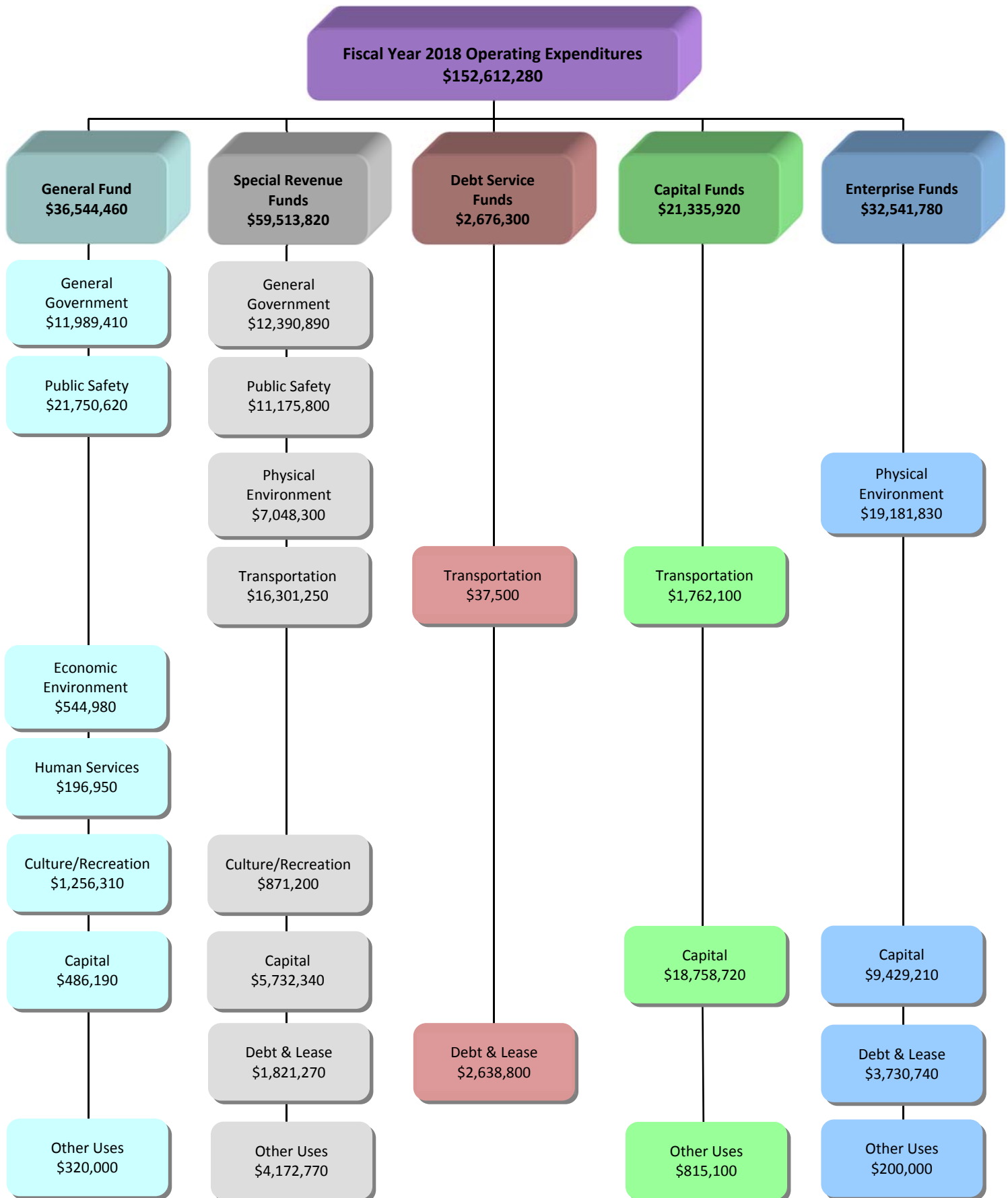
The following charts illustrate the Preliminary FY 2018 total operating revenues and expenditures.

BREAKDOWN OF TOTAL OPERATING REVENUES – ALL FUNDS



NOTE: THE ABOVE CHART EXCLUDES ALL TRANSFERS IN AND INCREASES/DECREASES TO RESERVES.

BREAKDOWN OF TOTAL OPERATING EXPENDITURES – ALL FUNDS

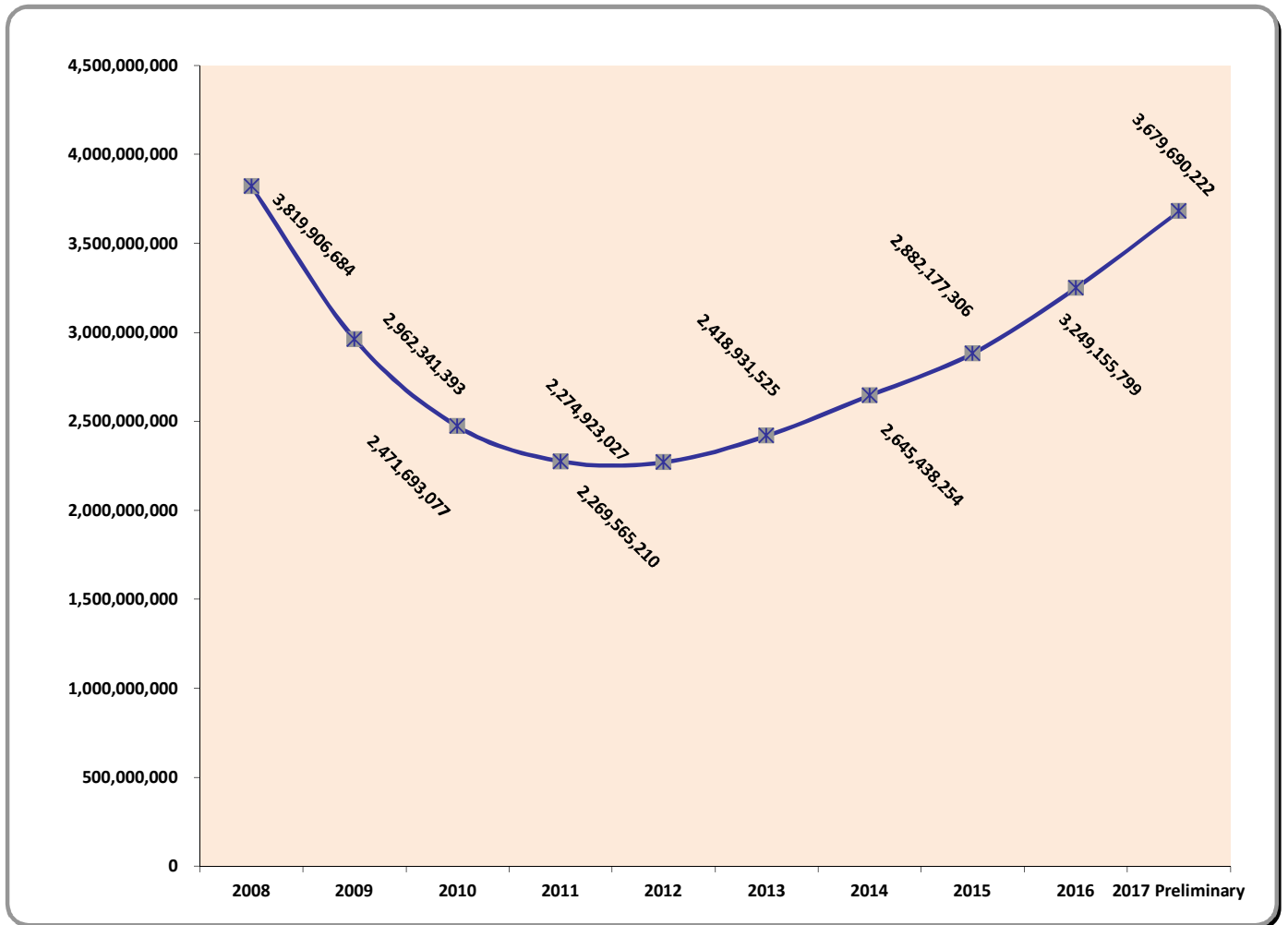


City of North Port, Florida
FY 2017-18 Preliminary Budgeted Expenditures by Fund
(With Actual Expenditures from Three Prior Years)

Fund	Description	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2016-17 Amended	FY 2017-18 Preliminary	Change from FY 2016-17 Adopted Budget	Percent Change
001	General Fund	29,312,422	29,739,131	30,797,951	33,875,050	34,429,394	36,544,460	2,669,410	7.88%
Subtotal -Governmental Funds		\$ 29,312,422	\$ 29,739,131	\$ 30,797,951	\$ 33,875,050	\$ 34,429,394	\$ 36,544,460	2,669,410	7.88%
102	Inspector Education	15,320	24,198	25,041	27,000	27,000	27,000	-	0.00%
105	Law Enforcement Trust	93,146	64,116	41,999	64,350	66,860	24,660	(39,690)	-61.68%
107	Road and Drainage	13,242,602	15,837,488	14,779,274	15,272,020	20,871,596	19,206,220	3,934,200	25.76%
108	Police Education (2nd Dollar)	12,804	12,489	9,802	11,000	11,000	14,000	3,000	27.27%
110	Fire Rescue District	7,618,758	7,772,028	7,825,326	9,141,690	9,341,690	9,638,000	496,310	5.43%
115	Tree Fund	130,060	76,930	168,238	363,710	509,280	163,860	(199,850)	-54.95%
120	Solid Waste District	10,133,781	7,621,587	8,239,509	9,484,760	9,670,275	8,787,210	(697,550)	-7.35%
125	Warm Mineral Springs	-	669,412	931,026	1,515,500	1,625,803	1,321,200	(194,300)	100.00%
135	Building	1,016,720	1,224,376	1,450,373	2,231,880	2,834,880	2,425,450	193,570	8.67%
144	Escheated Lot-Land	2,762,387	72,380	128,253	46,000	2,091,020	-	(46,000)	-100.00%
145	Escheated Lot-Roads	140,175	-	-	-	-	-	-	0.00%
146	Escheated Lot - Parks	102,697	34,900	113,158	20,000	20,000	-	(20,000)	-100.00%
150	Law Enforcement Impact Fee	19,922	18,300	70,917	105,040	105,040	271,550	166,510	158.52%
151	Fire Impact Fee	16,277	75,848	187,709	32,500	554,218	-	(32,500)	-100.00%
152	Parks and Rec Impact Fee	-	408,168	108,734	830,000	866,142	450,000	(380,000)	100.00%
153	Transportation Impact Fee	6,682,916	2,647,987	1,821,763	4,331,260	4,780,740	4,606,270	275,010	6.35%
156	Solid Waste Impact Fee	2	-	-	-	100,000	-	-	-100.00%
157	General Government Impact Fee	40,000	-	-	-	-	129,010	129,010	100.00%
170	DEP Trust Fund	-	6,123	21,968	-	525,326	8,500	8,500	-100.00%
520	Fleet Maintenance	4,553,142	3,908,873	3,776,039	3,673,650	3,676,450	4,195,210	521,560	14.20%
530	Self Insurance Fund	-	-	946,803	1,351,200	1,351,200	1,357,200	6,000	0.44%
Subtotal -Special Revenue Funds		\$ 46,580,709	\$ 40,475,203	\$ 40,645,932	\$ 48,501,560	\$ 59,028,520	\$ 52,625,340	4,123,780	8.50%
205	Road Reconstruction Bond Debt Service	2,746,662	2,669,004	2,668,197	2,682,500	2,682,500	2,676,300	(6,200)	-0.23%
Subtotal -Special Revenue Funds		\$ 2,746,662	\$ 2,669,004	\$ 2,668,197	\$ 2,682,500	\$ 2,682,500	\$ 2,676,300	(6,200)	-0.23%
305	Surtax II	-	-	689,153	-	2,504,727	810,600	810,600	-100.00%
306	Surtax III	3,765,547	5,792,567	5,173,724	9,520,270	18,849,625	17,094,400	7,574,130	79.56%
320	Maintenance Facility Construction	104,065	-	-	-	-	-	-	0.00%
325	Capital Acquisition Fund	959,012	3,153,222	1,451,095	1,491,580	4,731,801	3,426,420	1,934,840	129.72%
330	Road Reconstruction Fund	5,718,774	6,605,012	11,090,739	3,100	18,362,113	4,500	1,400	45.16%
Subtotal -Capital Funds		\$ 10,547,398	\$ 15,550,801	\$ 18,404,711	\$ 11,014,950	\$ 44,448,266	\$ 21,335,920	10,320,970	93.70%
420	North Port Utility Department	17,449,164	17,586,086	18,103,371	24,858,860	27,427,152	28,571,880	3,713,020	14.94%
423	Water Impact Fee	6,018,927	5,903,583	380,779	680,000	1,547,136	1,352,460	672,460	98.89%
424	Sewer Impact Fee	4,360,421	1,323,927	692,233	907,140	2,826,611	2,617,440	1,710,300	188.54%
431	Utility Construction Fund	19,716	-	-	-	552,152	-	-	-100.00%
Subtotal -Proprietary Funds		\$ 27,848,228	\$ 24,813,596	\$ 19,176,383	\$ 26,446,000	\$ 32,353,051	\$ 32,541,780	6,095,780	23.05%
810	Employee Benefit Fund	5,275,960	5,541,268	5,968,121	6,867,170	6,867,170	6,888,480	21,310	0.31%
Subtotal -Internal Service Funds		\$ 5,275,960	\$ 5,541,268	\$ 5,968,121	\$ 6,867,170	\$ 6,867,170	\$ 6,888,480	21,310	0.31%
TOTAL		\$ 122,311,379	\$ 118,789,003	\$ 117,661,295	\$ 129,387,230	\$ 179,808,901	\$ 152,612,280	23,225,050	17.95%

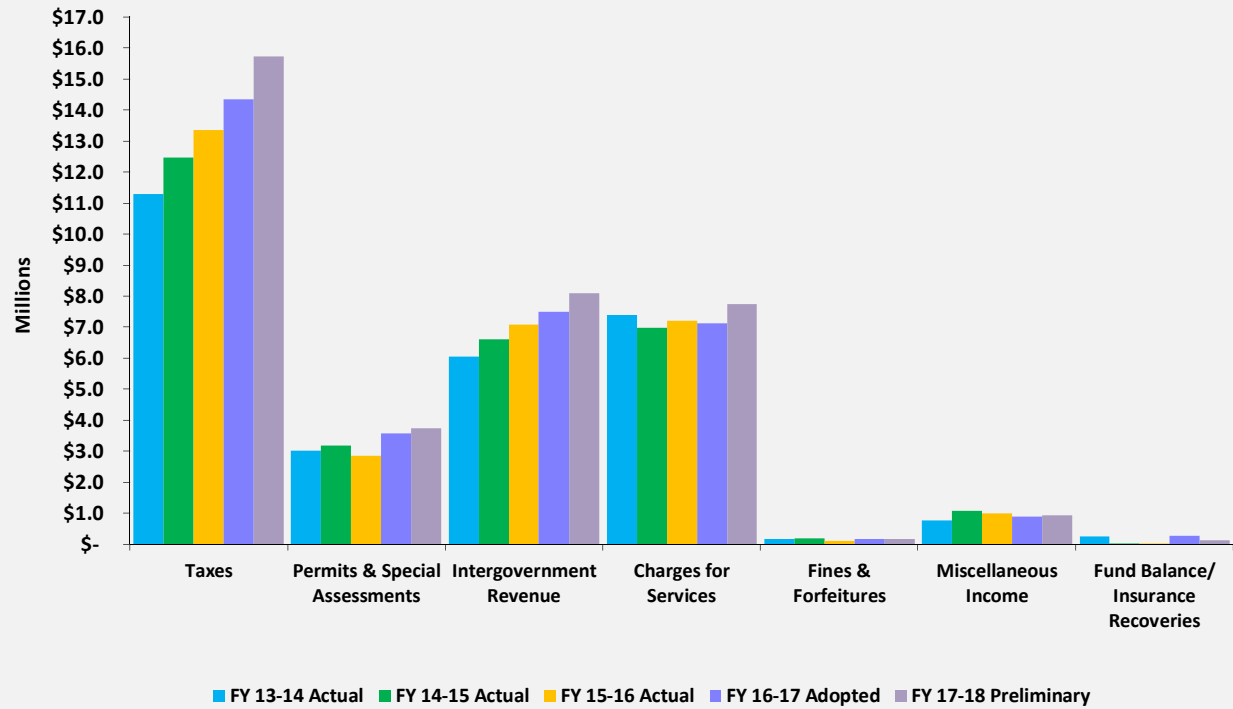
City of North Port

Gross Taxable Value - Ten Year Trend/History



	2009	2010	2011	2012	2013	2014	2015	2016	2017 Preliminary
<i>Taxable Value</i>	2,962,341,393	2,471,693,077	2,274,923,027	2,269,565,210	2,418,931,525	2,645,438,254	2,882,177,306	3,249,155,799	3,679,690,222
<i>Actual Tax Revenue</i>	11,078,235	9,614,476	8,035,010	7,850,463	8,071,414	8,102,022	9,228,706	10,087,025	n/a

City of North Port General Fund Revenue Sources



	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Adopted	FY 17-18 Preliminary
Taxes	\$ 11,288,018	\$ 12,458,435	\$ 13,342,996	\$ 14,330,310	\$ 15,720,840
Permits & Special Assessments	3,018,730	3,200,188	2,862,073	3,574,000	3,751,020
Intergovernment Revenue	6,048,613	6,588,193	7,066,446	7,489,240	8,081,580
Charges for Services	7,370,522	6,965,968	7,186,595	7,114,960	7,737,410
Fines & Forfeitures	173,626	190,904	108,574	174,070	170,960
Miscellaneous Income	773,343	1,092,758	1,007,714	908,050	938,520
Fund Balance/ Insurance Recoveries	268,047	26,777	17,310	284,420	144,130
TOTAL	\$28,940,899	\$30,523,223	\$31,591,708	\$33,875,050	\$36,544,460

General Fund
Fiscal Year 2017-18 Preliminary Revenue Detail

Account Code	Description	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Adopted	FY 16-17 Amended	FY 17-18 Preliminary	Change from FY 16-17	Percent Change
311 00 00	Ad Valorem Taxes	\$ 8,073,073	\$ 9,203,451	\$ 10,053,675	\$ 11,006,890	\$ 11,006,890	\$ 12,410,450	\$ 1,403,560	12.75%
311 10 00	Delinquent	28,949	25,255	33,350	30,000	30,000	30,000	-	0.00%
312 00 00	Local Opt, Use & Fuel Tax	449,949	480,631	515,890	477,000	477,000	477,000	-	0.00%
314 10 00	Electric UST	715,620	749,292	788,561	840,520	840,520	882,540	42,020	5.00%
315 00 00	Local Community Services Tax	1,886,925	1,863,757	1,809,323	1,834,900	1,834,900	1,779,850	(55,050)	-3.00%
316 00 00	Business Tax	117,569	119,454	125,344	125,000	125,000	125,000	-	0.00%
316 10 00	County Business Tax	15,933	16,595	16,853	16,000	16,000	16,000	-	0.00%
	Taxes	\$ 11,288,018	\$ 12,458,435	\$ 13,342,996	\$ 14,330,310	\$ 14,330,310	\$ 15,720,840	\$1,390,530	9.70%
323 10 00	Electric Franchise Fee	\$ 2,810,119	\$ 2,918,342	\$ 2,941,991	\$ 3,275,000	\$ 3,275,000	\$ 3,430,000	\$ 155,000	4.73%
323 40 00	Natural Gas	31,430	32,362	31,593	35,000	35,000	35,000	-	0.00%
324 62 05	Public Art	5,575	8,184	-	-	-	-	-	0.00%
325 00 00	Special Assessments	169,501	236,380	(118,096)	250,000	250,000	275,000	25,000	10.00%
329 00 00	Other Permits & Fees	410	2,110	6,105	11,850	11,850	9,700	(2,150)	-18.14%
329 10 00	Land Clearing/Temp Use Permits	-	-	-	150	150	-	(150)	-100.00%
329 30 00	Vehicles for Hire	1,695	2,810	480	2,000	2,000	1,320	(680)	-34.00%
	Permits & Special Assessments	\$ 3,018,730	\$ 3,200,188	\$ 2,862,073	\$ 3,574,000	\$ 3,574,000	\$ 3,751,020	\$177,020	4.95%
331 20 00	Federal Grants	\$ -	\$ 2,500	\$ 25,598	\$ -	\$ -	\$ -	\$ -	0.00%
331 20 02	Office of Justic Program	24,481	7,772	11,367	18,350	25,022	14,680	(3,670)	-20.00%
331 50 05	Community Dev Block Grant	60,004	54,915	58,757	-	54,000	-	-	0.00%
331 60 00	Human Service Grants	6,620	7,908	-	-	6,126	-	-	0.00%
331 70 00	Culture/Recreation Grants	-	250	-	-	-	-	-	0.00%
331 90 00	Other Federal Grants	100,000	-	-	-	-	-	-	0.00%
334 10 00	General Government Grants	-	15,000	-	-	-	-	-	0.00%
334 20 24	EMS Grant	4,185	3,994	3,754	4,500	4,500	4,500	-	0.00%
335 11 02	Municipal Revenue Sharing	1,236,899	1,451,009	1,570,847	1,700,730	1,700,730	1,836,790	136,060	8.00%
335 14 00	Mobile Home License	2,268	2,226	2,325	2,250	2,250	2,250	-	0.00%
335 15 00	Alcohol Beverage License	14,623	13,377	12,869	14,000	14,000	14,000	-	0.00%
335 18 00	One-Half Cent Local Sales Tax	4,598,533	5,028,895	5,378,559	5,749,410	5,749,410	6,209,360	459,950	8.00%
337 10 00	Other Grants - General Government	-	-	1,000	-	-	-	-	0.00%
337 20 00	Other Grants - Public Safety	1,000	-	1,370	-	-	-	-	0.00%
337 50 00	Economic Environment Grants	-	347	-	-	-	-	-	0.00%
	Intergovernmental Revenue	\$ 6,048,613	\$ 6,588,193	\$ 7,066,446	\$ 7,489,240	\$ 7,556,038	\$ 8,081,580	\$592,340	7.91%
341 10 30	Domestic Partnership Fees	\$ 480	\$ 120	\$ 210	\$ 180	\$ 180	\$ 180	\$ -	0.00%
341 10 40	Certificates, Copy, Recording Fees	53,115	58,915	42,614	45,130	45,130	44,690	(440)	-0.97%
341 10 80	Boat Fees	46,285	51,912	50,527	50,000	50,000	50,000	-	0.00%
341 90 10	Impact Funds Admin Fees	6,759	17,700	50,883	45,500	45,500	45,500	0	0.00%
341 90 20	Cost Recovery Income	-	630	886	1,000	1,000	1,000	0	0.00%
341 90 30	Easement Relocation Fees	825	-	-	1,000	1,000	1,000	-	0.00%
342 10 00	Police Services	3,250	-	-	1,000	1,000	1,000	0	0.00%
342 10 01	School Resource Officer	264,994	273,327	270,737	262,970	262,970	264,280	1,310	0.50%
342 10 02	Fingerprinting Fees	1,648	1,487	1,487	1,640	1,640	1,590	(50)	-3.05%
342 20 10	Ambulance transport	1,205,402	1,313,856	1,441,634	1,419,000	1,419,000	1,398,390	(20,610)	-1.45%
342 90 00	Cost Recovery Income	70,918	65,021	73,525	59,540	59,540	231,480	171,940	288.78%
342 91 00	CPR Training income	906	1,634	385	740	740	740	-	0.00%
342 92 00	Abandoned Const. Sites	-	420	256	-	-	-	-	0.00%
343 91 01	Lot Mowing Admin Fee	84,291	55,968	69,184	60,000	60,000	60,000	-	0.00%
346 90 05	County Reimb-Soc Srv EE	29,071	11,441	-	-	-	-	-	0.00%
347 10 00	Library Impact Fees - Net	1,218	753	2	-	-	-	-	0.00%
347 20 05	Camp Programs	91,213	97,056	98,488	103,310	103,310	149,420	46,110	44.63%
347 20 10	Athletic Programs	89,187	82,074	85,346	92,820	92,820	106,450	13,630	14.68%
347 20 15	Membership Fees	67,371	60,683	58,761	60,000	60,000	60,000	-	0.00%
347 20 20	Gift Cards	-	-	64	300	300	200	(100)	-33.33%
347 40 00	Parks & Recreation Events	16,838	21,520	21,106	19,910	19,910	28,020	8,110	40.73%
347 50 00	Recreation Facilities	41,792	47,034	51,921	53,710	53,710	58,350	4,640	8.64%
347 90 01	Warm Mineral Springs	510,354	-	-	-	-	-	-	0.00%
349 01 07	Charge to Road and Drainage	1,353,330	1,361,600	1,368,260	1,394,720	1,394,720	1,560,410	165,690	11.88%
349 01 10	Charge to Fire Rescue	630,480	622,460	603,230	691,280	691,280	734,850	43,570	6.30%
349 01 15	Charge to Tree Fund	8,290	7,030	12,050	6,860	6,860	9,880	3,020	44.02%
349 01 20	Charge to Solid Waste	557,940	567,320	587,640	463,230	463,230	461,420	(1,810)	-0.39%
349 01 40	Charge to Utilities	1,518,060	1,520,450	1,529,760	1,320,100	1,320,100	1,303,510	(16,590)	-1.26%
349 01 50	Charge to Building Fund	71,010	107,890	107,370	300,730	300,730	500,310	199,580	66.37%
349 01 60	Charge to Fleet Maintenance	283,090	256,980	227,610	244,210	244,210	283,810	39,600	16.22%
349 01 70	Charge to Warm Mineral Springs	-	-	61,700	80,830	80,830	95,630	14,800	18.31%
349 30 04	Zoning SDR Plans Review	3,610	4,410	4,905	5,000	5,000	5,000	0	0.00%
349 30 07	Culvert & Row Permit Fees	22,230	32,615	61,062	50,000	50,000	5,000	(45,000)	-90.00%
349 40 00	Prop Stand Abatement Fees	201,842	134,555	102,796	100,000	100,000	100,000	0	0.00%
349 65 01	General Applications	3,103	13,700	14,651	20,000	20,000	15,000	(5,000)	-25.00%
349 65 02	SDR Applications	122,388	161,359	176,866	150,000	150,000	150,000	-	0.00%
349 65 03	Reimbursements	430	112	269	400	400	100	(300)	-75.00%
349 65 04	Comprehensive Plan	4,892	7,471	4,672	7,000	7,000	5,000	(2,000)	-28.57%
349 65 05	Current Development	3,750	4,300	2,800	500	500	5,000	4,500	900.00%
349 70 00	Solicitation Bckgrnd Cks	160	2,165	2,938	2,350	2,350	200	(2,150)	-91.49%
	Charges for Services	\$ 7,370,522	\$ 6,965,968	\$ 7,186,595	\$ 7,114,960	\$ 7,114,960	\$ 7,737,410	\$622,450	8.75%

General Fund
Fiscal Year 2017-18 Preliminary Revenue Detail

Account Code	Description	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Adopted	FY 16-17 Amended	FY 17-18 Preliminary	Change from FY 16-17	Percent Change
351 00 00	Judgments and Fines	\$ 86,219	\$ 84,891	\$ 66,334	\$ 74,420	\$ 74,420	\$ 72,000	(\$2,420)	-3.25%
354 00 00	Violations of Local Ordinances	1,647	1,065	1,123	1,690	1,690	1,000	(690)	-40.83%
354 10 00	False Alarms	5,400	3,750	1,500	7,960	7,960	7,960	-	0.00%
354 91 00	Code Enforcement Bd Fine	80,360	90,518	39,728	90,000	90,000	90,000	-	0.00%
358 20 00	Forfeits Aband Prop Evid Currency	-	10,680	(111)	-	-	-	-	0.00%
	Fines & Forfeitures	\$ 173,626	\$ 190,904	\$ 108,574	\$ 174,070	\$ 174,070	\$ 170,960	(\$3,110)	-1.79%
361 00 00	Interest	\$ 56,927	\$ 161,415	\$ 137,307	\$ 95,000	\$ 95,000	\$ 95,000	\$ -	0.00%
361 15 00	Return on Investment	349,910	357,530	387,930	412,690	412,690	420,260	7,570	1.83%
362 00 00	Rents	144,555	138,677	156,447	153,930	153,930	159,080	5,150	3.35%
362 05 00	Family Service Center	70,222	102,386	106,383	111,380	111,380	109,800	(1,580)	-1.42%
364 00 00	Disposal of Fixed Assets	11,437	46,566	17,464	10,000	10,000	10,000	0	0.00%
365 00 00	Sale of Surplus Material	-	26	85	-	-	-	-	0.00%
366 00 00	Contributions and Donations	-	136,179	13,100	-	-	-	-	0.00%
366 10 00	Contributions and Donations	-	600	-	-	-	-	-	0.00%
366 10 02	Parks & Recreation Donations	4,475	427	11,726	19,000	19,000	23,100	4,100	21.58%
366 41 00	Community Foundation Grants	41,909	37,597	43,213	-	-	-	-	0.00%
366 44 00	Shop With a Cop Program Donations	-	-	6,233	-	1,000	6,000	6,000	100.00%
366 52 00	PD-K9 Unit/Banquet Donations	-	-	10,000	-	-	-	-	0.00%
366 55 00	PD-Santa Surprise Program Donations	-	-	2,220	-	1,000	6,000	6,000	100.00%
366 90 00	Social Services Donations	9,377	13,994	13,642	15,500	15,500	15,500	-	0.00%
366 92 00	H2O Program	226	522	208	500	500	500	-	0.00%
369 90 00	Other Miscellaneous Revenue	8,288	18,018	22,755	15,050	15,050	18,280	3,230	21.46%
369 90 10	P-Card Rebate	76,017	78,821	79,001	75,000	75,000	75,000	-	0.00%
	Miscellaneous Income	\$ 773,343	\$ 1,092,758	\$ 1,007,714	\$ 908,050	\$ 910,050	\$ 938,520	\$30,470	3.36%
381 00 00	Other Transfers	\$ 254,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
388 20 00	Insurance Recoveries	13,807	26,777	17,310	10,000	10,000	15,000	5,000	50.00%
389 90 00	Appropriated Fund Balance	-	-	-	274,420	759,966	129,130	(145,290)	-52.94%
	Other/Fund Balance	\$ 268,047	\$ 26,777	\$ 17,310	\$ 284,420	\$ 769,966	\$ 144,130	(\$140,290)	-49.32%
	Total General Fund Revenue	\$ 28,940,899	\$ 30,523,223	\$ 31,591,708	\$ 33,875,050	\$ 34,429,394	\$ 36,544,460	\$2,669,410	7.88%

**General Fund Budget Comparison
FY 2017-18 Preliminary Budget**

	FY 13-14 Actual	FY14-15 Actual	FY15-16 Actual	FY16-17 Adopted	FY16-17 Amended	FY17-18 Preliminary	Change from FY16-17	Percent Change
General Fund								
Revenue								
Taxes	11,288,018	12,458,435	13,342,996	14,330,310	14,330,310	15,720,840	1,390,530	9.70%
Permits & Special Assessments	3,018,730	3,200,188	2,862,073	3,574,000	3,574,000	3,751,020	177,020	4.95%
Intergovernmental	6,048,613	6,588,193	7,066,446	7,489,240	7,556,038	8,081,580	592,340	7.91%
Charges for Service	7,370,522	6,965,968	7,186,595	7,114,960	7,114,960	7,737,410	622,450	8.75%
Fines and Forfeitures	173,626	190,904	108,574	174,070	174,070	170,960	(3,110)	-1.79%
Miscellaneous Income	773,343	1,092,758	1,007,714	908,050	910,050	938,520	30,470	3.36%
Transfers	254,240	-	-	-	-	-	-	0.00%
Other	13,807	26,777	17,310	10,000	10,000	15,000	5,000	50.00%
Budgeted use of Fund Balance	-	-	-	274,420	759,966	129,130	(145,290)	-52.94%
TOTAL REVENUE	28,940,899	30,523,223	31,591,708	33,875,050	34,429,394	36,544,460	2,669,410	7.88%
Expenditures								
Commission	340,832	360,378	356,699	403,440	403,440	435,890	32,450	8.04%
City Attorney	604,669	539,296	625,792	685,100	685,100	725,500	40,400	5.90%
City Clerk	514,771	529,469	609,315	589,550	695,368	630,030	40,480	6.87%
Finance	1,122,612	1,150,935	1,208,179	1,340,030	1,403,030	1,478,850	138,820	10.36%
NDS-Planning & Zoning	440,580	702,960	878,517	1,224,000	1,459,000	1,053,040	(170,960)	-13.97%
NDS-Property Standards	561,476	554,778	635,239	821,220	821,220	784,580	(36,640)	-4.46%
NDS-Property Maintenance	2,492,897	2,508,627	2,730,914	3,166,580	3,174,880	3,055,200	(111,380)	-3.52%
General Services	1,963,001	2,392,773	2,282,674	2,739,080	2,874,994	2,749,750	10,670	0.39%
City Manager	1,059,429	1,084,318	1,141,096	1,337,360	1,335,050	1,536,080	198,720	14.86%
Human Resources	386,161	561,220	586,733	751,670	751,670	864,380	112,710	14.99%
Police Department	13,860,199	13,942,114	14,112,489	14,555,280	14,564,002	16,026,130	1,470,850	10.11%
Emergency Medical Services	3,975,541	3,965,120	4,079,786	4,442,330	4,442,330	5,115,270	672,940	15.15%
GS-Parks and Recreation	986,327	983,866	1,005,656	1,246,450	1,246,350	1,319,620	73,170	5.87%
Non Departmental	1,003,927	463,277	544,862	572,960	572,960	770,140	197,180	34.41%
TOTAL EXPENDITURES	29,312,422	29,739,131	30,797,951	33,875,050	34,429,394	36,544,460	2,669,410	7.88%

City of North Port, Florida
General Fund
Fiscal Year 2017-18 Preliminary Expenditure Schedule by Service Category

	FY13-14 Actual	FY14-15 Actual	FY15-16 Actual	FY16-17 Adopted	FY16-17 Amended	FY17-18 Preliminary	Percent Change
GENERAL GOVERNMENT							
Commission	340,832	360,378	356,699	403,440	403,440	435,890	8.04%
Legal/City Attorney	604,669	539,296	625,792	685,100	685,100	725,500	5.90%
City Clerk	514,771	529,469	609,315	589,550	695,368	630,030	6.87%
Finance	1,122,612	1,150,935	1,208,179	1,340,030	1,403,030	1,478,850	10.36%
NDS - Planning & Zoning	440,580	702,960	878,517	1,224,000	1,459,000	1,053,040	-13.97%
NDS - Property Standards	561,476	554,778	635,239	821,220	821,220	784,580	-4.46%
NDS - Property Maintenance	2,492,897	2,508,627	2,730,914	3,166,580	3,174,880	3,055,200	-3.52%
General Services	1,572,367	1,978,313	1,977,848	2,519,800	2,571,218	2,552,800	1.31%
Human Resources	386,161	561,220	586,733	751,670	751,670	864,380	14.99%
City Manager	721,228	870,904	927,554	1,027,150	1,024,840	991,100	-3.51%
Non Departmental	1,003,927	463,277	544,862	572,960	572,960	770,140	34.41%
TOTAL GENERAL GOVERNMENT	9,761,520	10,220,157	11,081,652	13,101,500	13,562,726	13,341,510	1.83%
PUBLIC SAFETY							
Police Department	13,860,199	13,942,114	14,112,489	14,555,280	14,564,002	16,026,130	10.11%
Emergency Medical Services	3,975,541	3,965,120	4,079,786	4,442,330	4,442,330	5,115,270	15.15%
TOTAL PUBLIC SAFETY	17,835,740	17,907,234	18,192,275	18,997,610	19,006,332	21,141,400	11.28%
ECONOMIC ENVIRONMENT							
Economic Development	338,201	213,414	213,542	310,210	310,210	544,980	75.68%
TOTAL ECONOMIC ENVIRONMENT	338,201	213,414	213,542	310,210	310,210	544,980	75.68%
HUMAN SERVICES							
Social Services (General Services)	390,634	414,460	304,826	219,280	303,776	196,950	-10.18%
TOTAL HUMAN SERVICES	390,634	414,460	304,826	219,280	303,776	196,950	-10.18%
CULTURE/RECREATION							
Parks and Recreation	986,327	983,866	1,005,656	1,246,450	1,246,350	1,319,620	5.87%
TOTAL CULTURE/RECREATION	986,327	983,866	1,005,656	1,246,450	1,246,350	1,319,620	5.87%
TOTAL EXPENDITURES	29,312,422	29,739,131	30,797,951	33,875,050	34,429,394	36,544,460	7.88%

City of North Port
Staffing Levels

Fund Department	Adopted FY 10-11	Amended FY 13-14	Adopted FY 14-15	Amended FY 14-15	Adopted FY 15-16	Amended FY 15-16	Adopted FY 16-17	Amended FY 16-17	Requested FY 17-18	Eliminated FY 17-18	Transferred FY 17-18	Budget Request FY 17-18	Staffing Changes FY 17-18
General Fund													
Commission	5	5	5	5	5	5	5	5				5	0
City Attorney		0	1	2	4	4	4	4				4	0
City Clerk	8	6	6	6	6	6	7	7				7	0
Finance	16	13	13	13	13	13	15	15	2			17	2
NDS-Property Standards	4	5	8	8	8	8	8	8				8	0
NDS-Property Maintenance	20	20	20	20	18	18	17	17	1			18	1
NDS-Planning & Zoning	6	8	11	11	12	12	12	12	1			13	1
General Services													
GS-Administration	2	3	3	3	3	3	3	3				3	0
GS-Information Technology	10	9	9	9	10	10	12	12				12	0
GS-Social Services	2	3	3	3	3	3	3	3				3	0
GS Social Services PT	2	3	3	3	1	1	1	1				1	0
GS-Parks and Recreation	10	12	12	12	12	12	15	15				15	0
GS-Parks and Recreation (Permanent-PT)	8	7	7	7	7	7	5	5				5	0
City Manager	4	4	6	6	6	6	6	5				5	0
Economic Development	2	2	1	1	1	2	2	2				2	0
Communications	1	1	1	1	1	1	1	2				2	0
Human Resources	5	6	6	6	7	7	8	8	2			10	2
Police	131	130	130	130	139	139	140	140	6			146	6
Police-Record Tech (PT)	2	2	2	2	1	1	1	1				1	0
TOTAL FUND	279	239	247	248	257	258	265	265	12	0	0	277	12
Road and Drainage District	83	86	87	87	87	87	86	86	5			91	5
TOTAL FUND	83	86	87	87	87	87	86	86	5	0	0	91	5
Tree Fund	1	1	1	1	1	1	1	1	1			2	1
TOTAL FUND	1	1	1	1	1	1	1	1	1	0	0	2	1
Fire Rescue District	92	92	92	92	93	93	100	100	18			118	18
TOTAL FUND	92	92	92	92	93	93	100	100	18	0	0	118	18
Solid Waste District	34	36	37	37	38	38	40	40				40	0
TOTAL FUND	34	36	37	37	38	38	40	40	0	0	0	40	0
Water and Sewer Utility													
Administrative	15	17	17	17	18	18	19	19	1			20	1
Water Plant	7	8	9	9	11	11	10	10				10	0
Wastewater Plant	6	7	9	9	12	12	10	10	1			11	1
Field Operations	28	27	28	28	30	30	31	31	5			36	5
TOTAL FUND	56	59	63	63	71	71	70	70	7	0	0	77	7
Building Fund													
Building	13	14	15	15	17	17	19	19	2			21	2
TOTAL FUND	13	14	15	15	17	17	19	19	2	0	0	21	2
Fleet Maintenance	11	12	12	12	12	12	12	12	1			13	1
TOTAL FUND	11	12	12	12	12	12	12	12	1	0	0	13	1
All Funds	569	539	554	555	576	577	593	593	46	0	0	639	46

The above chart indicates the number of positions budgeted in each department. Not all positions are filled due to typical employee separations which may include retirement or leaving for other employment. The number of filled positions varies daily.



GENERAL FUND**GENERAL FUND SUMMARY**

The General Fund is the largest major fund of the City of North Port and is used to account for all governmental functions not required to be separately reported by laws or governmental policy. Most of the essential services such as police protection, landscape maintenance, neighborhood services and general administration are provided by the General Fund.

The total General Fund Preliminary Budget for FY 2018 is \$36,544,460 which is an increase of \$2,669,410, or 7.88% from FY 2017. The following chart is a summary budget of the General Fund for FY 2018.

FISCAL YEAR 2018
GENERAL FUND BUDGET

General Fund Revenues	
Ad Valorem Taxes	\$ 12,440,450
Other Taxes	3,280,390
Permits & Special Assessments	3,751,020
Intergovernmental Revenue	8,081,580
Charges for Services	7,737,410
Fines & Forfeitures	170,960
Investment Income	95,000
Miscellaneous Revenues	843,520
Other Sources	15,000
Appropriated Fund Balance	129,130
<i>Total Revenues & Other Financing Sources</i>	<i>\$ 36,544,460</i>
Expenditures	
City Commission	\$ 435,890
City Attorney	725,500
City Manager	1,536,080
City Clerk	630,030
Finance	1,478,850
General Services	2,749,750
Parks & Recreation	1,319,620
Human Resources	864,380
Police	16,026,130
Emergency Medical	5,115,270
Building – Planning & Zoning	1,053,040
Building - Property Standards	784,580
Building - Property Maintenance	3,055,200
Non-Departmental	770,140
<i>Total Expenditures</i>	<i>\$ 36,544,460</i>

REVENUES**TAXES**

The primary revenue source of the General Fund is the local tax base. Local taxes, totaling \$15,720,840, comprise approximately 43.17% of the General Fund revenues. Ad valorem taxes, more commonly called property taxes, are estimated at \$12,440,450 for FY 2018, which is a 12.72% increase from FY 2017.

Other taxes include the Local Communications Services Tax, a Public Utility Tax, and the Local and County Business Taxes, formerly known as Occupational Licenses. The Local Communications Services tax rate is 5.72% with estimated revenue of \$1,779,850. The Utility Service Tax and the Business Taxes are projected at \$882,540 and \$141,000, respectively.

Also, other taxes include the insurance premium taxes for both fire and police. Participating cities are eligible to receive annual distributions of state premium tax collections on property and casualty insurance policies written within the city/district limits or boundaries of the participating plan. The amount of premium taxes collected under Florida Statutes Chapter 175 is equal to 1.85 percent of all property insurance written within the city limits or boundaries (in the case of fire districts) of the participating plan. Chapter 185 levies a 0.85 percent tax on all casualty insurance premiums written within the city limits of the participating plan. These amounts are collected by the Department of Revenue and reported on the DR-908 tax return, and then transferred to the Police Officers and Firefighters' Premium Tax Trust Funds at the Division of Retirement. These funds are then available for distribution on or before July 1 to the participating pension plans on an annual basis, once the plan has been determined to be in compliance with all applicable statutory requirements. FY 2018 projected fire and police insurance premium taxes are \$145,000 and \$332,000, respectively.

The following chart shows the historical and projected tax revenues for the General Fund.

GENERAL FUND TAX REVENUES
HISTORICAL AND ADOPTED
FY 2014 – FY 2018

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Preliminary
Revenues					
Ad Valorem	\$ 8,102,022	\$ 9,228,706	\$ 10,087,025	\$ 11,036,890	\$ 12,440,450
Local and County Business Taxes	133,502	136,049	142,197	141,000	141,000
Utility Service Taxes	715,620	749,292	788,561	840,520	882,540
Local Communication Service Taxes	1,886,925	1,863,758	1,809,323	1,834,900	1,779,850
Insurance Premium Taxes	449,949	480,630	515,890	477,000	477,000
<i>Total Taxes</i>	\$11,288,018	\$12,458,435	\$ 13,342,996	\$14,330,310	\$15,720,840

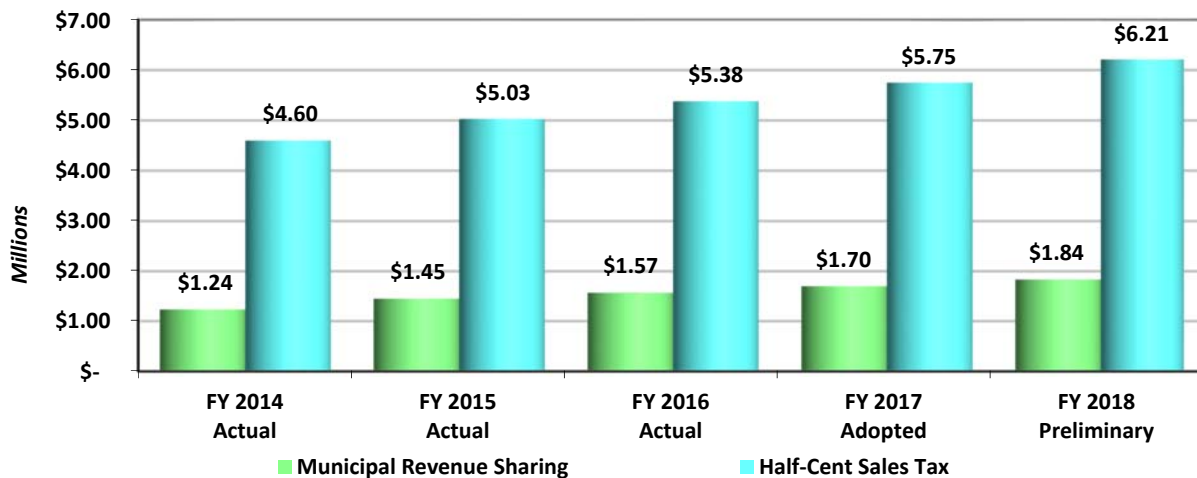
PERMITS AND SPECIAL ASSESSMENTS

The General Fund is budgeted to collect \$3,751,020 in permits and special assessments for FY 2018. The primary revenue in this category is the Electric Franchise Fee with estimated revenue of \$3,430,000.

INTERGOVERNMENTAL REVENUES

Intergovernmental Revenues in the General Fund are budgeted at \$8,081,580. The largest source of intergovernmental revenue is the half-cent local sales tax, budgeted at \$6,209,360. Another large tax collected is from the Municipal Revenue Sharing Program, formerly called the 11-cent Cigarette Tax. This tax is expected to bring \$1,836,790 to the General Fund. The following graph illustrates five years of Intergovernmental Revenues.

**INTERGOVERNMENTAL REVENUES
HISTORICAL AND ADOPTED REVENUES
FY 2014 – FY 2018**



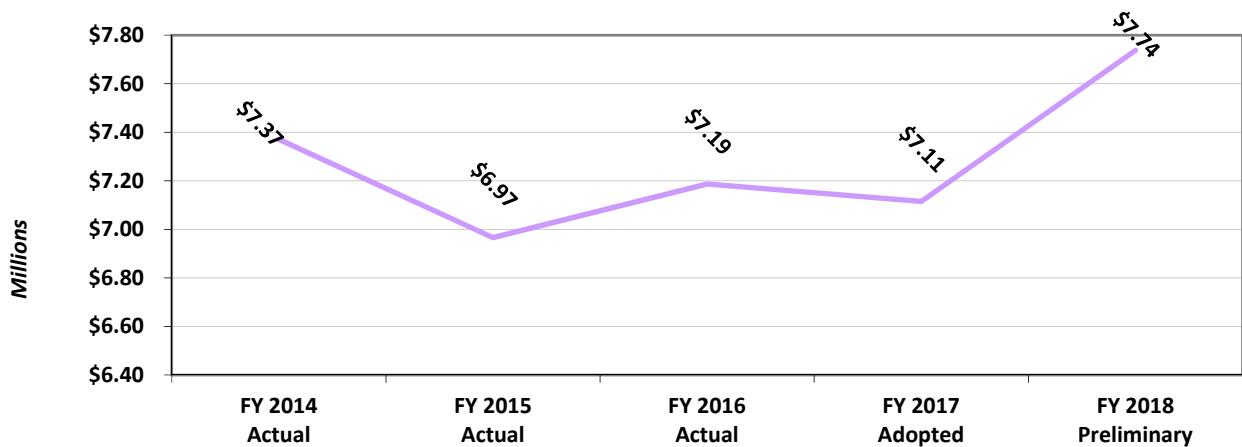
CHARGES FOR SERVICES

The General Fund is budgeted to collect \$7,737,410 in Charges for Services. A small portion of this is collected from minor fees such as boating fees and copy and records charges. However, the primary source of Charges for Services is the administrative charges for necessary services provided by the General Fund to other operating funds. For example, the Finance Department, in the General Fund, provides all accounting, check writing and payroll management to other funds. The administrative charge is an attempt to recoup those costs.

The amount charged to each fund is based on cost allocations; a two-step allocation method is applied prior to distributing the costs to the service recipients. The General Fund administrative charges for FY 2018 total \$4,949,820.

Also, included in the General Fund are charges for ambulance/transportation services. The revenue anticipated from ambulatory transport services is \$1,398,390. Charges for Services increased \$622,450 or 8.75% from FY 2017. The chart below illustrates the five-year revenue analysis.

**CHARGES FOR SERVICES
HISTORICAL AND ADOPTED REVENUES
FY 2014 – FY 2018**



FINES AND FORFEITURES

Fines and Forfeitures revenues are generated from traffic-type citations and other violations of local ordinances. The City estimates revenues of \$170,960 for FY 2018.

MISCELLANEOUS INCOME

A major source of miscellaneous revenue is the return on investment (ROI) totaling \$420,260. The North Port Utility is an enterprise or business entity which utilizes city properties to operate its business. The utilization of those properties is considered an investment by the City. The ROI represents the City and its citizens' return on investment in the North Port Utility.

A primary Miscellaneous Income for all funds is Interest Income. Interest Income is estimated by multiplying an assumed interest rate by a projected fund balance. FY 2018 General Fund interest income projection is \$95,000.

Rental Income is estimated at \$268,880. Approximately \$109,800 of rental income is from agencies leasing office space in the Family Services Center. The balance of the rent revenues is from three cell tower leases, the Bay flight lease and the Community Education Center room rentals.

OTHER SOURCES

In FY 2018, the City anticipates a use of fund balance in the amount of \$129,130, which is anticipated to be used for one-time expenditures.

DEPARTMENTAL FUNCTIONS

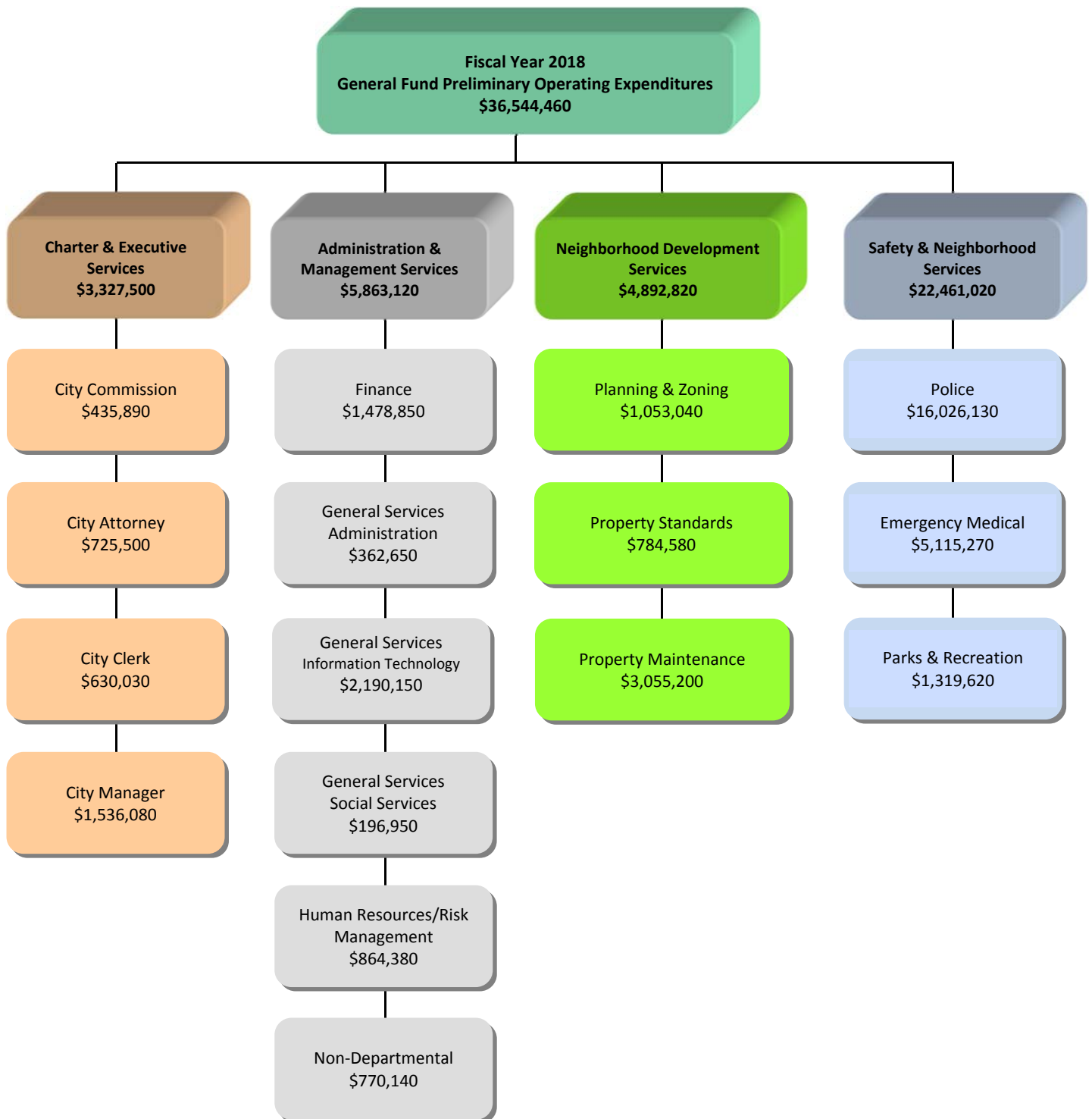
The General Fund departmental functions are categorized in the following chart by type of service provided.

DEPARTMENTAL FUNCTIONS

SERVICE CATEGORY	SERVICE FUNCTION
Charter & Executive Services	
City Commission	Legislative actions and policies.
City Attorney	Legal services.
City Clerk	Maintains the City records and disseminates information as requested.
City Manager	Overall management of the City and oversight of economic development and community outreach.
Administration & Management Services	
Finance	All financial services including: accounting, budget, payroll, procurement, investing and cash management.
Information Technology	All aspects of information technology including the City's internal network, website, and phone system.
Social Services	Community-based programs to provide assistance and support to citizens in need.
Human Resources/Risk Management	All aspects of recruitment and retention of City employees including training and risk management.
Non-Departmental	Includes general insurance premiums for the City, debt service payments, any General Fund subsidies, city-wide promotional activities, and other non-department specific costs.
Property Maintenance	Overall management and maintenance of all city properties.
Development Services	
Planning & Zoning	Provides the planning and zoning services for the development of the City.
Property Standards	Property standards including plans review and code enforcement of city regulatory standards.
Safety & Community Services	
Police	Community safety including law enforcement, drug-free programs, substance abuse education/mitigation and community partnerships.
Emergency Medical Services	Responds to requests for assistance including ambulance services, basic and advanced life support services.
Parks & Recreation	Recreational and cultural art activities for the community.

EXPENDITURES

The following chart illustrates the General Fund FY 2018 Preliminary Operating Budget within the service categories.

BREAKDOWN OF GENERAL FUND OPERATING EXPENDITURES

GENERAL FUND EXPENDITURES

FY 2018 General Fund personnel expenditures reflect an increase of \$2,168,590, or 8.53% from FY 2017. As a service organization, the majority of the General Fund expenditures are associated with personnel costs, with approximately 75.47 % of the expenditures being labor related. Major items contributing to the change in personnel costs are:

- ✓ Increased salaries and wages - \$1,291,180
- ✓ Increased FICA - \$80,990
- ✓ Increased FRS - \$178,680
- ✓ Increased Pension - \$166,350
- ✓ Medical healthcare insurance plan increases - \$443,300
- ✓ Increased educational assistance - \$8,100

For FY 2018, thirty new full-time positions were added to the General Fund, causing the increases in salaries/wages, FICA and FRS. Also, 3% salary/wage increases for all employees for FY 2018 contributed to the rise in personnel costs.

FY 2018 General Fund operating expenditures increased \$608,120 or 8.06% from FY 2017. Other contractual services were raised \$162,000, due mainly to the \$202,050 budgeted for the outsourcing of the crossing guard program. Repair and maintenance costs rose over \$200,000; for example: painting various facilities \$46,260; sealcoating and striping parking lots \$22,610; flooring at the Morgan Family Center \$16,170; resurfacing basketball/shuffleboard courts \$10,070; Atwater Park splash pad maintenance \$23,000 (last fiscal year \$18,000 was budgeted for this service in contracted services); increased maintenance on various software \$27,980; increase in the fleet allocation for police and emergency medical services (EMS) \$47,200 and \$17,760, respectively; and stretcher replacement and maintenance \$36,360. Other increases include: training and travel, \$53,010, due mainly to the training for the transitional recruit positions for EMS; minor operating expenditures, \$30,490, \$20,000 for replacement tasers and \$26,520 for the replacement of five trailers and the purchase of one trailer; rentals \$40,280, due mainly to the \$28,200 for the lease of six undercover detective vehicles; other current charges \$36,450, due mainly to the \$15,000 for a possible second page on the ballot and \$8,090 increase in the payment to Solid Waste for an additional and upsized dumpsters; promotional \$33,750, due to \$12,000 for two police programs (Santa Surprise and Shop with a Cop) and \$8,860 for various promotional items; and books, publications and subscriptions, \$101,140 due mainly to the additional Microsoft Office 365 user licenses needed and for additional software.

Capital expenditures decreased \$318,830 from FY 2017. Capital outlay for FY 2018 includes: \$56,000 Facility Commander software; \$70,000 video surveillance at the Police Department and the George Mullen Center; \$25,000 for offsite server and data replication; \$62,620 light poles at City Hall Complex; \$64,300 replacement of a/c coils in chillers for City Hall and the Police Department; \$39,600 replacement of two a/c package units at the George Mullen Center; \$55,800 vehicle for the new Sergeant position; \$15,000 replacement of a sign board; \$7,500 replacement/upgrade of Cellbrite; \$24,260 new staff vehicle; \$2,800 conditioning equipment; \$8,740 weatherbug outdoor alerting system; \$5,600 outdoor table tennis; and \$48,970 fitness center equipment at the Morgan Family Center.

Interfund transfers increased \$253,000 from FY 2017.

In summary, the following major impacts to the budget were addressed:

Continuation Expenses	Amount
Increased Salaries and Wages	\$ 1,291,180
Increased FICA	80,990
Increased Pension / Retirement Contributions	345,030
Increased Health Insurance Contributions	443,300
Increased Remaining Personnel Services	8,090
Decreased Professional Services	(38,500)
Increased Other Contractual Services	162,000
Decreased Water, Sewer, and Electricity	(17,880)
Increased Repairs and Maintenance	204,660
Increased Printing and Binding	17,310
Increased Promotional	33,750
Increased Other Current Charges	36,450
Increased Travel and Training	53,010
Decreased Insurance	(18,190)

Increased Minor Operating Expenditures	30,490
Increased Rentals and Leases	40,280
Increased Books and Publications	101,140
Increased Remaining Operating Expenditures	3,600
Total	\$ 2,776,710

DEPARTMENTAL HIGHLIGHTS

The FY 2018 Preliminary General Fund operating budget includes the following highlights, the details of which are included in each departmental section of the budget. Comparisons to FY 2017 are made with the Adopted Budget, rather than the Amended Budget.

CITY COMMISSION

The City Commission operating expenditures increased \$5,170 (3.30%) mainly due to additional funds for membership fees.

The General Fund appropriations of the City Commission increased by \$32,450 or 8.04%. Personnel expenditures increased by \$27,280 (11.06%) because of increases in the Florida Retirement System (FRS) contributions and the health insurance costs.

CITY ATTORNEY

The City Attorney's office is considered a charter office as established under Article XV of the North Port City Charter and he or she is appointed by the City Commission. In FY 2014, the Commission decided to bring legal services in-house rather than using outside contracted services. Therefore, in September 2014, an in-house City Attorney was hired. The General Fund appropriation of \$725,500 for fiscal year 2018 is a \$40,400 increase or 5.90% over fiscal year 2017.

Personnel expenditures were raised \$15,400 due to the following increases: salaries and wages \$3,210 due to the 3% budgeted increases; FRS \$3,110; and health insurance \$9,470 due to higher premiums. Operating expenditures increased \$25,000 due to additional outside legal litigation services requested.

CITY CLERK

The City Clerk's budget reflects an increase of \$39,480 or 7.89% in personnel expenditures mainly due to the rises in FRS and health insurance costs of \$16,320 and \$13,750, respectively. Operating expenditure also increased \$22,650 or 33.61% due to a one-time purchase of \$3,860 for promotional items and \$15,000 for a possible second ballot page. Capital outlay decreased \$21,650 over fiscal year 2017; last year a vehicle was replaced. The General Fund appropriation for the City Clerk increased by \$40,480 or 6.87%.

CITY MANAGER

The City Manager is Chief Administrative Officer of the City, reporting directly to the City Commission. The City Manager's department personnel expenditures decreased \$73,140 (9.94%). Last fiscal year, the Community Outreach Division was retitled to the Communications Division and the Community Outreach Manager position was retitled and regraded to Communications Manager. The Public Information Officer (PIO), a member of the City Manager's staff, was promoted to this position; therefore, the PIO's salary was moved from the City Manager Division to the Communications Division, causing the decrease in salaries and wages. Operating expenditures increased \$8,490 (13.17%) mainly due to the transfer of the cost of the citizen survey of \$18,000 to the City Manager's budget from the Communications Division's budget and the increase of \$8,510 in strategic planning services. Partially offsetting these increases was a decrease of \$15,000 in minor operating expenditures due to the transferring of the Citizen Relationship Management software from the City Manager's budget to the Information Technology budget.

The General Fund appropriation for the City Manager's budget reflects a decrease of \$64,650 or 8.08%.

Also under the City Manager's department is Economic Development. Personnel expenditures increased \$7,870 (5.14%) mainly due to the 3% budgeted increases and the \$3,920 increase in health insurance costs. Operating expenditures increased \$226,900 (144.49%) due to the \$219,200 rise in other professional services which include \$33,600 for market research services, \$24,720 for business attraction services and \$200,000 for a consultant well-versed in the hospital certificate of need process. Overall, the General Fund appropriation for Economic Development increased \$234,770 or 75.68%.

The newly named Communications Division helps to foster inter-relationships among citizens and various organizations within the community and region. The operating budget for this division decreased \$46,600 (32.55%) mainly due to the transfer of the citizen survey (\$18,000) to the City Manager's budget and a transfer of advertising costs (\$32,710) to the General Services-Administration budget due to the Communications Division reorganization. Personnel expenditures increased \$75,200 (89.57%). As was mentioned above, the Community Outreach Division was retitled to the Communications Division and the Community Outreach Manager

position was retitled and regraded to Communications Manager. The Public Information Officer (PIO), a member of the City Manager's staff, was promoted to this position; therefore, the PIO's salary was moved from the City Manager Division to the Communications Division. The division now includes two positions, Communications Manager and community outreach coordinator, rather than one. Overall the General Fund appropriation for the Communications Division was raised \$28,600 or 12.59%.

FINANCE

The Finance Department is responsible for the administrative services provided in the areas of accounting; fixed assets; receivables; payables; revenue; purchasing; payroll; budget development and control; investment management; and debt service management. The department's personnel expenditures increased \$134,090 (11.19%) due to the addition of two new positions, a contract specialist II and a purchasing specialist II. Also, the salary and wage increases plus associated impact to payroll benefits, and health insurance increased costs round out the personnel costs. Operating expenditures were raised by \$4,730 (3.34%) mainly due to the \$3,000 increase in accounting and auditing services. Overall, the Finance Department's budget increased \$138,820 or 10.36% from FY 2017.

GENERAL SERVICES

The General Services Department oversees the operations of four divisions: Administration; Information Technology; Social Services; and Parks and Recreation. The combined increased cost of the four divisions, in the General Fund, is \$83,340.

Administration: A \$19,300 (7.24%) increase in personnel costs is attributable to wage and salary, FICA, and FRS increases. Operating expenditures increased \$70,240 (1057.83%). In FY 2017, the General Services Department reclassified a vacant Administrative Services Specialist position to a Customer Services Coordinator to manage the overall marketing, advertising, and social media presence for the Department's services which resulted in increases in other professional services, travel and training, printing and binding, promotional activities and advertising. The General Fund appropriation for General Services - Administration increased overall by \$89,540 or 32.79%.

Information Technology: The Information Technology (IT) Division provides for the technology needs of all the departments within the City. Capital expenditures are proposed to decrease \$51,790, or 25.54% in FY 2018. Last fiscal year included a SAN expansion infrastructure project of \$145,000. The operating budget for this division reflects a decrease of \$56,300 (4.9%). In FY 2018, fewer computer replacements are scheduled; also, last fiscal year included a one-time cost of \$45,000 for the IT office move.

Personnel expenditures were raised \$51,550 (5.76%) due to the increases in wages, FICA, Florida retirement system, and healthcare benefits. The General Fund budget for IT decreased overall \$56,540, or 2.52%.

Social Services: The Social Services Division increased operating expenditures by \$4,740 (16.49%) due to the one-time cost of \$5,000 for conference room improvements. Personnel expenditures are scheduled to decrease \$27,070 (14.21%) mainly due to attrition. The Division's budget reflects an overall decrease of \$22,330, or 10.18%.

Parks & Recreation: The Parks & Recreation Division oversees the design and construction of park projects and conducts many major special events. The division's personnel costs increased \$78,400 (8.51%) due to wage/salary, FICA, FRS and health insurance costs increases and the addition of more summer hours due to the new middle school and specialty camps. The operating expenditures were reduced \$8,540 (3.22%); last fiscal year included \$42,250 in minor operating equipment for the purchase of canopy benches with charging units and furniture replacement at the Morgan Family Center. Partially offsetting this decrease was an increase of \$21,460 in several accounts due to the new middle school and specialty summer camp programs. Capital outlay increased \$3,310 and includes: \$8,740 for a weatherbug outdoor alerting system, \$5,600 for an outdoor table tennis and \$48,970 for fitness center equipment replacement at the Morgan Family Center. The General Fund budget for Parks and Recreation increased \$73,170 or 5.87%.

HUMAN RESOURCES/RISK MANAGEMENT

In prior years, Human Resources and Risk Management were a division of the General Services Department; effective FY 2016, HR and Risk Management are now a department separate from General Services. Personnel expenditures in Human Resources/Risk Management increased \$139,880 or 24.01% mainly due to the addition of two new positions, a Human Resources Coordinator and a Staff Assistant I. Also, personnel costs include increases in wages and salaries plus the associated impact to payroll benefits, and healthcare costs. Operating expenditures were reduced \$27,170 (16.06%) due mainly to the \$35,000 decrease in other professional services; last fiscal year included \$40,000 for a compensation study. The General Fund budget for Human Resources/Risk Management increased overall \$112,710, or 14.99%.

POLICE

The mission of the North Port Police Department is to create partnerships within the community and secure the safety of all residents and visitors. The Police Department operating expenditures reflects an increase of \$449,490 (32.21%) from FY 2017, mainly due to the \$202,050 increase in contracted services for the outsourcing of the crossing guard program; \$29,570 increase in rentals and leases for the leasing of six undercover detective vehicles; \$47,200 increase in the fleet allocation; \$12,000 increase in community programs for Santa Surprise and Shop with a Cop (these expenditures are offset with donations received from local businesses and citizens throughout the year); \$20,310 increase in operating supplies (taser supplies and supplies for the special response team); \$68,000 uniforms increase; and \$58,230 increase in minor operating equipment (additional computer replacements, \$20,000 for tasers and \$12,500 for fitness center equipment). Personnel expenditures increased \$1,041,770 mainly due to the addition of six new positions and salary/wage increases including the impact of those increases on payroll benefits; retirement payouts of approximately \$50,130 also contributed to the increase. Healthcare costs increased approximately \$145,800, pension fund contributions rose over \$213,520 and overtime increased \$53,230. Capital expenditures of \$78,300 are scheduled for FY 2018; \$55,800 for a vehicle for the new police sergeant position, \$15,000 to replace a sign board, and \$7,500 for the replacement/upgrade of Cellbrite. Overall, the General Fund budget for Police reflects an increase of \$1,470,850, or 10.11%.

EMERGENCY MEDICAL SERVICES

Emergency Medical Services (EMS) is responsible for providing ambulance response including basic and advanced life support treatment to the citizens of North Port. Operating expenditures were raised \$191,980 (31.86%) due mainly to increases in repair and maintenance (\$30,980) for stretcher replacement and maintenance, EMS supplies (\$15,000), uniforms (\$21,870), protective gear (\$45,360), and training for the new transitional recruit positions (\$36,000).

Personnel expenditures increased \$450,900 or 11.95% due to addition of eighteen new positions and the corresponding increases in employee benefits. Health insurance costs rose \$55,810 and overtime increased \$19,240. A decrease of \$50,280 in the pension fund contribution is budgeted for FY 2018. Capital outlay of \$27,060 is budgeted for fiscal year 2018: \$2,800 for conditioning equipment and \$24,260 for a new staff vehicle. A transfer out of \$70,000 to the Capital Acquisitions Fund is scheduled for FY 2018, an increase of \$3,000. Overall, the EMS budget increased \$672,940, or 15.15%.

NEIGHBORHOOD DEVELOPMENT SERVICES – PLANNING AND ZONING

Planning and Zoning provides planning services including community development and long-range planning. The operating budget for Planning and Zoning reflects a decrease of \$272,640 (68.22%) attributable to the \$280,000 decrease in professional services. Planning contracted services were reduced \$30,000; surveying services for culvert rights-of-way permits were reduced \$50,000 as these services have been transferred to the Road and Drainage District; and consultant services were decreased \$200,000.

Personnel expenditures were raised by \$101,680 (12.33%) due to the addition of a senior planner position and increases in salaries & wages, FRS and health insurance costs. The Planning and Zoning budget overall decreased \$170,960 or 13.97% for FY 2018.

NEIGHBORHOOD DEVELOPMENT SERVICES – PROPERTY STANDARDS

Property Standards is responsible for inspections and compliance with statutory and local ordinances on residential and commercial property standards within the City. Operating expenditures were reduced by \$55,460 (16.21%), primarily attributable to the \$40,000 decrease in contracted services for high grass abatement violations which have declined due to a lower number of abandoned homes in the City. Also, minor operating equipment decreased \$14,750; last fiscal year included a one-time cost of \$14,750 for a code enforcement mobility module. Personnel expenditures increased \$18,820 or 3.93%, due to increases in wages and salaries and health insurance costs. The General Fund budget for Property Standards shows an overall decrease of \$36,640, or 16.21%.

NEIGHBORHOOD DEVELOPMENT SERVICES – PROPERTY MAINTENANCE

Property Maintenance provides several services including landscaping services to public areas throughout the City, parks maintenance and upkeep and overseeing regular building maintenance and custodial services. Personnel costs increased \$67,180 (6.66%) mainly due to the addition of a new Building Tech III position and the promotion of a Groundskeeper I to a Groundskeeper II. Operating expenditures increased \$79,420 (4.58%) mainly attributable to the following: painting various facilities (\$46,260); sealcoating and striping parking lots (\$22,610); flooring at the Morgan Family Center (\$16,170); resurfacing basketball/shuffleboard courts (\$10,070); additional Atwater Park splash pad maintenance \$5,000; and the replacement of five trailers and the purchase of one trailer \$26,520. Finally, capital expenditures for FY 2018 are proposed at \$166,520, a decrease of \$257,980 from the prior year. Included in capital outlay for fiscal year 2018 are the following: \$62,620 for light poles at City Hall Complex; \$64,300 for the replacement of a/c coils in the chillers for City Hall and the Police Department; and \$39,600 for the replacement of two a/c package units at the George Mullen Center. Overall, the General Fund budget for Property Maintenance reflects a decrease of \$111,380 or 3.52%.

NON-DEPARTMENTAL

The purpose of the Non-Departmental account is to serve as the budgetary division for the General Fund for all non-department specific costs that need to be allocated to all General Fund departments. The non-departmental operating expenditures decreased \$13,980 or 2.66% primarily attributable to the reduction of \$18,190 in insurance costs. There was no change in personnel expenditures and there are no capital expenditures proposed for fiscal year 2018. A transfer out of \$250,000 to the Capital Acquisitions Fund is budgeted for FY 2018; this is the first year that a transfer is scheduled for rolling stock and equipment replacements. Overall, the General Fund budget for the Non-Departmental account increased \$197,180 or 34.41% in FY 2018.

GENERAL FUND BUDGET COMPARISONS

The following chart shows the actual revenues and expenditures for the General Fund for Fiscal Years 2014 through 2016; the adopted for FY 2017 and the preliminary for FY 2018. The chart provides a comparative view of the General Fund for a five-year period.

**GENERAL FUND BUDGET COMPARISON
FY 2014 THROUGH FY 2018**

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Adopted	FY 17-18 Preliminary
Revenue					
Taxes	\$11,288,018	\$12,458,435	\$13,342,996	\$ 14,330,310	\$ 15,720,840
Permits & Special Assessments	3,018,730	3,200,188	2,862,073	3,574,000	3,751,020
Intergovernmental	6,048,613	6,588,193	7,066,446	7,489,240	8,081,580
Charges for Service	7,370,522	6,965,968	7,186,595	7,114,960	7,737,410
Fines and Forfeitures	173,626	190,904	108,574	174,070	170,960
Miscellaneous Income	773,343	1,092,758	1,007,714	908,050	938,520
Transfers	254,240	-	-	-	-
Other Sources	13,807	26,777	17,310	284,420	144,130
Total	\$ 28,940,899	\$30,523,223	\$31,591,708	\$ 33,875,050	\$ 36,544,460
Expenditures					
Commission	\$ 340,832	\$ 360,378	\$ 356,699	\$ 403,440	\$ 435,890
Legal/City Attorney	604,669	539,296	625,792	685,100	725,500
City Clerk	514,771	529,469	609,315	589,550	630,030
City Manager	1,059,429	1,084,318	1,141,096	1,337,360	1,536,080
Finance	1,122,612	1,150,936	1,208,179	1,340,030	1,478,850
General Services	1,963,001	2,392,772	2,282,674	2,739,080	2,749,750
Parks and Recreation	986,327	983,866	1,005,656	1,246,450	1,319,620
Human Resources/Risk Management	386,161	561,220	586,733	751,670	864,380
Police Department	13,860,199	13,942,114	14,112,489	14,555,280	16,026,130
Emergency Medical Services	3,975,541	3,956,462	4,079,786	4,442,330	5,115,270
Building – Planning & Zoning	440,580	702,960	878,517	1,224,000	1,053,040
Building - Property Standards	561,476	554,778	635,239	821,220	784,580
Building - Property Maintenance	2,492,897	2,508,627	2,730,914	3,166,580	3,055,200
Non-Departmental	1,003,927	463,277	544,862	572,960	770,140
Total	\$ 29,312,422	\$ 29,730,473	\$ 30,797,951	\$ 33,875,050	\$ 36,544,460

FUND BALANCE

There is a projected use of fund balance of \$129,130 in the General Fund to balance the FY 2017-18 Preliminary Budget. The following schedule shows the projected fund balance at September 30, 2018.

**GENERAL FUND
FUND BALANCE REPORT**

09/30/2016 Audited Fund Balance	\$ 11,573,307
Adjusted Reserve (Use) of Fund Balance FY 2016-17	(935,946)
Projected Fund Balance as of 09/30/17	\$ 10,637,361
2018 Preliminary Reserve (Use) of Fund Balance	(129,130)
Maximum Fund Balance Policy – 25% of FY 2018 Expenditures	(9,056,870)
Projected “Available” Fund Balance as of 9/30/18	\$1,451,361
(Excludes Economic Stability Policy)	
Economic Stability Policy – 10% of FY 2018 Expenditures	(3,622,750)

General Fund
Summary of Budgeted Revenues, Expenditures,
and Changes in Fund Balance

Current Year

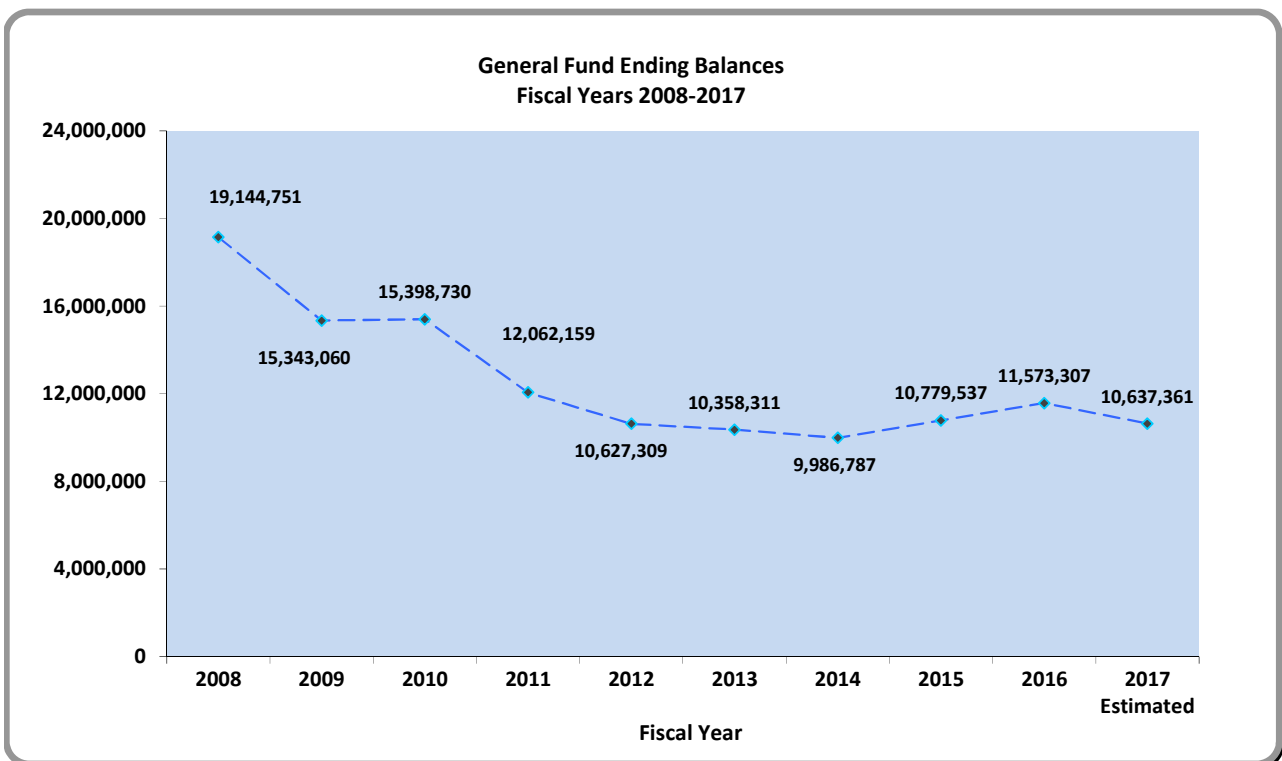
Fund Balance 09/30/16	\$11,573,307
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Current Year

Adjusted Revenues 10/16 - 09/17	\$ 33,669,428
Adjusted Expenditures 10/16 - 09/17	<u>(34,605,374)</u>
Increase/(Use) of Fund Balance	(935,946)
Estimated Fund Balance 09/30/17	<u>\$ 10,637,361</u>

Fiscal Year 2017-18

Budgeted Revenues 10/17 - 09/18	\$ 36,415,330
Budgeted Expenditures 10/17 - 09/18	<u>(36,544,460)</u>
Increase/(Use) of Fund Balance	(129,130)
Estimated Fund Balance 09/30/18	<u>\$ 10,508,231</u>
Fund Balance 25% Reserve	(9,056,870)
Estimated Available Fund Balance 09/30/18	<u>\$ 1,451,361</u>



General Fund Revenues

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Preliminary	% Change from FY 2017
Taxes						
Ad Valorem Taxes	\$ 8,102,022	\$ 9,228,706	\$ 10,087,025	\$ 11,036,890	\$ 12,440,450	12.72%
Insurance Premium Taxes	449,949	480,632	515,890	477,000	477,000	0.00%
Electric Utility Service Tax	715,620	749,292	788,561	840,520	882,540	5.00%
Local Communication Services Tax	1,886,925	1,863,757	1,809,323	1,834,900	1,779,850	-3.00%
Other Taxes	133,502	136,049	142,197	141,000	141,000	0.00%
Total Taxes	11,288,018	12,458,436	13,342,996	14,330,310	15,720,840	9.70%
Permits and Special Assessments						
Electric Franchise Fees	2,810,119	2,918,342	2,941,991	3,275,000	3,430,000	4.73%
Other Permits and Special Assessments	208,611	281,845	(79,918)	299,000	321,020	7.36%
Total Permits and Special Assessments	3,018,730	3,200,187	2,862,073	3,574,000	3,751,020	4.95%
Intergovernmental						
Municipal Revenue Sharing	1,236,899	1,451,009	1,570,847	1,700,730	1,836,790	8.00%
One-Half Cent Local Sales Tax	4,598,533	5,028,895	5,378,559	5,749,410	6,209,360	8.00%
Other Intergovernmental	213,181	108,290	117,040	39,100	35,430	-9.39%
Total Intergovernmental	6,048,613	6,588,194	7,066,446	7,489,240	8,081,580	7.91%
Charges for Service						
Ambulance/Transport-A.D.P. Inc.	1,205,402	1,313,856	1,441,634	1,419,000	1,398,390	-1.45%
Administrative Cost Allocation	4,422,200	4,443,730	4,497,620	4,501,960	4,949,820	9.95%
Other Charges for Service	1,742,920	1,208,382	1,247,341	1,194,000	1,389,200	16.35%
Total Charges for Service	7,370,522	6,965,968	7,186,595	7,114,960	7,737,410	8.75%
Fines and Forfeitures						
Fines and Forfeitures	173,626	190,904	108,574	174,070	170,960	-1.79%
Total Fines and Forfeitures	173,626	190,904	108,574	174,070	170,960	-1.79%
Miscellaneous						
Interest Income	56,927	161,415	137,307	95,000	95,000	0.00%
Other Miscellaneous Income	716,416	931,342	870,407	813,050	843,520	3.75%
Total Miscellaneous	773,343	1,092,757	1,007,714	908,050	938,520	3.36%
Other Sources						
Other Sources	268,047	26,777	17,310	10,000	15,000	50.00%
Use of Fund Balance	-	-	-	274,420	129,130	-52.94%
Total Other Sources	268,047	26,777	17,310	284,420	144,130	-49.32%
Total General Fund Revenues	\$ 28,940,899	\$ 30,523,223	\$ 31,591,708	\$ 33,875,050	\$ 36,544,460	7.88%

General Fund Expenditures

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Preliminary	% Change from FY 17
Commission						
<i>Personnel Expenditures</i>	\$ 226,828	\$ 229,632	\$ 231,568	\$ 246,660	\$ 273,940	11.06%
<i>Operating Expenditures</i>	114,004	130,746	125,131	156,780	161,950	3.30%
Total Expenditures	\$ 340,832	\$ 360,378	\$ 356,699	\$ 403,440	\$ 435,890	8.04%
City Attorney						
<i>Personnel Expenditures</i>	\$ 9,432	\$ 268,935	\$ 360,742	\$ 483,300	\$ 498,700	3.19%
<i>Operating Expenditures</i>	595,237	263,386	265,050	201,800	226,800	12.39%
<i>Capital Outlay</i>	-	6,975	-	-	-	0.00%
Total Expenditures	\$ 604,669	\$ 539,296	\$ 625,792	\$ 685,100	\$ 725,500	5.90%
City Manager						
<i>Personnel Expenditures</i>	\$ 827,160	\$ 789,213	\$ 874,681	\$ 972,720	\$ 982,650	1.02%
<i>Operating Expenditures</i>	232,269	295,105	266,415	364,640	553,430	51.77%
Total Expenditures	\$ 1,059,429	\$ 1,084,318	\$ 1,141,096	\$ 1,337,360	\$ 1,536,080	14.86%
City Clerk						
<i>Personnel Expenditures</i>	\$ 445,741	\$ 461,640	\$ 504,998	\$ 500,510	\$ 539,990	7.89%
<i>Operating Expenditures</i>	69,030	67,830	97,447	67,390	90,040	33.61%
<i>Capital Outlay</i>	-	-	6,870	21,650	-	-100.00%
Total Expenditures	\$ 514,771	\$ 529,470	\$ 609,315	\$ 589,550	\$ 630,030	6.87%
Finance						
<i>Personnel Expenditures</i>	\$ 1,002,877	\$ 1,029,018	\$ 1,072,590	\$ 1,198,300	\$ 1,332,390	11.19%
<i>Operating Expenditures</i>	119,735	121,916	135,589	141,730	146,460	3.34%
Total Expenditures	\$ 1,122,612	\$ 1,150,934	\$ 1,208,179	\$ 1,340,030	\$ 1,478,850	10.36%
General Services						
<i>Personnel Expenditures</i>	\$ 1,877,997	\$ 1,921,483	\$ 2,029,766	\$ 2,273,860	\$ 2,396,040	5.37%
<i>Operating Expenditures</i>	898,901	1,156,044	1,122,178	1,448,880	1,459,020	0.70%
<i>Capital Outlay</i>	172,430	299,112	136,386	262,790	214,310	-18.45%
Total Expenditures	\$ 2,949,328	\$ 3,376,639	\$ 3,288,330	\$ 3,985,530	\$ 4,069,370	2.10%

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Preliminary	% Change from FY 17
Human Resources						
<i>Personnel Expenditures</i>	\$ 331,880	\$ 369,405	\$ 486,082	\$ 582,530	\$ 722,410	24.01%
<i>Operating Expenditures</i>	54,281	191,815	100,651	169,140	141,970	-16.06%
Total Expenditures	\$ 386,161	\$ 561,220	\$ 586,733	\$ 751,670	\$ 864,380	14.99%
Police						
<i>Personnel Expenditures</i>	\$ 12,313,104	\$ 12,614,040	\$ 12,547,716	\$ 13,061,140	\$ 14,102,910	7.98%
<i>Operating Expenditures</i>	1,505,630	1,281,759	1,441,186	1,395,430	1,844,920	32.21%
<i>Capital Outlay</i>	-	4,850	82,122	57,240	78,300	36.79%
<i>Debt Service</i>	41,465	41,465	41,465	41,470	-	-100.00%
Total Expenditures	\$ 13,860,199	\$ 13,942,114	\$ 14,112,489	\$ 14,555,280	\$ 16,026,130	10.11%
Emergency Medical Services						
<i>Personnel Expenditures</i>	\$ 3,445,611	\$ 3,396,171	\$ 3,524,192	\$ 3,772,730	\$ 4,223,630	11.95%
<i>Operating Expenditures</i>	462,930	493,290	528,594	602,600	794,580	31.86%
<i>Capital Outlay</i>	-	-	-	-	27,060	100.00%
<i>Other Uses</i>	67,000	67,000	27,000	67,000	70,000	4.48%
Total Expenditures	\$ 3,975,541	\$ 3,956,461	\$ 4,079,786	\$ 4,442,330	\$ 5,115,270	15.15%
Neighborhood Development Services						
<i>Personnel Expenditures</i>	\$ 2,030,330	\$ 2,194,466	\$ 2,315,451	\$ 2,311,490	\$ 2,499,170	8.12%
<i>Operating Expenditures</i>	1,426,951	1,445,943	1,825,680	2,475,810	2,227,130	-10.04%
<i>Capital Outlay</i>	37,672	125,957	103,539	424,500	166,520	-60.77%
Total Expenditures	\$ 3,494,953	\$ 3,766,366	\$ 4,244,670	\$ 5,211,800	\$ 4,892,820	-6.12%
Non-Departmental						
<i>Personnel Expenditures</i>	\$ 9,075	\$ 6,831	\$ 1,650	\$ 8,800	\$ 8,800	0.00%
<i>Operating Expenditures</i>	994,852	456,446	543,212	525,320	511,340	-2.66%
<i>Capital Outlay</i>	-	-	-	38,840	-	-100.00%
<i>Interfund Transfer</i>	-	-	-	-	250,000	0.00%
Total Expenditures	\$ 1,003,927	\$ 463,277	\$ 544,862	\$ 572,960	\$ 770,140	34.41%
Total General Fund Expenditures	\$ 29,312,422	\$ 29,730,473	\$ 30,797,951	\$ 33,875,050	\$ 36,544,460	7.88%



City Commission

Fund

001-General Fund

Department/Division






0100-Commission Department

Mission

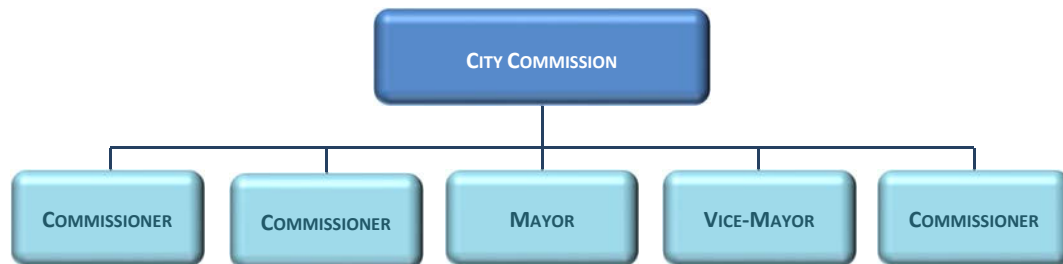
The mission of the City Commission is to achieve the City's vision by providing policy direction.

The City Commission serves as the legislative body for the City of North Port to establish city policies through resolutions and ordinances and is committed to act in a financially responsible manner, to provide quality municipal services, and to engage residents in governance and service delivery.

Core Services

-  **Customer Focused Service** – an accessible government that is focused and diligent in listening to the community and responding to their needs.
-  **Enhanced Quality of Life** – an aesthetically pleasing, environmentally-friendly community that is safe and provides for an improved quality of life for our citizens.
-  **Fiscally Responsible** – a fiscally responsible government that provides quality services in a cost effective manner to our residents.
-  **Public Health and Safety** – a responsible government that efficiently and equitably provides the health, safety and welfare services which are needed by our citizens.
-  **Sustainability** – a source of values that focus on renewable resources for a viable community.

Structure



Policy Agenda Accomplishments

- Continued service with the University of Florida Board of Trustees for the benefit of Florida Resilient Communities Initiatives to provide the review and update of the City's Comprehensive Plan & Land Development Code.
- Contracted for the design of Price Boulevard Widening project.
- Continued land acquisition along the Myakkahatchee Creek Greenway Trail.
- Continued efforts to bring a hospital to North Port.
- Proceeded with the development and design of a North Port pool at Butler Park.

Policy Initiatives

- Define the next steps in the full utilization of Warm Mineral Springs Park.
- Continue efforts with Suncoast Technical College for the use and construction of additional facilities.
- Ascertain future impacts of Mattamy Development.
- Research alternative service delivery options.

Operating Budget Detail

DESCRIPTION	FY 2014 <u>ACTUAL</u>	FY 2015 <u>ACTUAL</u>	FY 2016 <u>ACTUAL</u>	FY 2017 <u>ADOPTED</u>	FY 2018 <u>PRELIMINARY</u>
Salaries & Wages	\$ 147,061	\$ 147,061	\$ 147,061	\$ 147,060	\$ 147,060
Employee Benefits	79,767	82,571	84,507	99,600	126,880
PERSONNEL EXPENDITURES	226,828	229,632	231,568	246,660	273,940
Professional/Contracted Services	56,100	56,796	56,100	56,700	56,700
Current Operating Charges	31,179	39,679	36,968	54,530	55,030
Operating Supplies	26,725	34,271	32,063	45,550	50,220
OPERATING EXPENDITURES	114,004	130,746	125,131	156,780	161,950
TOTALS	\$ 340,832	\$ 360,378	\$ 356,699	\$ 403,440	\$ 435,890

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 <u>AMENDED</u>	FY 2015 <u>AMENDED</u>	FY 2016 <u>AMENDED</u>	FY 2017 <u>AMENDED</u>	FY 2018 <u>PRELIMINARY</u>
Commissioner – Charter position	5	5	5	5	5
TOTAL	5	5	5	5	5

City Commission
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0100-511-11-00 Executive Salaries	147,060	-	147,060
001-0100-511-21-00 FICA	11,070	-	11,070
001-0100-511-22-01 FRS	62,460	-	62,460
001-0100-511-23-00 Health/Dental/Life	25,760	-	25,760
001-0100-511-23-02 Vision	180	-	180
001-0100-511-24-00 Workers' Compensation	130	-	130
TOTAL PERSONNEL	246,660	-	246,660
001-0100-511-31-00 Professional Services	56,100	-	56,100
001-0100-511-31-05 Other Professional Svc- <i>SLA-17-0100</i>	600	(600)	-
001-0100-511-40-01 Travel-Seat 1	5,500	-	5,500
001-0100-511-40-02 Travel-Seat 2	5,500	-	5,500
001-0100-511-40-03 Travel-Seat 3	5,500	-	5,500
001-0100-511-40-04 Travel-Seat 4	5,500	-	5,500
001-0100-511-40-05 Travel-Seat 5	5,500	-	5,500
001-0100-511-41-00 Communication Services	4,750	-	4,750
001-0100-511-47-00 Printing & Binding	1,360	-	1,360
001-0100-511-48-00 Promotional Activities	7,570	-	7,570
001-0100-511-49-12 Ads & Public Notices	400	-	400
001-0100-511-49-13 Community Assistance	11,100	-	11,100
001-0100-511-49-69 Food	1,850	-	1,850
001-0100-511-51-00 Office Supplies	700	-	700
001-0100-511-52-02 Fuel	500	-	500
001-0100-511-52-50 Minor Operating	-	-	-
001-0100-511-54-00 Books, Publications, Subscriptions	29,850	-	29,850
001-0100-511-55-01 Training & Education-Seat 1	2,900	-	2,900
001-0100-511-55-02 Training & Education-Seat 2	2,900	-	2,900
001-0100-511-55-03 Training & Education-Seat 3	2,900	-	2,900
001-0100-511-55-04 Training & Education-Seat 4	2,900	-	2,900
001-0100-511-55-05 Training & Education-Seat 5	2,900	-	2,900
TOTAL OPERATING	156,780	(600)	156,180
CAPITAL			
001-0100-511-63-00 Improvements other than Buildings	-	-	-
TOTAL CAPITAL	-	-	-
TOTALS	403,440	(600)	402,840

CITY COMMISSION
BUDGET ANALYSIS

001-0100-511

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
11 Executive Salaries	\$ 147,061	\$ 147,061	\$ 147,061	\$ 147,060	\$ 147,060	\$ 147,060
Salaries & Wages	147,061	147,061	147,061	147,060	147,060	147,060
21 FICA	10,484	10,964	11,075	11,070	11,070	10,140
22 Retirement Contributions	45,192	50,239	49,836	62,460	62,460	66,830
23 Life & Health Insurance	23,958	21,234	23,466	25,940	25,940	49,780
24 Workers' Compensation	133	134	130	130	130	130
Employee Benefits	79,767	82,571	84,507	99,600	99,600	126,880
Total Personnel Expenditures	226,828	229,632	231,568	246,660	246,660	273,940
<i>OPERATING EXPENDITURES</i>						
31 Professional Services	56,100	56,796	56,100	56,700	56,100	56,700
Professional/Contracted Services	56,100	56,796	56,100	56,700	56,100	56,700
40 Travel and Per Diem	17,534	27,441	23,391	27,500	27,500	27,500
41 Communication Services	5,090	4,646	4,675	4,750	4,750	4,750
47 Printing & Binding	1,092	825	975	1,360	1,360	1,360
48 Promotional Activities	4,944	4,627	4,929	7,570	7,570	8,070
49 Other Current Charges	2,519	2,140	2,998	13,350	13,350	13,350
Current Operating Charges	31,179	39,679	36,968	54,530	54,530	55,030
51 Office Supplies	91	650	557	700	700	700
52 Minor Operating Expenditures	80	101	1,200	500	500	700
54 Books, Public, Subs, Member	22,403	24,746	25,852	29,850	29,850	34,320
55 Training & Education	4,151	8,774	4,454	14,500	14,500	14,500
Operating Supplies	26,725	34,271	32,063	45,550	45,550	50,220
Total Operating Expenditures	114,004	130,746	125,131	156,780	156,180	161,950
TOTALS	\$ 340,832	\$ 360,378	\$ 356,699	\$ 403,440	\$ 402,840	\$ 435,890



CITY COMMISSION		Service Level Adjustments (SLAs)								
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-0100	SCOPE	-	X	-	0.00	-	3,960	3,960	-	\$ 3,960
18-0101	Youth Advisory Board	X	-	-	0.00	-	500	500	-	\$ 500
				TOTALS	0.00	\$ -	\$ 4,460	\$ 4,460	\$ -	\$ 4,460



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0100		FY 2018 Total Budget Cost / (Savings)	\$ 3,960
Title:	SCOPE		Fund: General
Department:	City Commission		Division: N/A
Category:	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Maintain <input type="checkbox"/> Decrease		

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Increase in Sarasota County Openly Plans for Excellence (SCOPE) dues.

<u>PERSONNEL</u>			
<u>Add/Delete (FTE)</u>	<u>Title:</u>		<u>Pay Grade:</u>
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			3,960
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:			\$ 3,960
One-Time:			-
Recurring:			3,960
REVENUES			
Total Revenues:			\$ -
Total Expenditures Minus Revenues:			\$ 3,960

IMPACT OF DENIAL

No SCOPE membership.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0100
Title:	SCOPE
Fund:	General
Department:	City Commission
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0100-511 12-00 Salaries			
001-0100-511 14-00 Overtime			
001-0100-511 21-00 FICA			
001-0100-511 22-01 FRS			
001-0100-511 23-00 Insurance - Health & Dental			
001-0100-511 23-02 Vision Care			
001-0100-511 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0100-511 54-00 SCOPE		R	3,960
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
Total Operating Expenditures			\$ 3,960
<i>Capital Outlay</i>			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0100-511			
001-0100-511			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0100-581			
001-0100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,960



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0101		FY 2018 Total Budget Cost / (Savings)	\$ 500
Title:	Youth Advisory Board		Fund: General
Department:	City Commission		Division: N/A
Category:	<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/> Maintain
			<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

To reinstate the Youth Advisory Board.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			500
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 500
		One-Time:	-
		Recurring:	500
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 500

IMPACT OF DENIAL

No Youth Advisory Board.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0101
Title:	Youth Advisory Board
Fund:	General
Department:	City Commission
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0100-511 12-00 Salaries			
001-0100-511 14-00 Overtime			
001-0100-511 21-00 FICA			
001-0100-511 22-01 FRS			
001-0100-511 23-00 Insurance - Health & Dental			
001-0100-511 23-02 Vision Care			
001-0100-511 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0100-511 48-00 Youth Advisory Board		R	\$ 500
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
Total Operating Expenditures			\$ 500
<i>Capital Outlay</i>			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0100-511			
001-0100-511			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0100-581			
001-0100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 500



		Service Level Adjustments (SLAs)										
Department	SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalent s (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Recurring Revenues Needed	Millage Increase	Comments
Commission	18-0102	Intern Training and Travel	X				-	910	910	910	N/A	No major budgetary impact.
					TOTALS	0.00	\$ -	\$ 910	\$ 910	\$ 910	\$ -	



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0102				FY 2018 Total Budget Cost / (Savings)		\$ 910
Title: Intern Training & Travel				Fund: General		
Department: City Commission				Division: N/A		
Category:	<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/>	Maintain	<input type="checkbox"/>	Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	X		Toledo Blade interchange as major destination
Preservation of environment & natural resources			Sumter interchange as major destination
Vibrant "Alive" Town Centers			Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Money for Intern to go on a travel with the Commissioners.

PERSONNEL				
<u>Add/Delete (FTE)</u>	<u>Title:</u>			<u>Pay Grade:</u>
ACCOUNT NUMBERS & DESCRIPTIONS				BUDGET COST / (SAVINGS)
EXPENDITURES				
Personnel				\$ -
Operating				910
Capital				-
Debt Service				-
Other Expenditures				-
Total Expenditures:			\$	910
			One-Time:	-
			Recurring:	910
REVENUES				
Total Revenues:			\$	-
Total Expenditures Minus Revenues:			\$	910

IMPACT OF DENIAL

No money for Intern to travel with the Commissioners.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0102
Title:	Intern Training & Travel
Fund:	General
Department:	City Commission
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0100-511 12-00 Salaries			
001-0100-511 14-00 Overtime			
001-0100-511 21-00 FICA			
001-0100-511 22-01 FRS			
001-0100-511 23-00 Insurance - Health & Dental			
001-0100-511 23-02 Vision Care			
001-0100-511 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0100-511 44-00 Training & Travel		R	680
001-0100-511 55-00 Registration		R	230
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
Total Operating Expenditures			\$ 910
<i>Capital Outlay</i>			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
001-0100-511			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0100-511			
001-0100-511			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0100-581			
001-0100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 910

City Attorney

Fund

001-General Fund







Department/Division

0200-Legal Department

Mission

The mission of the City Attorney's office is to provide objective, timely and cost-effective legal advice and advocacy in support of the City of North Port's policy goals and to ensure that the official actions of the City, its elected officials and employees comply with the law.

The City Attorney represents the City as legal advisor and counsel for all departments in matters relating to official duties.

-  Provide representation for the City in legal matters.
-  Provide communications on city legal matters.
-  Ensure the City remains within legal boundaries to promote community values.
-  Partner with city leaders to find creative approaches to the opportunities and challenges facing North Port.
-  Draft contracts, legislation, legal opinions, and other legal documents and negotiate on behalf of the City.
-  Enforce the municipal code and defend the City in legal actions.

Core Services and Outputs

Commission, Employees, and Advisory Boards Prosecuting and Defending Lawsuit Services

Primary Customer Group: City Commissioners, other charter officers, city employees and advisory boards

Customer Requirements: Timely, accurate, and responsive

Definition Statement: To represent the City and its elected officials, employees, and advisory boards in litigation matters (except when the City's representation is provided either by contract or law by a third party) and in administrative and quasi-judicial proceedings. This includes challenges to city ordinances, development regulations, inverse condemnation, employment actions, civil rights actions, torts, tax liability issues and foreclosure of city liens.

City, Commission, Employees, and Advisory Boards Advisory Services

Primary Customer Group: City Commissioners, other charter officers, city employees and advisory boards

Customer Requirements: Timely, accurate and responsive

Definition Statement: Attend all Commission meetings and board/committee meetings as required or as requested to advise the City on the law regarding policy development and program implementation and to interpret and apply the law to factual situations.

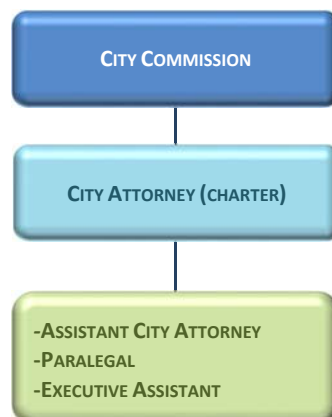
City Commission, Employees, and Advisory Boards Document Preparation Services

Primary Customer Group: City Commissioners, other charter officers, city employees and advisory boards

Customer Requirements: Timely, accurate and responsive

Definition Statement: To provide written legal opinions interpreting and applying the law to factual situations in response to requests for legal services; draft ordinances and resolutions, interlocal agreements, contracts and settlements and other legal documents.

Structure



Accomplishments

- Continued with a comprehensive review of the City's Charter with the Charter Review Advisory Board for the first time since 1988.
- Continued with the purchase of properties for the Myakkahatchee Creek Acquisition Project.
- Involved with ongoing legal work regarding the West Villages Utility Agreement and the Atlanta Braves Spring Training Facility.
- Assisted City Clerk with procedures for Special Election for open Commission seat.
- Drafted the City Commission's Rules of Procedures Ordinance, the Commission Districts Legal Description and Maps Ordinance, the Hearing Officer Ordinance, the Human Rights Ordinance and the City Commission's Policy for Permissible Uses of City Facilities.
- Provided responses to Requests for Legal Opinions.

Initiatives

- Support the City's effort to self-insure property and casualty losses. Litigate all claims presented to the Human Resources Department's Risk Management Division in-house. The City self-funded these losses beginning in fiscal year 2016.
- Assist drafting new Principles of Agreement with the West Village Improvement District.

Goals and Objectives

GOAL 1

Review of departmental processes and procedures within the City to ensure legal compliance.

OBJECTIVES:

- Provide practical and effective advice and education that includes creative solutions to difficult problems.
- Propose alternative, legally acceptable ways to accomplish public objectives.
- Regularly brief City employees on legal developments that impact their areas of service.

GOAL 2

Evaluate all litigation promptly, resolving disputes where appropriate, and vigorously prosecute or defend the City's interests.

OBJECTIVES:

- Thoroughly investigate to promptly and appropriately resolve cases.
- Increase transparency by publicly reporting filings and resolutions.
- Advocate effectively when legal actions are brought against the City.

GOAL 3

Identify and reduce exposure to legal risks.

OBJECTIVES:

- Identify legal risks and craft strategies to reduce the City's legal exposures.
- Provide relevant training and information to City officials and staff to reduce legal risk exposure.
- Create user-friendly tools to assist new and existing employees to comply with public service requirements, such as ethics, conflicts of interest, open meetings and public record laws.

Key Performance Measures

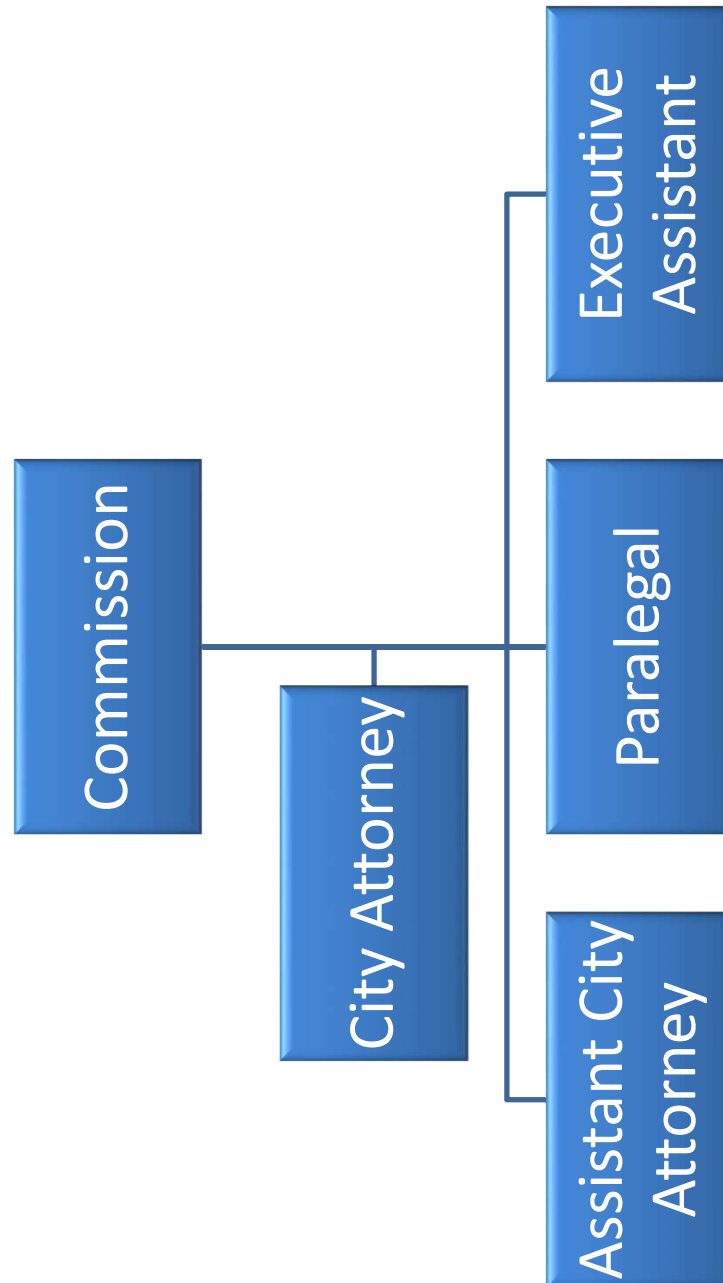
The City Attorney's Office has opened 1,222 files within its Legal Files Case Management System since the initiation of its operation in-house in September of 2014, approximately 77 percent of which have been closed. The City Attorney's Office will continue to process and turn around its workload promptly and efficiently.

Operating Budget Summary

DESCRIPTION	FY 2014 <u>ACTUAL</u>	FY 2015 <u>ACTUAL</u>	FY 2016 <u>ACTUAL</u>	FY 2017 <u>ADOPTED</u>	FY 2018 <u>PRELIMINARY</u>
Salaries & Wages	\$ 6,445	\$ 183,939	\$ 251,142	\$ 334,510	\$ 337,720
Employee Benefits	2,987	84,996	109,600	148,790	160,980
PERSONNEL EXPENDITURES	9,432	268,935	360,742	483,300	498,700
Professional/Contracted Services	594,560	244,409	240,679	175,000	200,000
Current Operating Charges	677	5,029	10,361	10,600	10,600
Operating Supplies	-	13,948	14,010	16,200	16,200
OPERATING EXPENDITURES	595,237	263,386	265,050	201,800	226,800
CAPITAL EXPENDITURES	-	6,975	-	-	-
TOTALS	\$ 604,669	\$ 539,296	\$ 625,792	\$ 685,100	\$ 725,500

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 <u>AMENDED</u>	FY 2015 <u>AMENDED</u>	FY 2016 <u>AMENDED</u>	FY 2017 <u>AMENDED</u>	FY 2018 <u>PRELIMINARY</u>
City Attorney	n/a	1	1	1	1
Paralegal	-	1	1	1	1
Assistant City Attorney	-	-	1	1	1
Executive Assistant	-	-	1	1	1
TOTAL	n/a	2	4	4	4



City Attorney
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0200-514-11-00 Executive Salaries	153,870	-	153,870
001-0200-514-12-00 Regular Salaries	180,640	-	180,640
001-0200-514-14-00 Overtime	-	-	-
001-0200-514-21-00 FICA	26,990	-	26,990
001-0200-514-22-01 FRS	60,900	-	60,900
001-0200-514-22-30 Deferred Compensation	10,770	-	10,770
001-0200-514-23-00 Health/Dental/Life	42,470	-	42,470
001-0200-514-23-02 Vision	290	-	290
001-0200-514-24-00 Workers' Compensation	170	-	170
001-0200-514-28-00 Car Allowance	7,200	-	7,200
TOTAL PERSONNEL	483,300	-	483,300
OPERATING			
001-0200-514-31-02 City Attorney-Hourly/Misc	35,000	-	35,000
001-0200-514-31-05 Other Professional Svc	15,000	-	15,000
001-0200-514-31-80 Outside Legal-Litigation	125,000	-	125,000
001-0200-514-40-00 Travel & Per Diem	4,000	-	4,000
001-0200-514-41-00 Communication Services	3,000	-	3,000
001-0200-514-44-00 Rentals & Leases	2,000	-	2,000
001-0200-514-47-00 Printing & Binding	100	-	100
001-0200-514-49-14 Tags, Fees, Licenses	1,500	-	1,500
001-0200-514-51-00 Office Supplies	2,000	-	2,000
001-0200-514-52-50 Minor Operating	2,000	-	2,000
001-0200-514-64-00 Books, Publications, Subscriptions	7,700	-	7,700
001-0200-514-55-00 Training & Education	4,500	-	4,500
TOTAL OPERATING	201,800	-	201,800
CAPITAL			
001-0200-514-64-00 Capital Machinery & Equipment	-	-	-
TOTAL CAPITAL	-	-	-
INTERFUND TRANSFER			
	-	-	-
	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-
TOTALS	685,100	-	685,100

CITY ATTORNEY
BUDGET ANALYSIS

001-0200-514

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
<u>Account Description</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>							
11	Executive Salaries	\$ 6,445	\$ 138,910	\$ 154,325	\$ 153,870	\$ 153,870	\$ 153,870
12	Regular Salaries & Wages	-	44,618	96,146	180,640	180,640	183,850
14	Overtime	-	411	671	-	-	-
	Salaries & Wages	6,445	183,939	251,142	334,510	334,510	337,720
21	FICA	573	14,986	17,217	26,990	26,990	26,560
22	Retirement Contributions	1,814	42,016	56,832	71,670	71,670	74,780
23	Life & Health Insurance	-	20,750	27,988	42,760	42,760	52,280
24	Workers' Compensation	-	44	170	170	170	160
28	Car Allowance	600	7,200	7,393	7,200	7,200	7,200
	Employee Benefits	2,987	84,996	109,600	148,790	148,790	160,980
	Total Personnel Expenditures	9,432	268,935	360,742	483,300	483,300	498,700
<i>OPERATING EXPENDITURES</i>							
31	Professional Services	594,560	244,409	240,679	175,000	175,000	200,000
	Professional/Contracted Services	594,560	244,409	240,679	175,000	175,000	200,000
40	Travel & Per Diem	571	1,247	4,343	4,000	4,000	4,000
41	Communication Services	106	1,268	1,638	3,000	3,000	3,000
44	Rentals & Leases	-	703	1,842	2,000	2,000	2,000
46	Repairs & Maintenance	-	1,000	-	-	-	-
47	Printing & Binding	-	38	38	100	100	100
49	Other Current Charges	-	773	2,500	1,500	1,500	1,500
	Current Operating Charges	677	5,029	10,361	10,600	10,600	10,600
51	Office Supplies	-	3,763	734	2,000	2,000	2,000
52	Minor Operating Expenditures	-	482	5,259	2,000	2,000	2,000
54	Books, Public, Subs, Member	-	3,881	6,767	7,700	7,700	7,700
55	Training & Education	-	5,822	1,250	4,500	4,500	4,500
	Operating Supplies	-	13,948	14,010	16,200	16,200	16,200
	Total Operating Expenditures	595,237	263,386	265,050	201,800	201,800	226,800
<i>CAPITAL EXPENDITURES</i>							
64	Capital Machinery & Equipment	-	6,975	-	-	-	-
	Total Capital Expenditures	-	6,975	-	-	-	-
TOTALS		\$ 604,669	\$ 539,296	\$ 625,792	\$ 685,100	\$ 685,100	\$ 725,500



CITY ATTORNEY		Service Level Adjustments (SLAs)								
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-0200	Outside Legal-Litigation	X	-	-	0.00	-	25,000	25,000	-	\$ 25,000
				TOTALS	0.00	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ 25,000



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0200		FY 2018 Total Budget Cost / (Savings)	\$ 25,000
Title:	Outside Legal-Litigation		Fund: General
Department:	City Attorney		Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	X
Preservation of environment & natural resources	
Vibrant "Alive" Town Centers	

Toledo Blade interchange as major destination
Sumter interchange as major destination
Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City Attorney anticipates an increase in services to the City which will require the use of outside counsel. In fiscal year 2016/17 outside legal costs were \$75,194.33. A sampling of the legal bills paid by the City's insurance company as of 4-21-2017 was \$92,132. Future litigation of these claims will be handled by the City Attorney's office as part of the City's move to self-insurance. Additionally, as a reference, the total cost of one employment grievance was \$180,190.27 which is based upon 305 hours of work. The grievance involved 12 witnesses and 3 experts, and had future implications in a federal lawsuit filed by the grievant.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		25,000
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ 25,000
One-Time:		-
Recurring:		25,000
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ 25,000

IMPACT OF DENIAL

Denial could hinder the City's ability to obtain legal counsel when it is most needed, and the efficiency of the City Attorney's Office could be negatively effected.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0200
Title:	Outside Legal-Litigation
Fund:	General
Department:	City Attorney
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0200-514 12-00 Salaries			
001-0200-514 14-00 Overtime			
001-0200-514 21-00 FICA			
001-0200-514 22-01 FRS			
001-0200-514 23-00 Insurance - Health & Dental			
001-0200-514 23-02 Vision Care			
001-0200-514 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0200-514 31-80 Outside Legal-Litigation		R	\$ 25,000
001-0200-514			
001-0200-514			
001-0200-514			
001-0200-514			
001-0200-514			
001-0200-514			
001-0200-514			
001-0200-514			
001-0200-514			
001-0200-514			
001-0200-514			
001-0200-514			
Total Operating Expenditures			\$ 25,000
<i>Capital Outlay</i>			
001-0200-514			
001-0200-514			
001-0200-514			
001-0200-514			
001-0200-514			
001-0200-514			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0200-514			
001-0200-514			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0200-581			
001-0200-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 25,000

City Clerk

Fund

001-General Fund




Department/Division

0300-City Clerk's Office

Mission

The mission of the City Clerk's office is to strive to be value-driven and dedicated to responsive, respectful and courteous customer service.

In order to accomplish this mission, the City Clerk's office will:

-  provide a link between citizens and government through transparency and the dissemination of information;
-  ensure the preservation, protection, access and integrity of public records; and
-  provide oversight of records management and retention in accordance with State regulations.

Core Services and Outputs

The City Clerk serves as the election official of the City, maintains and provides public records, liaising with boards and committees and communicating through legal advertisements and public records. The city clerk's office provides the following core services:

Commission and Advisory Boards Services

Primary Customer Group: City Commissioners, city employees and citizens

Customer Requirements: Timely, accurate, and responsive

Definition Statement: To preserve all city records, attest to all written contracts on behalf of the City, prepare legal ads and official notices of public meetings, prepare and distribute agendas and agenda packages and prepare and distribute minutes and other various daily administrative duties.

Official Documents and Records Retention Services

Primary Customer Group: City Commissioners, city employees and citizens

Customer Requirements: Accurate and responsive

Definition Statement: To preserve all official city documents, attest to all written contracts/instruments on behalf of the City, fulfill public records requests, archive official meeting documents, and other various daily administrative duties.

City Commission Administrative Support Services

Primary Customer Group: City Commissioners

Customer Requirements: Accurate and responsive

Definition Statement: To schedule meetings and maintain calendars, prepare and monitor the City Commission budget, respond to requests for official records, prepare travel arrangements, register election candidates and prepare election reports, attest to all written contracts/instruments on behalf of the City, and other various daily administrative duties.

Structure



Accomplishments

- Continued the cross training of City Clerk staff.
- Continued reorganization of the City records filing system.
- Continued training of city employees on the use of the Legistar program.
- Prepared and published 58 City Commission agendas and packets to date.

Initiatives

- Successfully manage November 2017 election for city commission members, and any measures approved for the ballot by the City Commission.
- Continue reorganization of the City records filing system and cross training of City Clerk staff.

Goals and Objectives

GOAL 1

Lead the agenda management process and records management program promoting transparency, accountability, and effective service delivery.

OBJECTIVES:

- Ensure that preparation and distribution of the Commission's agenda packets are timely, accurate, and responsive.
- Transcribe post Commission action minutes within one week of meeting date.
- Effectively manage the annual records retention/destruction process for all City Departments.

GOAL 2

Respond to the legislative needs of the City Commission, staff, and the community in a timely and effective manner.

OBJECTIVES:

- Utilize technology to enhance access of legislative items, such as agendas, reports, ordinance, resolutions, and minutes on the City Commission and City Clerk webpages.
- Oversee the filing of campaign candidacies in compliance with Florida Statute 99 and the North Port City Charter.

GOAL 3

Effectively administer appointments to advisory boards.

OBJECTIVES:

- Improve the recruitment process to advisory boards including application accessibility, advertising strategies, and interview processes.
- Create and maintain community partnerships to enhance the public's knowledge of, and interest in, serving on advisory boards.
- Provide Sunshine Law presentations for advisory board members (presentations and booklets).

Key Performance Measures

PERCENTAGE OF ACTION MINUTES POSTED WITHIN ONE MONTH AFTER THE COMMISSION MEETING

Goal	Lead the agenda management process and records management program promoting transparency, accountability, and effective service delivery.				
Objective	Transcribe and post Commission action minutes within one month of meeting date.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Percentage of commission meeting minutes that are released within one month of the City Commission meeting	N/A	95%	95%	50%	50%
Description	After each Commission meeting, the City Clerk's Office transcribes and posts the actions the Commission took online.				
Purpose	This supports transparency and informed decision making, by providing the public with Commission actions in a timely manner.				
Status	This is the third year for this measure. Due to staff shortage, training of new staff and increase in number and length of meetings, the 95% goal has not been met. The projection has been lowered to 50%.				

PERCENTAGE OF COMMISSION MEETING AGENDA PACKET MATERIALS POSTED ON THE TUESDAY PRIOR TO THE TUESDAY CITY COMMISSION MEETING

Goal	Lead the agenda management process and records management program promoting transparency, accountability, and effective service delivery.				
Objective	Ensure that preparation and distribution of the Commission's agenda packets are time, accurate, and responsive.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Percentage of City Commission agenda packets that are posted online on the Tuesday before the meeting	N/A	99%	98%	98%	98%
Description	We strive to get all agenda packets out to the City Commission and public the Tuesday before the next Tuesday meeting.				
Purpose	Provide the public with adequate time to review upcoming issues that will be discussed by the City Commission, ensuring transparency of Commission proceedings.				
Status	This is the third year for this measure.				

Workload Measures

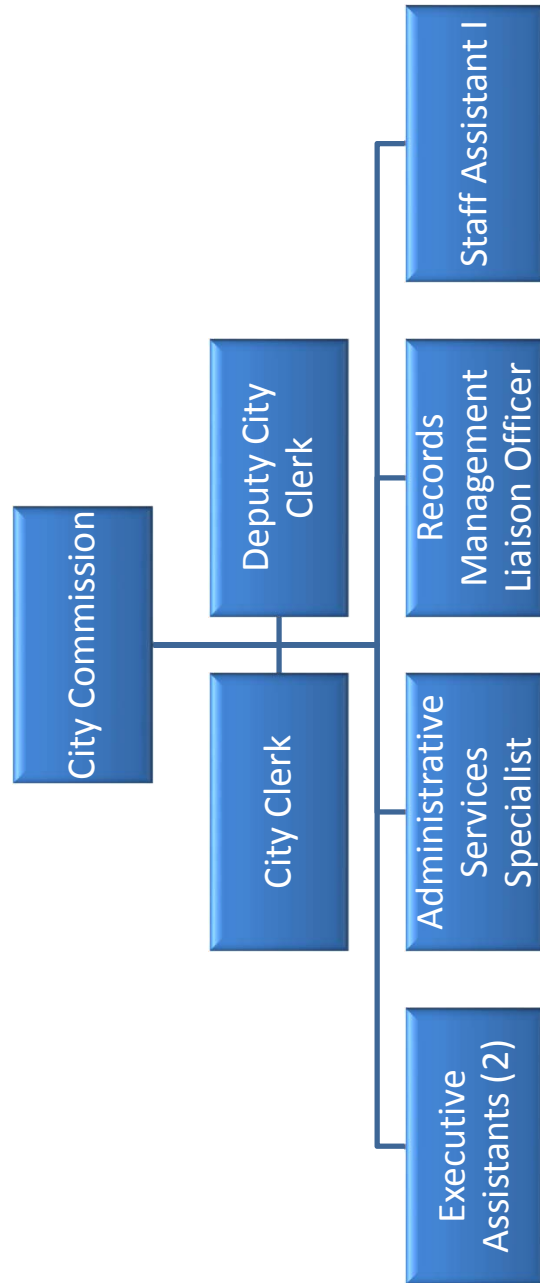
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Number of commission meeting minutes posted annually	77	89	78	58	58
Number of commission meeting agenda packets produced annually	77	89	78	58	58
Number of public records requests received annually	254	593	250	250	261
Number of advisory board minutes processed.	82	83	85	51	51

Operating Budget Summary

DESCRIPTION	FY 2014 <u>ACTUAL</u>	FY 2015 <u>ACTUAL</u>	FY 2016 <u>ACTUAL</u>	FY 2017 <u>ADOPTED</u>	FY 2018 <u>PRELIMINARY</u>
Salaries & Wages	\$ 348,671	\$ 353,851	\$ 382,312	\$ 370,550	\$ 385,530
Employee Benefits	97,070	107,789	122,686	129,960	154,460
PERSONNEL EXPENDITURES	445,741	461,640	504,998	500,510	539,990
Professional/Contracted Services	29,701	15,742	46,639	19,730	20,760
Current Operating Charges	32,369	43,144	42,832	40,990	61,500
Operating Supplies	6,960	8,944	7,976	6,670	7,780
OPERATING EXPENDITURES	69,030	67,830	97,447	67,390	90,040
CAPITAL EXPENDITURES	-	-	6,870	21,650	-
TOTAL EXPENDITURES	\$ 514,771	\$ 529,470	\$ 609,315	\$ 589,550	\$ 630,030
DEPARTMENT GENERATED REVENUES					
PERMITS AND SPECIAL ASSESSMENTS	\$ (250)	\$ (1,900)	\$ (2,500)	\$ (2,350)	\$ (200)
CHARGES FOR SERVICES	(2,356)	(2,191)	(4,057)	(4,100)	(1,950)
TOTAL GENERATED REVENUES	(2,606)	(4,091)	(6,557)	(6,450)	(2,150)
NET EXPENDITURES	\$ 512,165	\$ 525,379	\$ 602,758	\$ 583,100	\$ 627,880

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 <u>AMENDED</u>	FY 2015 <u>AMENDED</u>	FY 2016 <u>AMENDED</u>	FY 2017 <u>AMENDED</u>	FY 2018 <u>PRELIMINARY</u>
City Clerk	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1
Executive Assistant	2	2	2	2	2
Records Management Liaison Officer	-	-	-	1	1
Records Coordinator	1	1	1	-	-
Staff Assistant I	-	-	-	1	1
Administrative Services Coordinator	1	-	-	-	-
Administrative Services Specialist	-	1	1	1	1
TOTAL	6	6	6	7	7



City Clerk
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0300-512-11-00 Executive Salaries	165,410	-	165,410
001-0300-512-12-00 Regular Salaries	205,140	-	205,140
001-0300-512-14-00 Overtime	-	-	-
001-0300-512-21-00 FICA	26,760	-	26,760
001-0300-512-22-01 FRS	41,300	-	41,300
001-0300-512-23-00 Health/Dental/Life	61,080	-	61,080
001-0300-512-23-02 Vision	510	-	510
001-0300-512-24-00 Workers' Compensation	310	-	310
TOTAL PERSONNEL	500,510	-	500,510
OPERATING			
001-0300-512-31-05 Other Professional Svc	19,730	-	19,730
001-0300-512-34-00 Other Contractual Services	-	-	-
001-0300-512-40-00 Travel & Per Diem	5,200	-	5,200
001-0300-512-41-00 Communication Services	1,420	-	1,420
001-0300-512-44-00 Rentals & Leases	5,160	-	5,160
001-0300-512-46-01 R&M Office Equipment	1,500	-	1,500
001-0300-512-46-50 Fleet-Administrative	180	-	180
001-0300-512-46-51 Fleet-Labor	480	-	480
001-0300-512-46-52 Fleet-Parts	120	-	120
001-0300-512-47-00 Printing & Binding	480	-	480
001-0300-512-48-00 Promotional Activities	-	-	-
001-0300-512-49-12 Ads & Public Notices	26,450	-	26,450
001-0300-512-51-00 Office Supplies	1,750	-	1,750
001-0300-512-52-02 Fuel	400	-	400
001-0300-512-52-50 Minor Operating	-	-	-
001-0300-512-54-00 Books, Publications, Subscriptions	2,120	-	2,120
001-0300-512-55-00 Training & Education	2,400	-	2,400
TOTAL OPERATING	67,390	-	67,390
CAPITAL			
001-0300-512-64-00 Capital Machinery & Equipment- <i>SLA-17-0306</i>	21,650	(21,650)	-
	-	-	-
TOTAL CAPITAL	21,650	(21,650)	-
INTERFUND TRANSFER			
	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-
TOTALS	589,550	(21,650)	567,900

CITY CLERK
BUDGET ANALYSIS

001-0300-512

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
<u>Account Description</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>							
11	Executive Salaries	\$ 191,999	\$ 197,702	\$ 204,229	\$ 165,410	\$ 165,410	\$ 170,220
12	Regular Salaries & Wages	156,672	156,149	178,053	205,140	205,140	215,310
14	Overtime	-	-	30	-	-	-
	Salaries & Wages	348,671	353,851	382,312	370,550	370,550	385,530
21	FICA	25,257	25,724	27,417	26,760	26,760	27,770
22	Retirement Contributions	40,303	40,917	44,780	41,300	41,300	55,670
23	Life & Health Insurance	30,213	39,333	50,179	61,590	61,590	70,710
24	Workers' Compensation	1,297	315	310	310	310	310
27	Educational Assistance	-	1,500	-	-	-	-
	Employee Benefits	97,070	107,789	122,686	129,960	129,960	154,460
Total Personnel Expenditures		445,741	461,640	504,998	500,510	500,510	539,990
<i>OPERATING EXPENDITURES</i>							
31	Professional Services	29,701	15,742	46,639	19,730	19,730	20,760
	Professional/Contracted Services	29,701	15,742	46,639	19,730	19,730	20,760
40	Travel and Per Diem	4,739	4,556	1,736	5,200	5,200	5,500
41	Communication Services	1,074	937	1,271	1,420	1,420	1,420
44	Rentals & Leases	5,710	5,038	4,837	5,160	5,160	5,160
46	Repairs & Maintenance	794	1,263	5,314	2,280	2,280	3,220
47	Printing & Binding	249	49	252	480	480	890
48	Promotional Activities	63	-	363	-	-	3,860
49	Other Current Charges	19,740	31,301	29,059	26,450	26,450	41,450
	Current Operating Charges	32,369	43,144	42,832	40,990	40,990	61,500
51	Office Supplies	2,843	1,813	1,902	1,750	1,750	1,750
52	Minor Operating Expenditures	385	1,175	3,877	400	400	1,150
54	Books, Public, Subs, Member	1,323	4,511	1,492	2,120	2,120	2,150
55	Training & Education	2,409	1,445	705	2,400	2,400	2,730
	Operating Supplies	6,960	8,944	7,976	6,670	6,670	7,780
Total Operating Expenditures		69,030	67,830	97,447	67,390	67,390	90,040
<i>CAPITAL EXPENDITURES</i>							
64	Capital Machinery & Equipment	-	-	6,870	21,650	-	-
Total Capital Expenditures		-	-	6,870	21,650	-	-
TOTAL EXPENDITURES		\$ 514,771	\$ 529,470	\$ 609,315	\$ 589,550	\$ 567,900	\$ 630,030
<i>DEPARTMENT GENERATED REVENUES</i>							
	Permits and Special Assessments	\$ 250	\$ 1,900	\$ 2,500	\$ 2,350	\$ 2,350	\$ 200
	Charges for Services	2,356	2,191	4,057	4,100	4,100	1,950
Total Generated Revenues		2,606	4,091	6,557	6,450	6,450	2,150
NET EXPENDITURES		\$ 512,165	\$ 525,379	\$ 602,758	\$ 583,100	\$ 561,450	\$ 627,880



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0300		FY 2018 Total Budget Cost / (Savings)		\$	480
Title:	Municode		Fund:	General	
Department:	City Clerk		Division:	N/A	
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Increase in the Administrative Support Fee for the online Municode.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			480
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 480
		One-Time:	-
		Recurring:	480
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 480

IMPACT OF DENIAL

Would not be able to use the online Municode.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0300
Title:	Municode
Fund:	General
Department:	City Clerk
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0300-512 12-00 Salaries			
001-0300-512 14-00 Overtime			
001-0300-512 21-00 FICA			
001-0300-512 22-01 FRS			
001-0300-512 23-00 Insurance - Health & Dental			
001-0300-512 23-02 Vision Care			
001-0300-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0300-512 31-05 Other Professional Services-Municode		R	\$ 480
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Operating Expenditures			\$ 480
Capital Outlay			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Capital Outlay			\$ -
Debt Service			
001-0300-512			
001-0300-512			
Total Debt Service			\$ -
Other Expenditures			
001-0300-512			
001-0300-512			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 480



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0301		FY 2018 Total Budget Cost / (Savings)	\$ 280
Title:	Adobe Pro Upgrade		Fund: General
Department:	City Clerk		Division: N/A
Category:	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Maintain <input type="checkbox"/> Decrease		

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Upgrade Adobe Pro software on City Clerk's & workstation computers.

PERSONNEL			
<u>Add/Delete (FTE)</u>	<u>Title:</u>		<u>Pay Grade:</u>
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			280
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:			\$ 280
One-Time:			280
Recurring:			-
REVENUES			
Total Revenues:			\$ -
Total Expenditures Minus Revenues:			\$ 280

IMPACT OF DENIAL

No software updates to City Clerk's Computer or workstation.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0301
Title:	Adobe Pro Upgrade
Fund:	General
Department:	City Clerk
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0300-512 12-00 Salaries			
001-0300-512 14-00 Overtime			
001-0300-512 21-00 FICA			
001-0300-512 22-01 FRS			
001-0300-512 23-00 Insurance - Health & Dental			
001-0300-512 23-02 Vision Care			
001-0300-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0300-512 46-01 R&M Office Equipment-Adobe Pro DC 2015 Upgrade		O	\$ 280
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Operating Expenditures			\$ 280
<i>Capital Outlay</i>			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0300-512			
001-0300-512			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0300-512			
001-0300-512			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 280



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0302		FY 2018 Total Budget Cost / (Savings)		\$	630
Title:	Training & Travel		Fund:	General	
Department:	City Clerk		Division:	N/A	
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

We would like to adjust the travel & registration amounts to attend the following conferences: FACC Fall Academy, FRMA Conference, FACC Summer Academy, FLC Annual Conference, IIMC Annual Conference and IIMC Region III Conference.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel		\$	-
Operating			630
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 630
		One-Time:	(870)
		Recurring:	1,500
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 630

IMPACT OF DENIAL

Staff may not be able to attend all the requested conferences.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0302
Title:	Training & Travel
Fund:	General
Department:	City Clerk
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0300-512 12-00 Salaries			
001-0300-512 14-00 Overtime			
001-0300-512 21-00 FICA			
001-0300-512 22-01 FRS			
001-0300-512 23-00 Insurance - Health & Dental			
001-0300-512 23-02 Vision Care			
001-0300-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0300-512 40-00 FACC Fall Academy		O	(700)
001-0300-512 40-00 FRMA Conference		R	100
001-0300-512 40-00 FACC Summer Academy		R	500
001-0300-512 40-00 IIMC Region III Conference		R	400
001-0300-512 55-00 FACC Fall Academy		R	30
001-0300-512 55-00 FACC Summer Academy		R	80
001-0300-512 55-00 FLC Annual Conference		R	100
001-0300-512 55-00 IIMC Region III Conference		R	290
001-0300-512 55-00 IIMC Annual Conference		O	(170)
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Operating Expenditures			\$ 630
<i>Capital Outlay</i>			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0300-512			
001-0300-512			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0300-512			
001-0300-512			
Total Other Expenditures			\$ -

Page 2 Sub-total: **\$ 630**



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0303		FY 2018 Total Budget Cost / (Savings)	\$ 410
Title:	Minutes Books & Business Cards		Fund: General
Department:	City Clerk		Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	X		Toledo Blade interchange as major destination
Preservation of environment & natural resources			Sumter interchange as major destination
Vibrant "Alive" Town Centers			Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:
To purchase 3 books for the minutes and to purchase business cards for staff.

PERSONNEL			Pay Grade:
Add/Delete (FTE)	Title:		
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			410
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:		\$	410
		One-Time:	160
		Recurring:	250
REVENUES			
Total Revenues:		\$	-
Total Expenditures Minus Revenues:		\$	410

IMPACT OF DENIAL
We would not be able to purchase the necessary books to retain the meetings' minutes or business cards for staff.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0303
Title:	Minutes Books & Business Cards
Fund:	General
Department:	City Clerk
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0300-512 12-00 Salaries			
001-0300-512 14-00 Overtime			
001-0300-512 21-00 FICA			
001-0300-512 22-01 FRS			
001-0300-512 23-00 Insurance - Health & Dental			
001-0300-512 23-02 Vision Care			
001-0300-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0300-512 47-00 Williamson Law Books		R	250
001-0300-512 47-00 Business cards for staff		O	160
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Operating Expenditures			\$ 410
<i>Capital Outlay</i>			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0300-512			
001-0300-512			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0300-512			
001-0300-512			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 410



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0304		FY 2018 Total Budget Cost / (Savings)		\$	3,860
Title:	Promotional Materials		Fund:	General	
Department:	City Clerk		Division:	N/A	
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Commission will need to replenish their promotional items. Promotional items with the City of North Port logo are given away at various events during the year, such as Government Week when the Commissioners provide presentations to our local schools. Also, 6 tablecloths need replaced.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			3,860
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 3,860
		One-Time:	3,860
		Recurring:	-
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 3,860

IMPACT OF DENIAL

We will run out of promotional items for Commissioners to give out; and we will not be able to purchase the new replacement tablecloths.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0304
Title:	Promotional Materials
Fund:	General
Department:	City Clerk
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0300-512 12-00 Salaries			
001-0300-512 14-00 Overtime			
001-0300-512 21-00 FICA			
001-0300-512 22-01 FRS			
001-0300-512 23-00 Insurance - Health & Dental			
001-0300-512 23-02 Vision Care			
001-0300-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0300-512 48-00 Replacement tablecloths		O	\$ 160
001-0300-512 48-00 Promotional Items		O	3,700
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Operating Expenditures			\$ 3,860
<i>Capital Outlay</i>			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0300-512			
001-0300-512			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0300-512			
001-0300-512			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,860



SLA: 18-0305		FY 2018 Total Budget Cost / (Savings)		\$ 500
Title:	New Staff Shirts		Fund:	General
Department:	City Clerk		Division:	N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

To purchase new shirts for staff.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 500
One-Time:	500
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 500
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IMPACT OF DENIAL

We would not be able to purchase new shirts for staff.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0305
Title:	New Staff Shirts
Fund:	General
Department:	City Clerk
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0300-512 12-00 Salaries			
001-0300-512 14-00 Overtime			
001-0300-512 21-00 FICA			
001-0300-512 22-01 FRS			
001-0300-512 23-00 Insurance - Health & Dental			
001-0300-512 23-02 Vision Care			
001-0300-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0300-512 52-07 Uniforms-new shirts for staff		O	500
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Operating Expenditures			\$ 500
Capital Outlay			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Capital Outlay			\$ -
Debt Service			
001-0300-512			
001-0300-512			
Total Debt Service			\$ -
Other Expenditures			
001-0300-512			
001-0300-512			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 500



SLA: 18-0306		FY 2018 Total Budget Cost / (Savings)		\$ 15,000
Title:	Election Costs		Fund:	General
Department:	City Clerk		Division:	N/A
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain
	<input type="checkbox"/>		<input type="checkbox"/>	Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

An additional cost of \$15,000 is possible if the ballots push to a second page.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	15,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 15,000
One-Time:	15,000
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 15,000

IMPACT OF DENIAL

This account would not include the cost of a second page for ballots.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0306
Title:	Election Costs
Fund:	General
Department:	City Clerk
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0300-512 12-00 Salaries			
001-0300-512 14-00 Overtime			
001-0300-512 21-00 FICA			
001-0300-512 22-01 FRS			
001-0300-512 23-00 Insurance - Health & Dental			
001-0300-512 23-02 Vision Care			
001-0300-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0300-512 49-15 Election Costs		O	15,000
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Operating Expenditures			\$ 15,000
Capital Outlay			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Capital Outlay			\$ -
Debt Service			
001-0300-512			
001-0300-512			
Total Debt Service			\$ -
Other Expenditures			
001-0300-512			
001-0300-512			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 15,000



SLA: 18-0307		FY 2018 Total Budget Cost / (Savings)		\$ 550
Title:	Access (Formerly Yarnell)		Fund:	General
Department:	City Clerk		Division:	N/A
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/> X	Maintain
	<input type="checkbox"/>		<input type="checkbox"/>	Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Our records offsite storage vendor, Access (formerly Yarnell), has increased its rates.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	550
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 550
One-Time:	-
Recurring:	550

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 550

IMPACT OF DENIAL

We would have to procure a new records offsite storage vendor.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0307
Title:	Access (Formerly Yarnell)
Fund:	General
Department:	City Clerk
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0300-512 12-00 Salaries			
001-0300-512 14-00 Overtime			
001-0300-512 21-00 FICA			
001-0300-512 22-01 FRS			
001-0300-512 23-00 Insurance - Health & Dental			
001-0300-512 23-02 Vision Care			
001-0300-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0300-512 31-05 Other Professional Services-Access rates		R	550
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Operating Expenditures			\$ 550
Capital Outlay			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Capital Outlay			\$ -
Debt Service			
001-0300-512			
001-0300-512			
Total Debt Service			\$ -
Other Expenditures			
001-0300-512			
001-0300-512			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 550



SLA: 18-0308		FY 2018 Total Budget Cost / (Savings)		\$ 250
Title:	Equipment Replacements		Fund:	General
Department:	City Clerk		Division:	N/A
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/> X	Maintain <input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Monies for equipment replacements (i.e. phones and calculators, etc.).

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		250
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ 250
One-Time:		-
Recurring:		250

REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ 250

IMPACT OF DENIAL

This account would not have funds for equipment replacements.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0308
Title:	Equipment Replacements
Fund:	General
Department:	City Clerk
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0300-512 12-00 Salaries			
001-0300-512 14-00 Overtime			
001-0300-512 21-00 FICA			
001-0300-512 22-01 FRS			
001-0300-512 23-00 Insurance - Health & Dental			
001-0300-512 23-02 Vision Care			
001-0300-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0300-512 52-50 Minor Operating Equipment-phones, calculators, etc.		R	250
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Operating Expenditures			\$ 250
Capital Outlay			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Capital Outlay			\$ -
Debt Service			
001-0300-512			
001-0300-512			
Total Debt Service			\$ -
Other Expenditures			
001-0300-512			
001-0300-512			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 250





SLA: 18-0309	FY 2018 Total Budget Cost / (Savings)	\$ 19,640
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Title: Gov QA	Fund: General
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Department: City Clerk	Division: N/A
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Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:
<p>To purchase public records request software for the ability to receive, track, log and respond to public requests in a timely manner.</p>

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
EXPENDITURES	
Personnel	\$ -
Operating	19,640
Capital	-
Debt Service	-
Other Expenditures	-
Total Expenditures:	\$ 19,640
	One-Time: 7,200
	Recurring: 12,440

REVENUES	
Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 19,640

IMPACT OF DENIAL
No public records software purchase.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0309
Title:	Gov QA
Fund:	General
Department:	City Clerk
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0300-512 12-00 Salaries			
001-0300-512 14-00 Overtime			
001-0300-512 21-00 FICA			
001-0300-512 22-01 FRS			
001-0300-512 23-00 Insurance - Health & Dental			
001-0300-512 23-02 Vision Care			
001-0300-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0300-512 46-01 GOV QA Public Record request software Implementation		O	7,200
001-0300-512 46-01 GOV QA Public Record request software Annual Subscription		R	12,440
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Operating Expenditures			\$ 19,640
Capital Outlay			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
001-0300-512			
Total Capital Outlay			\$ -
Debt Service			
001-0300-512			
001-0300-512			
Total Debt Service			\$ -
Other Expenditures			
001-0300-512			
001-0300-512			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 19,640

City Manager

Fund

001-General Fund

Department/Division






0800-City Manager Office

Mission

The mission of the City Manager is to achieve community outcomes through organization leadership. The City Manager's Office provides leadership and professional management to the City government in service to City Commission policies, priorities and the community's civic values.

The City Manager serves to ensure efficient operation of departments in carrying out Commission directives.

Core Services

-  Ensures that commission directives and policies are implemented.
-  Provides guidance to improve customer service for citizens.
-  Develops and recommends alternative solutions to community problems for commission consideration.
-  Plans and develops new programs to meet future needs of the City.
-  Provides strategic leadership and guidance to the City operations and services

Structure



Management Agenda Accomplishments

- Continued the Sidewalk Program as part of the "Safe Routes to Schools" initiative.
- Provided guidance for the Road Bond project and collaborated with Public Works and Utilities to resolve drainage and utility line issues arising from the project.
- Continued with a Capital Improvement Program monthly status update with staff to improve departmental communication related to projects.
- Led the Strategic Planning update with City Commission.
- Presented the annual "State of the City" address to the North Port Chamber of Commerce.
- Led the infrastructure strategy planning and funding strategy.

Management Initiatives

- Partner with the Planning and Zoning Division on the Comprehensive Plan and Land Development Review project.
- Collaborate with Public Works on infrastructure strategy and funding, specifically the widening of Price Boulevard and the extension of Spring Haven Drive.
- Guide the Information Technology Division in expanding technology.
- Enhance organizational strategic planning, work plans, and performance management.
- Complete recruitment of vacant positions to increase support for operating departments.
- Expand social media outreach and further link updates with priorities.

Goals and Objectives

GOAL 1

Implement the City Commission's policy direction and ensure their goals and objectives are achieved in a timely manner.

OBJECTIVES:

- Provide timely, accurate, and results-oriented financial and operational reports.
- Lead the development of city-wide business plans that support achievement of the Commission's policies and priorities.
- Maintain a highly qualified, engaged, and effective workforce to successfully attain the City's goals and objectives.

GOAL 2

Lead the City's management team to ensure the provision of high-quality, cost-effective, and customer-focused services.

OBJECTIVES:

- Improve the efficiency of the City's infrastructure, facilities, and equipment to support environmental and fiscal sustainability.
- Provide data and analytics to support informed decision-making processes.
- Facilitate a high level of citizen satisfaction with city services.

GOAL 3

Advocate sound financial planning by developing and implementing Operating and Capital Improvement Program (CIP) budgets.

OBJECTIVES:

- Advance structural reforms to ensure the City lives within our means.
- Expand the use of innovations, performance management, and community partnerships to maintain and/or enhance public services.
- Balance and manage economic growth and sustainability initiatives.

GOAL 4

Promote and sustain citizen participation and engagement in public matters.

OBJECTIVES:

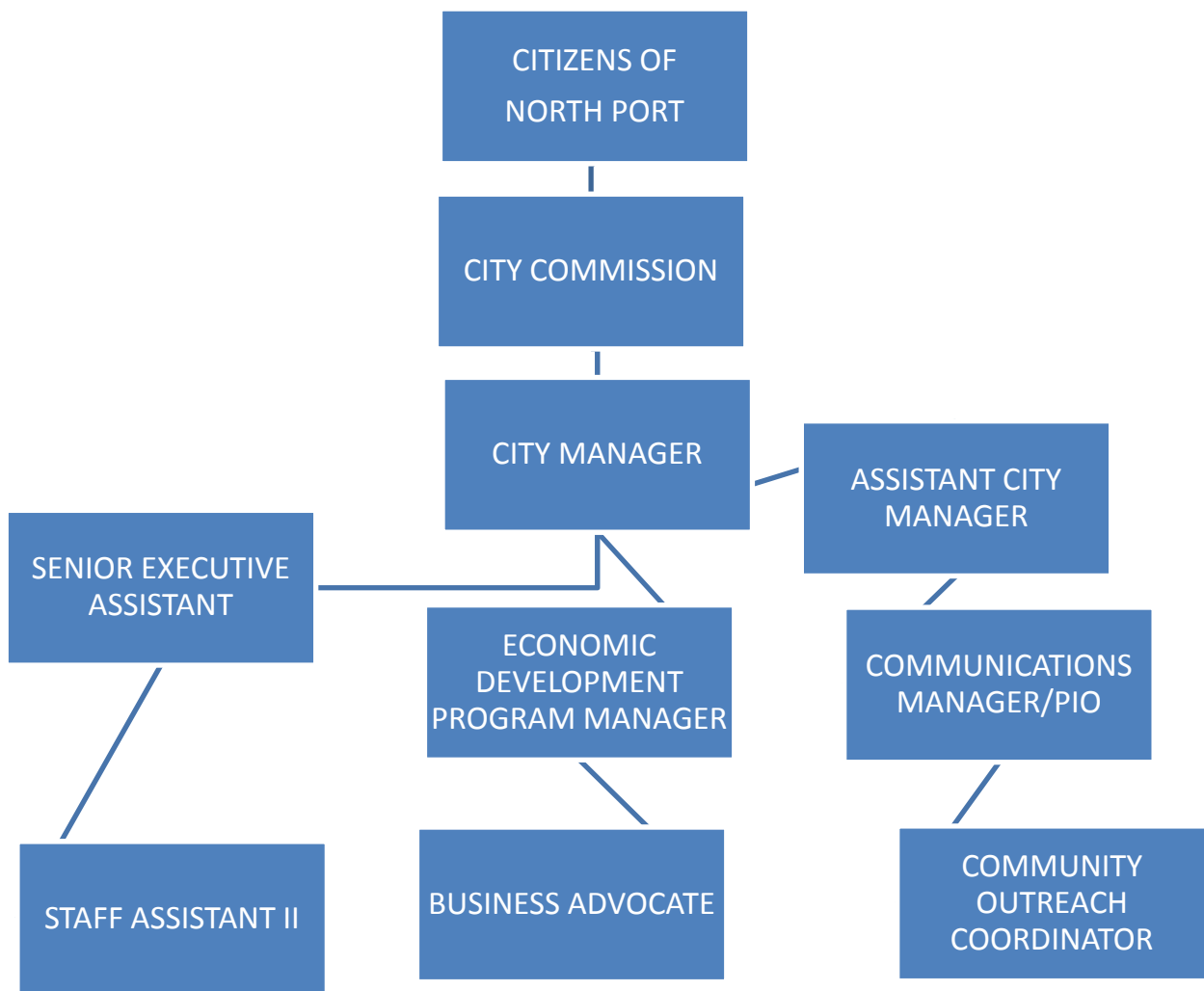
- Expand outreach efforts to broaden citizen participation in local government and community matters.
- Ensure timely and responsive resolution to citizens' inquiries.
- Preserve transparency and enhance communication with the public.

Operating Budget Summary

DESCRIPTION	FY 2014 <u>ACTUAL</u>	FY 2015 <u>ACTUAL</u>	FY 2016 <u>ACTUAL</u>	FY 2017 <u>ADOPTED</u>	FY 2018 <u>PRELIMINARY</u>
Salaries & Wages	\$ 405,369	\$ 455,015	\$ 485,459	\$ 529,470	\$ 447,080
Employee Benefits	155,711	177,511	190,881	206,110	215,360
PERSONNEL EXPENDITURES	561,080	632,526	676,340	735,580	662,440
Professional/Contracted Services	3,237	26,537	27,296	14,490	41,590
Current Operating Charges	13,601	14,117	14,537	16,920	14,440
Operating Supplies	12,277	20,632	29,952	33,040	16,910
OPERATING EXPENDITURES	29,115	61,286	71,785	64,450	72,940
TOTALS	\$ 590,195	\$ 693,812	\$ 748,125	\$ 800,030	\$ 735,380

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 <u>AMENDED</u>	FY 2015 <u>AMENDED</u>	FY 2016 <u>AMENDED</u>	FY 2017 <u>AMENDED</u>	FY 2018 <u>PRELIMINARY</u>
City Manager	1	1	1	1	1
Assistant City Manager	1	1	1	1	1
Public Information Officer	-	1	1	-	-
Intern	-	1	1	1	1
Senior Executive Assistant	1	1	1	1	1
Staff Assistant II	1	1	1	1	1
TOTAL	4	6	6	5	5



City Manager
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0800-512-11-00 Executive Salaries	320,910	-	320,910
001-0800-512-12-00 Regular Salaries	168,620	-	168,620
001-0800-512-12-50 Temporary Employee Wages	39,940	-	39,940
001-0800-512-14-00 Overtime	-	-	-
001-0800-512-21-00 FICA	37,790	-	37,790
001-0800-512-22-01 FRS	82,540	-	82,540
001-0800-512-22-30 Deferred Compensation	12,050	-	12,050
001-0800-512-23-00 Health/Dental/Life	62,670	-	62,670
001-0800-512-23-02 Vision	430	-	430
001-0800-512-24-00 Workers' Compensation	430	-	430
001-0800-512-28-00 Car Allowance	7,200	-	7,200
001-0800-512-29-00 Other Allowances	3,000	-	3,000
TOTAL PERSONNEL	735,580	-	735,580
OPERATING			
001-0800-512-31-05 Other Professional Svc	14,490	-	14,490
001-0800-512-40-00 Travel & Per Diem	8,900	-	8,900
001-0800-512-41-00 Communication Services	1,860	-	1,860
001-0800-512-44-00 Rentals & Leases	3,770	-	3,770
001-0800-512-46-01 R&M Office Equipment	90	-	90
001-0800-512-47-00 Printing & Binding	300	-	300
001-0800-512-48-00 Promotional Activities	1,500	-	1,500
001-0800-512-49-69 Food	500	-	500
001-0800-512-51-00 Office Supplies	1,500	-	1,500
001-0800-512-52-02 Fuel	400	-	400
001-0800-512-52-00 Minor Operating	15,200	-	15,200
001-0800-512-54-00 Books, Publications, Subscriptions	8,450	-	8,450
001-0800-512-55-00 Training & Education	7,490	-	7,490
TOTAL OPERATING	64,450	-	64,450
CAPITAL			
001-0800-512-64-00 Capital Machinery & Equipment	-	-	-
TOTAL CAPITAL	-	-	-
INTERFUND TRANSFER			
TOTAL INTERFUND TRANSFERS	-	-	-
TOTALS	800,030	-	800,030

CITY MANAGER

BUDGET ANALYSIS

001-0800-512

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
11 Executive Salaries	\$ 308,831	\$ 318,080	\$ 320,443	\$ 320,910	\$ 320,910	\$ 318,800
12 Regular Salaries & Wages	96,538	136,935	164,985	208,560	208,560	215,220
14 Overtime	-	-	31	-	-	(86,940)
Salaries & Wages	405,369	455,015	485,459	529,470	529,470	447,080
21 FICA	25,732	29,071	30,867	37,790	37,790	38,090
22 Retirement Contributions	82,570	89,134	93,066	94,590	94,590	98,140
23 Life & Health Insurance	36,856	48,743	56,318	63,100	63,100	68,500
24 Workers' Compensation	353	363	430	430	430	430
28 Car Allowance	7,200	7,200	7,200	7,200	7,200	7,200
29 Business Allowance	3,000	3,000	3,000	3,000	3,000	3,000
Employee Benefits	155,711	177,511	190,881	206,110	206,110	215,360
Total Personnel Expenditures	561,080	632,526	676,340	735,580	735,580	662,440
<i>OPERATING EXPENDITURES</i>						
31 Professional Services	3,237	26,537	27,296	14,490	14,490	41,590
Professional/Contracted Services	3,237	26,537	27,296	14,490	14,490	41,590
40 Travel and Per Diem	7,080	7,532	8,084	8,900	8,900	7,000
41 Communication Services	1,469	1,456	1,627	1,860	1,860	1,080
44 Rentals & Leases	4,729	3,938	4,061	3,770	3,770	3,770
46 Repairs & Maintenance	-	57	266	90	90	90
47 Printing & Binding	225	337	-	300	300	300
48 Promotional Activities	-	444	-	1,500	1,500	1,500
49 Other Current Charges	98	353	499	500	500	700
Current Operating Charges	13,601	14,117	14,537	16,920	16,920	14,440
51 Office Supplies	596	811	994	1,500	1,500	1,500
52 Minor Operating Expenditures	50	5,881	1,264	15,600	15,600	600
54 Books, Public, Subs, Member	7,506	8,304	23,230	8,450	8,450	8,670
55 Training & Education	4,125	5,636	4,464	7,490	7,490	6,140
Operating Supplies	12,277	20,632	29,952	33,040	33,040	16,910
Total Operating Expenditures	29,115	61,286	71,785	64,450	64,450	72,940
TOTALS	\$ 590,195	\$ 693,812	\$ 748,125	\$ 800,030	\$ 800,030	\$ 735,380



CITY MANAGER-ADMINISTRATION		Service Level Adjustments (SLAs)								
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-0800	Retirement Payout	X	-	-	0.00	9,930	-	9,930	-	\$ 9,930
18-0801	Strategic Planning	X	-	-	0.00	-	8,510	8,510	-	\$ 8,510
18-0802	Communications Manager	-	-	X	1.00	(96,870)	-	(96,870)	-	\$ (96,870)
18-0803	Transfer to Communications Division	-	-	X	0.00	(2,860)	-	(2,860)	-	\$ (2,860)
18-0804	SeeClickFix	-	-	X	0.00	(15,000)	-	(15,000)	-	\$ (15,000)
18-0805	Citizens Services Survey	-	-	X	0.00	-	18,590	18,590	-	\$ 18,590
18-0806	CPA Licenses	X	-	-	0.00	-	200	200	-	\$ 200
				TOTALS	1.00	\$ (104,800)	\$ 27,300	\$ (77,500)	\$ -	\$ (77,500)



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0800		FY 2018 Total Budget Cost / (Savings)		\$	9,930
Title:	Retirement Payout			Fund:	General
Department:	City Manager			Division:	Administration
Category:	<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/>	Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Senior Executive Assistant is planning to retire August 30, 2018.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ 9,930
Operating			-
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 9,930
		One-Time:	9,930
		Recurring:	-
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 9,930

IMPACT OF DENIAL

May need to hire a temporary employee while finding a replacement and want to ensure enough funds are in the salary line items to cover continuing salary and payout.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0800
Title:	Retirement Payout
Fund:	General
Department:	City Manager
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0800-512 12-00 Salaries		O	\$ 8,620
001-0800-512 14-00 Overtime			
001-0800-512 21-00 FICA		O	660
001-0800-512 22-01 FRS		O	650
001-0800-512 23-00 Insurance - Health & Dental			
001-0800-512 23-02 Vision Care			
001-0800-512 27-00 Educational Assistance			
Total Personnel Costs			\$ 9,930
<i>Operating Expenditures</i>			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0800-512			
001-0800-512			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0800-581			
001-0800-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: **\$ 9,930**



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0801		FY 2018 Total Budget Cost / (Savings)	\$ 8,510
Title:	Strategic Planning		Fund: General
Department:	City Manager		Division: Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The estimates for the Strategic Planning sessions more accurately reflect the previous years' expenditures resulting in an increase of \$8,510.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			8,510
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:			\$ 8,510
One-Time:			-
Recurring:			8,510
REVENUES			
Total Revenues:			\$ -
Total Expenditures Minus Revenues:			\$ 8,510

IMPACT OF DENIAL

The yearly Strategic Planning sessions are important as they ensure that Commission and staff keep pace with both short-term and long-term goals. The Citizen Survey provides valuable information to Commission and staff allowing the City of North Port to stay current in meeting residents' desires and needs.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0801
Title:	Strategic Planning
Fund:	General
Department:	City Manager
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0800-512 12-00 Salaries			
001-0800-512 14-00 Overtime			
001-0800-512 21-00 FICA			
001-0800-512 22-01 FRS			
001-0800-512 23-00 Insurance - Health & Dental			
001-0800-512 23-02 Vision Care			
001-0800-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0800-512 31-05 Strategic Planning		R	\$ 8,510
001-0800-512 31-05			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
Total Operating Expenditures			\$ 8,510
<i>Capital Outlay</i>			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0800-512			
001-0800-512			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0800-581			
001-0800-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 8,510



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0802		FY 2018 Total Budget Cost / (Savings)	\$ (96,870)
Title:	Communications Manager	Fund:	General
Department:	City Manager	Division:	Administration
Category:	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input checked="" type="checkbox"/> Decrease		

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

As a result of a budget amendment (Ordinance 2017-07), the Community Outreach Manager was retitled and regraded to Communications Manager and the salary for the Communications Manager will be transferred from the City Manager's budget to the Communications Division budget. Refer to Communications Division SLA 18-0850.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
1.00	Communications Manager	617

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ (96,870)
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ (96,870)

One-Time: (96,870)

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ (96,870)

IMPACT OF DENIAL

Would not be financially responsible in maintaining a balanced budget.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0803		FY 2018 Total Budget Cost / (Savings)	\$ (2,860)
Title:	Transfer to Communications Division		Fund: General
Department:	City Manager		Division: Administration
Category:	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input checked="" type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Transfer of travel costs for the National Information Officers Annual Conference and FEMA training to the Communications Division Budget. Refer to Communications Division SLA 18-0853. Transfer of membership costs for National Information Officers Association (NIOA) and Government Social Media Organization to the Communications Division budget. Refer to Communications Division SLA 18-0854. Transfer of registration fees for NIOA Annual Conference and FEMA training to the Communications Division Budget. Refer to Communications Division SLA 18-0855. Transfer cell phone charges to the Communications Division budget and to be more in line with actual expenditures. Refer to Communications Division SLA 18-0856.

PERSONNEL			
<u>Add/Delete (FTE)</u>	<u>Title:</u>		<u>Pay Grade:</u>
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel		\$	-
Operating			(2,860)
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:		\$	(2,860)
		One-Time:	(2,860)
		Recurring:	-
REVENUES			
Total Revenues:		\$	-
Total Expenditures Minus Revenues:		\$	(2,860)

IMPACT OF DENIAL

Would not be financially responsible in maintaining a balanced budget.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0803
Title:	Transfer to Communications Division
Fund:	General
Department:	City Manager
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0800-512 12-00 Salaries			
001-0800-512 14-00 Overtime			
001-0800-512 21-00 FICA			
001-0800-512 22-01 FRS			
001-0800-512 23-00 Insurance - Health & Dental			
001-0800-512 23-02 Vision Care			
001-0800-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0800-512 40-00 NIOA Annual Conference		O	(700)
001-0800-512 40-00 FEMA Training		O	(400)
001-0800-512 54-00 NIOA Membership		O	(90)
001-0800-512 54-00 Govt Social Media Organization Membership		O	(190)
001-0800-512 55-00 NIOA Annual Conference		O	(500)
001-0800-512 55-00 FEMA Training		O	(200)
001-0800-512 41-00 Cell Phone Usage Charges		O	(780)
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
Total Operating Expenditures			\$ (2,860)
<i>Capital Outlay</i>			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0800-512			
001-0800-512			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0800-581			
001-0800-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (2,860)



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0804		FY 2018 Total Budget Cost / (Savings)		\$	(15,000)
Title:	SeeClickFix		Fund:	General	
Department:	City Manager		Division:	Administration	
Category:	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input checked="" type="checkbox"/> Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Transfer of costs for Citizen Relationship Management (SeeClickFix) to the IT Division. Please refer to IT Division SLA #18-0721 and account number 001-0710-516-54-00.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel		\$	-
Operating			(15,000)
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:		\$	(15,000)
		One-Time:	(15,000)
		Recurring:	-
REVENUES			
Total Revenues:		\$	-
Total Expenditures Minus Revenues:		\$	(15,000)

IMPACT OF DENIAL

Would not be financially responsible in maintaining a balanced budget.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0804
Title:	SeeClickFix
Fund:	General
Department:	City Manager
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0800-512 12-00 Salaries			
001-0800-512 14-00 Overtime			
001-0800-512 21-00 FICA			
001-0800-512 22-01 FRS			
001-0800-512 23-00 Insurance - Health & Dental			
001-0800-512 23-02 Vision Care			
001-0800-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0800-512 52-50 Minor Operating Equipment		O	\$ (15,000)
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
Total Operating Expenditures			\$ (15,000)
<i>Capital Outlay</i>			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0800-512			
001-0800-512			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0800-581			
001-0800-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (15,000)



SLA: 18-0805	FY 2018 Total Budget Cost / (Savings)	\$ 18,590
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Title:	Citizens Services Survey	Fund:	General
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Department:	City Manager	Division:	Administration
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Category:	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input checked="" type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The Citizen Services Survey is a valuable tool for obtaining feedback from our citizens and is expected to be a recurring item. This item was in the Community Outreach budget in 2017 for a total of \$18,000. Refer to Communications Division SLA 18-0852.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
---	--------------------------------

EXPENDITURES	
Personnel	\$ -
Operating	18,590
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 18,590
One-Time:	-
Recurring:	18,590

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 18,590
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IMPACT OF DENIAL

The Citizen Survey provides valuable information to Commission and staff allowing the City of North Port to stay current in meeting residents desires and needs.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0805
Title:	Citizens Services Survey
Fund:	General
Department:	City Manager
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0800-512 12-00 Salaries			
001-0800-512 14-00 Overtime			
001-0800-512 21-00 FICA			
001-0800-512 22-01 FRS			
001-0800-512 23-00 Insurance - Health & Dental			
001-0800-512 23-02 Vision Care			
001-0800-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0800-512 31-05 Citizen Services Survey		R	18,590
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
Total Operating Expenditures			\$ 18,590
Capital Outlay			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
Total Capital Outlay			\$ -
Debt Service			
001-0800-512			
001-0800-512			
Total Debt Service			\$ -
Other Expenditures			
001-0800-581			
001-0800-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 18,590



SLA: 18-0806		FY 2018 Total Budget Cost / (Savings)		\$	200
Title:	CPA Licenses		Fund:	General	
Department:	City Manager		Division:	Administration	
Category:	<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/>	Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Transfer of CPA license fees for City Manager from Finance Department budget.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	200
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$	200
One-Time:		-
Recurring:		200

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 200

IMPACT OF DENIAL

Would not be financially responsible in maintaining a balanced budget.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0806
Title:	CPA Licenses
Fund:	General
Department:	City Manager
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0800-512 12-00 Salaries			
001-0800-512 14-00 Overtime			
001-0800-512 21-00 FICA			
001-0800-512 22-01 FRS			
001-0800-512 23-00 Insurance - Health & Dental			
001-0800-512 23-02 Vision Care			
001-0800-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0800-512 49-14 CPA License Fees for City Manager		R	200
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
Total Operating Expenditures			\$ 200
Capital Outlay			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
001-0800-512			
Total Capital Outlay			\$ -
Debt Service			
001-0800-512			
001-0800-512			
Total Debt Service			\$ -
Other Expenditures			
001-0800-581			
001-0800-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 200

Economic Development

Fund

001-General Fund




Department/Division

0830-Economic Development

Mission

The mission of the Economic Development Division is to achieve community outcomes by strengthening the community's economic viability and diversity.

In order to accomplish this mission, the Economic Development Division serves to provide management and guidance in implementing the strategies within the economic development plan by:

-  promoting economically sustainable development;
-  creating a fiscally stable economy to improve the quality of life; and
-  promoting community values and goals.

Core Services and Outputs

Business Attraction and Recruitment Services

Primary Customer Group: New businesses interested in coming to North Port or those identified as being a good fit for the community.

Customer Requirements: Provide site selection and general assistance to businesses and development to efficiently and effectively navigate the development and permitting processes.

Definition Statement: Promote business-friendly actions that encourage business attraction and relocation.

Local Business Retention and Expansion Services

Primary Customer Group: Existing businesses.

Customer Requirements: Development, expansion and growth.

Definition Statement: To help existing businesses with their current needs and increase their capacity to grow.

Business Climate Improvement Services

Primary Customer Group: New and existing businesses.

Customer Requirements: Promote existing resources available to businesses, as well as influencing outcomes that would ultimately benefit the conduct of private enterprise in the City.

Definition Statement: Setting the table to allow innovation, creativity and entrepreneurialism to thrive.

Structure



Accomplishments

- Implemented and enhanced the business advocacy program to assist businesses going through the City's development process; this program received positive reception from the business community.
- Supported the efforts of the community and the Planning Division to rewrite the Unified Land Development Code potentially making the City's development codes more business -and market- friendly.
- Under the direction from City Commission, the Division was able to facilitate a process in which the community came together to craft a brand-new draft addition to the City's Comprehensive Plan, the Economic Development Element.
- Executed successfully some of the recommendations from the Retail Gap Assessment thereby expanding the various offerings available to the City, and overall adding to the economic activity in the City and the region.

- Represented the City at regular meetings of the Sarasota County Economic Development Corporation, the Suncoast CareerSource and other regional groups to enhance North Port's role in the region.
- Participated in the North Port Chamber of Commerce monthly meetings to further the City's business retention and expansion efforts.
- Continued and enhanced the City's support of various programs designed to provide technical assistance to businesses.
- Partnered with regional groups and stakeholders to provide more resources available to local businesses.
- Expanded the promotional channels to help spread the message that North Port is a choice business destination.

Initiatives

- Continue to advocate for businesses facing regulatory issues.
- Support and aid in the smooth flow of new developments as businesses go through the planning and permitting process.
- Assist the needs of local businesses as these needs pertain to the achievement of stronger, more resilient business enterprises in the City of North Port.
- Work with regional economic development partners in the creation of a more coordinated, complementary and flexible entrepreneurial support system.
- Implement and further enhance a viable and effective business attraction and recruitment plan to enhance the quality and diversity of the local economy.
- Work with regional partners to strengthen the workforce asset of the City and the region making it possible for local businesses to continue to be successful.

Goals and Objectives

GOAL 1

Lead the local economic development services program to help existing and future businesses to expand and increase their capacity for growth.

OBJECTIVES:

- Respond to inquiries and requests for assistance in the permitting process.
- Improve the service delivery to businesses by providing creative solutions to difficult problems.
- Effectively manage the business advocacy program.

GOAL 2

Evaluate plans and create opportunities to increase awareness and use of local, state and regional resources that assist with retention, attraction and growth.

OBJECTIVES:

- Create innovative partnerships to support existing businesses and expansion.
- Coordinate the City's sponsorship of the MicroEnterprise Program and the Lunch and Learn workshops - both of which provide ways and tactics to help would-be entrepreneurs, business owners and managers on a daily basis.

GOAL 3

Identify opportunities to increase business recruitment and attraction.

OBJECTIVES:

- Research target retail businesses as identified in the Retail Gap analysis study.
- Create user-friendly tools to assist in business recruitment and attraction.
- Employ various marketing tactics to help attract businesses that fit the City's business make-up.
- Implement City Commission's economic development plans for the City.

Key Performance Measures

PERCENTAGE OF BUSINESS REGULATORY ISSUES RESPONDED TO WITHIN ONE WEEK OF REQUEST

Goal 1	Lead the local economic development services program to help existing and future businesses to expand and increase their capacity for growth.				
Objective A	Respond to business regulatory issues within one week of request.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Percentage of responses to business regulatory issues within one week of request.	N/A	100%	100%	100%	100%
Description	Upon receiving an inquiry or request for assistance in the permitting process, the Business Advocate will respond to resolve any issues for the business.				
Purpose	This supports the Business Advocacy Program to improve the service delivery to businesses.				
Status	This is the third fiscal year in which this measure will be used.				

BUSINESS ADVOCACY ISSUES RESOLUTION

Goal 1	Lead the local economic development services program to help existing and future businesses to expand and increase their capacity for growth.				
Objective B	Improve the service delivery to businesses by providing creative solutions to difficult problems.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Percent of advocacy clients who indicate they agree or strongly agree that the resolution provided was satisfactory.	N/A	80%	80%	80%	80%
Description	Resolve issues presented to the Business Advocate to the satisfaction of the customer.				
Purpose	This supports the Business Advocacy Program to improve the service delivery to businesses.				
Status	This is the third fiscal year in which this measure will be used.				

BUSINESSES FINDING VALUE WITH OUTSIDE PROGRAM REFERRALS

Goal 2	Evaluate plans and create opportunities to increase awareness and use of local, state and regional resources that assist with retention, attraction and growth.				
Objective A	Create innovative partnerships to support existing businesses and expansion.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Percent of business retention and expansion clients who indicate satisfaction with referrals to outside programs available through partnerships.	N/A	N/A	67%	67%	67%
Description	Upon conducting an assessment of the small business' needs, staff will identify external programs that may prove useful to the business.				
Purpose	This is to enhance the various offerings available to existing businesses by working with regional partners.				
Status	This is the second fiscal year in which this measure will be used.				

BUSINESSES FINDING VALUE WITH CITY-SPONSORED PROGRAM

Goal 2	Evaluate plans and create opportunities to increase awareness and use of local, state and regional resources that assist with retention, attraction and growth.				
Objective B	Coordinate the City's sponsorship of the MicroEnterprise Program and the Lunch and Learn workshops.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Good number of attendees to the Lunch and Learn Workshop series	N/A	N/A	30	30	30
Description	This workshop series is designed for existing small business owners and managers to have a forum in which to receive further training in business management in a conducive and value-added manner.				
Purpose	This is to ensure the small business owner and manager continues to stay abreast on the new and innovative ways to effectively run a business.				
Status	This is the second fiscal year in which this measure will be used.				

LEAD GENERATION THROUGH RESEARCH AND OUTREACH

Goal 3	Identify opportunities to increase business recruitment and attraction.				
Objective A	Research target retail businesses as identified in the Retail Gap Analysis Study.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Number of retail prospects identified and studied	N/A	N/A	15	20	15
Description	The Retail Gap Study identifies retailers by name and describes specific strategies to attempt to recruit these retailers to North Port.				
Purpose	Researching these prospects is a step toward marketing to them, which will hopefully lead to a successful location of some of these businesses to the City.				
Status	This is the second fiscal year in which this measure will be used.				

LEAD GENERATION THROUGH PROVISION OF A SITE PORTAL

Goal 3	Identify opportunities to increase business recruitment and attraction.				
Objective B	Create user-friendly tools to assist in business recruitment and attraction.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Number of inquiries hosted through the site	N/A	N/A	25	15	20
Description	To put in place GIS-based portal through which users will be able to conduct research on the various sites and buildings available within the City.				
Purpose	To make it easier for site selectors to find suitable sites in North Port.				
Status	This is the second fiscal year in which this measure will be used. Early indications point to a low utilization, but efforts are being made to increase participation by local commercial realtors.				

LEAD GENERATION THROUGH PARTICIPATION AT EVENTS AND TRADE SHOWS

Goal 3	Identify opportunities to increase business recruitment and attraction.				
Objective C	Employ various marketing tactics to help attract businesses that fit the City's business make-up.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Number of trade shows/conferences/events attended per fiscal year	N/A	N/A	2-3	4-5	4-5
Description	To attend specialty events designed for deal-making.				
Purpose	To meet and have fact time with decision makers of companies that fit North Port's business make-up.				
Status	This is the second fiscal year in which this measure will be used.				

Workload Measures

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Number of Business Advocacy issues.	N/A	30	30	30	30
Number of Recruitment Prospects	N/A	N/A	15	15	15

Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 151,606	\$ 56,343	\$ 85,926	\$ 113,110	\$ 115,950
Employee Benefits	37,517	19,003	27,785	40,070	45,100
PERSONNEL EXPENDITURES	189,123	75,346	113,711	153,180	161,050
Professional/Contracted Services	6,115	52,700	10,903	45,120	264,320
Current Operating Charges	74,921	17,229	23,245	37,240	42,070
Operating Supplies	68,042	68,150	65,683	74,670	77,540
OPERATING EXPENDITURES	149,078	138,079	99,831	157,030	383,930
TOTALS	\$ 338,201	\$ 213,425	\$ 213,542	\$ 310,210	\$ 544,980

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 AMENDED	FY 2015 AMENDED	FY 2016 AMENDED	FY 2017 AMENDED	FY 2018 PRELIMINARY
Economic Development Manager	1	-	-	-	-
Economic Development Coordinator	1	-	-	-	-
Economic Development Program Manager	-	-	1	1	1
Business Advocate	-	1	1	1	1
TOTAL	2	1	2	2	2

Economic Development Base Budget
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0830-552-11-00 Executive Salaries	-	-	-
001-0830-552-12-00 Regular Salaries	113,110	-	113,110
001-0830-552-14-00 Overtime	-	-	-
001-0830-552-21-00 FICA	7,850	-	7,850
001-0830-552-22-01 FRS	8,460	-	8,460
001-0830-552-23-00 Health/Dental/Life	23,580	-	23,580
001-0830-552-23-02 Vision	140	-	140
001-0830-552-24-00 Workers' Compensation	40	-	40
001-0830-552-27-00 Educational Assistance	-	-	-
TOTAL PERSONNEL	153,180	-	153,180
OPERATING			
001-0830-552-31-05 Other Professional Svc- <i>SLAs-17-0832 & 17-0834</i>	45,120	(45,120)	-
001-0830-552-40-00 Travel & Per Diem	6,710	-	6,710
001-0830-552-41-00 Communication Services	800	-	800
001-0830-552-44-00 Rentals & Leases	2,640	-	2,640
001-0830-552-46-50 Fleet-Administration	740	-	740
001-0830-552-46-51 Fleet-Labor	350	-	350
001-0830-552-46-52 Fleet-Parts	150	-	150
001-0830-552-46-53 Fleet-Outsourced	-	-	-
001-0830-552-47-00 Printing & Binding	2,000	-	2,000
001-0830-552-48-00 Promotional Activities	5,750	-	5,750
001-0830-552-49-12 Ads & Public Notices	15,900	-	15,900
001-0830-552-49-14 Tags, Licenses, Fees	-	-	-
001-0830-552-49-69 Food	2,200	-	2,200
001-0830-552-51-00 Office Supplies	1,200	-	1,200
001-0830-552-52-02 Fuel	1,460	-	1,460
001-0830-552-52-50 Minor Operating	780	-	780
001-0830-552-54-00 Books, Publications, Subscriptions	66,230	-	66,230
001-0830-552-55-00 Training & Education	5,000	-	5,000
TOTAL OPERATING	157,030	(45,120)	111,910
CAPITAL			
001-0830-552-64-00 Capital Machinery & Equipment	-	-	-
TOTAL CAPITAL	-	-	-
TOTALS	310,210	(45,120)	265,090

CITY MANAGER
ECONOMIC DEVELOPMENT DIVISION
BUDGET ANALYSIS

001-0830-552

<u>Account Description</u>	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Actual</u>	<u>FY 2016</u> <u>Actual</u>	<u>FY 2017</u> <u>Adopted</u>	<u>FY 2017</u> <u>Base Budget</u>	<u>FY 2018</u> <u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
12 Regular Salaries & Wages	\$ 151,606	\$ 56,343	\$ 85,926	\$ 113,110	\$ 113,110	\$ 115,950
Salaries & Wages	151,606	56,343	85,926	113,110	113,110	115,950
21 FICA	10,633	3,525	5,800	7,850	7,850	8,240
22 Retirement Contributions	11,158	3,868	6,325	8,460	8,460	9,180
23 Life & Health Insurance	15,602	11,476	15,620	23,720	23,720	27,640
24 Workers' Compensation	124	134	40	40	40	40
Employee Benefits	37,517	19,003	27,785	40,070	40,070	45,100
Total Personnel Expenditures	189,123	75,346	113,711	153,180	153,180	161,050
<i>OPERATING EXPENDITURES</i>						
31 Professional Services	6,115	52,700	10,903	45,120	-	264,320
Professional/Contracted Services	6,115	52,700	10,903	45,120	-	264,320
40 Travel and Per Diem	13,254	3,515	2,874	6,710	6,710	6,900
41 Communication Services	938	676	762	800	800	800
44 Rentals & Leases	425	-	-	2,640	2,640	1,800
46 Repairs & Maintenance	2,062	1,573	1,737	1,240	1,240	1,420
47 Printing & Binding	1,404	290	1,334	2,000	2,000	2,800
48 Promotional Activities	3,273	6,371	5,256	5,750	5,750	9,750
49 Other Current Charges	53,565	4,804	11,282	18,100	18,100	18,600
Current Operating Charges	74,921	17,229	23,245	37,240	37,240	42,070
51 Office Supplies	799	567	459	1,200	1,200	1,200
52 Minor Operating Expenditures	1,747	3,424	688	2,240	2,240	2,240
54 Books, Public, Subs, Member	60,414	60,881	61,615	66,230	66,230	69,100
55 Training & Education	5,082	3,278	2,921	5,000	5,000	5,000
Operating Supplies	68,042	68,150	65,683	74,670	74,670	77,540
Total Operating Expenditures	149,078	138,079	99,831	157,030	111,910	383,930
TOTALS	\$ 338,201	\$ 213,425	\$ 213,542	\$ 310,210	\$ 265,090	\$ 544,980



FY 2018 Budget Service Level Adjustment (SLA) Request

SLA: 18-0830		FY 2018 Total Budget Cost / (Savings)		\$ 33,600
Title:	Market Research		Fund:	General
Department:	City Manager		Division:	Economic Development
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain
	<input type="checkbox"/>		<input type="checkbox"/>	Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input checked="" type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

This is to renew a one-time SLA in the 2016-2017 adopted budget, converting to an R, recurring annually. This funding will allow the Division to continue to have a temporary market analyst (via a vendor) to provide assistance as needed in responding to requests for market, demographics, and other business data required to recruit a new business to move to North Port. Additional hours (8 hours per week) are also being requested (as one-time expense, for now). Having this additional help fielding inquiries and requests for information allows the City's business attraction and recruitment efforts to remain responsive and professional. Budgeted hourly rate is \$30.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			33,600
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:		\$	33,600
		One-Time:	12,480
		Recurring:	21,120
REVENUES			
Total Revenues:		\$	-
Total Expenditures Minus Revenues:		\$	33,600

IMPACT OF DENIAL

Response time to inquiries and formal requests for information will be less responsive (slow).



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0830
Title:	Market Research
Fund:	General
Department:	City Manager
Division:	Economic Development

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0830-552 12-00 Salaries			
001-0830-552 14-00 Overtime			
001-0830-552 21-00 FICA			
001-0830-552 22-01 FRS			
001-0830-552 23-00 Insurance - Health & Dental			
001-0830-552 23-02 Vision Care			
001-0830-552 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0830-552 31-05 Professional Services - market research, analysis, & development		R	\$ 21,120
001-0830-552 Additional 8 hours per week to meet increased demand.		O	12,480
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Operating Expenditures			\$ 33,600
Capital Outlay			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Capital Outlay			\$ -
Debt Service			
001-0830-552			
001-0830-552			
Total Debt Service			\$ -
Other Expenditures			
001-0830-581			
001-0830-581			
Total Other Expenditures			\$ -
Page 2 Sub-total:			\$ 33,600



FY 2018 Budget Service Level Adjustment (SLA) Request

SLA: 18-0831		FY 2018 Total Budget Cost / (Savings)		\$ 24,720
Title:	Business Attraction		Fund:	General
Department:	City Manager		Division:	Economic Development
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain
	<input type="checkbox"/>		<input type="checkbox"/>	Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input checked="" type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

This is to renew (for another year) a one-time request to enlist professional help to assist with the business attraction efforts of the Division. The Division has a marketing firm on board and hopes to re-engage the same firm in the next fiscal year, as provided for the in the scope of work. An increase of 3% is being budgeted as provided for in the budget guidelines.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			24,720
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:		\$	24,720
		One-Time:	24,720
		Recurring:	-
REVENUES			
Total Revenues:		\$	-
Total Expenditures Minus Revenues:		\$	24,720

IMPACT OF DENIAL

Business attraction efforts will be executed without the help of a professional firm, resulting in slower implementation, and the inability to produce professional grade promotional products.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0831
Title:	Business Attraction
Fund:	General
Department:	City Manager
Division:	Economic Development

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0830-552 12-00 Salaries			
001-0830-552 14-00 Overtime			
001-0830-552 21-00 FICA			
001-0830-552 22-01 FRS			
001-0830-552 23-00 Insurance - Health & Dental			
001-0830-552 23-02 Vision Care			
001-0830-552 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0830-552 31-05 Professional services - marketing agency		O	\$ 24,720
001-0830-552 Design & execute a business attraction strategy to market the City			
001-0830-552 as a business destination.			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Operating Expenditures			\$ 24,720
Capital Outlay			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Capital Outlay			\$ -
Debt Service			
001-0830-552			
001-0830-552			
Total Debt Service			\$ -
Other Expenditures			
001-0830-581			
001-0830-581			
Total Other Expenditures			\$ -
Page 2 Sub-total:			\$ 24,720



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0832		FY 2018 Total Budget Cost / (Savings)	\$ 200,000
Title:	Hospital Certificate of Need Consult		Fund: General
Department:	City Manager		Division: Economic Development
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination	
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination	
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure	

Description & Impact Upon Strategic Plan:

With the creation of the medical hospital task force as provided for by Resolution 2016-R-21, it is anticipated that the Economic Development Division will be actively involved in Commission's direction on how best to recruit a medical facility to the City that will address the growing and emergent health care needs of North Port. If the State of Florida does not repeal the Certificate of Need (CON) requirement, then the City may have to hire a consultant well-versed in the Certificate of Need process. If the CON is repealed, then this funding will very likely not be utilized. The estimated amount in this SLA comes from the March 2016 presentation to Commission in which \$200,000 was deemed necessary to pay for this specialized professional service.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		200,000
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ 200,000
One-Time:		200,000
Recurring:		-
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ 200,000

IMPACT OF DENIAL

If the Certificate of Need is not repealed at the state level, and if the City decides to pursue another round of CON, then the City will just have to find funding when the decision is made.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0832
Title:	Hospital Certificate of Need Consult
Fund:	General
Department:	City Manager
Division:	Economic Development

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0830-552 12-00 Salaries			
001-0830-552 14-00 Overtime			
001-0830-552 21-00 FICA			
001-0830-552 22-01 FRS			
001-0830-552 23-00 Insurance - Health & Dental			
001-0830-552 23-02 Vision Care			
001-0830-552 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0830-552 31-05 Professional services - hospital certificate of need consultant		O	200,000
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Operating Expenditures			\$ 200,000
Capital Outlay			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Capital Outlay			\$ -
Debt Service			
001-0830-552			
001-0830-552			
Total Debt Service			\$ -
Other Expenditures			
001-0830-581			
001-0830-581			
Total Other Expenditures			\$ -
Page 2 Sub-total:			\$ 200,000



FY 2018 Budget Service Level Adjustment (SLA) Request

SLA: 18-0833		FY 2018 Total Budget Cost / (Savings)		\$ 6,000
Title:	Alternative Site Framework			Fund: General
Department:	City Manager			Division: Economic Development
Category:	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> X	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Foreign trade zones fall under the Department of Commerce, with oversight by the Customs and Border Patrol. Foreign trade zones not only provide cost savings to manufacturing companies but also strengthen the global competitiveness of American businesses. Recently the Department of Commerce created a new program for counties, cities, and geographical entities; it provides many benefits of a foreign trade sub-zone with greater flexibility and it is called Alternative Site Framework (ASF). North Port has a healthy and growing manufacturing sector and providing North Port-based companies the ability to tap into this federal trade incentive program would help encourage and promote the growth of this valuable sector. This SLA would provide the means for the City to hire a consultant to help North Port attain a sub-zone/ alternative site framework (ASF) designation. Scope of work will be to designate the entire City of North Port as an Alternative Site Framework.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		6,000
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ 6,000
One-Time:		6,000
Recurring:		-
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ 6,000

IMPACT OF DENIAL

The City will not have the ability to get the foreign trade zone designation.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0833
Title:	Alternative Site Framework
Fund:	General
Department:	City Manager
Division:	Economic Development

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0830-552 12-00 Salaries			
001-0830-552 14-00 Overtime			
001-0830-552 21-00 FICA			
001-0830-552 22-01 FRS			
001-0830-552 23-00 Insurance - Health & Dental			
001-0830-552 23-02 Vision Care			
001-0830-552 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0830-552 31-05 Professional services - foreign trade zone/ subzone/ alternative		O	6,000
001-0830-552 site framework (ASF) consultant			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Operating Expenditures			\$ 6,000
<i>Capital Outlay</i>			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0830-552			
001-0830-552			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0830-581			
001-0830-581			
Total Other Expenditures			\$ -
Page 2 Sub-total:			\$ 6,000



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0834				FY 2018 Total Budget Cost / (Savings)		\$ (840)
Title:	Vehicle Rental			Fund:	General	
Department:	City Manager			Division:	Economic Development	
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain	<input type="checkbox"/>	Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The Division will be continuing to lease a larger vehicle every now and then; but now that we have utilized this line item in the current fiscal year, we can refine the amount to reflect the actual cost of renting the vehicles and also the frequency of use.

<u>PERSONNEL</u>			
<u>Add/Delete (FTE)</u>	<u>Title:</u>		<u>Pay Grade:</u>
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel		\$	-
Operating			(840)
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:		\$	(840)
One-Time:			(840)
Recurring:			-
REVENUES			
Total Revenues:		\$	-
Total Expenditures Minus Revenues:		\$	(840)

IMPACT OF DENIAL

Funding to lease larger vehicles will stay the same.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0834
Title:	Vehicle Rental
Fund:	General
Department:	City Manager
Division:	Economic Development

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0830-552 12-00 Salaries			
001-0830-552 14-00 Overtime			
001-0830-552 21-00 FICA			
001-0830-552 22-01 FRS			
001-0830-552 23-00 Insurance - Health & Dental			
001-0830-552 23-02 Vision Care			
001-0830-552 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0830-552 44-00 Rental and Leases			
001-0830-552 Adjusting the cost down to reflect lower actual cost		O	(840)
001-0830-552 and lower frequency of use.			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Operating Expenditures			\$ (840)
<i>Capital Outlay</i>			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0830-552			
001-0830-552			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0830-581			
001-0830-581			
Total Other Expenditures			\$ -
Page 2 Sub-total:			\$ (840)



FY 2018 Budget: SLA Request, page 2

SLA:	18-0835
Title:	I-75 Billboard Replacement
Fund:	General
Department:	City Manager
Division:	Economic Development

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0830-552 12-00 Salaries			
001-0830-552 14-00 Overtime			
001-0830-552 21-00 FICA			
001-0830-552 22-01 FRS			
001-0830-552 23-00 Insurance - Health & Dental			
001-0830-552 23-02 Vision Care			
001-0830-552 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0830-552 47-00 Printing and Binding of a fresh billboard		O	800
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Operating Expenditures			\$ 800
Capital Outlay			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Capital Outlay			\$ -
Debt Service			
001-0830-552			
001-0830-552			
Total Debt Service			\$ -
Other Expenditures			
001-0830-581			
001-0830-581			
Total Other Expenditures			\$ -
Page 2 Sub-total:			\$ 800



SLA: 18-0836		FY 2018 Total Budget Cost / (Savings)		\$ 3,000
Title:	Events and Sponsorships		Fund:	General
Department:	City Manager		Division:	Economic Development
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Promoting the City of North Port by holding special events or sponsoring industry-focused events is a good way to build community support and garner interest from the outside. This request constitutes 2 additional activities within this account. One is a well-established commercial real estate regional event; and the second is the North Port Real Estate Summit which focuses on commercial real estate development.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		3,000
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ 3,000
One-Time:		-
Recurring:		3,000
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ 3,000

IMPACT OF DENIAL

We will not promote North Port to these trade groups via these events.

SLA:	18-0836
Title:	Events and Sponsorships
Fund:	General
Department:	City Manager
Division:	Economic Development

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0830-552 12-00 Salaries			
001-0830-552 14-00 Overtime			
001-0830-552 21-00 FICA			
001-0830-552 22-01 FRS			
001-0830-552 23-00 Insurance - Health & Dental			
001-0830-552 23-02 Vision Care			
001-0830-552 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0830-552 48-00 Promotional and sponsorships			
001-0830-552 Annual Florida CCIM Commercial Real Estate Outlook		R	1,000
001-0830-552 North Port Real Estate Summit		R	2,000
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Operating Expenditures			\$ 3,000
Capital Outlay			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Capital Outlay			\$ -
Debt Service			
001-0830-552			
001-0830-552			
Total Debt Service			\$ -
Other Expenditures			
001-0830-581			
001-0830-581			
Total Other Expenditures			\$ -
Page 2 Sub-total:			\$ 3,000



SLA: 18-0837		FY 2018 Total Budget Cost / (Savings)		\$ 1,500
Title:	Leadership North Port		Fund:	General
Department:	City Manager		Division:	Economic Development
Category:	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> X	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input checked="" type="checkbox"/> X	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City of North Port hosts Government Day of the newly-created Leadership North Port (LNP). It is a series of city-wide programs designed to enhance participants awareness of our community and its needs by examining how leadership in the historical, geographical, educational, economic, governmental and cultural segments work together to perpetuate and advance the North Port community and its citizens. Government Day is an excellent day to expose the current and future leaders of North Port to the internal goings-on of City government and how the many activities within City Hall and other city facilities provide to offer excellent service to the taxpayers. The cost being covered in this request is to increase the food line item for the Division and to sponsor the actual Leadership North Port program.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		1,500
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ 1,500
One-Time:		-
Recurring:		1,500
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ 1,500

IMPACT OF DENIAL

The Economic Development Division will not host the Government Day for Leadership North Port 2018.

SLA:	18-0837
Title:	Leadership North Port
Fund:	General
Department:	City Manager
Division:	Economic Development

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0830-552 12-00 Salaries			
001-0830-552 14-00 Overtime			
001-0830-552 21-00 FICA			
001-0830-552 22-01 FRS			
001-0830-552 23-00 Insurance - Health & Dental			
001-0830-552 23-02 Vision Care			
001-0830-552 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0830-552 49-69 Leadership North Port, Government Day		R	500
001-0830-552 48-00 Leadership North Port sponsorship		R	1,000
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Operating Expenditures			\$ 1,500
Capital Outlay			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Capital Outlay			\$ -
Debt Service			
001-0830-552			
001-0830-552			
Total Debt Service			\$ -
Other Expenditures			
001-0830-581			
001-0830-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,500



SLA: 18-0838		FY 2018 Total Budget Cost / (Savings)		\$ 450
Title:	Virtual Folder			Fund: General
Department:	City Manager			Division: Economic Development
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

A virtual folder allows the user(s) the ability to share large data files with contacts and prospects outside of the City. The Division had been using the free version of one provider for about a year and has since needed more space.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			450
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:		\$	450
		One-Time:	-
		Recurring:	450
REVENUES			
Total Revenues:		\$	-
Total Expenditures Minus Revenues:		\$	450

IMPACT OF DENIAL

It will be very difficult to conduct business that requires electronic exchange of very large files. Or, we can certainly use the postal service to mail USB drives to the business prospects, partners, or vendors, but this will result in a significant time delay.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0838
Title:	Virtual Folder
Fund:	General
Department:	City Manager
Division:	Economic Development

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0830-552 12-00 Salaries			
001-0830-552 14-00 Overtime			
001-0830-552 21-00 FICA			
001-0830-552 22-01 FRS			
001-0830-552 23-00 Insurance - Health & Dental			
001-0830-552 23-02 Vision Care			
001-0830-552 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0830-552 54-00 Subscriptions, virtual folder annual subscription		R	450
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Operating Expenditures			\$ 450
<i>Capital Outlay</i>			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
001-0830-552			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0830-552			
001-0830-552			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0830-581			
001-0830-581			
Total Other Expenditures			\$ -
Page 2 Sub-total:			\$ 450

Communications

Fund

001-General Fund




Department/Division

0850-Communications

Mission

The mission of the Communications Division is to achieve community outcomes by promoting a stronger sense of community while being able to react to the needs of the media and local residents.

In order to accomplish this mission, the Communications Division serves to provide management and guidance in strengthening a sense of community among the City's constituents by:

-  creating an environment to help promote a physically and socially connected community;
-  fostering community values; and
-  encouraging sustainability through the communications of community values and goals.

Core Services

Community Connection Services

Primary Customer Group: Citizens and visitors

Customer Requirements: Communications and opportunities

Definition Statement: To provide a forum for open, accurate, consistent and accessible local government information, resources and relationships.

Community Communication Services

Primary Customer Group: Citizens and visitors

Customer Requirements: Communication and opportunities

Definition Statement: To create a strategic and coordinated communication to the public.

Fostering Community Values

Primary Customer Group: Citizens, visitors and businesses

Customer Requirements: Collaboration

Definition Statement: To explore other methods of outreach to improve interaction with the community.

Structure



Accomplishments under the Previous Outreach Division

- Successfully led the City of North Port's Citizen Services Survey.
- Measured social media and digital communications for the City of North Port on a regular basis.
- Hosted City Government Day, which included a mock City Commission meeting with North Port High School.
- Maintained and updated the City's website, www.cityofnorthport.com.
- Organized the monthly Homeowner Association President coffee hour with the City Manager.
- Served as project coordinator for City events and activities, including several groundbreaking and ribbon cutting activities, North Port Newcomer Day and others.
- Continued with the strategic marketing initiative that places the City on radio, online and in print with measurable results.
- Continued to create new outreach methods to showcase the City's visitor attractions, including the ecotourism opportunities and Warm Mineral Springs.
- Continued the welcome packet distribution process for new residents signing up for Utilities and Solid Waste Division services.

Initiatives of the New Communications Division

- Continue to implement the City's social media and digital communication strategy.
- Continue to build and strengthen the relationship between the City of North Port, North Port Fire Rescue and North Port Police Department with the media.
- Continue to tell the story of North Port as a quality place to live, which includes the *North Port Currents* quarterly newsletter.
- Provide quality public relation programs, including City Government Month, North Port Newcomer Day, HOA President Coffee Time, Community Conversations on What's Important to You and others.
- Expand efforts to reach new residents.
- Implement the new Communications team including the Public Information Officer and Community Outreach Coordinator position.

Goals and Objectives

GOAL 1

Lead the City's efforts to offer opportunities for residents to connect with their City and other residents.

OBJECTIVES:

- Respond to inquiries and requests for assistance in discovering North Port.
- Respond to all media requests.
- Provide a forum for open, accurate, consistent and accessible local government information, resources and relationships.
- Effectively manage the telling of North Port's story.

GOAL 2

Evaluate plans and create opportunities to broaden the communication services to the public.

OBJECTIVES:

- Develop a strategy to measure the results of the Division's outreach efforts.
- Create user-friendly tools, systems and programs to assist in reaching a broader audience.
- Continue to develop measureable tactics that communicate with the public.

GOAL 3

Identify opportunities to foster community values.

OBJECTIVES:

- Expand efforts to increase the overall audience that is reached.
- Continue to brand the City of North Port as a destination.
- Focus telling the story based on the City Commission's strategic plan.

Key Performance Measures

NUMBER OF RESIDENTS REACHED THROUGH COMMUNICATION AND OUTREACH PROGRAMS

Goal 1	Lead the City's efforts to offer opportunities for residents to connect with their City and other residents.				
Objective A	Provide a forum for open, accurate, consistent and accessible local government information, resources and relationships.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Reach more than 10,000,000 people throughout the year using outreach programs such as Facebook, Twitter and other social media tools.	N/A	N/A	N/A	N/A	10 million
Description	Create user-friendly tools, systems, and programs to assist in reaching a broader audience.				
Purpose	To provide greater opportunities for residents to connect with their City and other residents.				
Status	This is the first year for this measure.				

Operating Budget Summary

DESCRIPTION	FY 2014 <u>ACTUAL</u>	FY 2015 <u>ACTUAL</u>	FY 2016 <u>ACTUAL</u>	FY 2017 <u>ADOPTED</u>	FY 2018 <u>PRELIMINARY</u>
Salaries & Wages	\$ 62,812	\$ 64,678	\$ 66,791	\$ 66,660	\$ 144,350
Employee Benefits	14,145	16,663	17,839	17,300	14,810
PERSONNEL EXPENDITURES	76,957	81,341	84,630	83,960	159,160
Professional/Contracted Services	26,820	48,083	30,221	66,000	48,000
Current Operating Charges	22,547	37,590	53,566	63,250	33,460
Operating Supplies	4,709	10,067	11,012	13,910	15,100
OPERATING EXPENDITURES	54,076	95,740	94,799	143,160	96,560
TOTALS	\$ 131,033	\$ 177,081	\$ 179,429	\$ 227,120	\$ 255,720

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 <u>AMENDED</u>	FY 2015 <u>AMENDED</u>	FY 2016 <u>AMENDED</u>	FY 2017 <u>AMENDED</u>	FY 2018 <u>PRELIMINARY</u>
Community Outreach Manager	1	1	1		-
Communications Manager/Public Information Officer	-	-	-	1	1
Community Outreach Coordinator	-	-	-	1	1
TOTAL	1	1	1	2	2

Communications Base Budget
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0850-512-11-00 Executive Salaries	-	-	-
001-0850-512-12-00 Regular Salaries	66,660	-	66,660
001-0850-512-21-00 FICA	5,090	-	5,090
001-0850-512-22-01 FRS	5,020	-	5,020
001-0850-512-23-00 Health/Dental/Life	7,080	-	7,080
001-0850-512-23-02 Vision	50	-	50
001-0850-512-24-00 Workers' Compensation	60	-	60
001-0850-512-27-00 Educational Assistance	-	-	-
TOTAL PERSONNEL	83,960	-	83,960
OPERATING			
001-0850-512-31-05 Other Professional Svc	66,000	-	66,000
001-0850-512-40-00 Travel & Per Diem	2,800	-	2,800
001-0850-512-41-00 Communication Services	500	-	500
001-0850-512-47-00 Printing & Binding	13,250	-	13,250
001-0850-512-48-00 Promotional Activities	5,750	-	5,750
001-0850-512-49-12 Ads & Public Notices	40,000	-	40,000
001-0850-512-49-14 Tags, Licenses, Fees	200	-	200
001-0850-512-49-69 Food	750	-	750
001-0850-512-51-00 Office Supplies	470	-	470
001-0850-512-52-02 Fuel	130	-	130
001-0850-512-52-50 Minor Operating- <i>SLA-17-0850</i>	310	(310)	-
001-0850-512-54-00 Books, Publications, Subscriptions	11,750	-	11,750
001-0850-512-55-00 Training & Education	1,250	-	1,250
TOTAL OPERATING	143,160	(310)	142,850
CAPITAL			
001-0850-552-64-00 Capital Machinery & Equipment	-	-	-
TOTAL CAPITAL	-	-	-
INTERFUND TRANSFER			
	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-
TOTALS	227,120	(310)	226,810

CITY MANAGER
COMMUNICATIONS DIVISION
BUDGET ANALYSIS

001-0850-512

<u>Account Description</u>	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Actual</u>	<u>FY 2016</u> <u>Actual</u>	<u>FY 2017</u> <u>Adopted</u>	<u>FY 2017</u> <u>Base Budget</u>	<u>FY 2018</u> <u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
12 Regular Salaries & Wages	\$ 62,812	\$ 64,678	\$ 66,791	\$ 66,660	\$ 66,660	\$ 47,480
13 Other Salaries & Wages	-	-	-	-	-	96,870
Salaries & Wages	62,812	64,678	66,791	66,660	66,660	144,350
21 FICA	4,706	4,896	5,097	5,090	5,090	3,640
22 Retirement Contributions	4,790	4,745	4,902	5,020	5,020	3,760
23 Life & Health Insurance	4,592	5,465	6,280	7,130	7,130	7,350
24 Workers' Compensation	57	57	60	60	60	60
27 Educational Assistance	-	1,500	1,500	-	-	-
Employee Benefits	14,145	16,663	17,839	17,300	17,300	14,810
Total Personnel Expenditures	76,957	81,341	84,630	83,960	83,960	159,160
<i>OPERATING EXPENDITURES</i>						
31 Professional Services	26,820	48,083	30,221	66,000	66,000	48,000
Professional/Contracted Services	26,820	48,083	30,221	66,000	66,000	48,000
40 Travel and Per Diem	2,834	2,539	1,341	2,800	2,800	3,900
41 Communication Services	526	893	841	500	500	1,200
46 Repairs & Maintenance	-	-	-	-	-	1,120
47 Printing & Binding	4,840	6,757	7,986	13,250	13,250	13,250
48 Promotional Activities	7,408	15,391	5,230	5,750	5,750	5,750
49 Other Current Charges	6,939	12,010	38,168	40,950	40,950	8,240
Current Operating Charges	22,547	37,590	53,566	63,250	63,250	33,460
51 Office Supplies	339	79	474	470	470	-
52 Minor Operating Expenditures	322	1,697	48	440	130	910
54 Books, Public, Subs, Member	2,658	6,921	9,840	11,750	11,750	12,240
55 Training & Education	1,390	1,370	650	1,250	1,250	1,950
Operating Supplies	4,709	10,067	11,012	13,910	13,600	15,100
Total Operating Expenditures	54,076	95,740	94,799	143,160	142,850	96,560
TOTALS	\$ 131,033	\$ 177,081	\$ 179,429	\$ 227,120	\$ 226,810	\$ 255,720



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0850		FY 2018 Total Budget Cost / (Savings)	\$ 96,870
Title:	Communications Manager /PIO		Fund: General
Department:	City Manager		Division: Community Outreach
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	X
Preservation of environment & natural resources	
Vibrant "Alive" Town Centers	

Toledo Blade interchange as major destination
Sumter interchange as major destination
Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

As a result of the budget amendment (ordinance 2017-07) the Community Outreach Manager was retitled and regraded to Communications Manager and the salary for the Communications Manager will be transferred from the City Manager's budget to the Communications Division budget.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
1.00	Communications Manager	617

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 96,870
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 96,870

One-Time: -

Recurring: 96,870

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 96,870

IMPACT OF DENIAL

Would not be financially responsible in maintaining a balanced budget



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0850
Title:	Communications Manager /PIO
Fund:	General
Department:	City Manager
Division:	Community Outreach

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0850-512 12-00 Salaries		R	\$ 72,140
001-0850-512 14-00 Overtime			
001-0850-512 21-00 FICA		R	4,940
001-0850-512 22-01 FRS		R	5,710
001-0850-512 23-00 Insurance - Health & Dental		R	14,030
001-0850-512 23-02 Vision Care		R	50
001-0850-512 27-00 Educational Assistance			
Total Personnel Costs			\$ 96,870
Operating Expenditures			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
Total Operating Expenditures			\$ -
Capital Outlay			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
Total Capital Outlay			\$ -
Debt Service			
001-0850-512			
001-0850-512			
Total Debt Service			\$ -
Other Expenditures			
001-0850-581			
001-0850-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 96,870



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0851		FY 2018 Total Budget Cost / (Savings)	\$ (38,710)
Title:	Communications Division Reorganization		Fund: General
Department:	City Manager		Division: Community Outreach
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	X
Preservation of environment & natural resources	
Vibrant "Alive" Town Centers	

Toledo Blade interchange as major destination
Sumter interchange as major destination
Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Ordinance 2017-07 retitled and regraded the Community Outreach Manager to Communications Manager/PIO. The former Community Outreach Manager and some of the duties transferred to General Services. This SLA represents services that the Communications Division is no longer going to use.

PERSONNEL		
<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		(38,710)
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ (38,710)
One-Time:		(38,710)
Recurring:		-
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ (38,710)

IMPACT OF DENIAL

Would not be financially responsible in maintaining a balanced budget.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0851
Title:	Communications Division Reorganization
Fund:	General
Department:	City Manager
Division:	Community Outreach

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0850-512 12-00 Salaries			
001-0850-512 14-00 Overtime			
001-0850-512 21-00 FICA			
001-0850-512 22-01 FRS			
001-0850-512 23-00 Insurance - Health & Dental			
001-0850-512 23-02 Vision Care			
001-0850-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0850-512 31-05 Other Professional Services		O	\$ (6,000)
001-0850-512 49-12 Ads and Public notices		O	(32,710)
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
Total Operating Expenditures			\$ (38,710)
Capital Outlay			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
Total Capital Outlay			\$ -
Debt Service			
001-0850-512			
001-0850-512			
Total Debt Service			\$ -
Other Expenditures			
001-0850-581			
001-0850-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (38,710)



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0852		FY 2018 Total Budget Cost / (Savings)		\$	(18,000)
Title:	Citizen Survey		Fund:	General	
Department:	City Manager		Division:	Community Outreach	
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The citizen survey is being transferred from Communications (previously Community Outreach) to the City Manager's Office.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$	-
Operating		(18,000)
Capital		-
Debt Service		-
Other Expenditures		-

Total Expenditures: \$ (18,000)

One-Time: (18,000)

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ (18,000)

IMPACT OF DENIAL

Would not be financially responsible in maintaining a balanced budget.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0852
Title:	Citizen Survey
Fund:	General
Department:	City Manager
Division:	Community Outreach

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0850-512 12-00 Salaries			
001-0850-512 14-00 Overtime			
001-0850-512 21-00 FICA			
001-0850-512 22-01 FRS			
001-0850-512 23-00 Insurance - Health & Dental			
001-0850-512 23-02 Vision Care			
001-0850-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0850-512 31-05 Citizen Survey		O	(18,000)
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
Total Operating Expenditures			\$ (18,000)
Capital Outlay			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
Total Capital Outlay			\$ -
Debt Service			
001-0850-512			
001-0850-512			
Total Debt Service			\$ -
Other Expenditures			
001-0850-581			
001-0850-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (18,000)



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0853		FY 2018 Total Budget Cost / (Savings)	\$ 1,100
Title:	Travel and Per diem		Fund: General
Department:	City Manager		Division: Community Outreach
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Transfer of Travel Costs for the National Information Officers Annual Conference and FEMA training to the Communications Division budget.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			1,100
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 1,100
		One-Time:	-
		Recurring:	1,100
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 1,100

IMPACT OF DENIAL

Would not be financially responsible in maintaining a balanced budget.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0853
Title:	Travel and Per diem
Fund:	General
Department:	City Manager
Division:	Community Outreach

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0850-512 12-00 Salaries			
001-0850-512 14-00 Overtime			
001-0850-512 21-00 FICA			
001-0850-512 22-01 FRS			
001-0850-512 23-00 Insurance - Health & Dental			
001-0850-512 23-02 Vision Care			
001-0850-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0850-512 40-00 NIOA Annual Conference		R	700
001-0850-512 40-00 FEMA Training		R	400
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
Total Operating Expenditures			\$ 1,100
<i>Capital Outlay</i>			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0850-512			
001-0850-512			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0850-581			
001-0850-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,100



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0854		FY 2018 Total Budget Cost / (Savings)		\$	280
Title:	Books, Publications, & Subscriptions			Fund:	General
Department:	City Manager			Division:	Community Outreach
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Transfer of membership costs for National Information Officers Association (NIOA) and Government Social Media organization to the Communications Division budget.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$	-
Operating		280
Capital		-
Debt Service		-
Other Expenditures		-

Total Expenditures: \$ 280

One-Time: -

Recurring: 280

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 280

IMPACT OF DENIAL

Would not be financially responsible in maintaining a balanced budget.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0854
Title:	Books, Publications, & Subscriptions
Fund:	General
Department:	City Manager
Division:	Community Outreach

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0850-512 12-00 Salaries			
001-0850-512 14-00 Overtime			
001-0850-512 21-00 FICA			
001-0850-512 22-01 FRS			
001-0850-512 23-00 Insurance - Health & Dental			
001-0850-512 23-02 Vision Care			
001-0850-512 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0850-512 54-00 NIOA membership		R	\$ 90
001-0850-512 54-00 Govt Social Media Organization Membership		R	190
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
Total Operating Expenditures			\$ 280
Capital Outlay			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
Total Capital Outlay			\$ -
Debt Service			
001-0850-512			
001-0850-512			
Total Debt Service			\$ -
Other Expenditures			
001-0850-581			
001-0850-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 280



SLA: 18-0855		FY 2018 Total Budget Cost / (Savings)		\$ 700
Title:	Training and Education		Fund:	General
Department:	City Manager		Division:	Community Outreach
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Transfer of registration fees for NIOA annual conference and FEMA training to the Communications Division Budget.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	700
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 700

One-Time: -

Recurring: 700

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 700

IMPACT OF DENIAL

Would not be financially responsible in maintaining a balanced budget.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0855
Title:	Training and Education
Fund:	General
Department:	City Manager
Division:	Community Outreach

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0850-512 12-00 Salaries			
001-0850-512 14-00 Overtime			
001-0850-512 21-00 FICA			
001-0850-512 22-01 FRS			
001-0850-512 23-00 Insurance - Health & Dental			
001-0850-512 23-02 Vision Care			
001-0850-512 27-00 Educational Assistance			
<i>Total Personnel Costs</i>			\$ -
<i>Operating Expenditures</i>			
001-0850-512 55-00 NIOA Annual Conference		R	500
001-0850-512 55-00 FEMA Training		R	200
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
<i>Total Operating Expenditures</i>			\$ 700
<i>Capital Outlay</i>			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
001-0850-512			
<i>Total Capital Outlay</i>			\$ -
<i>Debt Service</i>			
001-0850-512			
001-0850-512			
<i>Total Debt Service</i>			\$ -
<i>Other Expenditures</i>			
001-0850-581			
001-0850-581			
<i>Total Other Expenditures</i>			\$ -

Page 2 Sub-total: \$ 700

Finance

Fund




001-General Fund

Department/Division

0401-Finance

Mission

The mission of the Finance Department is to achieve community outcomes by preserving the financial integrity and fiscal management of the organization, while assuring the availability of funds to accomplish the City's goals, by:

-  maintaining the financial stability of the City;
-  ensuring operations are consistent with organization values; and
-  ensuring departmental fiscal operations are in compliance with appropriate federal, state and local financial requirements.

In order to accomplish this mission, the Finance Department will provide the following services: accounting, budget development and oversight, payroll, and purchasing.

Core Services and Outputs

Accounting Services

Primary Customer Group: City staff, residents and other outside agencies

Customer Requirements: Accurate, timely and compliant

Definition Statement: Provide our staff, residents and other outside agencies accurate and timely financial accounting services while ensuring compliance with applicable policies, regulations and reporting requirements.

Budget Development and Oversight

Primary Customer Group: City staff, commissioners, residents and other outside agencies

Customer Requirements: Accurate, timely and compliant

Definition Statement: Provide commissioners, residents and other outside agencies with an accurate and timely budget and assist city staff in preparing and operating within the budget while ensuring compliance with all statutory requirements and local policies.

Payroll Services

Primary Customer Group: City staff and other outside agencies

Customer Requirements: Accurate, timely and compliant

Definition Statement: Provide city staff with accurate and timely paychecks and supporting earnings statements and other outside agencies with pertinent payroll reports in accordance with all applicable policies and government regulations.

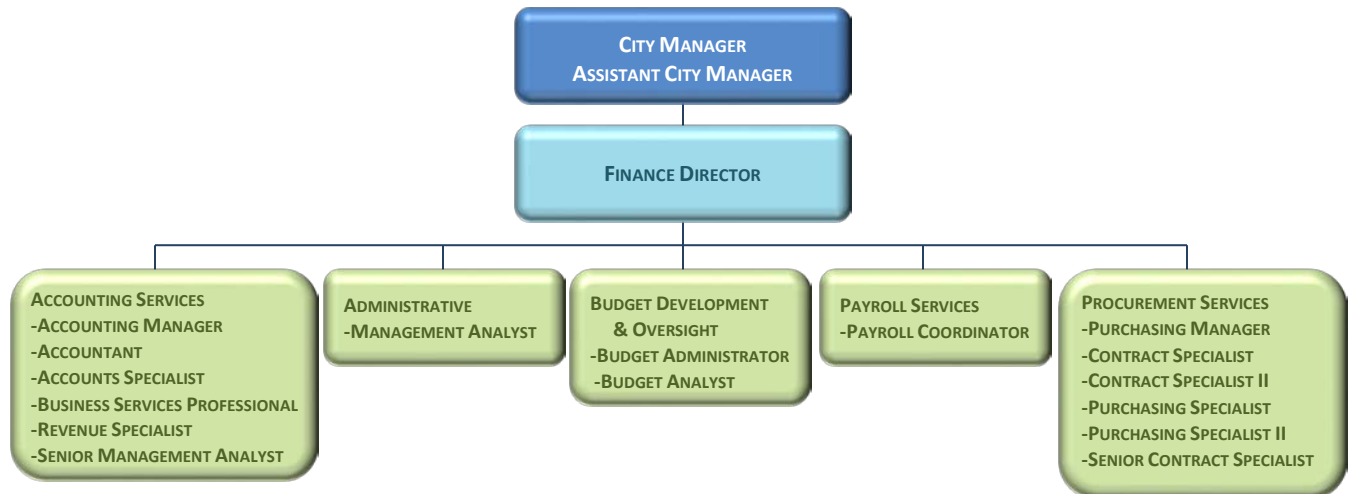
Purchasing Services

Primary Customer Group: City staff and vendors

Customer Requirements: Timely, compliant and economical

Definition Statement: Provide all city staff with assistance procuring goods and services required by the City in a timely manner, at the lowest possible cost, consistent with the quality required and in compliance with all applicable policies and procurement legislation.

Structure



Accomplishments

- Earned an unmodified audit opinion for fiscal year 2016.
- Received the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for fiscal year 2015; the twentieth consecutive year.
- Continued training of city employees on procurement processes and laws.
- Hired Management Analyst-Budget.
- Received the GFOA Distinguished Budget Presentation Award for the fiscal year 2016 adopted budget; the tenth consecutive year.
- Improved bond ratings from “Positive” to “Stable” and Long-term Issuer Default Rating to ‘AA’ from “A+”.

Initiatives

- Continue to assess and analyze processes to improve customer service.
- Begin to transition to a Centralized Procurement Service.
- Receive the GFOA awards for Excellence in Financial Reporting and Distinguished Budget.
- Develop a Capital Replacement Program for city-wide infrastructure.

Goals and Objectives

GOAL 1

Ensure the City of North Port’s short and long-term financial status is healthy and sound.

OBJECTIVES:

- Analyze alternative service delivery models.
- Review opportunities for new and/or enhanced revenues.
- Continue strategic balanced budget planning within Commission approved reserve levels.

GOAL 2

Provide timely and accurate financial reporting and transactions.

OBJECTIVES:

- Ensure that payroll processing, vendor payments, budget, and annual financial reporting are clear, timely, and accurate.
- Review the existing accounting structure with a view to simplification and to ensure that particular business needs of the departments are being met.
- Enhance financial reporting mechanisms to ensure that departmental financial information is relevant and timely.

GOAL 3

Ensure public funds and assets are invested prudently and are well-managed.

OBJECTIVES:

- Ensure sufficient cash is always available to meet current expenditures.
- Maintain a reasonable rate of return on investments.

GOAL 4

Implement programs to support and enhance communication, accountability, and positive outcomes.

OBJECTIVES:

- Continue refining the Comprehensive Annual Financial Report and budget documents to enhance communication.
- Continue developing and implementing Procurement process improvements.
- Explore additional technological tools to assist in customer service and efficiencies.
- Implement improvements for purchasing process.

Key Performance Measures – Accounting Services

OBTAIN THE CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

Goal	Provide timely and accurate financial reporting and transactions.				
Objective	Enhance financial reporting mechanisms to ensure that departmental financial information is relevant and timely.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Obtain the Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes
Description	The program ensures the users of the City's financial statements have the information needed for informed decision-making.				
Purpose	This supports transparency and financial accountability.				
Status	The City has received this award for twenty consecutive years.				

PERCENTAGE OF VENDOR INVOICES ENTERED ARE PAID WITHIN 42 DAYS OF DATE OF RECEIPT

Goal	Provide timely and accurate financial reporting and transactions.				
Objective	Ensure that payroll processing, vendor payments, budget, and annual financial reporting are clear, timely, and accurate.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Pay 95% of vendor invoice entries within 42 days of date of receipt	97%	94.57%	95%	95%	95%
Description	The timely payment of vendor invoices.				
Purpose	This models the City's value of excellent stewardship and sustainability of city assets and resources.				
Status	The City's annual goal is to achieve 95% efficiency in timely vendor payments within the prescribe time.				

CLOSE EACH FINANCIAL REPORTING MONTH BY THE NINTH (9TH) WORKING DAY OF THE FOLLOWING MONTH

Goal	Provide timely and accurate financial reporting and transactions.				
Objective	Ensure that payroll processing, vendor payments, budget, and annual financial reporting are clear, timely, and accurate.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Close each financial reporting month by the ninth (9 th) working day of the following month 90% of the time.	100%	100%	90%	100%	90%
Description	The closing of each month enhances financial reporting mechanisms.				
Purpose	This supports transparency and full disclosure in financial reporting.				
Status	The City's annual goal is to achieve 90% efficiency in monthly closings within the prescribe time.				

Output Measures

Reconcile and post all cash receipts by noon of the first working day each month.
Reconcile the bank statement by the ninth (9 th) working day of the following month.
Post all adjusting journal entries by the ninth (9 th) working day of the following month.
Provide a complete draft of the Comprehensive Annual Financial Report to the auditors by March 15 th of each year.

Key Performance Measures – Budget Development and Oversight**ATTAIN THE DISTINGUISH BUDGET PRESENTATION AWARD ANNUALLY**

Goal	Implement programs to support and enhance communication, accountability, and positive outcomes.				
Objective	Continue refining the budget documents to enhance communication.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Attain the Distinguish Budget Presentation Award Annually	Yes	Yes	Yes	Yes	Yes
Description	The program encourages and assists state and local government to prepare budget documents of the highest quality.				
Purpose	This supports transparency financial accountability.				
Status	The City has received this award for ten consecutive years.				

ANNUAL REVENUE AND EXPENDITURE VARIANCES

Goal	Ensure the City of North Port's short and long-term financial status is healthy and sound.				
Objective	Continue strategic balanced budget planning within Commission approved reserve levels.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain a variance of +/- 5% between estimated and actual revenues by operating fund	6.59%	1.99%	+/- 5%	+/- 5%	+/- 5%
Maintain a variance of +/- 10% between estimated and actual expenditures by operating fund	(6.27%)	(7.58%)	+/- 10%	+/- 10%	+/- 10%
Description	The provision of the best possible estimates of revenues and expenditures.				
Purpose	This supports the City's plan to actively provide a structurally balanced budget.				
Status	The City continues to review and analyze revenues as the economy grows.				

Output Measures

Ensure compliance with Truth In Millage (TRIM) requirements to meet Florida State Statutes.

Key Performance Measures – Payroll Services

TIMESHEET CORRECTIONS

Goal	Provide timely and accurate financial reporting and transactions.				
Objective	Ensure that payroll processing is timely, and accurate.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Reduce the number of timesheet corrections needed to prepare an accurate payroll to 5% or less	4.76%	3.97%	4.5%	4.25%	4.5%
Description	This measure reflects the accuracy of timesheets.				
Purpose	This supports payroll services training efforts to reduce timesheet errors and corrections.				
Status	The City utilizes a time and attendance program to help reduce timesheet errors and corrections. In fiscal year 2015, the city rolled out an updated version of the program which may have impacted the 2015 percent.				

FEDERAL PAYROLL REPORTING REQUIREMENTS

Goal	Provide timely and accurate financial reporting and transactions.				
Objective	Ensure that payroll processing is timely, and accurate.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Complete the quarterly reconciliation and required payroll reports by the tenth (10 th) of the month following quarter end 90% of the time	75%	75%	90%	100%	90%
Description	The reporting requirements are set by federal law.				
Purpose	This measure ensures the federally required reports are submitted in a timely fashion to meet federal guidelines.				
Status	The City meets all federally required deadlines.				

Output Measures

Review all timesheets by 5:00 p.m. the first business day following the end of the pay period with all corrections completed by supervisors no later than 8:00 a.m. the second business day.

Reconcile the preliminary payroll register by 4:00 p.m. the second business day following the end of the pay period.

Submit the direct deposit file to the bank for processing before the end of the day two (2) days prior to pay day.

Key Performance Measures – Purchasing Services

REQUISITION APPROVAL

Goal	Provide timely and accurate financial reporting and transactions. Implement programs to support and enhance communication, accountability, and positive outcomes.				
Objective	Continue developing and implementing Procurement process improvements.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Process 90% of all authorized requisitions subject to the receipt of all required documentation within three working days of submission	92.2%	99.2%	90%	97.85%	90%
Description	The ability of departments to procure goods and services while satisfying all procurement requirements.				
Purpose	This supports providing effective, efficient and timely customer service.				
Status	The City utilizes several levels of authorization established by policy and procurement dollar threshold guidelines, and required supporting data.				

CLOSING OF THE MONTH

Goal	Provide timely and accurate financial reporting and transactions.				
Objective	Ensure purchasing services remain timely and accurate.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Close the month by the tenth (10 th) of the new month, or the first business day thereafter, 90% of the time.	100%	100%	90%	100%	90%
Description	The monthly closing is part of the on-going annual maintenance of the Purchasing/Inventory Module.				
Purpose	This measure ensures that transactions remain up-to-date and the system continues to function properly.				
Status	The division continues to meet the requirement 100%.				

Output Measures

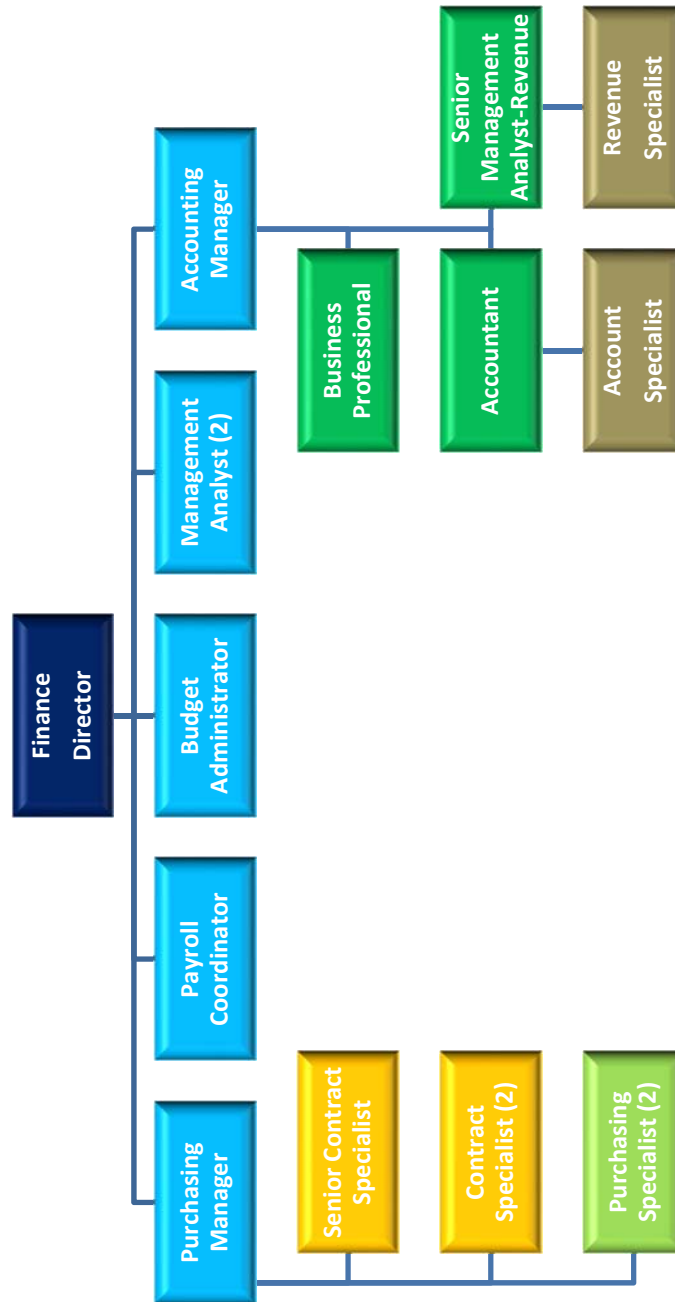
Review and verify that all required vendor information has been received from departments before processing requisitions.
Review and verify that all required procurement procedures have been followed before approving purchase requisitions.
Post all purchasing/inventory transactions at the end of each business day.

Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 805,252	\$ 817,608	\$ 843,549	\$ 929,580	\$ 1,040,070
Employee Benefits	197,625	211,410	229,041	268,720	292,320
PERSONNEL EXPENDITURES	1,002,877	1,029,018	1,072,590	1,198,300	1,332,390
Professional/Contracted Services	72,188	65,402	75,965	84,510	84,700
Current Operating Charges	27,742	22,498	20,264	27,600	29,760
Operating Supplies	19,805	34,016	39,360	29,620	32,000
OPERATING EXPENDITURES	119,735	121,916	135,589	141,730	146,460
TOTALS	\$ 1,122,612	\$ 1,150,934	\$ 1,208,179	\$ 1,340,030	\$ 1,478,850

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 AMENDED	FY 2015 AMENDED	FY 2016 AMENDED	FY 2017 AMENDED	FY 2018 PRELIMINARY
Finance Director	1	1	1	1	1
Accounting Manager	1	1	1	1	1
Budget Administrator	1	1	1	1	1
Budget Analyst	-	-	-	1	1
Management Analyst	1	1	1	1	1
Payroll Coordinator	1	1	1	1	1
Purchasing Manager	1	1	1	1	1
Sr. Mgmt. Analyst-Revenue	1	1	1	1	1
Accountant	1	1	1	1	1
Contract Specialist	1	1	1	1	1
Senior Contract Specialist	-	-	1	1	1
Land Management Specialist	1	1	-	-	-
Revenue Specialist	-	-	1	1	1
Business Services Professional	1	1	1	1	1
Account Specialist	2	1	1	1	1
Purchasing Specialist	-	1	1	1	1
Contract Specialist II	-	-	-	-	1
Purchasing Specialist II	-	-	-	-	1
TOTAL	13	13	14	15	17



Finance Department
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0401-513-11-00 Executive Salaries	96,170	-	96,170
001-0401-513-12-00 Regular Salaries	829,190	-	829,190
001-0401-513-14-00 Overtime	4,220	-	4,220
001-0401-513-21-00 FICA	68,750	-	68,750
001-0401-513-22-01 FRS	86,940	-	86,940
001-0401-513-23-00 Health/Dental/Life	111,340	-	111,340
001-0401-513-23-02 Vision	990	-	990
001-0401-513-24-00 Workers' Compensation	700	-	700
001-0401-513-27-00 Educational Assistance	-	-	-
TOTAL PERSONNEL	1,198,300	-	1,198,300
OPERATING			
001-0401-513-31-05 Other Professional Svc- <i>SLA-17-0401</i>	21,510	(4,000)	17,510
001-0401-513-32-00 Accounting & Auditing Services	63,000	-	63,000
001-0401-513-40-00 Travel & Per Diem	15,720	-	15,720
001-0401-513-41-00 Communication Services	480	-	480
001-0401-513-44-00 Rentals & Leases	8,350	-	8,350
001-0401-513-46-01 R&M Office Equipment	-	-	-
001-0401-513-47-00 Printing & Binding	-	-	-
001-0401-513-48-00 Promotional Activities	500	-	500
001-0401-513-49-12 Ads & Public Notices	2,250	-	2,250
001-0401-513-49-14 Tags, Fees, Licenses	300	-	300
001-0401-513-49-69 Food	-	-	-
001-0401-513-51-00 Office Supplies	6,500	-	6,500
001-0401-513-52-02 Fuel	300	-	300
001-0401-513-52-50 Minor Operating- <i>SLAs-17-0400 & 17-0402</i>	5,260	(3,760)	1,500
001-0401-513-54-00 Books, Publications, Subscriptions	5,590	-	5,590
001-0401-513-55-00 Training & Education	11,970	-	11,970
TOTAL OPERATING	141,730	(7,760)	133,970
TOTALS	1,340,030	(7,760)	1,332,270

FINANCE DEPARTMENT

BUDGET ANALYSIS

001-0401-513

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
11 Executive Salaries	\$ 87,859	\$ 90,484	\$ 95,990	\$ 96,170	\$ 96,170	\$ 99,050
12 Regular Salaries & Wages	716,719	726,043	746,810	829,190	829,190	861,970
13 Other Salaries & Wages	-	-	-	-	-	78,050
14 Overtime	674	1,081	749	4,220	4,220	1,000
Salaries & Wages	805,252	817,608	843,549	929,580	929,580	1,040,070
21 FICA	58,683	59,951	62,322	68,750	68,750	71,600
22 Retirement Contributions	72,901	73,815	78,940	86,940	86,940	94,060
23 Life & Health Insurance	65,335	76,919	87,079	112,330	112,330	124,460
24 Workers' Compensation	706	725	700	700	700	700
27 Educational Assistance	-	-	-	-	-	1,500
Employee Benefits	197,625	211,410	229,041	268,720	268,720	292,320
Total Personnel Expenditures	1,002,877	1,029,018	1,072,590	1,198,300	1,198,300	1,332,390
<i>OPERATING EXPENDITURES</i>						
31 Professional Services	17,188	6,902	16,465	21,510	17,510	18,700
32 Accounting and Auditing	55,000	58,500	59,500	63,000	63,000	66,000
Professional/Contracted Services	72,188	65,402	75,965	84,510	80,510	84,700
40 Travel and Per Diem	10,373	11,878	8,244	15,720	15,720	18,180
41 Communication Services	542	474	473	480	480	480
44 Rentals & Leases	10,547	7,734	7,740	8,350	8,350	8,350
46 Repairs & Maintenance	473	-	90	-	-	-
48 Promotional Activities	-	94	700	500	500	500
49 Other Current Charges	5,440	2,318	3,017	2,550	2,550	2,250
Current Operating Charges	27,742	22,498	20,264	27,600	27,600	29,760
51 Office Supplies	5,864	6,373	6,290	6,500	6,500	6,500
52 Minor Operating Expenditures	1,466	954	16,290	5,560	1,800	6,040
54 Books, Public, Subs, Member	5,064	18,345	6,446	5,590	5,590	6,070
55 Training & Education	7,411	8,344	10,334	11,970	11,970	13,390
Operating Supplies	19,805	34,016	39,360	29,620	25,860	32,000
Total Operating Expenditures	119,735	121,916	135,589	141,730	133,970	146,460
TOTALS	\$ 1,122,612	\$ 1,150,934	\$ 1,208,179	\$ 1,340,030	\$ 1,332,270	\$ 1,478,850





**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0400		FY 2018 Total Budget Cost / (Savings)	\$ 47,560
Title:	Contract Specialist II		Fund: General
Department:	Finance		Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Purchasing currently provides procurement services on a city-wide basis. Although the division could be considered a hybrid of both centralization and decentralization, the goal originally was for centralization. Many departments within the City have expressed a desire to move toward centralized purchasing. The division was headed in that direction in 2006, but with the economic downturn and staff cutbacks, the division was reduced from five positions to two plus a shared non-purchasing position (account specialist). That position was reclassified into a full time Purchasing Specialist position in FY 2015. In FY 2016 we added a Sr. Contract Specialist position bringing the number of current Purchasing positions to four. In addition to the increased number of City capital and non-capital projects, Purchasing's involvement in the agenda process has grown over the years and the assigned review and preparation of agenda item packets requires a significant number of hours. Purchasing will also be implementing and maintaining a contract database in FY 2018 and we are recommending that Purchasing assume the P-card administrative responsibilities as that is where the duties lie with most local government entities. In order to meet the growing needs of the City and provide quality municipal services, the division needs to add two new positions: a Contract Specialist II and a Purchasing Specialist II.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
1.00	Contract Specialist II	917

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 43,260
Operating	4,300
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 47,560

One-Time:	2,120
Recurring:	45,440

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 47,560

IMPACT OF DENIAL

Current staff will not be able to continue to meet the growing needs for the division or the City. Service levels will decrease as higher level Purchasing staff continues to perform many of the low level services and cannot devote expertise to the more complicated functions.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0400
Title:	Contract Specialist II
Fund:	General
Department:	Finance
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0401-513 12-00 Salaries		R	\$ 32,590
001-0401-513 14-00 Overtime			
001-0401-513 21-00 FICA		R	2,500
001-0401-513 22-01 FRS		R	2,580
001-0401-513 23-00 Insurance - Health & Dental		R	5,550
001-0401-513 23-02 Vision Care		R	40
001-0401-513 27-00 Educational Assistance			
Total Personnel Costs			\$ 43,260
Operating Expenditures			
001-0401-513 52-50 Minor Operating - Computer		O	\$ 1,800
001-0401-513 54-00 Memberships		R	240
001-0401-513 40-00 Travel and Per Diem		R	1,230
001-0401-513 55-00 Training & Education		R	710
001-0401-513 52-50 Adobe Acrobat Pro DC		O	320
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
Total Operating Expenditures			\$ 4,300
Capital Outlay			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
Total Capital Outlay			\$ -
Debt Service			
001-0401-513			
001-0401-513			
Total Debt Service			\$ -
Other Expenditures			
001-0401-581			
001-0401-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 47,560



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0401		FY 2018 Total Budget Cost / (Savings)		\$ 39,090
Title:	Purchasing Specialist II		Fund:	General
Department:	Finance		Division:	N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Purchasing currently provides procurement services on a city-wide basis. Although the division could be considered a hybrid of both centralization and decentralization, the goal originally was for centralization. Many departments within the City have expressed a desire to move toward centralized purchasing. The division was headed in that direction in 2006, but with the economic downturn and staff cutbacks, the division was reduced from five positions to two plus a shared non-purchasing position (account specialist). That position was reclassified into a full time Purchasing Specialist position in FY 2015. In FY 2016 we added a Sr. Contract Specialist position bringing the number of current Purchasing positions to four. In addition to the increased number of City capital and non-capital projects, Purchasing's involvement in the agenda process has grown over the years and the assigned review and preparation of agenda item packets requires a significant number of hours. Purchasing will also be implementing and maintaining a contract database in FY 2018 and we are recommending that Purchasing assume the P-card administrative responsibilities as that is where the duties lie with most local government entities. In order to meet the growing needs of the City and provide quality municipal services, the division needs to add two new positions: a Contract Specialist II and a Purchasing Specialist II.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
1.00	Purchasing Specialist II	914

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 34,790
Operating	4,300
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 39,090

One-Time: 2,120

Recurring: 36,970

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 39,090

IMPACT OF DENIAL

Current staff will not be able to continue to meet the growing needs for the division or the City. Service levels will decrease as higher level Purchasing staff continues to perform many of the low level services and cannot devote expertise to the more complicated functions.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0401
Title:	Purchasing Specialist II
Fund:	General
Department:	Finance
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0401-513 12-00 Salaries		R	\$ 25,260
001-0401-513 14-00 Overtime			
001-0401-513 21-00 FICA		R	1,940
001-0401-513 22-01 FRS		R	2,000
001-0401-513 23-00 Insurance - Health & Dental		R	5,550
001-0401-513 23-02 Vision Care		R	40
001-0401-513 27-00 Educational Assistance			
Total Personnel Costs			\$ 34,790
Operating Expenditures			
001-0401-513 52-50 Minor Operating - Computer		O	\$ 1,800
001-0401-513 54-00 Memberships		R	240
001-0401-513 40-00 Travel and Per Diem		R	1,230
001-0401-513 55-00 Training & Education		R	710
001-0401-513 52-50 Adobe Acrobat PRO DC		O	320
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
Total Operating Expenditures			\$ 4,300
Capital Outlay			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
Total Capital Outlay			\$ -
Debt Service			
001-0401-513			
001-0401-513			
Total Debt Service			\$ -
Other Expenditures			
001-0401-581			
001-0401-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: **\$ 39,090**



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0402		FY 2018 Total Budget Cost / (Savings)		\$	3,000
Title:	Auditing Services			Fund:	General
Department:	Finance			Division:	N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In Fiscal Year 2018, the Finance Department will be required to submit a request for proposal for auditing services. The department is anticipating a 3% increase in auditing services. Also, a decrease in single audits from three to one is anticipated. This SLA reflects these changes.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			3,000
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 3,000
		One-Time:	(6,900)
		Recurring:	9,900
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 3,000

IMPACT OF DENIAL

The department budget would not be sufficient to meet annual auditing costs.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0402
Title:	Auditing Services
Fund:	General
Department:	Finance
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0401-513 12-00 Salaries			
001-0401-513 14-00 Overtime			
001-0401-513 21-00 FICA			
001-0401-513 22-01 FRS			
001-0401-513 23-00 Insurance - Health & Dental			
001-0401-513 23-02 Vision Care			
001-0401-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0401-513 32-00 Accounting and Auditing-basis audit fees		R	9,900
001-0401-513 32-00 Accounting and Auditing-single audit fees		O	(6,900)
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
Total Operating Expenditures			\$ 3,000
<i>Capital Outlay</i>			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
001-0401-513			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0401-513			
001-0401-513			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0401-581			
001-0401-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,000

General Services

Fund





001-General Fund

Department/Division

0705-Administration

Mission

The mission of the General Services Administration Division is to oversee the Information Technology, Social Services and Parks and Recreation divisions and Warm Mineral Springs fund to accomplish city designated goals by:

-  providing coordinated and cost-effective services across three operational divisions;
-  providing oversight of information and technology support services;
-  providing oversight of community-based social services; and
-  ensuring the availability of park and recreation opportunities.

In order to accomplish this mission, the General Services Administration Division serves to provide our customers community-based programs, customer-focused services, and technology-driven information ensuring the citizens of North Port enjoy a viable and sustainable quality of life.

Structure



Accomplishments

- Transitioned a new Social Services Manager.
- Developed department branding standards.
- Increased department presence on social media.
- Incorporated the Customer Service Coordinator into General Services-Administrative Division.

Initiatives

- Oversee design and construction of the new North Port pool at Butler Park.
- Continue oversight of contracted management for the operations of Warm Mineral Springs.
- Budget and coordinate implementation of capital projects.
- Continue oversight of grant funding.
- Continue with Warm Mineral Springs Park redevelopment efforts.

Goals

- Deliver coordinated and cost-effective services across all three divisions and Warm Mineral Springs Park.
- Assure efficient resource utilization, maximizing organizational effectiveness.
- Develop customer focused outreach programs.
- Enhance the department's social media/outreach efforts.
- Provide financial oversight for expenditure and budgetary compliance.

- Develop the department's budget.
- Develop a departmental CIP program supporting the Commission's adopted strategic plan.
- Manage the department's Commission agenda items, inquiries and communications.
- Ensure administrative policies and procedures are established, understood and properly implemented.
- Manage the Warm Mineral Springs Park operations contract with National & State Park Concessions.

Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 171,064	\$ 173,865	\$ 151,541	\$ 195,520	\$ 215,800
Employee Benefits	57,084	59,960	55,665	70,950	69,970
PERSONNEL EXPENDITURES	228,148	233,825	207,206	266,470	285,770
Professional/Contracted Services	-	-	150	-	5,000
Current Operating Charges	1,705	4,461	3,006	4,190	64,540
Operating Supplies	1,085	3,495	1,607	2,450	7,340
OPERATING EXPENDITURES	2,790	7,956	4,763	6,640	76,880
TOTALS	\$ 230,938	\$ 241,781	\$ 211,969	\$ 273,110	\$ 362,650

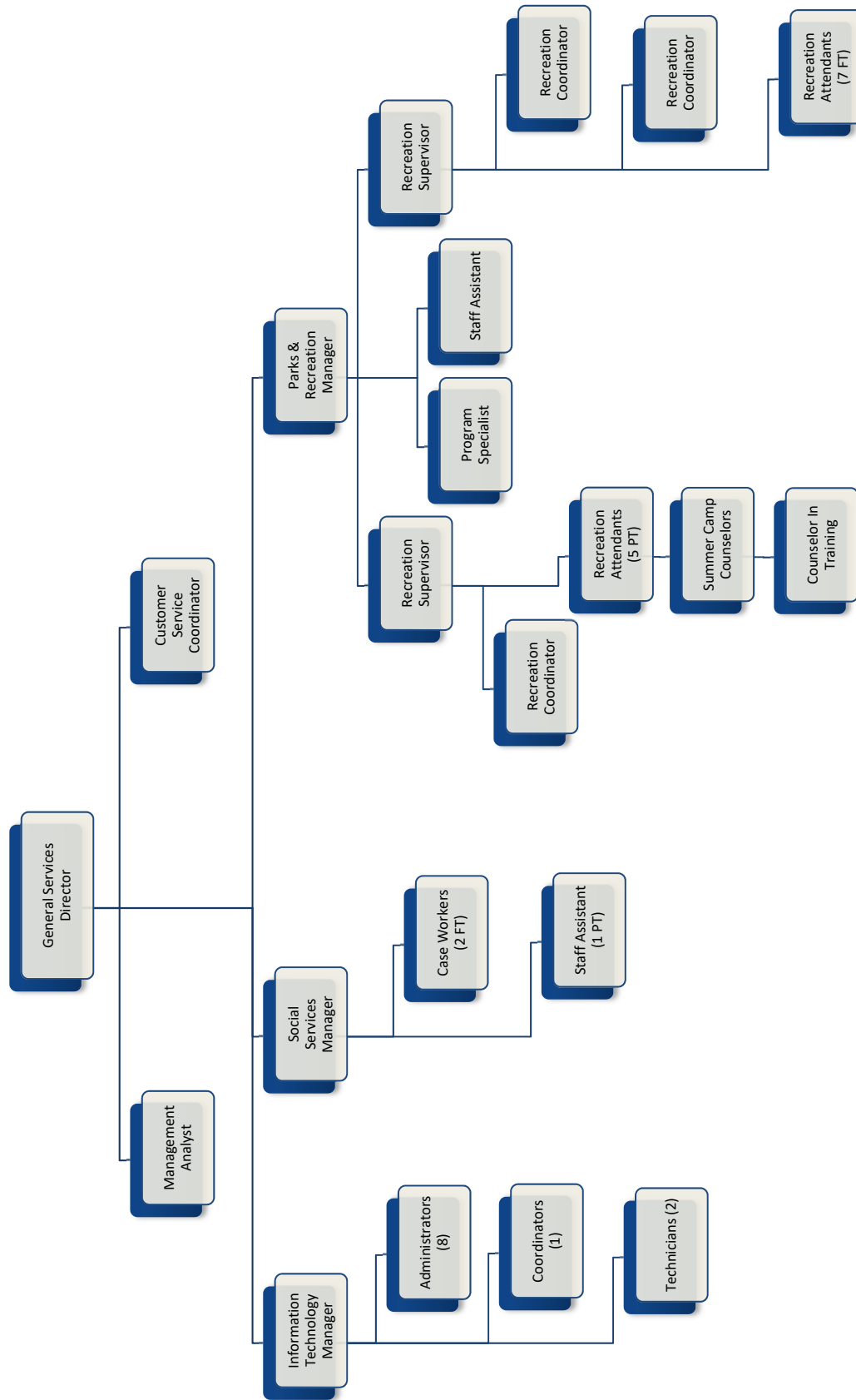
Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 AMENDED	FY 2015 AMENDED	FY 2016 AMENDED	FY 2017 AMENDED	FY 2018 PRELIMINARY
Director	1	1	1	1	1
Management Analyst	1	1	1	1	1
Administrative Services Specialist	-	-	1	-	-
Customer Services Coordinator	-	-	-	1	1
Administrative Services Coordinator	1	1	-	-	-
TOTAL	3	3	3	3	3

General Services Department

FY 17/18 Proposed Organizational Chart

(includes requested positions)



General Services-Administration
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0705-513-11-00 Executive Salaries	97,380	-	97,380
001-0705-513-12-00 Regular Salaries	98,140	-	98,140
001-0705-513-14-00 Overtime	-	-	-
001-0705-513-21-00 FICA	14,120	-	14,120
001-0705-513-22-01 FRS	28,580	-	28,580
001-0705-513-23-00 Health/Dental/Life	27,860	-	27,860
001-0705-513-23-02 Vision	240	-	240
001-0705-513-24-00 Workers' Compensation	150	-	150
001-0705-513-27-00 Educational Assistance	-	-	-
TOTAL PERSONNEL	266,470	-	266,470
OPERATING			
001-0705-513-31-04 Medical Services	-	-	-
001-0705-513-31-05 Other Professional Svc	-	-	-
001-0705-513-40-00 Travel & Per Diem	2,500	-	2,500
001-0705-513-41-00 Communication Services	540	-	540
001-0705-513-44-00 Rentals & Leases	-	-	-
001-0705-513-46-01 R&M Office Equipment	400	-	400
001-0705-513-46-50 Fleet-Administrative	-	-	-
001-0705-513-48-00 Promotional Activities	750	-	750
001-0705-513-49-12 Ads & Public Notices	-	-	-
001-0705-513-49-69 Food	-	-	-
001-0705-513-51-00 Office Supplies	200	-	200
001-0705-513-52-02 Fuel	100	-	100
001-0705-513-52-50 Minor Operating	-	-	-
001-0705-513-54-00 Books, Publications, Subscriptions	150	-	150
001-0705-513-55-00 Training & Education	2,000	-	2,000
TOTAL OPERATING	6,640	-	6,640
CAPITAL			
001-0705-513-64-00 Capital Machinery & Equipment	-	-	-
TOTAL CAPITAL	-	-	-
INTERFUND TRANSFER			
	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-
TOTALS	273,110	-	273,110

GENERAL SERVICES
ADMINISTRATION DIVISION
BUDGET ANALYSIS

001-0705-513

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
	<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
PERSONNEL EXPENDITURES							
11	Executive Salaries	\$ 87,859	\$ 90,484	\$ 95,990	\$ 97,380	\$ 97,380	\$ 95,500
12	Regular Salaries & Wages	83,205	83,374	55,551	98,140	98,140	120,300
	Salaries & Wages	171,064	173,865	151,541	195,520	195,520	215,800
21	FICA	12,178	12,517	10,768	14,120	14,120	16,450
22	Retirement Contributions	24,460	25,295	24,742	28,580	28,580	31,200
23	Life & Health Insurance	20,293	21,995	20,005	28,100	28,100	22,170
24	Workers' Compensation	153	153	150	150	150	150
	Employee Benefits	57,084	59,960	55,665	70,950	70,950	69,970
	Total Personnel Expenditures	228,148	233,825	207,206	266,470	266,470	285,770
OPERATING EXPENDITURES							
31	Professional Services	-	-	150	-	-	5,000
	Professional/Contracted Services	-	-	150	-	-	5,000
40	Travel and Per Diem	821	3,868	1,148	2,500	2,500	5,600
41	Communication Services	539	540	670	540	540	1,140
44	Rentals & Leases	-	-	-	-	-	3,420
46	Repairs & Maintenance	123	-	432	400	400	-
47	Printing & Binding	222	53	235	-	-	12,930
48	Promotional Activities	-	-	521	750	750	4,700
49	Other Current Charges	-	-	-	-	-	36,750
	Current Operating Charges	1,705	4,461	3,006	4,190	4,190	64,540
51	Office Supplies	177	63	294	200	200	300
52	Minor Operating Expenditures	169	19	632	100	100	230
54	Books, Public, Subs, Member	235	340	198	150	150	2,110
55	Training & Education	504	3,073	483	2,000	2,000	4,700
	Operating Supplies	1,085	3,495	1,607	2,450	2,450	7,340
	Total Operating Expenditures	2,790	7,956	4,763	6,640	6,640	76,880
	TOTALS	\$ 230,938	\$ 241,781	\$ 211,969	\$ 273,110	\$ 273,110	\$ 362,650



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0700		FY 2018 Total Budget Cost / (Savings)	\$ 5,000
Title:	Professional Creative Services		Fund: General
Department:	General Services		Division: Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	x		Toledo Blade interchange as major destination
Preservation of environment & natural resources			Sumter interchange as major destination
Vibrant "Alive" Town Centers			Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In FY2017, the General Services Department reclassified a vacant Administrative Services Specialist position to a Customer Services Coordinator to manage the overall marketing, advertising, and social media presence for the Department's services. These funds are used to hire outside professionals to assist in designing specialty projects, such as park signs, maps, guides, and folders. Some examples include the City's annual holiday guide, the canoe and kayak map, the outdoor guide brochure, the bird watching map, and other publications.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	5,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 5,000

One-Time: -

Recurring: 5,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 5,000

IMPACT OF DENIAL

Should this be denied, the General Services Department's higher-end projects (like guides, brochures, advertisements) will need to be designed in-house using staff resources and talent. This will mean a reduction in service level since staff resources will need to be taken away from other projects to perform this work. A reduction in service level may also be seen in the quality of work since the Department would not be hiring outside professionals who have specialized in a creative field. This impacts the City's overall branded image as well as the Department's story that it is trying to relay.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0700
Title:	Professional Creative Services
Fund:	General
Department:	General Services
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0705-513 12-00 Salaries			
001-0705-513 14-00 Overtime			
001-0705-513 21-00 FICA			
001-0705-513 22-01 FRS			
001-0705-513 23-00 Insurance - Health & Dental			
001-0705-513 23-02 Vision Care			
001-0705-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0705-513 31-05 Other Professional Services		R	\$ 5,000
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Operating Expenditures			\$ 5,000
Capital Outlay			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Capital Outlay			\$ -
Debt Service			
001-0705-513			
001-0705-513			
Total Debt Service			\$ -
Other Expenditures			
001-0705-581			
001-0705-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,000



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0701		FY 2018 Total Budget Cost / (Savings)		\$ 5,800
Title:	Annual Marketing		Fund:	General
Department:	General Services		Division:	Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In FY2017, the General Services Department reclassified a vacant Administrative Services Specialist position to a Customer Services Coordinator to manage the overall marketing, advertising, and social media presence for the Department's services. Staff will attend 3CMA and GSMO conferences which are specific to marketing and communications. In addition, staff will attend the North Port Area Chamber of Commerce's two signature expo events (the North Port Community & Business Expo and the Business-to-Business Expo), as well as traveling to the Villages Travel Expo and the Herald-Tribune Media Group Outdoor Expo. These trade shows provide the Department the ability to reach audiences with messages about the City's parks, programs, and services in a strategic way.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
EXPENDITURES	
Personnel	\$ -
Operating	5,800
Capital	-
Debt Service	-
Other Expenditures	-
Total Expenditures:	\$ 5,800
	One-Time: -
	Recurring: 5,800

REVENUES	
Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 5,800

IMPACT OF DENIAL

The communication landscape is changing drastically with digital media, digital technology, and the way people gather their news and information. Denial means the Department will be losing out on an important tactic to stay ahead of the curve on trends, decreasing the City's overall reach. The Department also has a multi-faceted approach to marketing that includes print, broadcast, digital, and face-to-face strategies. Face-to-face marketing deals directly with the public and encourages word-of-mouth (which is the most effect marketing tactic).



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0701
Title:	Annual Marketing
Fund:	General
Department:	General Services
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0705-513 12-00 Salaries			
001-0705-513 14-00 Overtime			
001-0705-513 21-00 FICA			
001-0705-513 22-01 FRS			
001-0705-513 23-00 Insurance - Health & Dental			
001-0705-513 23-02 Vision Care			
001-0705-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0705-513 40-00 Annual Marketing Travel		R	\$ 3,100
001-0705-513 55-00 Annual Marketing Training		R	2,700
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Operating Expenditures			\$ 5,800
Capital Outlay			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Capital Outlay			\$ -
Debt Service			
001-0705-513			
001-0705-513			
Total Debt Service			\$ -
Other Expenditures			
001-0705-581			
001-0705-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,800



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0702		FY 2018 Total Budget Cost / (Savings)	\$ 3,320
Title:	CIP Community Celebrations		Fund: General
Department:	General Services		Division: Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In FY2017, the General Services Department reclassified a vacant Administrative Services Specialist position to a Customer Services Coordinator to manage the overall marketing, advertising, and social media presence for the Department's services. In FY2018, there are several big projects on the horizon that are deemed appropriate to celebrate, including the conclusion of Butler Park construction and groundbreaking of a pool; a new playground at Blue Ridge Park; a new entranceway to the Myakkahatchee Creek Environmental Park; a new disc golf course; and a new boundless playground at the Garden of Five Senses. This SLA funding assists with all costs associated with the celebrations, including promotional activities, the rental of portable restrooms, and food costs.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			3,320
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:			\$ 3,320
One-Time:			-
Recurring:			3,320
REVENUES			
Total Revenues:			\$ -
Total Expenditures Minus Revenues:			\$ 3,320

IMPACT OF DENIAL

If this SLA is denied, the General Services Department would not be able to host groundbreaking and ribbon cutting ceremonies for its upcoming capital improvement projects. The goal of these types of celebrations is to cultivate a sense of community pride as well as raise awareness about new amenities and services that the City offers.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0702
Title:	CIP Community Celebrations
Fund:	General
Department:	General Services
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0705-513 12-00 Salaries			
001-0705-513 14-00 Overtime			
001-0705-513 21-00 FICA			
001-0705-513 22-01 FRS			
001-0705-513 23-00 Insurance - Health & Dental			
001-0705-513 23-02 Vision Care			
001-0705-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0705-513 44-00 Rentals/Leases - CIP Celebrations (Portable Restrooms)		R	820
001-0705-513 48-00 Promotional Activities - CIP Celebrations		R	1,250
001-0705-513 49-69 Food - CIP Celebrations		R	1,250
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Operating Expenditures			\$ 3,320
<i>Capital Outlay</i>			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0705-513			
001-0705-513			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0705-581			
001-0705-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,320



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0703		FY 2018 Total Budget Cost / (Savings)		\$ 5,930
Title:	Stone Crabs-North Port Community Night			Fund: General
Department:	General Services			Division: Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

This SLA reflects the advertising and promotional item costs associated with North Port Community Night; this event provides North Port families a safe, fun event at the Charlotte Sports Park. Each year, the City spends funds to print flyers and advertise the event on radio and Facebook. The City also spends funds to purchase the 500 hats that are provided to the first 500 ticket holders.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			5,930
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 5,930
		One-Time:	-
		Recurring:	5,930
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 5,930

IMPACT OF DENIAL

If the North Port City Commission decides not to approve this SLA, then the General Services Department would not be able to fund advertising, or the purchase of the 500 promotional hats.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0703
Title:	Stone Crabs-North Port Community Night
Fund:	General
Department:	General Services
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0705-513 12-00 Salaries			
001-0705-513 14-00 Overtime			
001-0705-513 21-00 FICA			
001-0705-513 22-01 FRS			
001-0705-513 23-00 Insurance - Health & Dental			
001-0705-513 23-02 Vision Care			
001-0705-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0705-513 47-00 Printing & Binding - Flyers for the Charlotte Stone Crabs		R	\$ 930
001-0705-513 48-00 Promotional Activities - Purchase 500 hats for 1st 500 ticket holders		R	2,700
001-0705-513 49-12 Ads & Public Notices - Broadcast and Social Media advertisement		R	2,300
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Operating Expenditures			\$ 5,930
Capital Outlay			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Capital Outlay			\$ -
Debt Service			
001-0705-513			
001-0705-513			
Total Debt Service			\$ -
Other Expenditures			
001-0705-581			
001-0705-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,930



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0704	FY 2018 Total Budget Cost / (Savings)	\$ 11,800
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Title: Print Marketing Strategy	Fund: General
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Department: General Services	Division: Administration
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Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s)	Place an "X" in the appropriate box(es)		
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In FY2017, the General Services Department reclassified a vacant Administrative Services Specialist position to a Customer Services Coordinator to manage the overall marketing, advertising, and social media presence for the Department's services. The General Services Department will now produce promotional maps and guides, including the canoe and kayak map, the outdoor guide, the bird map, and the holiday guide. Prior to this, the City Manager's Office had supplemented this work. These guides are distributed throughout the community and during trade shows and other outreach events.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			11,800
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 11,800
		One-Time:	-
		Recurring:	11,800
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 11,800

IMPACT OF DENIAL

The General Services Department has a multi-faceted approach to marketing that includes print, broadcast, digital, and face-to-face strategies. This SLA is in relation to the General Services Department's print marketing strategy. Not all residents are relying on technology to gain their news and information. Print remains an important part of the overall strategy. However, if the City cannot produce printed guides and resources, then these residents will not get their information in this format.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0704
Title:	Print Marketing Strategy
Fund:	General
Department:	General Services
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0705-513 12-00 Salaries			
001-0705-513 14-00 Overtime			
001-0705-513 21-00 FICA			
001-0705-513 22-01 FRS			
001-0705-513 23-00 Insurance - Health & Dental			
001-0705-513 23-02 Vision Care			
001-0705-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0705-513 47-00 Printing & Binding		R	11,800
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Operating Expenditures			\$ 11,800
<i>Capital Outlay</i>			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0705-513			
001-0705-513			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0705-581			
001-0705-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 11,800



SLA: 18-0705	FY 2018 Total Budget Cost / (Savings)	\$ 33,000
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Title: Advertisement Marketing	Fund: General
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Department: General Services	Division: Administration
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Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In FY2017, the General Services Department reclassified a vacant Administrative Services Specialist position to a Customer Services Coordinator to manage the overall marketing, advertising, and social media presence for the Department's services. The General Services Department has developed a multi-faceted approach to marketing that includes print, broadcast, digital, and face-to-face strategies. A consistent advertising presence goes a long way in branding efforts - and building community pride.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
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EXPENDITURES

Personnel	\$ -
Operating	33,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 33,000

One-Time: -

Recurring: 33,000

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 33,000

IMPACT OF DENIAL

There is little doubt that the best way to reach people is through a coordinated social media, web, and broadcast advertising effort on platforms that the target audience is on. If this SLA is denied, the Department will not be reaching people in this manner. Staff also will have to find other ways to advertise programs, events, and services.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0705
Title:	Advertisement Marketing
Fund:	General
Department:	General Services
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0705-513 12-00 Salaries			
001-0705-513 14-00 Overtime			
001-0705-513 21-00 FICA			
001-0705-513 22-01 FRS			
001-0705-513 23-00 Insurance - Health & Dental			
001-0705-513 23-02 Vision Care			
001-0705-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0705-513 49-12 Ads & Public Notices - Advertising/Marketing Strategy		R	33,000
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Operating Expenditures			\$ 33,000
Capital Outlay			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Capital Outlay			\$ -
Debt Service			
001-0705-513			
001-0705-513			
Total Debt Service			\$ -
Other Expenditures			
001-0705-581			
001-0705-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 33,000



SLA: 18-0706		FY 2018 Total Budget Cost / (Savings)		\$ 1,960
Title:	Marketing Memberships		Fund:	General
Department:	General Services		Division:	Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

In FY2017, the General Services Department reclassified a vacant Administrative Services Specialist position to a Customer Services Coordinator to manage the overall marketing, advertising, and social media presence for the Department's services. The communication landscape is changing drastically with digital media, digital technology, and the way people gather their news and information. Industry-specific memberships - including the Government Social Media Organization, the City-County Communications & Marketing Association, and the Florida Public Relations Association, assist staff in ensuring the City's marketing and advertising efforts remain relevant. This SLA also refers to the Adobe Creative Cloud Membership, which provides the necessary design software needed to produce brochures, flyers, business cards, and more.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,960
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,960

One-Time: -

Recurring: 1,960

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,960

IMPACT OF DENIAL

If these memberships are denied, staff will not have the tools and networking opportunities available to stay ahead of popular digital and marketing trends.



SLA:	18-0706
Title:	Marketing Memberships
Fund:	General
Department:	General Services
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0705-513 12-00 Salaries			
001-0705-513 14-00 Overtime			
001-0705-513 21-00 FICA			
001-0705-513 22-01 FRS			
001-0705-513 23-00 Insurance - Health & Dental			
001-0705-513 23-02 Vision Care			
001-0705-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0705-513 54-00 Subs, Pubs, Memberships - Marketing Memberships			
001-0705-513		R	1,960
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Operating Expenditures			\$ 1,960
Capital Outlay			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Capital Outlay			\$ -
Debt Service			
001-0705-513			
001-0705-513			
Total Debt Service			\$ -
Other Expenditures			
001-0705-581			
001-0705-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,960



SLA: 18-0707	FY 2018 Total Budget Cost / (Savings)	\$ 2,600
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Title: Ricoh Copier	Fund: General
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Department: General Services	Division: Administration
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Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Upon analysis of business operations, it was determined that General Services Administration needed a copier to meet the needs of day to day operations. This SLA adds this copier to the division.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	2,600
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 2,600

One-Time: -

Recurring: 2,600

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 2,600

IMPACT OF DENIAL

Copier implemented in FY17; denial would include not funding the copier for future fiscal years and terminating the lease for this piece of equipment.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0707
Title:	Ricoh Copier
Fund:	General
Department:	General Services
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0705-513 12-00 Salaries			
001-0705-513 14-00 Overtime			
001-0705-513 21-00 FICA			
001-0705-513 22-01 FRS			
001-0705-513 23-00 Insurance - Health & Dental			
001-0705-513 23-02 Vision Care			
001-0705-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0705-513 44-00 Rentals & Leases		R	2,600
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Operating Expenditures			\$ 2,600
Capital Outlay			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
001-0705-513			
Total Capital Outlay			\$ -
Debt Service			
001-0705-513			
001-0705-513			
Total Debt Service			\$ -
Other Expenditures			
001-0705-581			
001-0705-581			
Total Other Expenditures			\$ -
Page 2 Sub-total:			\$ 2,600

General Services

Fund




001-General Fund

Department/Division

0710-Information Technology

Mission

The mission of the Information Technology Division is to achieve community outcomes by ensuring the integrity of and access to information by:

-  providing excellent technology support services to internal customers;
-  ensuring availability of information through technological services to increase community awareness; and
-  supporting community values through updated technology.

In order to accomplish this mission, the Information Technology Division promotes the use of technology wherever it enables efficient and effective business processes improving service to all of the City's customers.

Core Services and Outputs

Access to Information

Primary Customer Group: Employees and citizens

Customer Requirements: Reliability, anytime/anywhere accessibility

Definition Statement: To provide reliable, anytime, anywhere access to information to meet the needs of our employees and citizens.

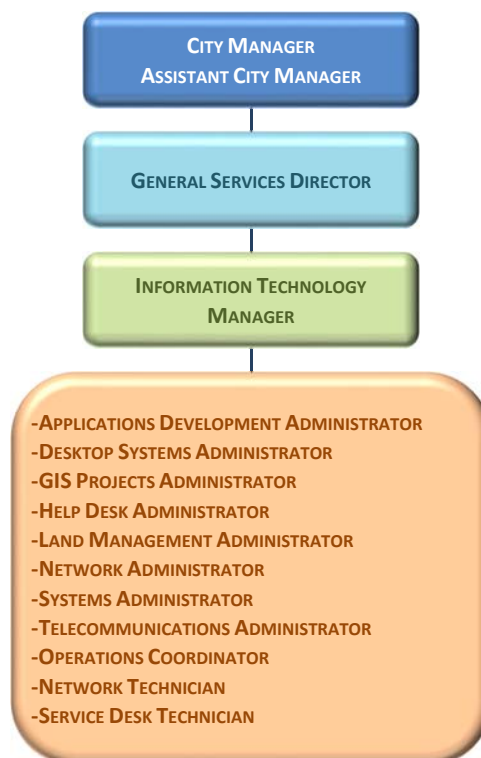
Support the Use of Technology

Primary Customer Group: Employees and citizens

Customer Requirements: Current technology, functional technology, accessible, timely

Definition Statement: To ensure technology tools are current and functional and employees are offered proper training and support.

Structure



Accomplishments

- Established disaster recovery center for continuity of datacenter resources.
- Implemented phone system for improved city-wide voice communication services.
- Implemented Microsoft Office 365 for improved email and current versions of Office software.
- Implemented new Police data network infrastructure for improved reliability and performance.
- Implemented new reporting and analytics application to improve access to information.
- Implemented new performance management application to help Human Resources enhance their process.
- Implemented a redesigned City website and a City mobile app.
- Continued to expand wireless networks throughout City facilities, enhancing staff and public access to the Internet.

Initiatives

- Continue to enhance online services for external customers.
- Strengthen IT involvement in department process analysis and business solutions.
- Continue to promote use of geographic information and applications.
- Promote training opportunities for City business systems and software applications.

Goals and Objectives

GOAL 1

Ensure a secure and reliable technology infrastructure.

OBJECTIVES:

- Analyze alternative service delivery models.
- Review opportunities for new and/or enhanced technology services.
- Continue strategic information technology planning.

GOAL 2

Ensure and support the use of technology.

OBJECTIVES:

- Develop technology solutions that improve our external customers' ability to interact with the City.
- Provide access to information that allows for better decision making and strategic planning.
- Provide excellent technology support services to internal customers.

Key Performance Measures

MANAGING SERVICE LEVEL AGREEMENTS

Goal	Ensure and support the use of technology.				
Objective	Provide effective and superior customer service to all city business.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain 80% of service level agreements assigned to categories of service orders	N/A	97.3%	80%	98.4%	80%
Description	The division categorizes Help Desk requests based upon projected completion time.				
Purpose	This measure assists the division's ability in meeting standardized response and completion times for service requests.				
Status	This is the third fiscal year in which this measure will be used.				

AVAILABILITY OF INFORMATION SYSTEM TECHNOLOGY

Goal	Ensure the reliability and accessibility to information.				
Objective	Provide effective and superior customer service to all city business.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain 97% of information systems (network, email, desk phones) uptime/availability.	99.9%	99.6%	97%	99.3%	97%
Description	The division ensures the availability of information systems city-wide.				
Purpose	This measure tracks the availability of information systems (network, email, desk phones).				
Status	The division consistently exceeds the performance mark of 97%.				

ACCESS TO APPLICATIONS AND INFORMATION

Goal	Ensure the reliability and accessibility to information.				
Objective	Provide effective and superior customer service to all city business.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain uptime/availability above 95%	N/A	98.1%	95%	99.9%	95%
Description	The division ensures the reliability and accessibility to information city-wide.				
Purpose	This measure tracks the availability of information.				
Status	This is the third fiscal year in which this measure will be used.				

Output Measures

Staff Help Desk 2,080 hours per year.

Provide on-call service (support) 128 hours per week.

Coordinate twelve (12) user training opportunities annually.

Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 507,731	\$ 547,601	\$ 596,990	\$ 689,800	\$ 715,070
Employee Benefits	127,291	142,524	165,652	205,690	231,970
PERSONNEL EXPENDITURES	635,022	690,125	762,642	895,490	947,040
Professional/Contracted Services	16,929	99,341	36,525	34,270	32,110
Current Operating Charges	515,980	571,585	549,016	393,850	424,350
Operating Supplies	93,541	210,530	281,310	720,290	635,650
OPERATING EXPENDITURES	626,450	881,456	866,851	1,148,410	1,092,110
CAPITAL EXPENDITURES	79,957	164,954	136,386	202,790	151,000
TOTALS	\$ 1,341,429	\$ 1,736,535	\$ 1,765,879	\$ 2,246,690	\$ 2,190,150

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 <u>AMENDED</u>	FY 2015 <u>AMENDED</u>	FY 2016 <u>AMENDED</u>	FY 2017 <u>AMENDED</u>	FY 2018 <u>PRELIMINARY</u>
IT Manager	1	1	1	1	1
IT Network Administrator	1	1	1	1	1
GIS Programs Administrator	1	1	1	1	1
IT Systems Administrator	1	1	1	1	1
Applications Development Administrator	1	1	1	1	1
Telecommunications Administrator	1	1	1	1	1
Help Desk Administrator	1	1	1	1	1
IT Operations Coordinator	1	1	1	1	1
IT Systems Technician	1	1	-	-	-
Desktop Systems Administrator	-	-	1	1	1
Land Management Administrator	-	-	1	1	1
Network Technician	-	-	-	1	1
Service Desk Technician	-	-	-	1	1
TOTAL	9	9	10	12	12

General Services-Information Technology
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0710-516-11-00 Executive Salaries	-	-	-
001-0710-516-12-00 Regular Salaries	689,500	-	689,500
001-0710-516-14-00 Overtime	300	-	300
001-0710-516-21-00 FICA	50,120	-	50,120
001-0710-516-22-01 FRS	51,920	-	51,920
001-0710-513-23-00 Health/Dental/Life	102,420	-	102,420
001-0710-516-23-02 Vision	770	-	770
001-0710-516-24-00 Workers' Compensation	460	-	460
001-0710-516-27-00 Educational Assistance	-	-	-
TOTAL PERSONNEL	895,490	-	895,490
OPERATING			
001-0710-516-31-05 Other Professional Svc- <i>SLA-17-0713</i>	34,270	(10,000)	24,270
001-0710-516-40-00 Travel & Per Diem	5,200	-	5,200
001-0710-516-41-00 Communication Services- <i>SLA-17-0714</i>	211,620	(300)	211,320
001-0710-516-44-00 Rentals & Leases	2,640	-	2,640
001-0710-516-46-01 R&M Office Equipment	172,780	-	172,780
001-0710-516-46-50 Fleet-Administrative	1,110	-	1,110
001-0710-516-46-51 Fleet-Labor	350	-	350
001-0710-516-46-52 Fleet-Parts	150	-	150
001-0710-516-51-00 Office Supplies	1,000	-	1,000
001-0710-516-52-02 Fuel	600	-	600
001-0710-516-52-50 Minor Operating- <i>SLAs-17-0710, 17-0711, 17-0715, 17-0717, 17-0720, 17-0721, 17-0722, 17-0723, 17-0726, 17-0727 & 17-0791, City Mgr. Intern Computer & Phone</i>	299,700	(291,190)	8,510
001-0710-516-54-00 Books, Publications, Subscriptions	417,640	-	417,640
001-0710-516-55-00 Training & Education- <i>SLAs-17-0710 & 17-0711</i>	1,350	(500)	850
TOTAL OPERATING	1,148,410	(301,990)	846,420
CAPITAL			
001-0710-516-64-00 Capital Machinery & Equipment- <i>SLAs-17-0724, 17-0728 & 17-0791 & Project IT17SE</i>	202,790	(202,790)	-
TOTAL CAPITAL	202,790	(202,790)	-
INTERFUND TRANSFER			
TOTAL INTERFUND TRANSFERS	-	-	-
TOTALS	2,246,690	(504,780)	1,741,910

GENERAL SERVICES
INFORMATION TECHNOLOGY DIVISION
BUDGET ANALYSIS

001-0710-516

<u>Account Description</u>	FY 2014 <u>Actual</u>	FY 2015 <u>Actual</u>	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted</u>	FY 2017 <u>Base Budget</u>	FY 2018 <u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
12 Regular Salaries & Wages	\$ 507,692	\$ 547,520	\$ 596,956	\$ 689,500	\$ 689,500	\$ 714,650
14 Overtime	39	81	34	300	300	420
Salaries & Wages	507,731	547,601	596,990	689,800	689,800	715,070
21 FICA	36,507	39,724	42,924	50,120	50,120	51,900
22 Retirement Contributions	38,499	40,179	43,838	51,920	51,920	56,570
23 Life & Health Insurance	51,760	61,648	78,430	103,190	103,190	123,040
24 Workers' Compensation	525	487	460	460	460	460
27 Educational Assistance	-	486	-	-	-	-
Employee Benefits	127,291	142,524	165,652	205,690	205,690	231,970
Total Personnel Expenditures	635,022	690,125	762,642	895,490	895,490	947,040
<i>OPERATING EXPENDITURES</i>						
31 Professional Services	16,929	99,341	36,525	34,270	24,270	32,110
Professional/Contracted Services	16,929	99,341	36,525	34,270	24,270	32,110
40 Travel and Per Diem	3,641	3,928	14,296	5,200	5,200	7,200
41 Communication Services	162,817	176,827	177,784	211,620	211,320	212,210
44 Rentals & Leases	3,002	2,287	2,345	2,640	2,640	2,640
46 Repairs & Maintenance	346,441	389,088	354,489	174,390	174,390	202,300
47 Printing & Binding	79	-	102	-	-	-
49 Other Current Charges	-	(545)	-	-	-	-
Current Operating Charges	515,980	571,585	549,016	393,850	393,550	424,350
51 Office Supplies	1,378	2,491	1,045	1,000	1,000	1,200
52 Minor Operating Expenditures	69,969	91,184	108,434	300,300	9,110	118,330
54 Books, Public, Subs, Member	13,384	103,682	149,981	417,640	417,640	510,270
55 Training & Education	8,810	13,173	21,850	1,350	850	5,850
Operating Supplies	93,541	210,530	281,310	720,290	428,600	635,650
Total Operating Expenditures	626,450	881,456	866,851	1,148,410	846,420	1,092,110
<i>CAPITAL EXPENDITURES</i>						
64 Capital Machinery & Equipment	79,957	164,954	136,386	202,790	-	151,000
Total Capital Expenditures	79,957	164,954	136,386	202,790	-	151,000
TOTALS	\$ 1,341,429	\$ 1,736,535	\$ 1,765,879	\$ 2,246,690	\$ 1,741,910	\$ 2,190,150



GENERAL SERVICES-INFORMATION TECHNOLOGY		Service Level Adjustments (SLAs)								
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-0710	Granicus Votecast	X	-	-	0.00	-	3,000	3,000	-	\$ 3,000
18-0711	Granicus eComment	X	-	-	0.00	-	2,100	2,100	-	\$ 2,100
18-0712	Granicus Digital Encoders	X	-	-	0.00	-	4,000	4,000	-	\$ 4,000
18-0713	Replacement Computer/Laptops	X	-	-	0.00	35,410	-	35,410	-	\$ 35,410
18-0714	Microsoft Server Licensing	X	-	-	0.00	42,200	-	42,200	-	\$ 42,200
18-0716	Fiber Services Improvements	X	-	-	0.00	-	4,400	4,400	-	\$ 4,400
18-0717	GMAC ID Card Printer Replacement	X	-	-	0.00	3,100	-	3,100	-	\$ 3,100
18-0718	MFCC Replacement Projector	X	-	-	0.00	3,800	-	3,800	-	\$ 3,800
18-0719	Microsoft Office 365	X	-	-	0.00	-	14,000	14,000	-	\$ 14,000
18-0720	Micorsoft MSDN Subscription	-	-	X	0.00	(4,130)	-	(4,130)	-	\$ (4,130)
18-0721	Citizen Relationship Mgmt - See/Click/Fix	X	-	-	0.00	-	15,000	15,000	-	\$ 15,000
18-0722	Airwatch Mobile Device Management	X	-	-	0.00	-	12,660	12,660	-	\$ 12,660
18-0723	Smarsh Text Archiving	X	-	-	0.00	-	22,680	22,680	-	\$ 22,680
18-0724	Laserfiche Document Management	X	-	-	0.00	-	20,000	20,000	-	\$ 20,000
18-0725	Facility Commander Software	X	-	-	0.00	54,020	-	54,020	-	\$ 54,020
18-0727	Video-Commission Mtgs-Chambers	X	-	-	0.00	-	10,340	10,340	-	\$ 10,340
18-0728	Video Surveillance - PD, GMAC	X	-	-	0.00	70,000	-	70,000	-	\$ 70,000
18-0729	Additional Software Licenses/Maint. (PD)	X	-	-	0.00	12,000	7,020	19,020	-	\$ 19,020
18-0790	Anti-Phishing Training	X	-	-	0.00	5,100	-	5,100	-	\$ 5,100
18-0791	Offsite Server & Data Replication	X	-	-	0.00	25,000	7,200	32,200	-	\$ 32,200
18-0792	Aerohive Maintenance	X	-	-	0.00	5,000	-	5,000	-	\$ 5,000
18-0793	NeoGov Subscription	X	-	-	0.00	-	7,600	7,600	-	\$ 7,600
18-0794	Network Maintenance	-	-	X	0.00	(1,920)	1,850	(70)	-	\$ (70)
18-0795	Financial Transparency Web Application	X	-	-	0.00	-	9,500	9,500	-	\$ 9,500
18-0796	Comcast Service	-	X	-	0.00	(9,360)	4,810	(4,550)	-	\$ (4,550)
18-0797	Website Audit Software	X	-	-	0.00	6,350	-	6,350	-	\$ 6,350
18-0798	Telephone Service	-	X	-	0.00	(3,850)	5,450	1,600	-	\$ 1,600
18-0799	Systems Administrator Title Change	-	X	-	0.00	-	-	-	-	\$ -
				TOTALS	0.00	\$ 242,720	\$ 151,610	\$ 394,330	\$ -	\$ 394,330



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0710			FY 2018 Total Budget Cost / (Savings)		\$ 3,000	
Title: Granicus Votecast			Fund: General			
Department: General Services			Division: Information Technology			
Category:	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease		

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)					
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X				Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>				Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>				Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

This SLA is for the annual maintenance associated with the Granicus Votecast software.

PERSONNEL				
Add/Delete (FTE)	Title:			Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS				BUDGET COST / (SAVINGS)
EXPENDITURES				
Personnel				\$ -
Operating				3,000
Capital				-
Debt Service				-
Other Expenditures				-
Total Expenditures:			\$	3,000
			One-Time:	-
			Recurring:	3,000
REVENUES				
Total Revenues:			\$	-
Total Expenditures Minus Revenues:			\$	3,000

IMPACT OF DENIAL

The annual maintenance for the Granicus Votecast software would be not funded.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0710
Title:	Granicus Votecast
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0710-516 46-01 Repair & Maintenance Office Equipment		R	\$ 3,000
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 3,000
<i>Capital Outlay</i>			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,000



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0711		FY 2018 Total Budget Cost / (Savings)	\$ 2,100
Title:	Granicus eComment		Fund: General
Department:	General Services		Division: Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)		
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The eComment application provides the means to collect, consolidate and deliver citizen input on current and future topics related to the upcoming agenda. This platform provides an easy way to add voices to the democratic process and makes participation in public meetings convenient. This web-based form is integrated with the published agenda; residents can review each agenda item's details, indicate their position on that item, and leave feedback. All comments can be consolidated into a report and delivered to elected members prior to a meeting, helping them better understand the views of their constituents. You can also allow residents to request to speak during meetings. The Commission has expressed a desire to improve and modernize electronic participation in meetings, including the use of social media, and this proposed software meets that need while providing inclusion into the public record.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			2,100
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 2,100
		One-Time:	-
		Recurring:	2,100
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 2,100

IMPACT OF DENIAL

This proposal is an enhancement to public participation in City meetings. Without it, the public would continue to participate in a traditional physical way.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0711
Title:	Granicus eComment
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 54-00 Books, Publications, Subscriptions, Memberships		R	\$ 2,100
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 2,100
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,100



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0712		FY 2018 Total Budget Cost / (Savings)		\$	4,000
Title:	Granicus Digital Encoders			Fund:	General
Department:	General Services			Division:	Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

This SLA is for the annual maintenance of the Granicus digital encoders which improved the quality of meeting streaming to HD (high definition) 720p, allowing for a better viewing experience.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel		\$	-
Operating			4,000
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 4,000
		One-Time:	-
		Recurring:	4,000
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 4,000

IMPACT OF DENIAL

The annual maintenance for the Granicus digital encoders would not be funded.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0712
Title:	Granicus Digital Encoders
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0710-516 46-01 Repair & Maintenance Office Equipment		R	4,000
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 4,000
<i>Capital Outlay</i>			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 4,000



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0713		FY 2018 Total Budget Cost / (Savings)		\$	35,410	
Title:	Replacement Computer/Laptops				Fund:	General
Department:	General Services				Division:	Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease			

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

This purchase represents an annual replacement purchase of desktop, laptop and/or tablet computers that have reached their end of life. The City follows a 5-year computer replacement cycle to ensure that staff have computers that can adequately support their job function. The following quantities of computer types are included in this proposed purchase: Eleven (11) Laptop computers, Forty (40) Desktop computers, and Two (2) GIS workstations.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			35,410
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 35,410
		One-Time:	35,410
		Recurring:	-
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 35,410

IMPACT OF DENIAL

If these 5-year old computers are not replaced, the degraded performance may affect staff's ability to perform their jobs. Also, vendor warranty coverage on the computers only covers the 5-year period. After five years, computers are more likely to experience hardware failures, and these would have to be addressed on a time and materials basis.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0713
Title:	Replacement Computer/Laptops
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0710-516 52-50 Minor Operating Equipment		O	35,410
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 35,410
<i>Capital Outlay</i>			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 35,410



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0714		FY 2018 Total Budget Cost / (Savings)		\$	42,200	
Title:	Microsoft Server Licensing				Fund:	General
Department:	General Services				Division:	Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease			

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

This SLA represents a purchase of Microsoft server licensing for all of our Microsoft servers, including the Police department. The City has transitioned to a virtualized server environment, which is standard practice in most IT organizations. Microsoft has changed their server licensing approach this year, which requires that the City license all of its Microsoft servers in accordance with the vendor's requirements.

PERSONNEL			BUDGET COST / (SAVINGS)	
Add/Delete (FTE)	Title:			Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS				
EXPENDITURES				
Personnel		\$	-	
Operating			42,200	
Capital			-	
Debt Service			-	
Other Expenditures			-	
		Total Expenditures:	\$ 42,200	
		One-Time:	42,200	
		Recurring:	-	
REVENUES				
		Total Revenues:	\$ -	
		Total Expenditures Minus Revenues:	\$ 42,200	

IMPACT OF DENIAL

If this request is denied, the City will not be able to add or upgrade any Microsoft servers. The City has standardized on Microsoft servers, and they are necessary for conducted business at the City.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0714
Title:	Microsoft Server Licensing
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0710-516 52-50 Minor Operating Equipment-Microsoft Server Licensing		O	\$ 37,790
-GIS SQL Upgrade		O	4,410
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 42,200
<i>Capital Outlay</i>			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 42,200



SLA: 18-0716		FY 2018 Total Budget Cost / (Savings)		\$ 4,400
Title:	Fiber Services Improvements			Fund: General
Department:	General Services			Division: Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In this proposed SLA, we are replacing a coaxial internet connection with a fiber Internet connection. A fiber based Internet connection allows for faster upload and download bandwidth speeds. Coaxial connections are becoming insufficient to meet the business needs of the City. A conversion to a fiber-based connection will allow us to increase the bandwidth to 200Mb download and 200Mb upload, which we are projected to need.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	4,400
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 4,400
One-Time:	-
Recurring:	4,400

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 4,400

IMPACT OF DENIAL

If this is denied, the City will not have sufficient Internet bandwidth capacity to conduct business.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0716
Title:	Fiber Services Improvements
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 41-00 Communication Services			
001-0710-516 FPL Fiber Internet Connection County		R	600
001-0710-516 Fiber Internet-City Hall		R	3,800
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 4,400
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 4,400



SLA: 18-0717	FY 2018 Total Budget Cost / (Savings)	\$ 3,100
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Title: GMAC ID Card Printer Replacement	Fund: General
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Department: General Services	Division: Information Technology
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Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

There is a membership card printer in the George Mullen Activity Center; this card printer was the original card printer that was used in the Morgan Center. With system upgrades, this old card printer no longer interoperates with the system - rendering it obsolete. The Parks & Recreation division would like to continue issuing membership cards from this location, so a replacement printer is needed.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	3,100
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 3,100
One-Time:	3,100
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 3,100
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IMPACT OF DENIAL

If this purchase is denied, citizens will need to go to the Morgan Center to have their membership cards processed. Having a replacement printer will improve the efficiency of the division, and make it more convenient for the citizens and their families.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0717
Title:	GMAC ID Card Printer Replacement
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 52-50 Minor Operating Equipment		O	3,100
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 3,100
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,100



FY 2018 Budget: SLA Request, page 2

SLA:	18-0718
Title:	MFCC Replacement Projector
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 52-50 Minor Operating Equipment		O	3,800
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 3,800
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,800



SLA: 18-0719		FY 2018 Total Budget Cost / (Savings)		\$ 14,000
Title:	Microsoft Office 365		Fund:	General
Department:	General Services		Division:	Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

We are increasing the number of end user licenses for our Microsoft Office 365 portal. This portal provides email access for users, file storage, Business Intelligence, and Microsoft Office Suite software for our computers. The City has increased the staff count for those needing these software services, and therefore we need to increase the user licensing to support their needs.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	14,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 14,000

One-Time:	-
Recurring:	14,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 14,000

IMPACT OF DENIAL

If denied, new staff will not be able to use email and Microsoft Office Suite software to conduct business.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0719
Title:	Microsoft Office 365
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 54-00 Books, Publications, Subscriptions, Memberships		R	14,000
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 14,000
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 14,000



SLA: 18-0720		FY 2018 Total Budget Cost / (Savings)		\$ (4,130)
Title:	Micorsoft MSDN Subscription		Fund:	General
Department:	General Services		Division:	Information Technology
Category:	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input checked="" type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

This cost is being removed, because we made a one-time payment for a multi-year subscription.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	(4,130)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (4,130)
One-Time:	(4,130)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (4,130)

IMPACT OF DENIAL

This line item would be over-budgeted.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0720
Title:	Micorsoft MSDN Subscription
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 54-00 Books, Publications, Subscriptions, Memberships		O	(4,130)
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ (4,130)
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (4,130)



SLA: 18-0721	FY 2018 Total Budget Cost / (Savings)	\$ 15,000
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Title: Citizen Relationship Mgmt - See/Click/Fix	Fund: General
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Department:	Division: Information Technology
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Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:	
<p>This proposed addition is simply to move an existing software subscription from the City Manager's budget to the IT budget. The City Manager's office is creating a corresponding SLA to remove this same item from their budget. The See/Click/Fix application is the new problem reporting application that was rolled out throughout the City, and is branded as "North Port Report".</p>	

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			15,000
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 15,000
		One-Time:	-
		Recurring:	15,000
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 15,000

IMPACT OF DENIAL	
<p>If this request is denied, the City will no longer be able to use the "North Port Report" See/Click/Fix problem reporting app. This is a public-facing application that has been well received by the community.</p>	



FY 2018 Budget: SLA Request, page 2

SLA:	18-0721
Title:	Citizen Relationship Mgmt - See/Click/Fix
Fund:	General
Department:	0
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 54-00 Books, Publications, Subscriptions, Memberships		R	15,000
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 15,000
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 15,000



SLA: 18-0722		FY 2018 Total Budget Cost / (Savings)		\$ 12,660
Title: Airwatch Mobile Device Management		Fund: General		
Department: General Services		Division: Information Technology		
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

This proposed item represents the purchase of mobile device management software. This software allows IT to deploy and support an increasing inventory of smart phones, tablets and other mobile devices. For example, the Police department is planning to deploy around 115 smart phones to support improved operations in their services. The Police have many FDLE and criminal justice regulations that require that the mobile devices have a variety of controls around them. It would allow us to automate software updates, application updates and new application installations - similar to parental controls. It also allows us to ensure that City data is protected. This software is required for the text archiving software to function, which would be used to save text messages for public information requests, and is listed in SLA #18-0723.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	12,660
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 12,660

One-Time: -

Recurring: 12,660

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 12,660

IMPACT OF DENIAL

If this request is denied, we will not be able to provide the controls and proactive management of the devices. We would not be able to support archiving text messages for public information requests.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0722
Title:	Airwatch Mobile Device Management
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 54-00 Books, Publications, Subscriptions, Memberships			
001-0710-516 Airwatch Mobile Device Management-City Hall		R	8,660
001-0710-516 Airwatch Mobile Device Management-Police		R	4,000
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 12,660
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 12,660



SLA: 18-0723		FY 2018 Total Budget Cost / (Savings)		\$ 22,680
Title: Smarsh Text Archiving		Fund: General		
Department: General Services		Division: Information Technology		
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

This proposal represents a software application that allows text messages on city mobile devices to be archived. There is a current city mobile device policy that prohibits non-emergency texting for city business. If this application is purchased, city mobile device users would be able to interact with employees and non-employees. The text messages would be archived on a secure site, and these could be produced for public information requests. The Police department is particularly interested in using this software, as they want to expand mobile devices across their police force.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	22,680
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 22,680

One-Time: -

Recurring: 22,680

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 22,680

IMPACT OF DENIAL

If this purchase is denied, the City would not be able to record, save and reproduce text messages on city mobile devices.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0723
Title:	Smarsh Text Archiving
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 54-00 Books, Publications, Subscriptions, Memberships			
001-0710-516 Text Archiving-City		R	11,880
001-0710-516 Text Archiving-Police		R	10,800
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 22,680
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 22,680



FY 2018 Budget: SLA Request, page 2

SLA:	18-0724
Title:	Laserfiche Document Management
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0710-516 54-00 Books, Publications, Subscriptions, Memberships		R	20,000
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 20,000
<i>Capital Outlay</i>			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 20,000



SLA: 18-0725		FY 2018 Total Budget Cost / (Savings)		\$ 54,020
Title:	Facility Commander Software			Fund: General
Department:	General Services			Division: Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The City uses a software application called Facility Commander to manage and control access through secured doors in various parts of the City, including City Hall, Police and Public Works. The manufacturer is no longer producing, updating or supporting Facility Commander. Therefore, it is necessary to find a replacement. This proposal is for new software and associated hardware that would allow us to maintain and expand our access security. This proposed software also has integration into our video surveillance security systems. Additionally, this new software has integration with Schlage locks, allowing the City to expand door access security with a greatly reduced cost to smaller and remote facilities.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	(1,980)
Capital	56,000
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 54,020

One-Time: 54,020

Recurring: -

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 54,020

IMPACT OF DENIAL

If this is denied, the City may risk being able to have a functioning door security system which would pose a safety issue.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0725
Title:	Facility Commander Software
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 46-01 Repair & Maintenance Office Equipment		O	(1,980)
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ (1,980)
Capital Outlay			
001-0710-516 64-00 Capital Purchases		O	56,000
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ 56,000
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 54,020



SLA: 18-0727		FY 2018 Total Budget Cost / (Savings)		\$ 10,340
Title:	Video-Commission Mtgs-Chambers			Fund: General
Department:	General Services			Division: Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The City has hired outside firms to provide video recording services for Commission meetings for many years. There are very few providers of this type of service in the Southwest Florida region. The current provider is based in Fort Myers. Each year, the IT division asks these regional vendors for current pricing for these services to ensure that we are choosing the vendor providing the greatest value. The various meetings that are video recorded have increased in number and length. We have estimated that additional monies will be needed to support the video recording and streaming of these meetings in the next fiscal year. The estimated increase for Chambers is \$10,340.00.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	10,340
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 10,340

One-Time: -
Recurring: 10,340

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 10,340

IMPACT OF DENIAL

If this request is denied, IT would not have the additional funding necessary for the recording and streaming of Commission meetings.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0727
Title:	Video-Commission Mtgs-Chambers
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 31-05 Other Professional Services		R	10,340
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 10,340
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 10,340



SLA: 18-0728		FY 2018 Total Budget Cost / (Savings)		\$ 70,000
Title:	Video Surveillance - PD, GMAC			Fund: General
Department:	General Services			Division: Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The City has video surveillance equipment in many of its facilities. With new installations and replacement systems, the City is bringing standardization of systems to support a unified need for proper security, evidence creation, quality recorded video, and the ability for Police and other authorized personnel to monitor the systems. The majority of the funding proposed in this SLA is in support of an aging surveillance system in the Police department. The Police Department uses the same system and technology that is being replaced in City Hall. This proposed funding would also provide new video surveillance capabilities for GMAC; the security that this would provide during summer camp is important.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	70,000
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 70,000
One-Time:	70,000
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 70,000
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IMPACT OF DENIAL

The Police Department video surveillance system replacement is the most important, and most expensive portion of this request. The existing system has poor video quality, support issues that come with an old system, and Police needs to add several additional cameras for new coverage areas. If GMAC's system and cameras are not purchased, it could pose a safety and security problem if issues arise during summer camp or other programs.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0728
Title:	Video Surveillance - PD, GMAC
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-0710-516 64-00 Capital Purchases		O	70,000
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ 70,000
<i>Debt Service</i>			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 70,000



SLA: 18-0729		FY 2018 Total Budget Cost / (Savings)		\$ 19,020
Title: Additional Software Licenses/Maint. (PD)		Fund: General		
Department: General Services		Division: Information Technology		
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The IT Division has a MOU with the Police Department to manage and support their computer network and datacenter. This proposal represents a purchase of licenses for data backup software to be used in their datacenter. This software would provide scheduled, periodic backups of critical data used in Police applications and system. It is critical that backups are made of Police data to ensure that systems can be recovered during a disaster for business continuity. This cost also covers additional software maintenance costs for server virtualization and replication software.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

EXPENDITURES	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	19,020
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 19,020

One-Time: 12,000

Recurring: 7,020

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 19,020

IMPACT OF DENIAL

If these software licenses are not approved, the Police application and system data will not be able to be backed up, exposing Police operations to great risk.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0729
Title:	Additional Software Licenses/Maint. (PD)
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 46-01 R&M Office Equipment			
001-0710-516 ZERTO Premium		R	4,010
001-0710-516 VMWare Maintenance		R	3,010
001-0710-516 52-50 Minor Operating Equipment		O	12,000
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 19,020
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 19,020



SLA: 18-0790		FY 2018 Total Budget Cost / (Savings)		\$ 5,100
Title:	Anti-Phishing Training		Fund:	General
Department:	General Services		Division:	Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

This proposed item represents a purchase of an anti-phishing software application. This application challenges city staff response to invasive malware and phishing attacks, reports the vulnerability data to IT, and then targets specific remedial training to staff who need more awareness of these types of attacks.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	5,100
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 5,100
One-Time:	5,100
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 5,100

IMPACT OF DENIAL

If this is denied, the City has great risk for participating in a malware or phishing attack, which could delete city data or put the City in a situation where it is held ransom to release the data.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0790
Title:	Anti-Phishing Training
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0710-516 54-00 Books, Publications, Subscriptions, Memberships		O	5,100
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 5,100
<i>Capital Outlay</i>			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,100



SLA: 18-0791		FY 2018 Total Budget Cost / (Savings)		\$ 32,200
Title:	Offsite Server & Data Replication			Fund: General
Department:	General Services			Division: Information Technology
Category:	<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City has an existing agreement with Sarasota County to lease space in their datacenter. This leased space is used as North Port's disaster recovery location, and the IT Division has significant equipment installed to serve as a back up disaster recovery location. We are planning on placing additional equipment in the Sarasota County facility to support the expanded disaster recovery needs of the Police Department. The disaster recovery expansion includes the provisioning of additional servers and data storage. The cost in this SLA is only for the additional equipment rack space at the Sarasota County facility.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	7,200
Capital	25,000
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 32,200
One-Time:	25,000
Recurring:	7,200

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 32,200

IMPACT OF DENIAL

If this request is denied, we will not be able to build the necessary disaster recovery capacity for the Police Department's datacenter, potentially halting the operation of their various systems in the event of a disaster at the Police facility.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0791
Title:	Offsite Server & Data Replication
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 54-00 Books, Publications, Subscriptions, Memberships		R	7,200
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 7,200
Capital Outlay			
001-0710-516 64-00 Capital Purchases		O	25,000
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ 25,000
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 32,200



SLA: 18-0792		FY 2018 Total Budget Cost / (Savings)		\$ 5,000
Title:	Aerohive Maintenance		Fund:	General
Department:	General Services		Division:	Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

In this proposed item, a portion of the City's wireless network infrastructure is due for a maintenance renewal. IT has determined that a replacement of this equipment is not necessary at this time, so we are asking that the maintenance be renewed so that we can continue to get software updates and support for these devices. The maintenance renewal is significantly less expensive than replacing these devices.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	5,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 5,000
One-Time:	5,000
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 5,000
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IMPACT OF DENIAL

If this is denied, we will not be able to get support for these devices if they have problems or stop working. Also, we would not be able to get software updates for the devices, which poses a security risk for the City.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0792
Title:	Aerohive Maintenance
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 46-01 Repair & Maintenance Office Equipment		O	5,000
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 5,000
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,000



SLA: 18-0793		FY 2018 Total Budget Cost / (Savings)		\$ 7,600
Title:	NeoGov Subscription			Fund: General
Department:	General Services			Division: Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

In this proposed SLA, the HR Department is requesting an additional onboarding module to be added to the NeoGov online suite of products. This cost also represents an increase in the annual subscription cost for the hiring module.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	7,600
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 7,600

One-Time: -
Recurring: 7,600

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 7,600

IMPACT OF DENIAL

If this is denied, the HR department will not be able to implement the onboarding module, and the City will not be able to meet its obligations for the use of the hiring module.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0793
Title:	NeoGov Subscription
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 54-00 Books, Publications, Subscriptions, Memberships		R	7,600
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 7,600
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 7,600



SLA: 18-0794		FY 2018 Total Budget Cost / (Savings)		\$	(70)
Title:	Network Maintenance			Fund:	General
Department:	General Services			Division:	Information Technology
Category:	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input checked="" type="checkbox"/> Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In this proposed SLA, we are requesting that the City engage in a less expensive maintenance agreement for an older email archiving system. This system is a static repository that will be removed in three years or less.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			(70)
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ (70)
		One-Time:	(1,920)
		Recurring:	1,850
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ (70)

IMPACT OF DENIAL

If denied, the recommended cost reduction won't be realized.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0794
Title:	Network Maintenance
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 46-01 R&M Office Equipment			
001-0710-516 C2C Email Archive Maintenance/Support		O	(1,920)
001-0710-516 SOPHOS Anti-Virus Maintenance		R	1,830
001-0710-516 Solar Winds Engineering Toolbox		R	20
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ (70)
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (70)



FY 2018 Budget: SLA Request, page 2

SLA:	18-0795
Title:	Financial Transparency Web Application
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0710-516 54-00 Books, Publications, Subscriptions, Memberships		R	9,500
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 9,500
<i>Capital Outlay</i>			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 9,500



SLA: 18-0796		FY 2018 Total Budget Cost / (Savings)		\$ (4,550)
Title:	Comcast Service		Fund:	General
Department:	General Services		Division:	Information Technology
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

This SLA represents a movement of existing costs from the Police Department budget to the Information Technology budget for Comcast Internet services. The IT division is in the process of assuming responsibility for some of the Police technology infrastructure, and this includes the networking and internet connectivity.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	(4,550)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (4,550)
One-Time:	(9,360)
Recurring:	4,810

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (4,550)

IMPACT OF DENIAL

This is simply a movement of existing budget dollars for an existing service, so that the IT division can control and plan for the costs.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0796
Title:	Comcast Service
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0710-516 41-00 Communications Services			
001-0710-516 City Hall TV Service		R	50
001-0710-516 Family Service Center Internet/TV		R	50
001-0710-516 Police Sub-station		R	4,710
001-0710-516 Family Service Center PRI		O	(4,680)
001-0710-516 Morgan Family Community Center PRI		O	(4,680)
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ (4,550)
<i>Capital Outlay</i>			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (4,550)



SLA: 18-0797		FY 2018 Total Budget Cost / (Savings)		\$ 6,350
Title:	Website Audit Software			Fund: General
Department:	General Services			Division: Information Technology
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

This SLA request represents the addition of a service that would automatically monitor the public website, and allow staff to receive reports of errors throughout the website. The service looks for issues such as grammar and spelling, broken web links, and more. It also provides information on the use of the website, and makes recommendations for changes in the structure and flow of the website to improve the end-user experience and performance of the website.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	6,350
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 6,350

One-Time: 6,350

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 6,350

IMPACT OF DENIAL

If this is denied, the City will continue to rely upon manual observations, which will result in continued issues dealing with the content, design and performance of the website.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0797
Title:	Website Audit Software
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0710-516 46-01 Repair and Maintenance Office Equipment		O	6,350
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 6,350
<i>Capital Outlay</i>			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 6,350



SLA: 18-0798		FY 2018 Total Budget Cost / (Savings)		\$ 1,600
Title:	Telephone Service		Fund:	General
Department:	General Services		Division:	Information Technology
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

This SLA represents a change in providers of telephone call trunking services. Call trunks transport the inbound and outbound telephone calls for the City. The City has eliminated one "PRI" trunking services at the Morgan Center, and changed the provider at the Family Service Center. This has resulted in an overall cost reduction.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,600
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 1,600
One-Time:	(3,850)
Recurring:	5,450

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 1,600

IMPACT OF DENIAL

These changes have been implemented, and have resulted in savings for the City. It is recommended that we continue to realize these savings.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0798
Title:	Telephone Service
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 41-00 Communication Services			
001-0710-516 Business		O	(2,830)
001-0710-516 Telephone		R	5,450
001-0710-516 Staff Cell Phones		O	(1,020)
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 1,600
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,600



SLA: 18-0799		FY 2018 Total Budget Cost / (Savings)		\$ -
Title:	Systems Administrator Title Change			Fund: General
Department:	General Services			Division: Information Technology
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

This proposed SLA would reclassify an existing System Administrator position to a Business Systems Analyst. The long term strategy of the IT division has been to focus on the business needs of our functional areas, and to identify and implement process and technology improvements that directly improve the efficiencies of our departments. The text of the job description was changed to reflect the duties and skills required for this reclassified position. If this reclassification is approved, it will enhance the productivity of our departments while also better leveraging the existing technology that we own. The HR department has reviewed the reclassification request to determine the pay grade. They propose no change to the pay grade, so this request does not require a salary change.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ -

One-Time: -

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ -

IMPACT OF DENIAL

If this is denied, it may hinder our effort to adjust and retool this position to meet the changing needs to the organization.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0799
Title:	Systems Administrator Title Change
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ -





SLA: 18-0740		FY 2018 Total Budget Cost / (Savings)		\$ 20,980
Title: Video-Commission Meetings Room 244		Fund: General		
Department: General Services		Division: Information Technology		
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City has hired outside firms to provide video recording services for Commission meetings for many years. There are very few providers of this type of service in the Southwest Florida region. The current provider is based in Fort Myers. Each year, the IT division asks these regional vendors for current pricing for these services to ensure that we are choosing the vendor providing the greatest value. The various meetings that are video recorded have increased in number and length. Also, Commission has requested that video streaming/recording be added to City hall room 244. We have estimated that additional monies will be needed to support the video recording and streaming of these meetings in next fiscal year. The estimated increase for room 244 is \$20,980.00. The room 244 increases are related to the addition of video recording/streaming of the events.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	20,980
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 20,980

One-Time: -

Recurring: 20,980

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 20,980

IMPACT OF DENIAL

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FY 2018 Budget: SLA Request, page 2

SLA:	18-0740
Title:	Video-Commission Meetings Room 244
Fund:	General
Department:	General Services
Division:	Information Technology

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0710-516 12-00 Salaries			
001-0710-516 14-00 Overtime			
001-0710-516 21-00 FICA			
001-0710-516 22-01 FRS			
001-0710-516 23-00 Insurance - Health & Dental			
001-0710-516 23-02 Vision Care			
001-0710-516 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0710-516 31-05 Other Professional Services		R	20,980
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Operating Expenditures			\$ 20,980
Capital Outlay			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
001-0710-516			
Total Capital Outlay			\$ -
Debt Service			
001-0710-516			
001-0710-516			
Total Debt Service			\$ -
Other Expenditures			
001-0710-581			
001-0710-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 20,980

General Services

Fund

001-General Fund

Department/Division

0730-Social Services

Mission

The mission of the Social Services Division is to achieve community outcomes by improving the social and economic well-being of our citizens by:

- 🏡 increasing awareness of community assistance available to individuals and families;
- 🏡 bringing additional programming and services to the community; and
- 🏡 creating a bridge between socio-economic groups.

In order to accomplish this mission, the Social Services Division coordinates community-based programs.

Core Services and Outputs

Community Enrichment Services and Support

Primary Customer Group: Residents

Customer Requirements: Improve access to services, enhance, timely

Definition Statement: To provide access to resources and services to support the social and economic well-being of North Port residents.

Structure



Accomplishments

- Received community assistance grants totaling \$64,252.
- Received Community Development grant for staff totaling \$54,000.
- Through the Toy Chest Program, received donations and distributed gifts to 572 children ages 0-14.
- Through the Back to School Resource Fair, educated 200 families on vital resources available within our community while receiving donations and distributing 461 backpacks with school supplies to North Port students, grades K-12.

Initiatives

- Partner with Salvation Army Sarasota to administer the Low Income Home Energy Assistance Program (LIHEAP) to assist families with their electric bills.
- Partner with Area Agency on Aging for Southwest Florida to administer the Emergency Home Energy Assistance Program (EHEAP) to assist individuals age 60 or older with their electric bills.

- Increase community outreach utilizing the City's website, newsletters, community events and social media.
- Enhance networking and outreach efforts through partnerships formed at the Family Service Center, the North Port Interagency Council and Sun Coast Partnership to End Homelessness.
- Continue to explore new agency partnerships that will complement services provided at the Family Service Center.

Goals and Objectives

GOAL 1

Offer community enrichment services and support.

OBJECTIVES:

- Aid in the development of quality of life opportunities.
- Coordinate annual events to serve the needs of the community.
- Respond to the social and economic issues of residents.
- Bring additional programming and services to the community through public and private sector partners.
- Create a bridge between socio-economic groups and develop a greater sense of community.

GOAL 2

Identify and create opportunities to increase awareness of programs and services available to residents.

OBJECTIVES:

- Ensure inquiries and requests for assistance are responded to in a timely manner.
- Research and apply for available grant funding.
- Partner with other community agencies to provide funding assistance.

Key Performance Measures

RESPOND TO CALLS FOR ASSISTANCE

Goal	Offer community enrichments services and support.				
Objective	Provide effective and superior customer service to all requests for assistance.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Respond to 90% of calls for housing assistance within two (2) days of request.	100%	99.3%	90%	85.0%	90%
Description	The division provides housing assistance to residents.				
Purpose	Ensures the division is responsive in a timely manner.				
Status	The division continues to consistently meet the projected measurement.				

REVIEW AND PROCESSING OF HOUSING ASSISTANCE APPLICATIONS

Goal	Offer community enrichments services and support.				
Objective	Provide effective and superior customer service to all requests for assistance.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Complete review and processing of Housing Assistance applications within five (5) business days 95% of the time	100%	100%	95%	95%	95%
Description	The division provides housing assistance to residents.				
Purpose	Ensures the division is responsive in a timely manner.				
Status	The division continues to consistently meet the projected measurement.				

Output Measures

Sponsor/coordinate three (3) community events each year.

Apply for two (2) grant opportunities for housing assistance each year.

Partner with four (4) agencies in the community to provide funding assistance.

Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 182,778	\$ 168,356	\$ 191,285	\$ 144,310	\$ 117,560
Employee Benefits	47,816	44,915	48,919	46,220	45,900
PERSONNEL EXPENDITURES	230,594	213,271	240,204	190,530	163,460
Current Operating Charges	64,687	66,335	63,851	25,280	28,020
Operating Supplies	2,880	695	771	3,470	5,470
OPERATING EXPENDITURES	67,567	67,030	64,622	28,750	33,490
CAPITAL EXPENDITURES	92,473	134,158	-	-	-
TOTAL EXPENDITURES	\$ 390,634	\$ 414,459	\$ 304,826	\$ 219,280	\$ 196,950
DEPARTMENT GENERATED REVENUES					
Grant Revenues	\$ (207,333)	\$ (100,420)	\$ (101,970)	\$ -	\$ -
Charges for Service	(29,071)	(11,441)	-	-	-
Miscellaneous Revenues	(87,050)	(124,102)	(127,433)	(134,580)	(134,500)
TOTAL GENERATED REVENUES	(323,454)	(235,963)	(229,403)	(134,580)	(134,500)
NET EXPENDITURES	\$ 67,180	\$ 178,496	\$ 75,423	\$ 84,700	\$ 62,450

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 AMENDED	FY 2015 AMENDED	FY 2016 AMENDED	FY 2017 AMENDED	FY 2018 PRELIMINARY
Social Services Manager	1	1	1	1	1
Staff Assistant II	1	1	-	-	-
Staff Assistant I (PT)	-	-	1	1	1
Case Worker	-	-	2	2	2
Program Assistant (FT)	1	1	-	-	-
Program Assistant (PT)	3	2	-	-	-
TOTAL	6	5	4	4	4

General Services-Social Services
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0730-564-11-00 Executive Salaries	-	-	-
001-0730-564-12-00 Regular Salaries- <i>SLA-17-0730</i>	137,690	(21,810)	115,880
001-0730-564-12-50 Temporary Employee Wages	6,230	-	6,230
001-0730-564-14-00 Overtime	390	-	390
001-0710-516-21-00 FICA- <i>SLA-17-0730</i>	13,530	(1,670)	11,860
001-0710-516-22-01 FRS- <i>SLA-17-0730</i>	14,890	(2,840)	12,050
001-0710-513-23-00 Health/Dental/Life	16,620	-	16,620
001-0710-516-23-02 Vision	140	-	140
001-0710-516-24-00 Workers' Compensation	1,040	-	1,040
001-0710-516-27-00 Educational Assistance	-	-	-
TOTAL PERSONNEL	190,530	(26,320)	164,210
OPERATING			
001-0730-564-41-00 Communication Services	420	-	420
001-0730-564-44-00 Rentals & Leases	1,940	-	1,940
001-0730-564-46-01 R&M Office Equipment	100	-	100
001-0730-564-46-50 Fleet-Administrative	1,110	-	1,110
001-0730-564-46-51 Fleet-Labor	210	-	210
001-0730-564-46-52 Fleet-Parts	30	-	30
001-0730-564-46-53 Fleet-Outsourced	410	-	410
001-0730-564-47-00 Printing and Binding	60	-	60
001-0730-564-49-13 Community Assistance	5,500	-	5,500
001-0730-564-49-15 Community Assistance-EFS	-	-	-
001-0730-564-49-20 Children's Services	15,500	-	15,500
001-0730-564-49-21 Community Foundation Grant	-	-	-
001-0730-564-51-00 Office Supplies	600	-	600
001-0730-564-52-02 Fuel	270	-	270
001-0730-564-52-50 Minor Operating- <i>SLA-17-0732</i>	2,500	(2,500)	-
001-0730-564-54-00 Books, Publications, Subscriptions	100	-	100
001-0730-564-55-00 Training & Education	-	-	-
TOTAL OPERATING	28,750	(2,500)	26,250
CAPITAL			
001-0730-564-64-00 Capital Machinery & Equipment	-	-	-
TOTAL CAPITAL	-	-	-
INTERFUND TRANSFER			
TOTAL INTERFUND TRANSFERS	-	-	-
TOTALS	219,280	(28,820)	190,460

GENERAL SERVICES
SOCIAL SERVICES DIVISION
BUDGET ANALYSIS

001-0730-564

<u>Account Description</u>	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Actual</u>	<u>FY 2016</u> <u>Actual</u>	<u>FY 2017</u> <u>Adopted</u>	<u>FY 2017</u> <u>Base Budget</u>	<u>FY 2018</u> <u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
12 Regular Salaries & Wages	\$ 182,330	\$ 168,045	\$ 190,758	\$ 143,920	\$ 122,110	\$ 117,130
14 Overtime	448	311	527	390	390	430
Salaries & Wages	182,778	168,356	191,285	144,310	122,500	117,560
21 FICA	13,144	12,247	14,261	13,530	11,860	8,530
22 Retirement Contributions	13,955	13,238	19,570	14,890	12,050	9,310
23 Life & Health Insurance	20,545	19,268	14,048	16,760	16,760	27,020
24 Workers' Compensation	172	162	1,040	1,040	1,040	1,040
Employee Benefits	47,816	44,915	48,919	46,220	41,710	45,900
Total Personnel Expenditures	230,594	213,271	240,204	190,530	164,210	163,460
<i>OPERATING EXPENDITURES</i>						
41 Communication Services	463	441	447	420	420	420
44 Rentals & Leases	3,180	2,855	2,144	1,940	1,940	2,140
46 Repairs & Maintenance	972	499	759	1,860	1,860	4,400
47 Printing & Binding	-	38	-	60	60	60
49 Other Current Charges	60,072	62,502	60,501	21,000	21,000	21,000
Current Operating Charges	64,687	66,335	63,851	25,280	25,280	28,020
51 Office Supplies	420	275	485	600	600	600
52 Minor Operating Expenditures	2,360	320	186	2,770	270	2,270
54 Books, Public, Subs, Member	100	100	100	100	100	100
55 Training & Education	-	-	-	-	-	2,500
Operating Supplies	2,880	695	771	3,470	970	5,470
Total Operating Expenditures	67,567	67,030	64,622	28,750	26,250	33,490
<i>CAPITAL EXPENDITURES</i>						
62 Buildings	92,473	134,158	-	-	-	-
Total Capital Expenditures	92,473	134,158	-	-	-	-
TOTAL EXPENDITURES	\$ 390,634	\$ 414,459	\$ 304,826	\$ 219,280	\$ 190,460	\$ 196,950
<i>DEPARTMENT GENERATED REVENUES</i>						
Grant Revenues	\$ 207,333	\$ 100,420	\$ 101,970	\$ -	\$ -	\$ -
Charges for Service	29,071	11,441	-	-	-	-
Miscellaneous Revenues	87,050	124,102	127,433	134,580	134,580	134,500
Total Generated Revenues	323,454	235,963	229,403	134,580	134,580	134,500
NET EXPENDITURES	\$ 67,180	\$ 178,496	\$ 75,423	\$ 84,700	\$ 55,880	\$ 62,450

GENERAL SERVICES-SOCIAL SERVICES		Service Level Adjustments (SLAs)								
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-0730	Conference Room Improvements	X	-	-	0.00	5,000	-	5,000	-	\$ 5,000
18-0731	Staff Development / Training	X	-	-	0.00	-	2,500	2,500	-	\$ 2,500
				TOTALS	0.00	\$ 5,000	\$ 2,500	\$ 7,500	\$ -	\$ 7,500



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0730		FY 2018 Total Budget Cost / (Savings)	\$ 5,000
Title:	Conference Room Improvements		Fund: General
Department:	General Services		Division: Social Services
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In FY2017, the General Services Department began making efforts to improve the North Port Family Center's conference room. The conference room is the site of many nonprofit and government agency meetings. It is also identified in the City's Fee Ordinance as a rental meeting space at the rate of \$30 an hour. Currently, the room houses programs by the University of Florida's nutrition program, monthly interagency meetings, the Volunteer Income Tax Assistance (VITA) program, and more. In FY2017, the General Services Department replaced all of the tables in the room; the City is scheduled to paint the walls. All that remains are the existing chairs, which were initially purchased in 2008 when the building was constructed. Staff recommends replacement of these chairs. The Department is estimating to purchase 24 non-rolling, stackable chairs. In addition to updating the conference room furniture there is also a need to replace the conference room flooring.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	5,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 5,000
One-Time:	5,000
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 5,000

IMPACT OF DENIAL

The chairs date back to 2008, when the building was first constructed, and are starting to deteriorate. A denial would mean that the chairs and carpet would not be replaced. This may result in a decrease in rental fees associated with room rental; the room will not meet the needs of the community.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0730
Title:	Conference Room Improvements
Fund:	General
Department:	General Services
Division:	Social Services

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0730-564 12-00 Salaries			
001-0730-564 14-00 Overtime			
001-0730-564 21-00 FICA			
001-0730-564 22-01 FRS			
001-0730-564 23-00 Insurance - Health & Dental			
001-0730-564 23-02 Vision Care			
001-0730-564 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0730-564 46-04 R&M Buildings - Conference Room Carpet		O	\$ 3,000
001-0730-564 52-50 Minor Operating Equipment-Conference Room Chairs		O	2,000
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
Total Operating Expenditures			\$ 5,000
<i>Capital Outlay</i>			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0730-564			
001-0730-564			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0730-581			
001-0730-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,000



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0731
Title:	Staff Development / Training
Fund:	General
Department:	General Services
Division:	Social Services

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0730-564 12-00 Salaries			
001-0730-564 14-00 Overtime			
001-0730-564 21-00 FICA			
001-0730-564 22-01 FRS			
001-0730-564 23-00 Insurance - Health & Dental			
001-0730-564 23-02 Vision Care			
001-0730-564 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0730-564 55-00 Training and Education		R	\$ 2,500
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
Total Operating Expenditures			\$ 2,500
Capital Outlay			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
001-0730-564			
Total Capital Outlay			\$ -
Debt Service			
001-0730-564			
001-0730-564			
Total Debt Service			\$ -
Other Expenditures			
001-0730-581			
001-0730-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,500

General Services

Fund





001-General Fund

Department/Division

3036-Parks and Recreation

Mission

The mission of the Parks & Recreation Division is to achieve community outcomes by enriching life experiences through recreation by:

-  ensuring a safe and aesthetically pleasing park system;
-  providing recreational opportunities to enhance the quality of life;
-  ensuring availability of community programs and activities; and
-  creating a balanced park system reflecting the diversity of the community to improve sustainability.

In order to accomplish this mission, the Parks and Recreation Division is responsible for providing diverse year round recreational opportunities through the preservation of open space, park settings, recreational facilities and programs that meet the physical, mental, cultural and social needs of our residents and non-residents of all ages based on the community needs and priorities.

Core Services and Outputs

Community Park System

Primary Customer Group: Citizens

Customer Requirements: Variety, cleanliness, safety, attractive, playful

Definition Statement: To provide a variety of park facilities for the enjoyment of a diverse community.

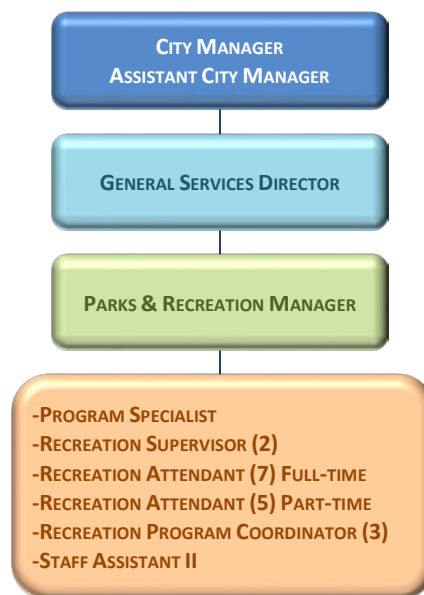
Community Enrichment

Primary Customer Group: North Port residents

Customer Requirements: Variety

Definition Statement: To provide a variety of recreational programming opportunities and community events for North Port residents to enrich life experiences.

Structure



Accomplishments

- Completed VSI recreation software upgrade facilitating increased efficiency within the Parks and Recreation Division.
- Completed Phase I Blueways interpretive signage promoting connectivity of various parks and points of interest via the waterways.
- Hired new Recreation Supervisor position providing additional administrative oversight of expanded operations, activities and facilities.
- Installed four canopy benches with built-in solar-powered charging stations to create a new gathering space at the Morgan Family Community Center.
- Installed pickleball court divider net at Highland Ridge Park to maximize use of the courts.
- Implemented new volunteer management system to track and record volunteer information and statistics.
- Installed new solar sun shades in the Morgan Center Conference Room to filter sunlight and promote energy savings.
- Collaborated with local non-profits, community organizations and residents to secure more than 2,300 hours of volunteer services in support of Parks and Recreation activities, events and services.
- Expanded recreational services to the community by offering 19 new recreation programs and events.

Initiatives

- Maximize usage of the Community Centers and increase programming at off site facilities.
- Implement new programs that focus on health and wellness, support youth education and provide enrichment activities.
- Identify and fund effective marketing initiatives to promote participation.
- Promote use of our natural resources for education purposes and outdoor experiences.
- Increase awareness and visibility of Parks and Recreation activities, facilities and services.
- Consider and implement recommendations from the Parks & Recreation Master Plan.
- Secure supplemental funding through sponsorship and scholarship support.

Goals and Objectives

GOAL 1

Provide high quality, relevant, and diverse services and programs to the public.

OBJECTIVES:

- Achieve a high level of customer satisfaction for all programs and services offered by the Division.
- Increase public awareness of and participation in recreational services.
- Ensure programs are responsive to a broad range of needs within the community.
- Ensure availability and accessibility of community programs and activities.
- Create a balanced park system reflecting the diversity of the community.

GOAL 2

Provide innovative, well-managed recreational opportunities to enhance quality of life and promote healthy lifestyles.

OBJECTIVES:

- Increase and diversify community involvement and volunteerism.
- Monitor cost recovery to facilitate sustainability of programs and services.
- Explore partnerships with other agencies to maximize services for the public.

Key Performance Measures

PARK FACILITY RENTAL CUSTOMER SATISFACTION

Goal	Provide high quality, relevant, and diverse services and programs to the public.				
Objective	Achieve a high level of customer satisfaction for all programs and services offered by the Division.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Percent of survey respondents who agree or strongly agree that the overall rental facility experience is satisfactory-85% goal.	89.75	95.0%	85%	91.0%	85%
Description	The division coordinates the rental of park facilities to the public.				
Purpose	This feedback assists the division in determining its customer service and improves communication with the renters of city facilities.				
Status	The division has annually met this performance measure.				

PARK FACILITY RENTAL REQUEST FULFILLED

Goal	Provide high quality, relevant, and diverse services and programs to the public.				
Objective	Ensure programs are responsive to a broad range of needs within the community.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain 90% goal for park rental requests fulfilled for facility requested or alternative facilities.	100%	100%	90%	100%	90%
Description	The division coordinates the rental of park facilities to the public.				
Purpose	The division processes rental requests on a first come, first served basis. When requested facilities are scheduled, the division provides alternative facilities that may meet the requestors' need.				
Status	The division has been successful in renting park facilities through innovative and alternative methods.				

Output Measures

Conduct four (4) joint assessments of park facilities annually.
Evaluate twelve (12) maintenance inspections annually.
Host community events in three (3) different parks annually.

FITNESS CLASS CUSTOMER SATISFACTION

Goal	Provide high quality, relevant, and diverse services and programs to the public.				
Objective	Ensure programs are responsive to a broad range of needs within the community.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Percent of survey respondents who agree or strongly agree that the overall fitness class experience is satisfactory-90% goal	100%	100%	90%	100%	90%
Description	The division coordinates fitness class offerings to the public.				
Purpose	The division conducts diverse fitness programs for the public.				
Status	The division has annually met this performance measure.				

SPECIAL EVENT PROJECTS

Goal	Provide innovative, well-managed programs and services.				
Objective	Monitor cost recovery to facilitate sustainability of programs and services.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
90% of special event projects are completed within budget.	100%	97.5%	90%	90.0%	90%
Description	The division hosts special events throughout the year that are open to the public.				
Purpose	The division estimates a budget amount for each of the projects.				
Status	Projects that require additional funding above the adopted budget must go through a budget approval process in order to add funds for any project.				

Output Measures

Provide ten (10) different programs each month.
Host twelve (12) community events annually.
Publish and distribute two (2) comprehensive activity guides per year.

Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 631,666	\$ 617,548	\$ 637,772	\$ 699,380	\$ 747,900
Employee Benefits	152,567	166,714	181,942	221,990	251,870
PERSONNEL EXPENDITURES	784,233	784,262	819,714	921,370	999,770
Professional/Contracted Services	78,855	78,342	69,255	77,720	89,990
Current Operating Charges	66,123	56,681	66,293	85,180	98,130
Operating Supplies	57,116	64,579	50,394	102,180	68,420
OPERATING EXPENDITURES	202,094	199,602	185,942	265,080	256,540
CAPITAL EXPENDITURES	-	-	-	60,000	63,310
TOTAL EXPENDITURES	\$ 986,327	\$ 983,864	\$ 1,005,656	\$ 1,246,450	\$ 1,319,620
DEPARTMENT GENERATED REVENUES					
Charges for Service	\$ (306,402)	\$ (308,367)	\$ (315,686)	\$ (330,050)	\$ (402,440)
Miscellaneous Revenues	(4,475)	(427)	(11,726)	(19,000)	(23,100)
TOTAL GENERATED REVENUES	(310,877)	(308,794)	(327,412)	(349,050)	(425,540)
NET EXPENDITURES	\$ 675,450	\$ 675,070	\$ 678,244	\$ 897,400	\$ 894,080

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 AMENDED	FY 2015 AMENDED	FY 2016 AMENDED	FY 2017 AMENDED	FY 2018 PRELIMINARY
Parks & Recreation Manager	1	1	1	1	1
Recreation Supervisor	1	1	1	2	2
Recreation Program Coordinator	3	3	3	3	3
Recreation Attendant	4	5	5	7	7
Recreation Attendant – PT	7	7	7	5	5
Program Specialist	1	1	1	1	1
Staff Assistant II	2	1	1	1	1
TOTAL	19	19	19	20	20

Capital Projects

Major Initiatives

- **Myakkahatchee Creek Corridor** – The acquisition of land along the Myakkahatchee Creek to protect and preserve the natural beauty of the creek and mitigate the effects of flooding.
- **Myakkahatchee Creek Greenway** – The project will construct a trail section between Price Boulevard and Appomattox Drive on North Port Boulevard. The design of the project supports the linear park concept. Design and permitting are complete and the City is awaiting the receipt of the developer contribution for the project.
- **Blueways** – The Blueways project is to develop the canal and creek system in the City to improve existing launch sites to provide connectivity to various parks and points of interest and to promote water-based activities. Phase one (1) of the project is complete and the department is currently working on Phase two (2). There are a total of five (5) phases.
- **Butler Park Multi-Purpose Fields** – The project will change the existing ball fields into multi-purpose sports fields. The project includes the multi-purpose fields, small & large concession/restroom buildings, additional lighting and sidewalks, and drainage improvements.
- **Park Refurbishments** – The addition of sidewalks, lighting, dark fiber connectivity, benches, trash receptacles, and new playground equipment with shade coverings are part of the improvements the City is doing at parks.
- **Park Land Acquisition** – The project supports the community demand for an enhanced park system.

General Services-Parks & Recreation
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-3036-572-12-00 Regular Salaries	694,350	-	694,350
001-3036-572-14-00 Overtime	5,030	-	5,030
001-3036-572-21-00 FICA	52,600	-	52,600
001-3036-572-22-01 FRS	48,800	-	48,800
001-3036-572-23-00 Health/Dental/Life	111,530	-	111,530
001-3036-572-23-02 Vision	750	-	750
001-3036-572-24-00 Workers' Compensation	8,310	-	8,310
TOTAL PERSONNEL	921,370	-	921,370
OPERATING			
001-3036-572-34-00 Other Contract Services	77,720	-	77,720
001-3036-572-40-00 Travel & Per Diem	2,400	-	2,400
001-3036-572-41-00 Communication Services	3,450	-	3,450
001-3036-572-44-00 Rentals & Leases	36,250	-	36,250
001-3036-572-46-01 R&M Office Equipment	750	-	750
001-3036-572-46-09 R&M Landscaping	1,200	-	1,200
001-3036-572-46-50 Fleet-Administrative	2,320	-	2,320
001-3036-572-46-51 Fleet-Labor	700	-	700
001-3036-572-46-52 Fleet-Parts	350	-	350
001-3036-572-46-53 Fleet-Outsourced	20	-	20
001-3036-572-47-00 Printing & Binding- <i>SLA-17-3613</i>	12,220	(2,500)	9,720
001-3036-572-48-00 Promotional Activities	700	-	700
001-3036-572-49-01 Bank & Transaction Fees	3,500	-	3,500
001-3036-572-49-12 Ads & Public Notices	8,160	-	8,160
001-3036-572-49-14 Tags, Fees, Licenses	2,210	-	2,210
001-3036-572-49-69 Food	10,950	-	10,950
001-3036-572-51-00 Office Supplies	3,750	-	3,750
001-3036-572-52-01 Operating Supplies	39,640	-	39,640
001-3036-572-52-02 Fuel	1,430	-	1,430
001-3036-572-52-07 Uniforms	1,550	-	1,550
001-3036-572-52-50 Minor Operating - <i>SLAs-17-3600, 17-3603, 17-3604, 17-3605 & 17-3610</i>	50,250	(47,800)	2,450
001-3036-572-54-00 Books, Publications, Subscriptions	3,330	-	3,330
001-3036-572-55-00 Training & Education	2,230	-	2,230
TOTAL OPERATING	265,080	(50,300)	214,780
CAPITAL			
001-3036-572-63-00 Improvements other than Buildings- <i>Project P17CEP</i>	54,000	(54,000)	-
001-3036-572-64-00 Capital Machinery & Equipment- <i>SLA-17-3607</i>	6,000	(6,000)	-

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
TOTAL CAPITAL	60,000	(60,000)	-
TOTALS	1,246,450	(110,300)	1,136,150

GENERAL SERVICES
PARKS & RECREATION DIVISION
BUDGET ANALYSIS

001-3036-572

<u>Account Description</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
12 Regular Salaries & Wages	\$ 625,914	\$ 611,228	\$ 631,692	\$ 694,350	\$ 694,350	\$ 725,260
13 Other Salaries & Wages	-	-	-	-	-	17,150
14 Overtime	5,752	6,320	6,080	5,030	5,030	5,490
Salaries & Wages	631,666	617,548	637,772	699,380	699,380	747,900
21 FICA	46,618	45,758	47,600	52,600	52,600	53,820
22 Retirement Contributions	44,939	42,074	43,209	48,800	48,800	53,640
23 Life & Health Insurance	53,083	70,323	82,823	112,280	112,280	134,600
24 Workers' Compensation	7,927	8,559	8,310	8,310	8,310	8,310
27 Educational Assistance	-	-	-	-	-	1,500
Employee Benefits	152,567	166,714	181,942	221,990	221,990	251,870
Total Personnel Expenditures	784,233	784,262	819,714	921,370	921,370	999,770
<i>OPERATING EXPENDITURES</i>						
31 Professional Services	-	-	1,500	-	-	-
34 Other Contractual Services	78,855	78,342	67,755	77,720	77,720	89,990
Professional/Contracted Services	78,855	78,342	69,255	77,720	77,720	89,990
40 Travel and Per Diem	1,290	1,429	1,984	2,400	2,400	2,400
41 Communication Services	1,676	1,396	2,042	3,450	3,450	3,290
44 Rentals & Leases	20,241	24,481	29,418	36,250	36,250	44,180
46 Repairs & Maintenance	16,873	2,979	3,427	5,340	5,340	5,870
47 Printing & Binding	9,233	8,615	8,375	12,220	9,720	12,470
48 Promotional Activities	-	-	1,630	700	700	700
49 Other Current Charges	16,810	17,781	19,417	24,820	24,820	29,220
Current Operating Charges	66,123	56,681	66,293	85,180	82,680	98,130
51 Office Supplies	4,916	3,567	3,768	3,750	3,750	3,750
52 Minor Operating Expenditures	48,423	58,153	42,442	92,870	45,070	58,510
54 Books, Public, Subs, Member	1,690	1,537	1,616	3,330	3,330	3,640
55 Training & Education	2,087	1,322	2,568	2,230	2,230	2,520
Operating Supplies	57,116	64,579	50,394	102,180	54,380	68,420
Total Operating Expenditures	202,094	199,602	185,942	265,080	214,780	256,540
<i>CAPITAL EXPENDITURES</i>						
63 Improvements other than Buildings	-	-	-	54,000	-	-
64 Capital Machinery & Equipment	-	-	-	6,000	-	63,310
Total Capital Expenditures	-	-	-	60,000	-	63,310
TOTAL EXPENDITURES	\$ 986,327	\$ 983,864	\$ 1,005,656	\$ 1,246,450	\$ 1,136,150	\$ 1,319,620
<i>DEPARTMENT GENERATED REVENUES</i>						
Charges for Services	\$ 306,402	\$ 308,367	\$ 315,686	\$ 330,050	\$ 330,050	\$ 402,440
Miscellaneous Revenues	4,475	427	11,726	19,000	19,000	23,100
Total Generated Revenues	310,877	308,794	327,412	349,050	349,050	425,540
NET EXPENDITURES	\$ 675,450	\$ 675,070	\$ 678,244	\$ 897,400	\$ 787,100	\$ 894,080

GENERAL SERVICES-PARKS & RECREATION		Service Level Adjustments (SLAs)								
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-3600	Staff Assistant Reclassification	X	-	-	0.00	-	1,640	1,640	-	\$ 1,640
18-3601	Middle School Camp	X	-	-	0.00	-	32,180	32,180	37,490	\$ (5,310)
18-3602	Weatherbug Outdoor Alerting System	X	-	-	0.00	8,740	-	8,740	-	\$ 8,740
18-3603	Outdoor Table Tennis	X	-	-	0.00	5,600	100	5,700	-	\$ 5,700
18-3605	Fitness Center Equipment Replacement	-	X	-	0.00	48,970	-	48,970	-	\$ 48,970
18-3606	Signature Events Portable Restroom Rentals	X	-	-	0.00	-	1,870	1,870	-	\$ 1,870
18-3607	Light Towers at Poinsettia Events	-	X	-	0.00	-	2,550	2,550	-	\$ 2,550
18-3608	Poinsettia Parade Golf Cart Rentals	-	X	-	0.00	-	1,450	1,450	-	\$ 1,450
18-3609	Specialty Camps	X	-	-	0.00	-	5,140	5,140	8,500	\$ (3,360)
18-3610	Dog Friendly Parks - Bag Dispensers	-	X	-	0.00	2,030	1,500	3,530	-	\$ 3,530
18-3611	Skate Park Access	-	-	X	0.00	-	-	-	-	\$ -
18-3612	0	-	-	-	0.00	-	-	-	-	\$ -
18-3613	0	-	-	-	0.00	-	-	-	-	\$ -
18-3614	0	-	-	-	0.00	-	-	-	-	\$ -
18-3615	0	-	-	-	0.00	-	-	-	-	\$ -
18-3616	0	-	-	-	0.00	-	-	-	-	\$ -
18-3617	0	-	-	-	0.00	-	-	-	-	\$ -
18-3618	0	-	-	-	0.00	-	-	-	-	\$ -
18-3619	0	-	-	-	0.00	-	-	-	-	\$ -
18-3620	0	-	-	-	0.00	-	-	-	-	\$ -
18-3621	0	-	-	-	0.00	-	-	-	-	\$ -
18-3622	0	-	-	-	0.00	-	-	-	-	\$ -
18-3623	0	-	-	-	0.00	-	-	-	-	\$ -
18-3624	0	-	-	-	0.00	-	-	-	-	\$ -
18-3625	0	-	-	-	0.00	-	-	-	-	\$ -
				TOTALS	0.00	\$ 65,340	\$ 46,430	\$ 111,770	\$ 45,990	\$ 65,780



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-3600		FY 2018 Total Budget Cost / (Savings)	\$ 1,640
Title:	Staff Assistant Reclassification		Fund: General
Department:	General Services		Division: Parks & Recreation
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	X
Preservation of environment & natural resources	
Vibrant "Alive" Town Centers	

Toledo Blade interchange as major destination
Sumter interchange as major destination
Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Parks and Recreation has expanded over the years with increased programming, new facilities and enhanced services to the community. This has necessitated a higher level of administrative support duties. The Staff Assistant position currently reports directly to the Parks and Recreation Manager and provides administrative and technical support to the Division with minimal supervision required. However, a review of the job description for the Staff Assistant II shows essential job functions are currently being performed in the capacity of Staff Assistant I. The job functions include: provides assistance with budget preparation and tracking; schedules appointments, maintains calendars and coordinates meetings, public programs and events; cross trains and acts as lead and or back-up for other staff in the Department/Division; daily interaction with customers, gathering data, assessing needs and determining appropriate levels of service required; uses independent judgement in communicating with internal & external customers. The Staff Assistant I position is currently classified as a paygrade 911 (non-exempt) and the reclassification (promotion) to Staff Assistant II is a paygrade 912 (non-exempt). Human Resources has reviewed this request and agrees with the recommendation to reclassify the position.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
(1.00)	Staff Assistant I	911
1.00	Staff Assistant II	912

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 1,640
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,640

One-Time:	-
Recurring:	1,640

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,640

IMPACT OF DENIAL

The employee is currently performing essential job functions that fall in paygrade 912. If this is denied, then the employee will need to stop performing the duties of the Staff Assistant II. This will mean a hardship for the Division because other administrative staff will have to pick up the extra workload when they are already doing their own duties.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-3600
Title:	Staff Assistant Reclassification
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-3036-572 12-00 Salaries		R	\$ 1,410
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA		R	110
001-3036-572 22-01 FRS		R	120
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ 1,640
<i>Operating Expenditures</i>			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,640



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-3601			FY 2018 Total Budget Cost / (Savings)		\$ (5,310)
Title:	Middle School Camp		Fund:	General	
Department:	General Services		Division:	Parks & Recreation	
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease		

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The General Services Department offers a summer camp at the George Mullen Activity Center for children in grades first through eighth. This program has been highly successful with a waiting list of children to get into the camp each week. The majority of the children on the waiting list are in elementary school. In an effort to accommodate the growing waiting list for GMAC Summer Camp, the General Services Department is proposing a new full-day camp at the Morgan Family Community Center for middle school students. The camp would be offered from 8:30 a.m. to 4:30 p.m. on weekdays for ten-weeks during the summer. Traditional camp activities would take place along with field trips, service projects, and outdoor recreational activities. Providing a separate camp for middle school students will allow the GMAC Summer Camp program to accommodate a greater number of elementary school students.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 13,350
Operating	18,830
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 32,180

One-Time:	-
Recurring:	32,180

REVENUES

45 Participants @ \$85 x 9	34,430
45 Participants @68 x 1	3,060

Total Revenues: \$ 37,490

Total Expenditures Minus Revenues: \$ (5,310)

IMPACT OF DENIAL

GMAC Summer Day Camp has reached maximum capacity over the last several years. Denial of this SLA will mean that there will not be a second camp and the waiting list for GMAC Summer Camp each week will continue.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-3601
Title:	Middle School Camp
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-3036-572 12-00 Salaries		R	\$ 12,400
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA		R	950
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ 13,350
Operating Expenditures			
001-3036-572 34-00 Contract Services (on site events/bus rental)		R	\$ 8,800
001-3036-572 41-00 Communication Services		R	50
001-3036-572 49-12 Ads & Public Notices		R	200
001-3036-572 49-69 Food		R	500
001-3036-572 52-01 Minor Operating Supplies		R	9,230
001-3036-572 52-07 Uniforms		R	50
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ 18,830
Capital Outlay			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ -
Debt Service			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
Other Expenditures			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 32,180



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-3602		FY 2018 Total Budget Cost / (Savings)	\$ 8,740
Title:	Weatherbug Outdoor Alerting System		Fund: General
Department:	General Services		Division: Parks & Recreation
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	X		Toledo Blade interchange as major destination
Preservation of environment & natural resources			Sumter interchange as major destination
Vibrant "Alive" Town Centers			X Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The General Services Department is proposing the addition of a Weather Bug Station at the City Center Complex to provide lightning detection and severe weather alerting for park patrons and special event attendees - including local youth football games, the Farmer's Market, families on the Mullen Center playground, and more. During the summer months, lightning storms are known to strike in the afternoons. Weather Bug is a nationwide network system that detects in-cloud and cloud-to-ground lightning and provides web-based access for multiple staff. The system uses SfericMaps to show live radar together with lightning flashes detected. Units are commercial grade, built to withstand all weather conditions, and measure 27 different weather measurements. When a Weather Bug unit detects lightning within a ten-mile radius of a specified zone, alerts - including horns (700 yard Omni-directional coverage) and flashing strobes - are activated. An all clear signal of three short horn blasts is sent after 30 minutes with no lightning strikes and the strobes will cease flashing. The first year, the software is included in the package. After that, the annual subscription for the software is \$1,500.

PERSONNEL			
Add/Delete (FTE)	Title:	Pay Grade:	
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			-
Capital			8,740
Debt Service			-
Other Expenditures			-
Total Expenditures:			\$ 8,740
One-Time:			8,740
Recurring:			-
REVENUES			
Total Revenues:			\$ -
Total Expenditures Minus Revenues:			\$ 8,740

IMPACT OF DENIAL

Should this program be denied, the community will continue to rely on other ways to determine lightening proximity.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-3602
Title:	Weatherbug Outdoor Alerting System
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ -
Capital Outlay			
001-3036-572 64-00 Capital Equipment		O	8,740
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ 8,740
Debt Service			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
Other Expenditures			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 8,740



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-3603		FY 2018 Total Budget Cost / (Savings)		\$ 5,700
Title:	Outdoor Table Tennis		Fund:	General
Department:	General Services		Division:	Parks & Recreation
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)	Place an "X" in the appropriate box(es)
Financially responsible City providing quality municipal services	X
Preservation of environment & natural resources	
Vibrant "Alive" Town Centers	

	Toledo Blade interchange as major destination
	Sumter interchange as major destination
X	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City's Parks & Recreation Master Plan Vision recommends utilizing the concept of "placemaking" at the City's park and facility locations. Placemaking incorporates a community's assets, inspiration, and potential with the intention of creating public spaces that promote people's health, happiness, and well-being. With this concept in mind, the General Services Department is recommending the addition of an outdoor ping pong table at the George Mullen Activity Center. (Table tennis and ping pong are synonymous.) Ping pong enthusiasts are already active at the Morgan Family Community Center, which offers a drop-in table tennis program that has drawn 1,000 participants in FY2016 and nearly 700 participants by mid-FY2017. This feature at the Mullen Center will attract new user groups, provide patrons with an opportunity for socialization, and support active recreation. The table is produced using galvanized steel and anti-corrosion materials, tamper-proof steel net, and an anti-glare finish; it can be bolted to the ground. It is also weatherproof and shock, fire, and graffiti resistant. The table can withstand 1 3/4 tons of weight. The table would be open to the public at no charge with equipment (two sets of 4-player, weatherproof rackets and balls) available for check-out inside the George Mullen Activity Center.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	100
Capital	5,600
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 5,700

One-Time: 5,600

Recurring: 100

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 5,700

IMPACT OF DENIAL

The denial of this purchase would mean that the George Mullen Activity Center would not have an outdoor ping pong table. This would mean that it would not attract a new audience interested in ping pong and would not provide the community with a new way of outdoor recreation. The only ping pong opportunity offered by the City of North Port would remain the program offered at the Morgan Center.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-3603
Title:	Outdoor Table Tennis
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-3036-572 52-01 Operating Supplies		R	100
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ 100
<i>Capital Outlay</i>			
001-3036-572 64-00 Outdoor Stationary Table Tennis Table		O	5,600
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ 5,600
<i>Debt Service</i>			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,700



SLA: 18-3605		FY 2018 Total Budget Cost / (Savings)		\$ 48,970
Title:	Fitness Center Equipment Replacement			Fund: General
Department:	General Services			Division: Parks & Recreation
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

Standard life expectancy for commercial cardio fitness equipment ranges from 5-10 years, depending on the hours of use and the preventative care and maintenance of each machine. To avoid one large replacement purchase, the General Services Department has created a five-year replacement plan for the equipment, taking into account standard life expectancy, hours of use and current condition. The equipment at the Morgan Family Community Center was purchased in 2010 and will be entering its seventh year of use in FY2018. The General Services Department is recommending the replacement of the seven existing treadmills with a similar commercial model. According to the computerized usage logs, the treadmills are the most heavily used pieces of cardio equipment with 20,000+ miles logged per machine as of February 2017.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	-
Capital	48,970
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 48,970
One-Time:	48,970
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 48,970
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IMPACT OF DENIAL

If this is denied, it might end up costing more in the future. Achieve Anything fitness members have an expectation for high quality equipment in good working order. A majority of the equipment at the Morgan Family Community Center will be reaching standard life expectancy at the same time, which will result in a large replacement cost if the equipment is not replaced gradually over the course of several years.



FY 2018 Budget: SLA Request, page 2

SLA:	18-3605
Title:	Fitness Center Equipment Replacement
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-3036-572 64-00 Capital Equipment		O	48,970
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ 48,970
<i>Debt Service</i>			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 48,970



SLA: 18-3606	FY 2018 Total Budget Cost / (Savings)	\$ 1,870
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Title: Signature Events Portable Restroom Rentals	Fund: General
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Department: General Services	Division: Parks & Recreation
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Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City's signature events have grown significantly in attendance which requires budgeting for additional portable restrooms. Meanwhile, the City-owned Royal Restroom unit has not been able to keep up with the higher usage at the Freedom Festival, the Tree Lighting and Poinsettia Festival, the Poinsettia Parade, and the Trick-or-Treat at City Hall. Over the past year, the unit has regularly reached capacity mid-event and needed to be shut down. As a result, an additional \$1,870 has been added to the City's Signature events for the rental of portable restroom/handwashing facilities.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	1,870
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 1,870
One-Time:	-
Recurring:	1,870

REVENUES

Total Revenues:	\$ -
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Total Expenditures Minus Revenues:	\$ 1,870
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IMPACT OF DENIAL

Should this be denied, the City will be unable to adequately meet service demands at special events. Sarasota County Health Department requires the provision of additional restroom facilities for large events.



FY 2018 Budget: SLA Request, page 2

SLA:	18-3606
Title:	Signature Events Portable Restroom Rentals
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-3036-572 44-00 Rentals		R	1,870
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ 1,870
Capital Outlay			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ -
Debt Service			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
Other Expenditures			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,870



SLA: 18-3607		FY 2018 Total Budget Cost / (Savings)		\$ 2,550
Title:	Light Towers at Poinsettia Events			Fund: General
Department:	General Services			Division: Parks & Recreation
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City of North Port has witnessed an increase in the cost of light towers as a result of the economy. In December 2015, the number of light towers utilized at the Poinsettia events was increased to 23 due to safety and security recommendations. This same amount was planned for December 2016. However, the fee charged for the delivery, rental, and pick-up of the light towers increased. Based on quotes received in 2016, an additional \$2,550 will be needed to continue the same level of service and cover the cost of light tower rentals in 2017.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	2,550
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 2,550
One-Time:	-
Recurring:	2,550

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 2,550

IMPACT OF DENIAL

Should this be denied, the General Services Department will not have the budget to cover the number of light towers needed to provide a safe and secure environment during both the Poinsettia Parade and the Tree Lighting and Poinsettia Festival.



FY 2018 Budget: SLA Request, page 2

SLA:	18-3607
Title:	Light Towers at Poinsettia Events
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-3036-572 44-00 Rentals		R	2,550
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ 2,550
Capital Outlay			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ -
Debt Service			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
Other Expenditures			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,550



SLA: 18-3608		FY 2018 Total Budget Cost / (Savings)		\$ 1,450
Title:	Poinsettia Parade Golf Cart Rentals			Fund: General
Department:	General Services			Division: Parks & Recreation
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The City of North Port's annual Poinsettia Parade is a signature event that draws more than 5,000 people each year. Traditionally, the North Port City Commission has had a presence in the parade. In 2015, City staff volunteered for the first time to build a float to support administration and City Commissioners for the parade. In 2016, a decision was made to utilize golf carts for City Commissioners and the float was discontinued. If the City Commission desires to continue this practice for the parade, an additional \$1,450 will be needed to cover the rental cost of the golf carts.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,450
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,450

One-Time:	-
Recurring:	1,450

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,450

IMPACT OF DENIAL

Should this be denied, the City of North Port will not have the budget to support golf cart transportation for City Commissioners and administration interested in representing the City during the annual parade. Those interested in participating will have to either walk or provide their own transportation for the parade.



FY 2018 Budget: SLA Request, page 2

SLA:	18-3608
Title:	Poinsettia Parade Golf Cart Rentals
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-3036-572 44-00 Rentals		R	1,450
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ 1,450
Capital Outlay			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ -
Debt Service			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
Other Expenditures			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,450



SLA: 18-3609		FY 2018 Total Budget Cost / (Savings)	\$ (3,360)
Title:	Specialty Camps		Fund: General
Department:	General Services		Division: Parks & Recreation
Category:	<input checked="" type="checkbox"/> Increase <input type="checkbox"/> Maintain <input type="checkbox"/> Decrease		

Strategic Plan Goal(s)	Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>

	Toledo Blade interchange as major destination
	Sumter interchange as major destination
	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City of North Port is home to more than 10,000 school children and providing activities for children and families is a goal of the General Service Department. Therefore, the Department is proposing the addition of specialty camps for FY2018 to provide added programs for school age children during the times they are out of school. A Crime Scene Investigation (CSI) camp would be offered over the summer in two separate one-week sessions totaling 4 hours per day in conjunction with the North Port Police Department. Summer Camp Counselors hired for the GMAC Summer Camp Extended Care program will provide direct supervision for this camp outside the Extended Care hours. Winter Break Camp will be offered during the second week of the scheduled winter break for Sarasota County Schools and will run for 4 days, 8 hours per day.

PERSONNEL		
<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ 2,160
Operating		2,980
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ 5,140
One-Time:		-
Recurring:		5,140
REVENUES		
25 participants x 2 sessions x \$80		4,000
45 participants X \$100		4,500
Total Revenues:		\$ 8,500
Total Expenditures Minus Revenues:		\$ (3,360)

IMPACT OF DENIAL

Should this be denied, the General Services Department will not be adding the two specialty camps for youth during the Winter break and the Summer season.

SLA:	18-3609
Title:	Specialty Camps
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-3036-572 12-00 Salaries		R	2,000
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA		R	160
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ 2,160
Operating Expenditures			
001-3036-572 44-00 Rentals & Leases		R	350
001-3036-572 49-12 Ads & Public Notices		R	430
001-3036-572 49-69 Food		R	170
001-3036-572 52-01 Minor Operating Supplies		R	1,980
001-3036-572 52-07 Uniforms		R	50
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ 2,980
Capital Outlay			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ -
Debt Service			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
Other Expenditures			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,140



SLA: 18-3610		FY 2018 Total Budget Cost / (Savings)		\$ 3,530
Title:	Dog Friendly Parks - Bag Dispensers			Fund: General
Department:	General Services			Division: Parks & Recreation
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The Parks and Recreation Advisory Board is recommending that several of the City's parks allow dogs on leashes. Currently, the only City park that allows dogs is the Canine Club facility. Pending Commission approval of a resolution designating specific parks as dog-friendly, the Parks & Recreation Advisory Board has suggested that bag dispensers, waste receptacles, and signage be placed at each park site. Most park sites have existing waste receptacles and would only need a bag dispenser and signage. Property Maintenance would be responsible for ongoing costs for bag supplies.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	3,530
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 3,530
One-Time:	2,030
Recurring:	1,500

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 3,530

IMPACT OF DENIAL

The recommendation for bag dispensers, receptacles and signage was made by the Parks & Recreation Advisory Board in an effort to support the community in maintaining dog-friendly parks. If this is denied, it will be the responsibility of each dog owner to bring appropriate pet waste bags to park sites and dispose of the waste in an existing trash can.



FY 2018 Budget: SLA Request, page 2

SLA:	18-3610
Title:	Dog Friendly Parks - Bag Dispensers
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-3036-572 47-00 Printing & Binding		O	680
001-3036-572 52-01 Operating Supplies		R	1,500
001-3036-572 52-50 Minor Operating Equipment		O	1,350
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ 3,530
Capital Outlay			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ -
Debt Service			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
Other Expenditures			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,530



SLA: 18-3611		FY 2018 Total Budget Cost / (Savings)		\$ -
Title:	Skate Park Access		Fund:	General
Department:	General Services		Division:	Parks & Recreation
Category:	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input checked="" type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)		
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The General Services Department is recommending improved access to the Skate Park facility, thus allowing it to be opened additional days with expanded hours to better meet community needs. This can be accomplished by removing the fencing and staff. There is no law requiring the supervision of this type of facility. Per Florida Statute 316.0085, government entities are exempt from liabilities for skateboarding, in-line skating, freestyle or mountain bicycling and paintball provided appropriate signage is posted at the entrance to the park. This is further supported by the Tony Hawk Foundation, which recommends the provision of free, unsupervised skate parks that are administered like other athletic facilities. There is no admission fee for the facility and no collection of waivers (the State law requiring waiver forms from patrons age 17 and under was amended in 2015 and the consent/waiver requirement was deleted for skateboarding, in-line skating and freestyle bicycling). The General Services Department is recommending the staff supervision be discontinued at this site and the fence be removed. Currently, two Recreation Attendants monitor the Skate Park during operating hours, which equates to nearly 2,900 staff hours and more than \$36,000 annually in hourly payroll expenditures based on full operation. Staff hours can be redirected toward providing expanded recreation programming, coordinating after-hour rentals, and providing additional oversight of daily activities at the Morgan Family Community Center. A police substation and fire rescue station are located across the street.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ -

One-Time: -

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ -

IMPACT OF DENIAL

Should this be denied, the hours of the skate park shall remain - instead of being available and open more often. Meanwhile, the General Services Department will not be able to reallocate staff resources to support additional recreational opportunities or provide additional oversight of the Morgan Family Community Center.



FY 2018 Budget: SLA Request, page 2

SLA:	18-3611
Title:	Skate Park Access
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ -





SLA: 18-3615		FY 2018 Total Budget Cost / (Savings)		\$ 178,000
Title:	Restrooms along Blueways/Greenways			Fund: General
Department:	General Services			Division: Parks & Recreation
Category:	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> x		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Commission expressed a desire to have additional restroom facilities at Neighborhood Parks and along the Blueway trail system. Currently canoe/kayak launches and hardened restrooms are available at Butler Park, Blue Ridge Park, McKibben Park and Dallas White Park. The cost to install hardened restroom buildings is between \$150,000 - \$200,000 each. The estimated annual cost for a single ADA restroom and associated Health Department permit is \$3,400. Health Department regulations do not allow temporary portable restrooms on a property where hardened restrooms are available unless it is an active construction site with a current building permit or a special event which has been vetted through the special events process. Currently restrooms are being reviewed for Myakkahatchee Creek Environmental Park, Oaks Park, City Hall Front Green, Marina Park, Pine Park, LaBrea Park, Hope Park, Marius Park, Veterans Park and Kirk Park.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		3,000
Capital		175,000
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ 178,000
One-Time:		175,000
Recurring:		3,000

REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ 178,000

IMPACT OF DENIAL

If denied, no additional restrooms will be available along the Blueway/Greenway trails.



FY 2018 Budget: SLA Request, page 2

SLA:	18-3615
Title:	Restrooms along Blueways/Greenways
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-3036-572 001-0760-519-43-01		R	3,000
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ 3,000
Capital Outlay			
001-3036-572 306-3036-572-63-00 - FY18 one location		O	175,000
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ 175,000
Debt Service			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
Other Expenditures			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 178,000



SLA: 18-3616	FY 2018 Total Budget Cost / (Savings)	\$ 9,700,000
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Title:	Butler Park Family Aquatic Center	Fund:	General
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Department:	General Services	Division:	Parks & Recreation
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Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:
<p>In response to resident requests, the City plans to construct a 25-meter pool and family aquatic center at Butler Park, per Commission direction provided on March 29. The design firm is currently updating the scope and design plans for the enhanced aquatic facility, with a preliminary cost estimate of \$10m - \$12m. This conceptual plan is being presented to Commission on May 22 for approval.</p>

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			-
Capital			9,700,000
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 9,700,000
		One-Time:	9,700,000
		Recurring:	-
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 9,700,000

IMPACT OF DENIAL
<p>If denied, the Family Aquatic Center will not be constructed.</p>



FY 2018 Budget: SLA Request, page 2

SLA:	18-3616
Title:	Butler Park Family Aquatic Center
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-3036-572 306-3036-572-64-00 (P17NPP)		O	9,700,000
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ 9,700,000
<i>Debt Service</i>			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 9,700,000



SLA: 18-3617		FY 2018 Total Budget Cost / (Savings)		\$ 100,000
Title:	Dallas White Park Pool - Closure			Fund: General
Department:	General Services			Division: Parks & Recreation
Category:	<input type="checkbox"/>	Increase	<input type="checkbox"/>	Maintain <input checked="" type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Close, crush, and fill existing pool at Dallas White Park. This includes returning the former pool area to a usable open space.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			-
Capital			100,000
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 100,000
		One-Time:	100,000
		Recurring:	-
REVENUES			
			Total Revenues:
		Total Expenditures Minus Revenues:	\$ 100,000

IMPACT OF DENIAL

The pool is failing, and the Health Department will continue to issue violation notices.



FY 2018 Budget: SLA Request, page 2

SLA:	18-3617
Title:	Dallas White Park Pool - Closure
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ -
Capital Outlay			
001-3036-572 306-3036-572-64-00		O	100,000
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ 100,000
Debt Service			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
Other Expenditures			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 100,000



SLA: 18-3618	FY 2018 Total Budget Cost / (Savings)	\$ 350,000
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Title:	Dallas White Park Pool - Rehabilitation	Fund:	General
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Department:	General Services	Division:	Parks & Recreation
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Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain	<input type="checkbox"/>	Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Rehabilitate the existing pool at Dallas White Park to include new marcite \$60,000, pool heater \$16,000, and replacement or extensive repairs to the support buildings (including roof repairs).

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	350,000
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 350,000
One-Time:	350,000
Recurring:	-

REVENUES

Total Revenues:	\$ -
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Total Expenditures Minus Revenues:	\$ 350,000
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IMPACT OF DENIAL

The pool will need to be closed.



FY 2018 Budget: SLA Request, page 2

SLA:	18-3618
Title:	Dallas White Park Pool - Rehabilitation
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
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001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ -
Capital Outlay			
001-3036-572 306-3036-572-6400		O	350,000
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ 350,000
Debt Service			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
Other Expenditures			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 350,000

Human Resources

Fund




001-General Fund

Department/Division

0900-Human Resources & Risk Management

Mission

The mission of the Human Resources Department is to achieve community outcomes through fostering workforce excellence by:

-  providing oversight of human resources and risk management policies and programs;
-  providing quality recruitment to ensure a sustainable workforce; and
-  providing training opportunities to ensure community values which improve the quality of life.

In order to accomplish this mission, the Human Resource Department is responsible for recruitment and selection; classification and compensation; employee relations and training; and personnel processing for the City.

Core Services and Outputs

Workforce Recruitment, Retention, and Support

Primary Customer Group: City organization

Customer Requirements: Knowledgeable/skilled staff, professionalism, timeliness

Definition Statement: To attract qualified applicants and provide resources/support to retain a quality workforce for the organization.

Risk Management

Primary Customer Group: City organization

Customer Requirements: Safe, knowledgeable, accurate, timely, professional

Definition Statement: To promote a safe work environment by managing the City's risk management program which includes: workers' compensation, safety, property and auto liability, and insurance coverage

Structure



Accomplishments

- Secured a new insurance broker for insurance (health, dental, vision, life, etc).
- Created an employee insurance committee which meets weekly.
- Created a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA).
- Transitioned to sole provider for 457 plan.
- Created and implemented “Healthy You” to include exercise, healthy diet and mental well-being “lunch and learn” programs.
- Transitioned to a merit-based performance system for many of the employees.
- Developed a new performance evaluation format for October 1, 2017 implementation.
- Trained employees/supervisors on new performance evaluation system.
- Provided leadership training for new supervisors.
- Held specialized training as requested by departments and monthly book club.
- Coordinated with Information Technology to add Room 243 as a Training Room utilized regularly by Human Resources for new hires and City employees.
- Selected a consultant to conduct a compensation and classification study; participated in salary surveys and collected salary data as needed for City positions.
- Maintained City’s self-funded risk fund; established quarterly Director meetings to discuss loss runs and loss prevention information; coordinated monthly safety meetings with employees representing the different City departments.
- Facilitated police psychology testing as a part of the new hire process for police officers.
- Purchased onboarding software to implement a more effective and efficient onboarding process for new hires.

Initiatives

- Utilize new broker to address health care insurance costs for the City and City employees to ensure the City is getting the best benefits that are affordable to employees and the City.
- Implement new performance evaluation program October 1, 2017; supervisory training on performance evaluation completion for newly promoted employees and new hires will be an on-going practice.
- Implement approved and recommended changes to pay structure received from the consultant; implementation to include a recommendation for maintenance of the structure moving forward to keep the City competitive.
- Revise policies and procedures manual; train; and distribute the manual both in hard copy and electronic format.
- Develop onboarding processes with newly purchased software to ensure efficiency, consistency and compliance with employment laws.
- Revamp new employee orientation to ensure effective communication of policies, benefits, etc.
- Offer regular training to employees to ensure they have the tools to be successful.
- Continue to build a solid self-funded risk program.

Goals and Objectives

GOAL 1

Enable the City to attract, develop, and retain a committed workforce.

OBJECTIVES:

- Collaborate with each department to develop a staffing plan that identifies key roles and successors.
- Review the recruitment process to decrease time to fill and increase quality of hires.
- Enhance first year retention with higher quality of hires and closer performance coaching.

GOAL 2

Enhance City culture of engagement and innovation.

OBJECTIVES:

- Ensure employee attendance rate is high.
- Enhance learning opportunities through an employee development plan.
- Increase employee communication through all media, including an enhanced department website.
- Enhance the City’s Wellness Program with 20 percent employee participation.

GOAL 3

Reduce liability exposure to the City.

OBJECTIVES:

- Reduce liability exposure to the City for employee-involved vehicle collisions.
- Reduce the number of claims related to City vehicle collision losses.
- Track claims involving City employees driving City vehicles.

GOAL 4

Provide a safe environment for employees.

OBJECTIVES:

- Provide workplace safety training for all departments.
- Conduct a minimum of six (6) safety meetings each year.

GOAL 5

Minimize loss of productivity and disruption of services.

OBJECTIVES:

- Facilitate early return to work program.
- Reduce the number of costly lost time claims filed and days away from work.

Key Performance Measures

MAINTAIN STAFFING BY IDENTIFYING REASONS FOR TURNOVER

Goal	To determine reasons for turnover and retain a committed workforce.				
Objective	Maintain the City's workforce.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain turnover of less than 10%	N/A	N/A	6%	9%	10%
Description	Track turnover by division and overall.				
Purpose	Review turnover in a tactical and analytical way to identify potential issues.				
Status	This is the second year for this measure.				

MAINTAIN 80% OF THE ON-THE-JOB INJURIES TO LESS THAN 7 WORK DAYS LOST

Goal	Minimize loss of productivity and disruption of services.				
Objective	Reduce the number of costly lost time claims filed and days away from work.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain 80% of the on-the-job injuries to less than 7 work days lost	N/A	N/A	80%	95.1%	80%
Description	The reduction of days away from work for on-the-job injuries.				
Purpose	This supports the City's goal to minimize loss of productivity and disruption of services due to on-the-job injuries.				
Status	This is the second year for this measure.				

Operating Budget Summary

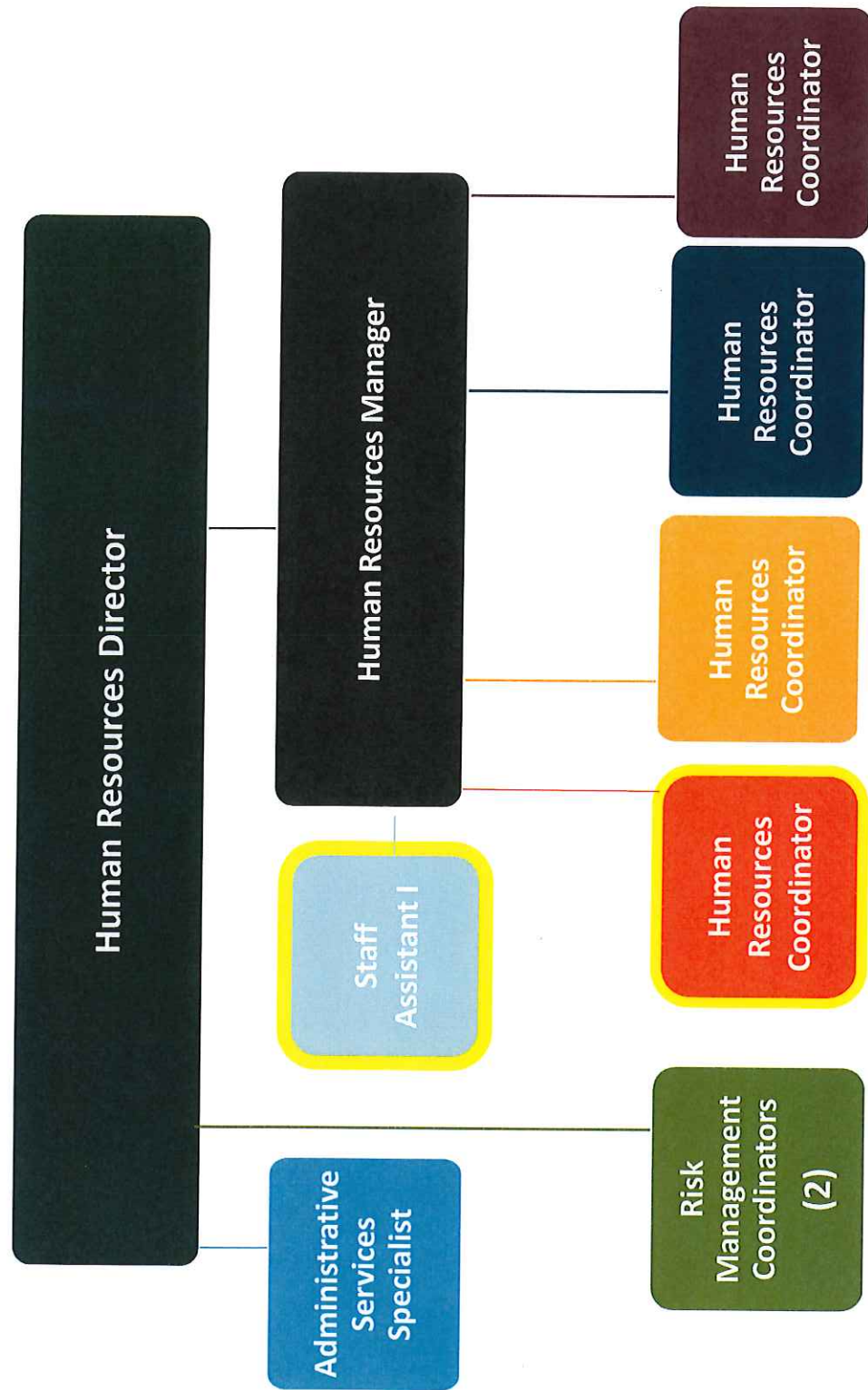
DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 269,793	\$ 299,514	\$ 373,723	\$ 442,910	\$ 557,160
Employee Benefits	62,087	69,891	112,359	139,620	165,250
PERSONNEL EXPENDITURES	331,880	369,405	486,082	582,530	722,410
Professional/Contracted Services	21,312	151,764	59,954	122,360	87,360
Current Operating Charges	13,702	12,929	14,499	16,390	18,520
Operating Supplies	19,267	27,122	26,198	30,390	36,090
OPERATING EXPENDITURES	54,281	191,815	100,651	169,140	141,970
TOTALS	\$ 386,161	\$ 561,220	\$ 586,733	\$ 751,670	\$ 864,380

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 AMENDED	FY 2015 AMENDED	FY 2016 AMENDED	FY 2017 AMENDED	FY 2018 PRELIMINARY
Human Resources Director	-	-	1	1	1
Human Resources Manager	1	1	1	1	1
Employee Benefits Coordinator	1	1	-	-	-
Wellness/Benefits Coordinator	-	-	1	1	1
Employee Services Coordinator	1	1	-	-	-
Human Resources Coordinator	-	-	1	2	3
Risk Management Coordinator	1	2	2	2	2
Administrative Services Specialist	-	-	-	1	1
Staff Assistant I	-	-	-	-	1
Human Resource Specialist	2	1	1	-	-
TOTAL	6	6	7	8	10

City of North Port Human Resources

Proposed Organizational Changes



Human Resources Base Budget
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0900-513-11-00 Executive Salaries	97,710	-	97,710
001-0900-513-12-00 Regular Salaries	345,200	-	345,200
001-0900-513-21-00 FICA	32,160	-	32,160
001-0900-513-22-01 FRS	47,230	-	47,230
001-0900-513-23-00 Health/Dental/Life	56,830	-	56,830
001-0900-513-23-02 Vision	550	-	550
001-0900-513-24-00 Workers' Compensation	1,950	-	1,950
001-0900-513-27-00 Educational Assistance- <i>SLA-17-0900</i>	900	(900)	-
TOTAL PERSONNEL	582,530	(900)	581,630
OPERATING			
001-0900-513-31-04 Medical Services	8,690	-	8,690
001-0900-513-31-05 Other Professional Svc- <i>SLA-17-0914</i>	113,670	(40,000)	73,670
001-0900-513-40-00 Travel & Per Diem	5,280	-	5,280
001-0900-513-41-00 Communication Services	1,870	-	1,870
001-0900-513-44-00 Rentals & Leases	3,190	-	3,190
001-0900-513-46-01 R&M Office Equipment	100	-	100
001-0900-513-48-00 Promotional Activities	450	-	450
001-0900-513-49-69 Food	5,500	-	5,500
001-0900-513-51-00 Office Supplies	1,000	-	1,000
001-0900-513-52-01 Other Operating Supplies	11,560	-	11,560
001-0900-513-52-02 Fuel	300	-	300
001-0900-513-52-50 Minor Operating- <i>SLAs-17-0907 & 17-0911</i>	2,520	(2,520)	-
001-0900-513-54-00 Books, Publications, Subscriptions- <i>SLA-17-0910</i>	9,740	(3,000)	6,740
001-0900-513-55-00 Training & Education	5,270	-	5,270
TOTAL OPERATING	169,140	(45,520)	123,620
CAPITAL			
001-0850-552-64-00 Capital Machinery & Equipment	-	-	-
TOTAL CAPITAL	-	-	-
INTERFUND TRANSFER			
	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-
TOTALS	751,670	(46,420)	705,250

HUMAN RESOURCES DEPARTMENT

BUDGET ANALYSIS

001-0900-513

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
11 Executive Salaries	\$ -	\$ -	\$ 71,363	\$ 97,710	\$ 97,710	\$ 100,640
12 Regular Salaries & Wages	269,757	299,421	302,312	345,200	345,200	365,580
13 Other Salaries & Wages	-	-	-	-	-	90,940
14 Overtime	36	93	48	-	-	-
Salaries & Wages	269,793	299,514	373,723	442,910	442,910	557,160
21 FICA	19,994	21,902	27,069	32,160	32,160	33,990
22 Retirement Contributions	20,473	21,612	36,801	47,230	47,230	50,100
23 Life & Health Insurance	21,086	26,091	46,539	57,380	57,380	79,210
24 Workers' Compensation	534	286	1,950	1,950	1,950	1,950
27 Educational Assistance	-	-	-	900	-	-
Employee Benefits	62,087	69,891	112,359	139,620	138,720	165,250
Total Personnel Expenditures	331,880	369,405	486,082	582,530	581,630	722,410
<i>OPERATING EXPENDITURES</i>						
31 Professional Services	21,312	151,764	59,954	122,360	82,360	87,360
Professional/Contracted Services	21,312	151,764	59,954	122,360	82,360	87,360
40 Travel and Per Diem	2,014	899	2,981	5,280	5,280	6,660
41 Communication Services	1,003	1,319	1,596	1,870	1,870	1,870
44 Rentals & Leases	6,644	4,812	3,070	3,190	3,190	3,190
46 Repairs & Maintenance	57	115	-	100	100	100
47 Printing & Binding	196	575	131	-	-	-
48 Promotional Activities	-	330	1,236	450	450	950
49 Other Current Charges	3,788	4,879	5,485	5,500	5,500	5,750
Current Operating Charges	13,702	12,929	14,499	16,390	16,390	18,520
51 Office Supplies	2,216	2,778	2,281	1,000	1,000	1,500
52 Minor Operating Expenditures	11,484	14,084	16,901	14,380	11,860	20,630
54 Books, Public, Subs, Member	1,193	3,172	4,187	9,740	6,740	6,740
55 Training & Education	4,374	7,088	2,829	5,270	5,270	7,220
Operating Supplies	19,267	27,122	26,198	30,390	24,870	36,090
Total Operating Expenditures	54,281	191,815	100,651	169,140	123,620	141,970
TOTALS	\$ 386,161	\$ 561,220	\$ 586,733	\$ 751,670	\$ 705,250	\$ 864,380



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0900		FY 2018 Total Budget Cost / (Savings)	\$ 63,590
Title:	HR Coordinator		Fund: General
Department:	Human Resources		Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)							
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>						
Preservation of environment & natural resources	<input type="checkbox"/>						
Vibrant "Alive" Town Centers	<input type="checkbox"/>						
	<table border="1"> <tr> <td></td><td>Toledo Blade interchange as major destination</td></tr> <tr> <td></td><td>Sumter interchange as major destination</td></tr> <tr> <td></td><td>Maintained/upgraded/expanded City infrastructure</td></tr> </table>		Toledo Blade interchange as major destination		Sumter interchange as major destination		Maintained/upgraded/expanded City infrastructure
	Toledo Blade interchange as major destination						
	Sumter interchange as major destination						
	Maintained/upgraded/expanded City infrastructure						

Description & Impact Upon Strategic Plan:

Human Resources is requesting an additional professional staff member to enable the department to better serve our employees and handle the myriad of special projects and to bring the department to full capacity. Projects still needing to be accomplished include: updating the compensation system, revamping all job descriptions, implementing new policies and procedures manual, rolling out an effective evaluation program, continuing to implement the training segment of Human Resources that includes tracking and evaluating training for staff and development beyond training, mentor program for new hires, talent management, succession planning and internship programs. This position would be the lead in rolling out our NeoGov Onboarding program that we were unable to accomplish this year due to current project demands. Human Resources is requesting to offer the position to the current City Manager intern, making him a permanent member of the City.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
1.00	HR Coordinator	614

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 62,090
Operating	1,500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 63,590

One-Time:	1,500
Recurring:	62,090

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 63,590

IMPACT OF DENIAL

Human Resources would be unable to provide quality customer service to our employees while meeting the demands of project management in an effective and efficient manner.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0900
Title:	HR Coordinator
Fund:	General
Department:	Human Resources
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0900-513 12-00 Salaries		R	\$ 47,480
001-0900-513 14-00 Overtime			
001-0900-513 21-00 FICA		R	3,630
001-0900-513 22-01 FRS		R	3,760
001-0900-513 23-00 Insurance - Health & Dental		R	7,180
001-0900-513 23-02 Vision Care		R	40
001-0900-513 27-00 Educational Assistance			
Total Personnel Costs			\$ 62,090
Operating Expenditures			
001-0900-513 52-50 Minor Operating (computer, software)		O	\$ 1,500
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Operating Expenditures			\$ 1,500
Capital Outlay			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Capital Outlay			\$ -
Debt Service			
001-0900-513			
001-0900-513			
Total Debt Service			\$ -
Other Expenditures			
001-0900-581			
001-0900-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: **\$ 63,590**



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0901		FY 2018 Total Budget Cost / (Savings)	\$ 30,350
Title:	Staff Assistant I		Fund: General
Department:	Human Resources		Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Human Resources is requesting administrative assistance to complete all duties assigned. The Staff Assistant I position would serve as administrative support to Human Resources and Risk. Human Resources is in its second year of self-funding with our Risk program. As the City continues to grow, more staff resources are needed to meet the demands. This position would support Human Resources and the Risk team allowing them to spend more time being proactive and training our staff. The position would support the HR hotline to enable Human Resources to answer each call personally. The Staff Assistant position would maintain filing to ensure City records are up to date for records requests.

PERSONNEL			
Add/Delete (FTE)	Title:	Pay Grade:	
1.00	Staff Assistant I	911	
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ 28,850
Operating			1,500
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:			\$ 30,350
One-Time:			1,500
Recurring:			28,850
REVENUES			
Total Revenues:			\$ -
Total Expenditures Minus Revenues:			\$ 30,350

IMPACT OF DENIAL

Human Resources will be delayed in their response to administrative requests for records and phone responsiveness.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0901
Title:	Staff Assistant I
Fund:	General
Department:	Human Resources
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0900-513 12-00 Salaries		R	\$ 20,110
001-0900-513 14-00 Overtime			
001-0900-513 21-00 FICA		R	1,540
001-0900-513 22-01 FRS		R	1,590
001-0900-513 23-00 Insurance - Health & Dental		R	5,570
001-0900-513 23-02 Vision Care		R	40
001-0900-513 27-00 Educational Assistance			
Total Personnel Costs			\$ 28,850
Operating Expenditures			
001-0900-513 52-50 Minor Operating (computer, software)		O	\$ 1,500
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Operating Expenditures			\$ 1,500
Capital Outlay			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Capital Outlay			\$ -
Debt Service			
001-0900-513			
001-0900-513			
Total Debt Service			\$ -
Other Expenditures			
001-0900-581			
001-0900-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 30,350



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0902		FY 2018 Total Budget Cost / (Savings)	\$ 1,850
Title:	Education		Fund: General
Department:	Human Resources		Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	X
Preservation of environment & natural resources	
Vibrant "Alive" Town Centers	

Toledo Blade interchange as major destination
Sumter interchange as major destination
Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Human Resources is requesting funding to allow Risk staff to attend a Special Event and Safety Seminar that addresses hosting large events. The City has become self-insured and as the City continues to grow, the Special Events attendance is increasing. This seminar specializes in providing the comprehensive skills needed to ensure community events are safe. Risk is also asking to budget monies for one coordinator to finish an Associates in Risk Management, which is a certification program widely recognized in the risk industry that provides specialty credentials. Human Resources is also asking for funding to send our specialist to training regarding public records requests.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		1,850
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ 1,850
One-Time:		1,600
Recurring:		250
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ 1,850

IMPACT OF DENIAL

Risk staff will not be able to acquire knowledge regarding special events.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0902
Title:	Education
Fund:	General
Department:	Human Resources
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0900-513 12-00 Salaries			
001-0900-513 14-00 Overtime			
001-0900-513 21-00 FICA			
001-0900-513 22-01 FRS			
001-0900-513 23-00 Insurance - Health & Dental			
001-0900-513 23-02 Vision Care			
001-0900-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0900-513 55-00 Special Event Safety Seminar		O	600
001-0900-513 55-00 ARM (Certification Program)		O	1,000
001-0900-513 55-00 Public Records Training		R	250
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Operating Expenditures			\$ 1,850
Capital Outlay			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Capital Outlay			\$ -
Debt Service			
001-0900-513			
001-0900-513			
Total Debt Service			\$ -
Other Expenditures			
001-0900-581			
001-0900-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,850



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0903		FY 2018 Total Budget Cost / (Savings)	\$ 1,380
Title:	Risk Management Conference		Fund: General
Department:	Human Resources		Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	X
Preservation of environment & natural resources	
Vibrant "Alive" Town Centers	

Toledo Blade interchange as major destination
Sumter interchange as major destination
Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

This SLA is a request to increase the travel and per diem budget to allow Risk Coordinators to stay overnight to attend conferences. The Annual State Conference for Public Risk Management Association (PRIMA) is an educational conference addressing topic areas such as enterprise risk management, legal and regulatory, management and administration, insurance pools, risk control and risk management. The Annual Worker's Compensation Conference addresses topics such as worker's compensation case law updates, medical topics, safety and loss control and Florida Statute updates. Both Risk Management Coordinators are licensed All-Lines Adjusters in the State of Florida. This conference offers CEU's to keep the licenses valid. The Special Event Safety Seminar offers education for crowd management and liability prevention for City-hosted Special Events.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	1,380
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,380

One-Time:	400
Recurring:	980

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,380

IMPACT OF DENIAL

In the everchanging risk management industry these conferences will keep the City's Risk Coordinators up-to-date and promote professional growth with the knowledge that is offered at the various conferences. If denied, both Coordinators will not have the opportunity to attend.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0903
Title:	Risk Management Conference
Fund:	General
Department:	Human Resources
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0900-513 12-00 Salaries			
001-0900-513 14-00 Overtime			
001-0900-513 21-00 FICA			
001-0900-513 22-01 FRS			
001-0900-513 23-00 Insurance - Health & Dental			
001-0900-513 23-02 Vision Care			
001-0900-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0900-513 40-00 SW FL Public Risk Management Assn (PRIMA)		R	180
001-0900-513 40-00 Workers Compensation Conference		R	800
001-0900-513 40-00 Special Event Safety Seminars		O	400
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Operating Expenditures			\$ 1,380
<i>Capital Outlay</i>			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0900-513			
001-0900-513			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0900-581			
001-0900-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,380



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0904		FY 2018 Total Budget Cost / (Savings)		\$	5,000
Title:	Compensation & Classification Annual Review			Fund:	General
Department:	Human Resources			Division:	N/A
Category:	<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/>	Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

This SLA is to request monies for the annual review of our compensation and classification structure to maintain competitiveness as identified in RFQ2017-27. Annual updates will be provided in years 2 through 5 which will include a market salary survey.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			5,000
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 5,000
		One-Time:	-
		Recurring:	5,000
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 5,000

IMPACT OF DENIAL

If ongoing maintenance is not done, our compensation program will not remain competitive in the workforce. This will impact our ability to hire the best qualified candidates for our open positions.



**FY 2018 Budget
Sevice Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0904
Title:	Compensation & Classification Annual Review
Fund:	General
Department:	Human Resources
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0900-513 12-00 Salaries			
001-0900-513 14-00 Overtime			
001-0900-513 21-00 FICA			
001-0900-513 22-01 FRS			
001-0900-513 23-00 Insurance - Health & Dental			
001-0900-513 23-02 Vision Care			
001-0900-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0900-513 31-05 Compensation Study Annual Review		R	\$ 5,000
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Operating Expenditures			\$ 5,000
<i>Capital Outlay</i>			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0900-513			
001-0900-513			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0900-581			
001-0900-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,000



SLA: 18-0905		FY 2018 Total Budget Cost / (Savings)		\$ 500
Title:	Bring Your Kids To Work Day			Fund: General
Department:	Human Resources			Division: N/A
Category:	<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Requesting funding to host Bring Your Kids To Work Day to enable staff to purchase supplies.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 500
One-Time:	-
Recurring:	500

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 500

IMPACT OF DENIAL

Human Resources will have to find money from another source to host the program.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0905
Title:	Bring Your Kids To Work Day
Fund:	General
Department:	Human Resources
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0900-513 12-00 Salaries			
001-0900-513 14-00 Overtime			
001-0900-513 21-00 FICA			
001-0900-513 22-01 FRS			
001-0900-513 23-00 Insurance - Health & Dental			
001-0900-513 23-02 Vision Care			
001-0900-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0900-513 48-00 Bring Your Kids To Work Day		R	500
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Operating Expenditures			\$ 500
Capital Outlay			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Capital Outlay			\$ -
Debt Service			
001-0900-513			
001-0900-513			
Total Debt Service			\$ -
Other Expenditures			
001-0900-581			
001-0900-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 500



SLA: 18-0906	FY 2018 Total Budget Cost / (Savings)	\$ 250
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Title: Veterans Day	Fund: General
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Department: Human Resources	Division: N/A
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Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Requesting additional funding to provide food at the City's annual Veterans Day event to honor City employees who have served in the Military.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	250
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 250

One-Time: -

Recurring: 250

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 250

IMPACT OF DENIAL

We will be unable to provide refreshments at our event.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0906
Title:	Veterans Day
Fund:	General
Department:	Human Resources
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0900-513 12-00 Salaries			
001-0900-513 14-00 Overtime			
001-0900-513 21-00 FICA			
001-0900-513 22-01 FRS			
001-0900-513 23-00 Insurance - Health & Dental			
001-0900-513 23-02 Vision Care			
001-0900-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0900-513 49-69 Food-Veteran's Day		R	250
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Operating Expenditures			\$ 250
<i>Capital Outlay</i>			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0900-513			
001-0900-513			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0900-581			
001-0900-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 250



SLA: 18-0907		FY 2018 Total Budget Cost / (Savings)		\$ 500
Title:	Office Supplies		Fund:	General
Department:	Human Resources		Division:	N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Due to the number of large records requests received in Human Resources, HR is in need of additional office supplies to process the requests.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 500
One-Time:	-
Recurring:	500

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 500

IMPACT OF DENIAL

We will be under-budgeted in office supplies.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0907
Title:	Office Supplies
Fund:	General
Department:	Human Resources
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0900-513 12-00 Salaries			
001-0900-513 14-00 Overtime			
001-0900-513 21-00 FICA			
001-0900-513 22-01 FRS			
001-0900-513 23-00 Insurance - Health & Dental			
001-0900-513 23-02 Vision Care			
001-0900-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0900-513 51-00 Office Supplies		R	500
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Operating Expenditures			\$ 500
Capital Outlay			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Capital Outlay			\$ -
Debt Service			
001-0900-513			
001-0900-513			
Total Debt Service			\$ -
Other Expenditures			
001-0900-581			
001-0900-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 500



SLA: 18-0908		FY 2018 Total Budget Cost / (Savings)		\$ 370
Title:	Employee Years of Service Awards			Fund: General
Department:	Human Resources			Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Employee service awards change annually depending on anniversaries celebrated that year. Human Resources is requesting an increase to provide service awards to City staff celebrating their years of service with the City.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
--------------------------------	-------------------------

EXPENDITURES	
Personnel	\$ -
Operating	370
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 370
One-Time:	-
Recurring:	370

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 370

IMPACT OF DENIAL

HR would have insufficient funds to celebrate years of service with our staff as traditionally done.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0908
Title:	Employee Years of Service Awards
Fund:	General
Department:	Human Resources
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0900-513 12-00 Salaries			
001-0900-513 14-00 Overtime			
001-0900-513 21-00 FICA			
001-0900-513 22-01 FRS			
001-0900-513 23-00 Insurance - Health & Dental			
001-0900-513 23-02 Vision Care			
001-0900-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0900-513 52-01 Employee Years of Service Awards		R	370
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Operating Expenditures			\$ 370
Capital Outlay			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Capital Outlay			\$ -
Debt Service			
001-0900-513			
001-0900-513			
Total Debt Service			\$ -
Other Expenditures			
001-0900-581			
001-0900-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 370



SLA: 18-0909		FY 2018 Total Budget Cost / (Savings)		\$ 3,900
Title:	Recognition Tokens		Fund:	General
Department:	Human Resources		Division:	N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Human Resources is requesting an increase in funding for tokens given at the City's annual employee recognition event in order to provide a better quality item from the City.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	3,900
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 3,900

One-Time:	-
Recurring:	3,900

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 3,900

IMPACT OF DENIAL

The City will be limited on their options for tokens for staff.

SLA:	18-0909
Title:	Recognition Tokens
Fund:	General
Department:	Human Resources
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0900-513 12-00 Salaries			
001-0900-513 14-00 Overtime			
001-0900-513 21-00 FICA			
001-0900-513 22-01 FRS			
001-0900-513 23-00 Insurance - Health & Dental			
001-0900-513 23-02 Vision Care			
001-0900-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0900-513 52-01 Recognition Tokens		R	3,900
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Operating Expenditures			\$ 3,900
Capital Outlay			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Capital Outlay			\$ -
Debt Service			
001-0900-513			
001-0900-513			
Total Debt Service			\$ -
Other Expenditures			
001-0900-581			
001-0900-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,900



SLA: 18-0910		FY 2018 Total Budget Cost / (Savings)		\$ 1,500
Title:	Human Resources Conference Room			Fund: General
Department:	Human Resources			Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Human Resources is requesting funding to purchase a television, camera and accessories for the HR conference room. This equipment will allow Human Resources to conduct orientation, present training and host SKYPE interviews for potential candidates for city-wide vacancies.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 1,500
One-Time:	1,500
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 1,500

IMPACT OF DENIAL

Human Resources will be unable to utilize existing space for types of training and interviewing which requires technology.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0910
Title:	Human Resources Conference Room
Fund:	General
Department:	Human Resources
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0900-513 12-00 Salaries			
001-0900-513 14-00 Overtime			
001-0900-513 21-00 FICA			
001-0900-513 22-01 FRS			
001-0900-513 23-00 Insurance - Health & Dental			
001-0900-513 23-02 Vision Care			
001-0900-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0900-513 52-50 Conference Room Equipment		O	1,500
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Operating Expenditures			\$ 1,500
<i>Capital Outlay</i>			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0900-513			
001-0900-513			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0900-581			
001-0900-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,500



SLA: 18-0911		FY 2018 Total Budget Cost / (Savings)		\$ 100
Title:	Sarasota Human Resources Association			Fund: General
Department:	Human Resources			Division: N/A
Category:	<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Requesting funding to join the Sarasota Human Resources Association to attend on-going education and to network with surrounding public entities.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	100
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 100
One-Time:	-
Recurring:	100

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 100

IMPACT OF DENIAL

Human Resources will be unable to take advantage of resources provided by the organization.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0911
Title:	Sarasota Human Resources Association
Fund:	General
Department:	Human Resources
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0900-513 12-00 Salaries			
001-0900-513 14-00 Overtime			
001-0900-513 21-00 FICA			
001-0900-513 22-01 FRS			
001-0900-513 23-00 Insurance - Health & Dental			
001-0900-513 23-02 Vision Care			
001-0900-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0900-513 54-00 SHRA		R	100
001-0900-513			
001-0900-513			
001-0900-513			
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001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Operating Expenditures			\$ 100
Capital Outlay			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
001-0900-513			
Total Capital Outlay			\$ -
Debt Service			
001-0900-513			
001-0900-513			
Total Debt Service			\$ -
Other Expenditures			
001-0900-581			
001-0900-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 100

Neighborhood Development Services

Fund




001-General Fund

Department/Division

0605-Planning & Zoning Division

Mission

The mission of the Planning & Zoning Division is to achieve community outcomes by advancing the community development vision by:

-  providing direction to aid in creating a sustainable community;
-  ensuring development enhances the quality of life for the residents; and
-  encouraging adequate balance of development.

In order to accomplish this mission, Planning & Zoning serves to enforce the City's land development code and stewardship of the City's future through enforcement of the Comprehensive Plan.

Core Services and Outputs

Current Planning

Primary Customer Group: Property owners and developers

Customer Requirements: Consistency and educational

Definition Statement: To ensure that all development proposals are consistent and in compliance with the City's Unified Land Development Code (ULDC), approved master plans, pattern books and the City's adopted Comprehensive Plan, and are administered in a professional manner that promotes and protects the public interest, while creating livable and aesthetically pleasing communities.

Comprehensive Planning

Primary Customer Group: Residents, city staff and developers

Customer Requirements: Livable and sustainable

Definition Statement: To ensure that all long-range planning, transportation planning and master planning activities address the needs and aspirations of the community, efficient growth management, sustainability with energy conservation and neighborhood preservation to provide community long-term goals and short-term objectives and policies.

Structure



Accomplishments

- Continued efforts with the University of Florida to provide the review and update of the City's Comprehensive Plan & Land Development Code.
- Continued to work with the Business Advocate to improve development review processes.
- Contracted with the University of Florida for the preparation of the Evaluation and Appraisal Report (EAR).
- Continued to research the feasibility of the City instituting mobility fees.
- Processed 121 land development and 100 special event permits to date for FY 2016-17.
- Completed the EAR based Comprehensive Plan Amendments.
- Processed and researched complex items such as Medical Cannabis, Micro Cell Towers, earthmoving regulations and Complete Streets.
- Wrote and was granted a neighborhood revitalization grant from the State Land Planning Agency.
- Created "Story Maps" using GIS to be showcased to the public on the city website.
- Updated the city petitions map for the community to know what developments are coming to North Port.
- Created and implemented the first year of the Low-Income Housing Tax Credit Program.
- Assisted with the land use review component of the Atlanta Braves facility within the West Villages Improvement District.

Initiatives

- Continue with the total rewrite of the Unified Land Development Code.
- Coordinate the development of Activity Center 5 with developers.
- Develop the Activity Center 6 master plan.
- Implement electronic plans review for all development processes.
- Use of I-Pads for real time zoning inspections through the mobility application.
- Continue to revise and enhance the development review process to meet the priorities established by the City Commission in the Strategic Plan.

Goals and Objectives

GOAL 1

Encourage sustainable development.

OBJECTIVES:

- Ensure all development proposals are consistent and in compliance with City codes and plans.
- Review all submitted formal petitions.
- Encourage and support sustainable development.

GOAL 2

Ensure and support an aesthetically pleasing community.

OBJECTIVES:

- Review all comprehensive plan amendments to meet community values.
- Review all Unified Land Development (ULDC) amendments to comply with the Comprehensive Plan and strategic initiatives.

Key Performance Measures

REVIEW OF FORMAL PETITIONS

Goal	Encourage sustainable development.				
Objective	Ensure all development proposals are consistent and in compliance with City codes and plans.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Ensure that 75% of formal petitions submitted are processed and reviewed within four (4) months of submittal	100%	86.8%	75%	76%	75%
Description	The division reviews all formal development petitions for the City which includes major sites, subdivisions, plats, infrastructure, special exceptions, variances, text amendments, rezoning, and architectural reviews.				
Purpose	This measure is to assist in delivering reliable city services.				
Status	The additional position added in FY 2016 has provided the necessary resources to meet the projected performance measure.				

Output Measures

Twenty (20) formal petitions reviewed annually by appropriate boards.

Updates to Comprehensive Plan text and maps.

Annexations, rezone, large scale Comprehensive Plan amendment & text amendments.

Workload Measures

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Number of petitions reviewed	N/A	221	N/A	185	185

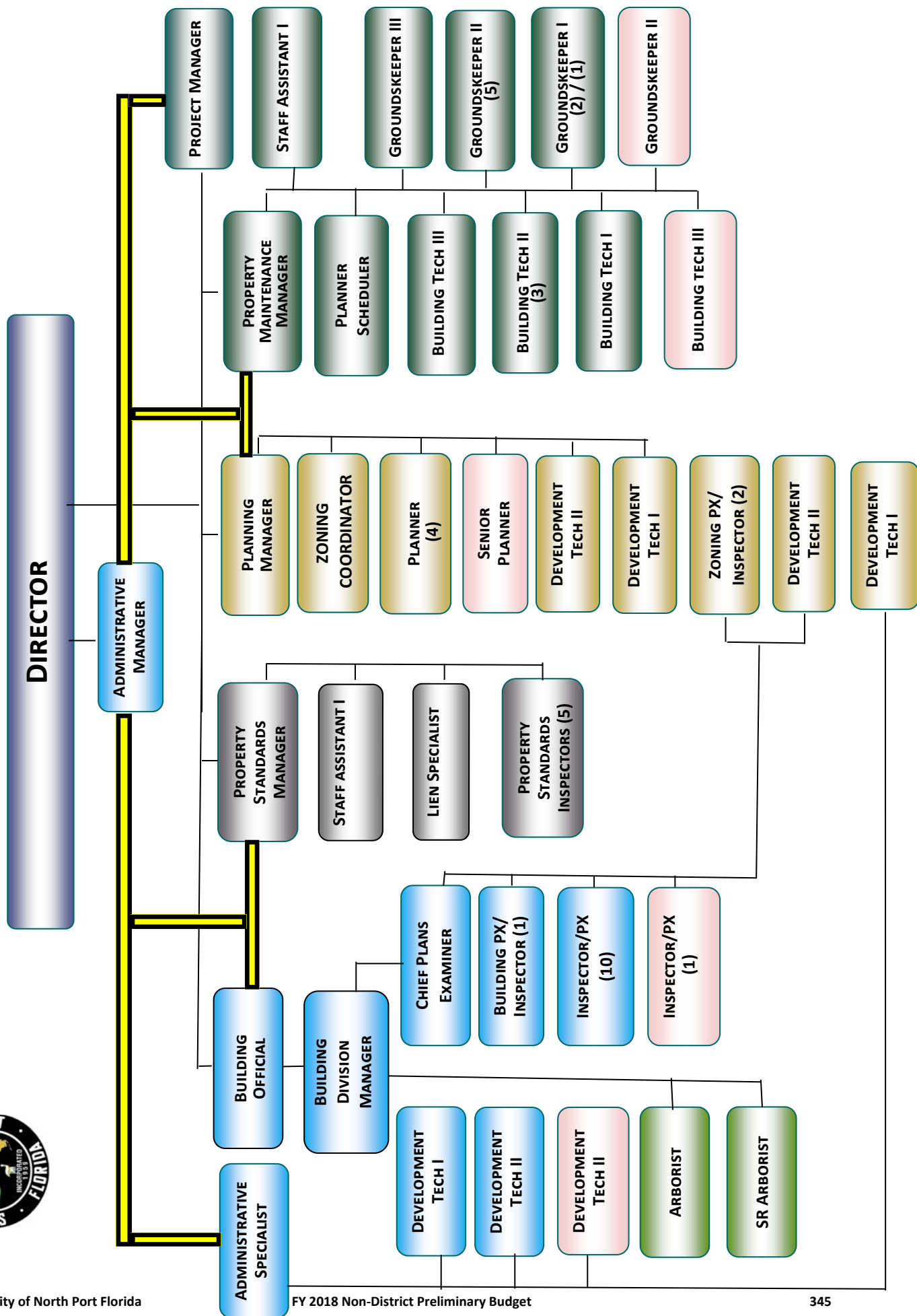
Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 370,604	\$ 524,231	\$ 583,010	\$ 618,200	\$ 704,990
Employee Benefits	93,833	151,373	181,441	206,140	221,030
PERSONNEL EXPENDITURES	464,437	675,604	764,451	824,340	926,020
Professional/Contracted Services	(43,514)	220	65,316	318,600	38,600
Current Operating Charges	9,723	12,242	14,400	67,240	70,070
Operating Supplies	9,934	14,895	11,363	13,820	18,350
OPERATING EXPENDITURES	(23,857)	27,357	91,079	399,660	127,020
CAPITAL EXPENDITURES	-	-	22,987	-	-
TOTALS	\$ 440,580	\$ 702,961	\$ 878,517	\$1,224,000	\$1,053,040

DEPARTMENT GENERATED REVENUES					
Charges for Service	\$ (138,173)	\$ (223,993)	\$ (265,225)	\$ (232,900)	\$ (185,100)
NET EXPENDITURES	\$ 302,407	\$ 478,968	\$ 613,292	\$ 991,100	\$ 867,940

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 <u>AMENDED</u>	FY 2015 <u>AMENDED</u>	FY 2016 <u>AMENDED</u>	FY 2017 <u>AMENDED</u>	FY 2018 <u>PRELIMINARY</u>
Director (split between 4 divisions)	-	-	-	-	-
Planning Division Manager	1	1	1	1	1
Planner	3	4	4	4	4
Senior Planner	-	-	-	-	1
Zoning Plans Examiner	-	2	2	2	2
Zoning Coordinator	-	-	1	1	1
Development Tech II	1	2	2	2	2
Development Tech I	1	2	2	2	2
Grants & Environmental Coordinator	1	-	-	-	-
Executive Assistant	1	-	-	-	-
TOTAL	8	11	12	12	13



Planning & Zoning
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0605-515-11-00 Executive Salaries	33,220	-	33,220
001-0605-515-12-00 Regular Salaries	584,980	-	584,980
001-0605-515-14-00 Overtime	-	-	-
001-0605-515-21-00 FICA	45,350	-	45,350
001-0605-515-22-01 FRS	48,270	-	48,270
001-0605-515-23-00 Health/Dental/Life	106,440	-	106,440
001-0605-515-23-02 Vision	800	-	800
001-0605-515-24-00 Workers' Compensation	3,780	-	3,780
001-0605-515-27-00 Educational Assistance	1,500	-	1,500
TOTAL PERSONNEL	824,340	-	824,340
OPERATING			
001-0605-515-31-03 Engineer-Architect	5,000	-	5,000
001-0605-515-31-05 Other Professional Svc- <i>SLA-17-0601</i>	50,000	(50,000)	-
001-0605-515-31-06 Consultant- <i>SLA-17-0602</i>	212,000	(200,000)	12,000
001-0605-515-31-11 Surveyor	51,600	-	51,600
001-0605-515-40-00 Travel & Per Diem	4,400	-	4,400
001-0605-515-41-00 Communication Services	2,720	-	2,720
001-0605-515-44-00 Rentals & Leases	3,900	-	3,900
001-0605-515-46-01 R&M Office Equipment	1,500	-	1,500
001-0605-515-46-50 Fleet-Administrative	1,110	-	1,110
001-0605-515-46-51 Fleet-Labor	140	-	140
001-0605-515-46-52 Fleet-Parts	620	-	620
001-0605-515-47-00 Printing & Binding	2,000	-	2,000
001-0605-515-48-00 Promotional Activities	100	-	100
001-0605-515-49-01 Bank & Transaction Fees	250	-	250
001-0605-515-49-13 Community Assistance	50,000	-	50,000
001-0605-515-49-69 Food	500	-	500
001-0605-515-51-00 Office Supplies	4,800	-	4,800
001-0605-515-52-02 Fuel	3,000	-	3,000
001-0605-515-52-07 Uniforms	520	-	520
001-0605-515-52-50 Minor Operating	500	-	500
001-0605-515-54-00 Books, Publications, Subscriptions	3,000	-	3,000
001-0605-515-55-00 Training & Education	2,000	-	2,000
TOTAL OPERATING	399,660	(250,000)	149,660
CAPITAL			
001-0605-515-64-00 Capital Machinery & Equipment	-	-	-
TOTAL CAPITAL	-	-	-
TOTALS	1,224,000	(250,000)	974,000

NEIGHBORHOOD DEVELOPMENT SERVICES
PLANNING & ZONING DIVISION
BUDGET ANALYSIS

001-0605-515

<u>Account Description</u>	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Actual</u>	<u>FY 2016</u> <u>Actual</u>	<u>FY 2017</u> <u>Adopted</u>	<u>FY 2017</u> <u>Base Budget</u>	<u>FY 2018</u> <u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
11 Executive Salaries	\$ 33,623	\$ 33,818	\$ 33,392	\$ 33,220	\$ 33,220	\$ 33,220
12 Regular Salaries & Wages	336,599	490,246	549,340	584,980	584,980	600,370
13 Other Salaries & Wages	-	-	-	-	-	71,400
14 Overtime	382	167	278	-	-	-
Salaries & Wages	370,604	524,231	583,010	618,200	618,200	704,990
21 FICA	26,710	37,446	41,517	45,350	45,350	45,120
22 Retirement Contributions	29,548	39,810	44,227	48,270	48,270	51,920
23 Life & Health Insurance	35,267	72,151	90,417	107,240	107,240	118,710
24 Workers' Compensation	2,308	1,966	3,780	3,780	3,780	3,780
27 Educational Assistance	-	-	1,500	1,500	1,500	1,500
Employee Benefits	93,833	151,373	181,441	206,140	206,140	221,030
Total Personnel Expenditures	464,437	675,604	764,451	824,340	824,340	926,020
<i>OPERATING EXPENDITURES</i>						
31 Professional Services	(43,514)	220	65,316	318,600	68,600	38,600
Professional/Contracted Services	(43,514)	220	65,316	318,600	68,600	38,600
40 Travel and Per Diem	3,444	4,126	4,061	4,400	4,400	4,900
41 Communication Services	783	1,357	1,840	2,720	2,720	2,630
44 Rentals & Leases	4,636	4,564	3,819	3,900	3,900	3,900
46 Repairs & Maintenance	-	1,559	504	3,370	3,370	2,790
47 Printing & Binding	75	268	2,940	2,000	2,000	5,000
48 Promotional Activities	-	-	-	100	100	100
49 Other Current Charges	785	368	1,236	50,750	50,750	50,750
Current Operating Charges	9,723	12,242	14,400	67,240	67,240	70,070
51 Office Supplies	4,826	3,215	4,989	4,800	4,800	4,800
52 Minor Operating Expenditures	1,153	5,527	2,972	4,020	4,020	7,150
54 Books, Public, Subs, Member	1,368	4,411	2,077	3,000	3,000	3,900
55 Training & Education	2,587	1,742	1,325	2,000	2,000	2,500
Operating Supplies	9,934	14,895	11,363	13,820	13,820	18,350
Total Operating Expenditures	(23,857)	27,357	91,079	399,660	149,660	127,020
<i>CAPITAL EXPENDITURES</i>						
64 Capital Machinery & Equipment	-	-	22,987	-	-	-
Total Capital Expenditures	-	-	22,987	-	-	-
TOTAL EXPENDITURES	\$ 440,580	\$ 702,961	\$ 878,517	\$ 1,224,000	\$ 974,000	\$ 1,053,040
<i>DEPARTMENT GENERATED REVENUES</i>						
Charges for Services	\$ 138,173	\$ 223,993	\$ 265,225	\$ 232,900	232,900	\$ 185,100
NET EXPENDITURES	\$ 302,407	\$ 478,968	\$ 613,292	\$ 991,100	\$ 741,100	\$ 867,940

NDS-PLANNING & ZONING		Service Level Adjustments (SLAs)									
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost	
18-0600	Planning Contracting Services	-	X	-	0.00	20,000	-	20,000	-	\$ 20,000	
18-0601	Surveying Services	-	-	X	0.00	(50,000)	-	(50,000)	(50,000)	\$ -	
18-0602	Printing and Binding	X	-	-	0.00	-	3,000	3,000	-	\$ 3,000	
18-0603	Floodplain Manager Certification	X	-	-	0.00	-	1,000	1,000	-	\$ 1,000	
18-0604	Municode Web Hosting	X	-	-	0.00	-	500	500	-	\$ 500	
18-0605	Senior Planner	X	-	-	1.00	3,130	72,230	75,360	-	\$ 75,360	
18-0606	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0607	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0608	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0609	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0610	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0611	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0612	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0613	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0614	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0615	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0616	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0617	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0618	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0619	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0620	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0621	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0622	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0623	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0624	0	-	-	-	0.00	-	-	-	-	\$ -	
18-0625	0	-	-	-	0.00	-	-	-	-	\$ -	
				TOTALS	1.00	\$ (26,870)	\$ 76,730	\$ 49,860	\$ (50,000)	\$ 99,860	



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0600	FY 2018 Total Budget Cost / (Savings)	\$ 20,000
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Title: Planning Contracting Services	Fund: General
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Department: Neighborhood Development Srvcs	Division: Planning & Zoning
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Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s)	Place an "X" in the appropriate box(es)
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:
Professional planning contracting services are needed to complete work tasks as they relate to the West Villages Improvement District developer agreements, joint planning agreements for annexation parcels, and the AC 6 master planning work.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		20,000
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ 20,000
One-Time:		20,000
Recurring:		-
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ 20,000

IMPACT OF DENIAL
A decrease in level of service in petition and project management and an extension of time period to accomplish planning priorities or to move items through the public hearing processes.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0600
Title:	Planning Contracting Services
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Planning & Zoning

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0605-515 12-00 Salaries			
001-0605-515 14-00 Overtime			
001-0605-515 21-00 FICA			
001-0605-515 22-01 FRS			
001-0605-515 23-00 Insurance - Health & Dental			
001-0605-515 23-02 Vision Care			
001-0605-515 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0605-515 31-05 Other Professional Services-Planning Services		O	\$ 20,000
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Operating Expenditures			\$ 20,000
Capital Outlay			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Capital Outlay			\$ -
Debt Service			
001-0605-515			
001-0605-515			
Total Debt Service			\$ -
Other Expenditures			
001-0605-581			
001-0605-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 20,000



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0601		FY 2018 Total Budget Cost / (Savings)		\$	-
Title:	Surveying Services			Fund:	General
Department:	Neighborhood Development Svcs			Division:	Planning & Zoning
Category:	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input checked="" type="checkbox"/> Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Permits for Right of Way use and culverts are being transferred to the Public Works Department; therefore, the cost for surveying services is being decreased.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel		\$	-
Operating			(50,000)
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ (50,000)
		One-Time:	(50,000)
		Recurring:	-
REVENUES			
Culvert Permits 001-0000-349.30-07			(50,000)
		Total Revenues:	\$ (50,000)
		Total Expenditures Minus Revenues:	\$ -

IMPACT OF DENIAL

This is a reduction in expenditures for surveying services related to Right of Way and culvert permits in the amount of \$50,000.00. Impact of denial would create an overage in the general fund for this expenditure category.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0601
Title:	Surveying Services
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Planning & Zoning

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0605-515 12-00 Salaries			
001-0605-515 14-00 Overtime			
001-0605-515 21-00 FICA			
001-0605-515 22-01 FRS			
001-0605-515 23-00 Insurance - Health & Dental			
001-0605-515 23-02 Vision Care			
001-0605-515 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0605-515 31-11 Surveyor		O	\$ (50,000)
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Operating Expenditures			\$ (50,000)
<i>Capital Outlay</i>			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0605-515			
001-0605-515			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0605-581			
001-0605-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (50,000)



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0602		FY 2018 Total Budget Cost / (Savings)		\$ 3,000
Title:	Printing and Binding			Fund: General
Department:	Neighborhood Development Svcs			Division: Planning & Zoning
Category:	<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Due to the increase in text amendments and codifications, it is necessary to increase this line item to meet the demand.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			3,000
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 3,000
		One-Time:	-
		Recurring:	3,000
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 3,000

IMPACT OF DENIAL

The budget item will not accommodate codification of amendments and the printing needs of the Division.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0602
Title:	Printing and Binding
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Planning & Zoning

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0605-515 12-00 Salaries			
001-0605-515 14-00 Overtime			
001-0605-515 21-00 FICA			
001-0605-515 22-01 FRS			
001-0605-515 23-00 Insurance - Health & Dental			
001-0605-515 23-02 Vision Care			
001-0605-515 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0605-515 47-00 Printing and Binding		R	3,000
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Operating Expenditures			\$ 3,000
Capital Outlay			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Capital Outlay			\$ -
Debt Service			
001-0605-515			
001-0605-515			
Total Debt Service			\$ -
Other Expenditures			
001-0605-581			
001-0605-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,000



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0603				FY 2018 Total Budget Cost / (Savings)		\$ 1,000
Title: Floodplain Manager Certification				Fund: General		
Department: Neighborhood Development Svcs				Division: Planning & Zoning		
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease			

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Planning has a staff member who is eligible to train for and sit for the certification testing as a Certified Floodplain Manager (CFM). This SLA reflects the cost of testing. A Certified Floodplain Manager provides additional resources, training and public education regarding flood issues and impact on property owners as well as providing additional points to increase the City's Community Rating System (CRS). The CRS is a voluntary incentive program that recognizes and encourages community flood plain management activities which in turn provides discounted insurance premiums to property owners in the City. This is in accordance with the Strategic Plan goals of financially responsible City providing quality municipal services and service consolidations/efficiencies.

PERSONNEL			
Add/Delete (FTE)	Title:	Pay Grade:	
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			1,000
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:			\$ 1,000
One-Time:			-
Recurring:			1,000
REVENUES			
Total Revenues:			\$ -
Total Expenditures Minus Revenues:			\$ 1,000

IMPACT OF DENIAL

Would eliminate an additional resource and public education opportunity for the residents of the City of North Port concerning flood issues.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0603
Title:	Floodplain Manager Certification
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Planning & Zoning

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0605-515 12-00 Salaries			
001-0605-515 14-00 Overtime			
001-0605-515 21-00 FICA			
001-0605-515 22-01 FRS			
001-0605-515 23-00 Insurance - Health & Dental			
001-0605-515 23-02 Vision Care			
001-0605-515 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0605-515 40-00 Travel & Per Diem		R	500
001-0605-515 55-00 Training & Education		R	500
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Operating Expenditures			\$ 1,000
Capital Outlay			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Capital Outlay			\$ -
Debt Service			
001-0605-515			
001-0605-515			
Total Debt Service			\$ -
Other Expenditures			
001-0605-581			
001-0605-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,000



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0604			FY 2018 Total Budget Cost / (Savings)		\$ 500
Title: Municode Web Hosting			Fund: General		
Department: Neighborhood Development Svcs			Division: Planning & Zoning		
Category:	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Municode online provides the City of North Port Unified Land Development Code online webhosting. The \$500 cost is the annual subscription for the Unified Land Development Code to be available online for the public and staff. This meets the City of North Port Government Mission as identified in the Strategic Plan of providing quality municipal services and in providing a quality workforce dedicated to serving the North Port community.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			500
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:		\$	500
		One-Time:	-
		Recurring:	500
REVENUES			
Total Revenues:		\$	-
Total Expenditures Minus Revenues:		\$	500

IMPACT OF DENIAL

Denial would create a deficit in this budget line item and the cost to provide the Unified Land Development Code would need to be taken from another budget line item and would cause additional deficits in the budget creating a domino effect. The cost of this item was not included in the 16/17 budget. However, Planning was charged the annual subscription for the Unified Land Development Code to be available online for the public and staff.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0604
Title:	Municode Web Hosting
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Planning & Zoning

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0605-515 12-00 Salaries			
001-0605-515 14-00 Overtime			
001-0605-515 21-00 FICA			
001-0605-515 22-01 FRS			
001-0605-515 23-00 Insurance - Health & Dental			
001-0605-515 23-02 Vision Care			
001-0605-515 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0605-515 54-00 Books, Public, Subs, Memberships (Municode Web hosting membership)		R	\$ 500
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Operating Expenditures			\$ 500
Capital Outlay			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Capital Outlay			\$ -
Debt Service			
001-0605-515			
001-0605-515			
Total Debt Service			\$ -
Other Expenditures			
001-0605-581			
001-0605-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 500



SLA: 18-0605		FY 2018 Total Budget Cost / (Savings)		\$ 75,360
Title: Senior Planner		Fund: General		
Department: Neighborhood Development Svcs		Division: Planning & Zoning		
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Based on the current trajectory of permits, petitions, and projects, including projected expansion within the West Villages Improvement District, the percentage of land development petition workload creates a demand for a planner position at an advanced level to proceed with more complex assignments across the spectrum including West Villages as the primary driver.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
1.00	Senior Planner	616

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 71,400
Operating	3,960
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 75,360

One-Time: 3,130

Recurring: 72,230

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 75,360

IMPACT OF DENIAL

Denial of this SLA will reduce time lines and affect the level of customer service as it relates to land development petition submittals.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0605
Title:	Senior Planner
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Planning & Zoning

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0605-515 12-00 Salaries		R	56,440
001-0605-515 14-00 Overtime			
001-0605-515 21-00 FICA		R	3,500
001-0605-515 22-01 FRS		R	4,240
001-0605-515 23-00 Insurance - Health & Dental		R	7,180
001-0605-515 23-02 Vision Care		R	40
001-0605-515 27-00 Educational Assistance			
Total Personnel Costs			\$ 71,400
<i>Operating Expenditures</i>			
001-0605-515 41-00 Communication Services		R	430
001-0605-515 52-50 Minor Operating Equipment-Computer, software		O	3,130
001-0605-515 54-00 Memberships-APA		R	400
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Operating Expenditures			\$ 3,960
<i>Capital Outlay</i>			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0605-515			
001-0605-515			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0605-581			
001-0605-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 75,360





SLA: 18-0609		FY 2018 Total Budget Cost / (Savings)		\$ 130,000
Title:	Wayfinding Signage		Fund:	General
Department:	Neighborhood Development Svcs		Division:	Planning & Zoning
Category:	<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/>	Maintain
			<input type="checkbox"/>	Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input checked="" type="checkbox"/> X	<input checked="" type="checkbox"/> X	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City Commission directed staff to incorporate wayfinding signage throughout the City. Staff has utilized the City of Venice Bid documentation to determine a per sign cost estimate including installation. Venice installed 30 wayfinding signs of various types and sizes (examples attached). The signs incorporate a 4 line, one sided face. The examples from Venice show mainly beach, pier, theaters, library, arts center, museums, paw parks and so forth. The signs range from the moderate sized 5'7" x 4'1" and 13' tall to a 3'7 x 3' and 11' tall to a larger 7'9" x 7'3" and 15' tall larger scale sign. A meeting with Commission to discuss placement would be required.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ -

One-Time: 130,000

Recurring: -

REVENUES

Total Revenues: \$	-

Total Expenditures Minus Revenues: \$ -

IMPACT OF DENIAL

The City would continue to utilize the standard signs for parks and government facilities which are currently in place.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0609
Title:	Wayfinding Signage
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Planning & Zoning

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0605-515 12-00 Salaries			
001-0605-515 14-00 Overtime			
001-0605-515 21-00 FICA			
001-0605-515 22-01 FRS			
001-0605-515 23-00 Insurance - Health & Dental			
001-0605-515 23-02 Vision Care			
001-0605-515 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0605-515 31-05 Other Professional Services		O	130,000
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Operating Expenditures			\$ 130,000
<i>Capital Outlay</i>			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0605-515			
001-0605-515			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0605-581			
001-0605-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 130,000



SLA: 18-0610		FY 2018 Total Budget Cost / (Savings)		\$ 76,385
Title:	Environmental Technician			Fund: General
Department:	Neighborhood Development Svcs			Division: Planning & Zoning
Category:	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input checked="" type="checkbox"/> X		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Commission has directed staff to add this new position for the FY 17/18. With the help of the Human Resource Department a comparison study was done with surrounding municipalities and found that the level of job responsibilities, education and experience is similar to other positions which have the same pay grade assignment. The proposed pay grade is in line with the pay for the same or similar positions in the market.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
1.00	Environmental Technician	914

ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ 46,250
Operating		3,885
Capital		26,250
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ 76,385
One-Time:		29,375
Recurring:		47,010
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ 76,385

IMPACT OF DENIAL

The City would continue to have no Environmental Technician position in the City.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0610
Title:	Environmental Technician
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Planning & Zoning

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0605-515 12-00 Salaries		R	33,680
001-0605-515 14-00 Overtime			
001-0605-515 21-00 FICA		R	2,580
001-0605-515 22-01 FRS		R	2,670
001-0605-515 23-00 Insurance - Health & Dental		R	7,270
001-0605-515 23-02 Vision Care		R	50
001-0605-515 27-00 Educational Assistance			
Total Personnel Costs			\$ 46,250
Operating Expenditures			
001-0605-515 54-00 Subscriptions & Memberships		R	400
001-0605-515 52-50 Minor Operating - phones, desk, computer		O	3,125
001-0605-515 41-00 Communication Services		R	360
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Operating Expenditures			\$ 3,885
Capital Outlay			
001-0605-515 64-00 Vehicle (Ford F-150)		O	26,250
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Capital Outlay			\$ 26,250
Debt Service			
001-0605-515			
001-0605-515			
Total Debt Service			\$ -
Other Expenditures			
001-0605-581			
001-0605-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 76,385



SLA: 18-0611		FY 2018 Total Budget Cost / (Savings)		\$ 63,920
Title:	Move Arborist to P&Z from Tree Fund			Fund: General
Department:	Neighborhood Development Svcs			Division: Planning & Zoning
Category:	<input checked="" type="checkbox"/> x	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> x		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Commission has directed to move the Arborist and associated operating costs from the Tree Fund to the Planning and Zoning Division.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
1.00	Arborist	916

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 56,090
Operating	7,830
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 63,920

One-Time: -

Recurring: 63,920

REVENUES

Total Revenues: \$	-

Total Expenditures Minus Revenues: \$ 63,920

IMPACT OF DENIAL

The arborist and associated costs would remain in the Tree Fund.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0611
Title:	Move Arborist to P&Z from Tree Fund
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Planning & Zoning

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0605-515 12-00 Salaries		R	40,260
001-0605-515 14-00 Overtime		R	-
001-0605-515 21-00 FICA		R	2,810
001-0605-515 22-01 FRS		R	3,190
001-0605-515 23-00 Insurance - Health & Dental		R	9,330
001-0605-515 23-02 Vision Care		R	50
001-0605-515 24-00 Workers Comp		R	\$ 450
Total Personnel Costs			\$ 56,090
Operating Expenditures			
001-0605-515 40-00 Travel & Per Diem		R	600
001-0605-515 41-00 Communication Services		R	540
001-0605-515 46-50 Fleet-Service Charge		R	1,060
001-0605-515 46-51 Fleet - Labor		R	330
001-0605-515 46-52 Fleet - Parts		R	150
001-0605-515 48-00 Promotional Activities		R	600
001-0605-515 51-00 Office Supplies		R	200
001-0605-515 52-02 Gasoline		R	3,140
001-0605-515 52-07 Uniforms		R	220
001-0605-515 52-50 Minor Operating Equip		R	500
001-0605-515 55-00 Training & Education		R	490
001-0605-515			
001-0605-515			
Total Operating Expenditures			\$ 7,830
Capital Outlay			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
001-0605-515			
Total Capital Outlay			\$ -
Debt Service			
001-0605-515			
001-0605-515			
Total Debt Service			\$ -
Other Expenditures			
001-0605-581			
001-0605-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 63,920

Neighborhood Development Services

Fund




001-General Fund

Department/Division

0760-Property Maintenance

Mission

The mission of the Property Maintenance Division is to achieve community outcomes by preserving the character of the community by:

-  ensuring the sustainable maintenance of City buildings to provide a safe, secure and clean environment;
-  ensuring innovative and cost-effective resource management; and
-  ensuring the City maintained grounds and landscaping are safe, aesthetically pleasing and environmentally sustainable.

In order to accomplish this mission, Property Maintenance is responsible for the maintenance and operations of all city facilities.

Core Services and Outputs

City Facility and Property Maintenance

Primary Customer Group: City of North Port residents and employees

Customer Requirements: Quality, effectiveness

Definition Statement: To maintain the quality of City facilities, parks and grounds for residents and employees.

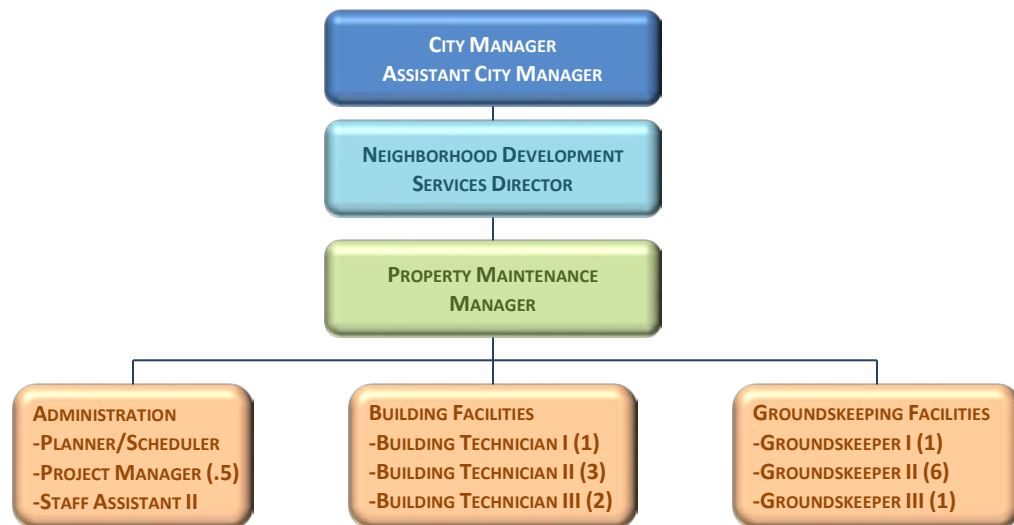
Coordination of Special Events

Primary Customer Group: City of North Port employees

Customer Requirements: Responsiveness, corrective action

Definition Statement: To assist City employees in a responsive manner with the coordination, set up and breakdown of City sponsored events.

Structure



Accomplishments

- Continued effort to move to all alternative service providers for City landscaping services.
- Maintained all city facilities including: buildings, parks and grounds.
- Added fruit trees to the Garden of the Five Senses.
- Provided project management oversight to several parks projects and other city projects.
- Completed the painting of the Family Service Center.
- Replaced street lights throughout City Hall Complex.
- Resealed roads at City Hall Complex.
- Resealed the parking lot at Fire Station 82.

Initiatives

- Continue to provide project management oversight to parks projects and other City projects.
- Increase data collection and define routine maintenance through the work order system.
- Increase quality of contracted services.

Goals and Objectives

GOAL 1

Ensure and protect the community's character.

OBJECTIVES:

- Provide Groundskeeping services for city facilities.
- Oversee project management for parks and other city projects.

GOAL 2

Ensure excellent stewardship of city facilities and other infrastructure.

OBJECTIVES:

- Maintain city building to industry standards.
- Ensure safety of all city facilities.

Key Performance Measures

MAINTENANCE OF CITY PARK FACILITIES

Goal	Ensure excellent stewardship of city facilities and other infrastructure.				
Objective	Ensure park quality by conducting monthly safety inspections.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Complete corrective safety inspection actions within 24 hours of the inspection on the playground equipment in our parks.	99%	100%	100%	100%	100%
Description	The division ensures the safety of all city facilities.				
Purpose	This measure is to assist in delivering reliable city services.				
Status	The division continues to meet the projected requirement.				

Output Measures

Complete eleven (11) safety inspections of playground equipment every month.

Operating Budget Summary

DESCRIPTION	FY 2014 <u>ACTUAL</u>	FY 2015 <u>ACTUAL</u>	FY 2016 <u>ACTUAL</u>	FY 2017 <u>ADOPTED</u>	FY 2018 <u>PRELIMINARY</u>
Salaries & Wages	\$ 806,605	\$ 783,778	\$ 774,728	\$ 724,710	\$ 778,310
Employee Benefits	266,112	258,564	275,111	283,400	296,980
PERSONNEL EXPENDITURES	1,072,717	1,042,342	1,049,839	1,008,110	1,075,290
Professional/Contracted Services	178,537	176,363	213,957	237,110	224,790
Current Operating Charges	1,006,205	1,033,635	1,313,481	1,326,880	1,391,820
Operating Supplies	197,766	130,328	142,043	169,980	196,780
OPERATING EXPENDITURES	1,382,508	1,340,326	1,669,481	1,733,970	1,813,390
CAPITAL EXPENDITURES	37,672	125,957	11,594	424,500	166,520
TOTALS	\$ 2,492,897	\$ 2,508,625	\$ 2,730,914	\$ 3,166,580	\$ 3,055,200

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 <u>AMENDED</u>	FY 2015 <u>AMENDED</u>	FY 2016 <u>AMENDED</u>	FY 2017 <u>AMENDED</u>	FY 2018 <u>PRELIMINARY</u>
Building Director (split between four divisions)	-	-	-	-	-
Property Maintenance Manager	1	1	1	1	1
Project Manager (shared equally w/Building)	1	1	1	1	1
Building Technician III	-	1	1	1	2
Building Technician II	3	3	3	3	3
Building Technician I	2	2	1	1	1
Groundskeeper III	1	1	1	1	1
Groundskeeper II	8	7	6	5	6
Groundskeeper I	3	2	2	2	1
Planner/Scheduler	-	1	1	1	1
Staff Assistant II	1	1	1	1	1
TOTAL	20	20	18	17	18

Property Maintenance
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-0760-519-11-00 Executive Salaries	33,220	-	33,220
001-0760-519-12-00 Regular Salaries	674,320	-	674,320
001-0760-519-14-00 Overtime	16,000	-	16,000
001-0760-519-15-08 Clothing/Allowance	1,170	-	1,170
001-0760-519-21-00 FICA	51,600	-	51,600
001-0760-519-22-01 FRS	56,660	-	56,660
001-0760-519-23-00 Health/Dental/Life	154,370	-	154,370
001-0760-519-23-02 Vision	1,320	-	1,320
001-0760-519-24-00 Workers' Compensation	19,450	-	19,450
TOTAL PERSONNEL	1,008,110	-	1,008,110
OPERATING			
001-0760-519-34-00 Other Contractual Services	237,110	-	237,110
001-0760-519-40-00 Travel & Per Diem	3,550	-	3,550
001-0760-519-41-00 Communication Services	10,670	-	10,670
001-0760-519-43-01 Water & Sewer	80,400	-	80,400
001-0760-519-43-02 Electric	480,280	-	480,280
001-0760-519-44-00 Rentals & Leases	4,000	-	4,000
001-0760-519-46-03 R&M Vehicles & Equipment	52,670	-	52,670
001-0760-519-46-04 R&M Buildings- <i>SLAs-17-0768 & 17-0769</i>	308,000	(44,500)	263,500
001-0760-519-46-09 Landscaping	245,300	-	245,300
001-0760-519-46-50 Fleet-Administrative	49,750	-	49,750
001-0760-519-46-51 Fleet-Labor	21,000	-	21,000
001-0760-519-46-52 Fleet-Parts	20,430	-	20,430
001-0760-519-46-53 Fleet-Outsourced	1,500	-	1,500
001-0760-519-49-14 Tags, Fees, Licenses	3,680	-	3,680
001-0760-519-49-30 Holiday Ornaments	2,250	-	2,250
001-0760-519-49-69 Food	400	-	400
001-0760-519-49-72 Payment to Solid Waste	43,000	-	43,000
001-0760-519-51-00 Office Supplies	1,750	-	1,750
001-0760-519-52-00 Other Operating Supplies	103,600	-	103,600
001-0760-519-52-02 Fuel	40,850	-	40,850
001-0760-519-52-07 Uniforms	2,270	-	2,270
001-0760-519-52-50 Minor Operating	18,390	-	18,390
001-0760-519-54-00 Books, Publications, Subscriptions	150	-	150
001-0760-519-55-00 Training & Education	2,970	-	2,970
TOTAL OPERATING	1,733,970	(44,500)	1,689,470
CAPITAL			
001-0760-519-63-00 Improvements other than Buildings- <i>SLAs-17-0766 & 17-0767</i>	63,000	(63,000)	-

		FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
001-0760-519-64-00	Capital Machinery & Equipment- <i>SLAs-17-0761, 17-0765, 17-0770 & 17-0772</i>	361,500	(361,500)	-
	TOTAL CAPITAL	424,500	(424,500)	-
	TOTALS	3,166,580	(469,000)	2,697,580

NEIGHBORHOOD DEVELOPMENT SERVICES

PROPERTY MAINTENANCE DIVISION

BUDGET ANALYSIS

001-0760-519

<u>Account Description</u>	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Actual</u>	<u>FY 2016</u> <u>Actual</u>	<u>FY 2017</u> <u>Adopted</u>	<u>FY 2017</u> <u>Base Budget</u>	<u>FY 2018</u> <u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
11 Executive Salaries	\$ 32,336	\$ 33,304	\$ 33,392	\$ 33,220	\$ 33,220	\$ 33,220
12 Regular Salaries & Wages	764,490	741,616	726,747	674,320	674,320	689,960
13 Other Salaries & Wages	-	-	-	-	-	37,780
14 Overtime	9,779	8,318	13,419	16,000	16,000	16,000
15 Special Pay	-	540	1,170	1,170	1,170	1,350
Salaries & Wages	806,605	783,778	774,728	724,710	724,710	778,310
21 FICA	56,282	55,028	54,834	51,600	51,600	52,210
22 Retirement Contributions	64,642	59,170	58,618	56,660	56,660	60,270
23 Life & Health Insurance	122,762	125,435	142,209	155,690	155,690	165,050
24 Workers' Compensation	22,426	18,931	19,450	19,450	19,450	19,450
Employee Benefits	266,112	258,564	275,111	283,400	283,400	296,980
Total Personnel Expenditures	1,072,717	1,042,342	1,049,839	1,008,110	1,008,110	1,075,290
<i>OPERATING EXPENDITURES</i>						
34 Other Contractual Services	171,967	176,363	213,957	237,110	237,110	224,790
Professional/Contracted Services	178,537	176,363	213,957	237,110	237,110	224,790
40 Travel and Per Diem	986	1,040	1,690	3,550	3,550	2,000
41 Communication Services	11,588	5,448	9,110	10,670	10,670	10,480
43 Water, Sewer & Electricity	494,197	523,346	510,852	560,680	560,680	540,400
44 Rentals & Leases	4,148	1,792	3,771	4,000	4,000	4,000
46 Repairs & Maintenance	445,434	458,286	738,115	698,650	654,150	777,520
49 Other Current Charges	49,852	43,723	49,943	49,330	49,330	57,420
Current Operating Charges	1,006,205	1,033,635	1,313,481	1,326,880	1,282,380	1,391,820
51 Office Supplies	1,813	1,449	682	1,750	1,750	1,750
52 Minor Operating Expenditures	193,913	126,561	138,204	165,110	165,110	191,910
54 Books, Public, Subs, Member	-	278	368	150	150	150
55 Training & Education	2,040	2,040	2,789	2,970	2,970	2,970
Operating Supplies	197,766	130,328	142,043	169,980	169,980	196,780
Total Operating Expenditures	1,382,508	1,340,326	1,669,481	1,733,970	1,689,470	1,813,390
<i>CAPITAL EXPENDITURES</i>						
63 Improvements other than Buildings	13,200	-	-	63,000	-	-
64 Capital Machinery & Equipment	24,472	125,957	11,594	361,500	-	166,520
Total Capital Expenditures	37,672	125,957	11,594	424,500	-	166,520
TOTALS	\$ 2,492,897	\$ 2,508,625	\$ 2,730,914	\$ 3,166,580	\$ 2,697,580	\$ 3,055,200



NDS-PROPERTY MAINTENANCE		Service Level Adjustments (SLAs)								
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-0760	Building Tech III	-	X	-	1.00	38,820	37,870	76,690	-	\$ 76,690
18-0761	Replace Light Poles City Hall Complex	-	X	-	0.00	62,620	-	62,620	-	\$ 62,620
18-0762	Additional Services-Atwater Park Splash Pad	X	-	-	0.00	(18,000)	23,000	5,000	-	\$ 5,000
18-0763	Paint Community Education Building Exterior	-	X	-	0.00	11,820	-	11,820	-	\$ 11,820
18-0764	Paint City Hall Interior Common Areas	-	X	-	0.00	17,680	-	17,680	-	\$ 17,680
18-0765	Sealcoat & Stripe City Hall/PD/FR Parking Lots	-	X	-	0.00	22,610	-	22,610	-	\$ 22,610
18-0766	Replace A/C Coils in Chillers-City Hall & PD	-	X	-	0.00	64,300	-	64,300	-	\$ 64,300
18-0767	Replace 2 - A/C Package Units at GMAC	-	X	-	0.00	39,600	-	39,600	-	\$ 39,600
18-0768	Travel & Per Diem	-	-	X	0.00	(1,550)	-	(1,550)	-	\$ (1,550)
18-0770	Morgan Family Center Flooring-Teen Rooms	-	X	-	0.00	16,170	-	16,170	-	\$ 16,170
18-0771	Replace 5 Trailers and Purchase 1 Trailer	-	X	-	0.00	26,520	-	26,520	-	\$ 26,520
18-0772	Land Clearing Maintenance Costs	-	X	-	0.00	-	20,780	20,780	-	\$ 20,780
18-0773	Resurfacing Basketball/Shuffleboard Courts	-	X	-	0.00	10,070	-	10,070	-	\$ 10,070
18-0774	Install Ecogrid System at the Canine Club	-	X	-	0.00	32,350	-	32,350	-	\$ 32,350
18-0775	Promote Groundskeeper I to Groundskeeper II	-	X	-	0.00	-	2,040	2,040	-	\$ 2,040
18-0776	Additional and Upsized Dumpsters	X	-	-	0.00	-	8,090	8,090	-	\$ 8,090
18-0778	Painting FR83 & FR82/FR84 Bay Ceilings	-	X	-	0.00	16,760	-	16,760	-	\$ 16,760
18-0779	Fire Rescue 85 Floor Cleaning	-	X	-	0.00	-	2,400	2,400	-	\$ 2,400
18-0780	Install Ecogrid System at Blue Ridge Park	-	-	-	0.00	20,960	-	20,960	-	\$ 20,960



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0760		FY 2018 Total Budget Cost / (Savings)		\$ 76,690
Title:	Building Tech III		Fund:	General
Department:	Neighborhood Development Svcs		Division:	Property Maintenance
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Aging city facilities and the continued increase in city special events have increased the volume of work, necessitating the need for additional trained maintenance personnel. In 2016 the department completed 5,023 work orders and 248 Special Event work orders affecting the response time for completion of assignments. The existing staff has experience in the mechanical, electrical and plumbing disciplines in addition to construction and general maintenance experience. The Building Tech III position requires a higher level of technical expertise needed for the more skilled assignments. Presently, Property Maintenance has one Building Tech III; it would be a great benefit to have an additional Building Tech III which assume some of the workload. Maintaining the city buildings and completing work orders in a timely manner increases customer satisfaction and ensures safe and attractive facilities. This position would be effective 1/1/18.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
1.00	Building Tech III	914

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 35,830
Operating	4,350
Capital	36,510
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 76,690

One-Time: 38,820

Recurring: 37,870

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 76,690

IMPACT OF DENIAL

Service time will continue to lag and the lag time will increase based upon the continuous increasing demands of the department without the additional Building Tech III position.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0760
Title:	Building Tech III
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries		R	\$ 25,260
001-0760-519 14-00 Overtime		R	1,070
001-0760-519 21-00 FICA		R	1,940
001-0760-519 22-01 FRS		R	1,900
001-0760-519 23-00 Insurance - Health & Dental		R	5,540
001-0760-519 23-02 Vision Care		R	30
001-0760-519 15-08 Shoe Allowance		R	90
Total Personnel Costs			\$ 35,830
Operating Expenditures			
001-0760-519 41-00 Communication Services		R	680
001-0760-519 52-02 Fuel		R	1,000
001-0760-519 52-07 Uniforms		R	360
001-0760-519 52-50 Minor Operating Equipment		O	2,310
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 4,350
Capital Outlay			
157-3035-519 64-00 Service Vehicle Van plus GPS		O	\$ 36,510
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ 36,510
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 76,690



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0761		FY 2018 Total Budget Cost / (Savings)	\$ 62,620
Title:	Replace Light Poles City Hall Complex		Fund: General
Department:	Neighborhood Development Srvcs		Division: Property Maintenance
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>

<input type="checkbox"/>	Toledo Blade interchange as major destination
<input type="checkbox"/>	Sumter interchange as major destination
<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The exterior light poles within the City Hall complex and parking lots are in the process of being replaced due to the significant deterioration due to rust both visible and internally. After the failure of a pole at the George Mullen Activity Center and the removal of several extremely rusted poles, a Purchase Order was entered and poles are in the process of being replaced. This is the final phase for replacement of 20 lightpoles and 8 sconces that will be installed at Fire Rescue 81 and City Center Blvd. The new poles, arms, fixtures and bases are all aluminum which will not rust and the fixtures are LED which are very efficient compared to the existing fixtures at FR81 which are Metal Halide. The LED components from all replaced fixtures have or will be removed to be reused at Public Works and other city facilities, replacing energy inefficient bulbs, reducing energy consumption and cost.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	62,620
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 62,620
One-Time:	62,620
Recurring:	-

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 62,620

IMPACT OF DENIAL

The dangerous, rusting condition could produce a hazardous situation at any given time with any given pole. Long-term energy savings will also not be realized by keeping the existing Metal Halide fixtures.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0761
Title:	Replace Light Poles City Hall Complex
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-0760-519 64-00 Capital Machinery & Equipment		O	\$ 62,620
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ 62,620
<i>Debt Service</i>			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 62,620



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0762 FY 2018 Total Budget Cost / (Savings) \$ 5,000

Title: Additional Services-Atwater Park Splash Pad Fund: General

Department: Neighborhood Development Svcs Division: Property Maintenance

Category: ☒ Increase ☐ Maintain ☐ Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The Splash Pad equipment is no longer under warranty and funds are necessary to replace any equipment that fails to minimize any downtime of this very popular city amenity. The funds appropriated for FY16-17 to operate the Splash Pad daily year round were placed in 34-00 Contractual Services and are being moved to 46-03 R&M Equipment.

PERSONNEL

Add/Delete (FTE) Title: Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS BUDGET COST / (SAVINGS)

EXPENDITURES

Personnel	\$ -
Operating	5,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 5,000

One-Time: (18,000)

Recurring: 23,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 5,000

IMPACT OF DENIAL

Splash Pad operations will be interrupted without funds for equipment replacement and repairs.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-0762
Title:	Additional Services-Atwater Park Splash Pad
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0760-519 12-00			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0760-519 34-00 Contractual Services		O	(18,000)
001-0760-519 46-03 R&M Equipment		R	18,000
001-0760-519 46-03 R&M Equipment-Misc Parts & Equipment		R	5,000
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 5,000
<i>Capital Outlay</i>			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,000



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0763		FY 2018 Total Budget Cost / (Savings)	\$ 11,820
Title:	Paint Community Education Building Exterior		Fund: General
Department:	Neighborhood Development Svcs		Division: Property Maintenance
Category:	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Maintain <input type="checkbox"/> Decrease		

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

From a preventative maintenance stand point, the exterior of the Community Education Center building needs to be painted to extend the life of the structure and to protect its integrity. The paint is starting to fail and is chalking. All exterior caulking joints will also be checked prior to painting. Property Maintenance is responsible for the maintenance of city buildings and facilities and maintaining a solid paint surface of a building is essential to maintaining the city buildings as stated an objective in the City's Strategic Plan.

PERSONNEL			
<u>Add/Delete (FTE)</u>	<u>Title:</u>		<u>Pay Grade:</u>
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			11,820
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:			\$ 11,820
One-Time:			11,820
Recurring:			-
REVENUES			
Total Revenues:			\$ -
Total Expenditures Minus Revenues:			\$ 11,820

IMPACT OF DENIAL

The exterior paint will continue to degrade, fade and allow water intrusion into the concrete walls. Construction joints may deteriorate to the point that water may penetrate the structure and cause damage to interior surfaces.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0763
Title:	Paint Community Education Building Exterior
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519 46-04 R&M Buildings		O	11,820
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 11,820
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 11,820



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-0764		FY 2018 Total Budget Cost / (Savings)		\$	17,680	
Title:	Paint City Hall Interior Common Areas				Fund:	General
Department:	Neighborhood Development Svcs				Division:	Property Maintenance
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain	<input type="checkbox"/>	Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City Hall facility is 11 years old and has not had the common areas painted since the building opened. The areas to be painted include the corridors and lobbies of all three floors, room 244, room 247, and the reachable areas in the emergency stairwells (with the paint blended in at the highest level possible).

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$	-
Operating		17,680
Capital		-
Debt Service		-
Other Expenditures		-

Total Expenditures: \$ 17,680

One-Time: 17,680

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 17,680

IMPACT OF DENIAL

The building will continue to display the spot touch-up painting and faded appearance.



FY 2018 Budget
Sevice Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0764
Title:	Paint City Hall Interior Common Areas
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519 46-04 Repair & Maintenance Buildings		O	\$ 17,680
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 17,680
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 17,680



SLA: 18-0765	FY 2018 Total Budget Cost / (Savings)	\$ 22,610
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Title: Sealcoat & Stripe City Hall/PD/FR Parking Lots	Fund: General
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Department: Neighborhood Development Svcs	Division: Property Maintenance
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Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Sealcoating asphalt is necessary to prevent the UV rays of the sun and other elements from breaking down the asphalt binder which will expose the small stones (aggregates), eventually causing the failure of the asphalt. By sealcoating the asphalt, it is better protected from the elements and will last much longer saving the City the expense of tearing up and resurfacing the asphalt surfaces. Property Maintenance is responsible for the maintenance of city facilities and the quality and appearance of our parking lots in the City Hall complex would be necessary to meet that objective in the City's Strategic Plan. Any broken car stops will be replaced as part of the project.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	22,610
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 22,610

One-Time: 22,610

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 22,610

IMPACT OF DENIAL

Failure to sealcoat the parking lots will diminish the lifespan of the asphalt, resulting in replacement at a much greater expense to the City.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0765
Title:	Sealcoat & Stripe City Hall/PD/FR Parking Lots
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519 46-04 R&M Buildings		O	22,610
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 22,610
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 22,610



SLA: 18-0766	FY 2018 Total Budget Cost / (Savings)	\$ 64,300
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Title: Replace A/C Coils in Chillers-City Hall & PD	Fund: General
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Department: Neighborhood Development Svcs	Division: Property Maintenance
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Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The 2 chillers that heat/cool City Hall and PD are 11-12 years old and the coils have begun to fail, reducing the efficiency of the equipment and resulting in higher electrical consumption. Our manufacturer's maintenance technician has stated that the existing coils should last through one more summer (2017); and if the coils are replaced, the chillers should last another 5-7 years before new chillers would need to be purchased. The chillers currently have approximately 65,000 run hours and with new coils the life expectancy should be approximately 90,000 run hours. Today's replacement cost for two high efficiency chillers would be \$301,340 but the not-to-exceed price for the coil replacement would be \$64,300, resulting in an additional 5-7 years with the existing chillers.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			-
Capital			64,300
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 64,300
		One-Time:	64,300
		Recurring:	-
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 64,300

IMPACT OF DENIAL

Failure to replace the 2 coils on each chiller could result in the failure of the equipment. If one chiller fails theoretically the building could be cooled sufficiently during non-summer peak times but one chiller would not be able to cool the 2 buildings during the summer months of May - October sufficiently. Over burdening the second chiller could greatly increase the likelihood of it's subsequent failure. If one chiller failed in the peak period, an option would be the renting of a mobile chiller truck which is quite costly at approximately \$12,000/month until the new equipment could be installed.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0766
Title:	Replace A/C Coils in Chillers-City Hall & PD
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ -
Capital Outlay			
001-0760-519 64-00 Capital Machinery & Equipment		O	64,300
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ 64,300
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 64,300



SLA: 18-0767	FY 2018 Total Budget Cost / (Savings)	\$ 39,600
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Title: Replace 2 - A/C Package Units at GMAC	Fund: General
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Department: Neighborhood Development Svcs	Division: Property Maintenance
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Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The two a/c units at the George Mullen Activity Center are 10 years old. These units provide the a/c to the entire building and are at the end of their useful life cycle. They need to be replaced to avoid failure resulting in a 6-7 day per week community activity facility without or with reduced air conditioning for approximately 3-5 days. All pricing is not-to-exceed based upon our current agreement and includes the cost of the crane for removing the existing equipment and installing the new equipment.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	-
Capital	39,600
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 39,600
One-Time:	39,600
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 39,600

IMPACT OF DENIAL

By not planning for and scheduling the a/c replacement, the facility could have to operate with reduced or no a/c until new equipment can be obtained and installed.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0767
Title:	Replace 2 - A/C Package Units at GMAC
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ -
Capital Outlay			
001-0760-519 64-00 Capital Machinery & Equipment		O	39,600
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ 39,600
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 39,600



SLA: 18-0768		FY 2018 Total Budget Cost / (Savings)		\$ (1,550)
Title:	Travel & Per Diem		Fund:	General
Department:	Neighborhood Development Svcs		Division:	Property Maintenance
Category:	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input checked="" type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Due to reduced staff and nearby availability of continuing education courses, Property Maintenance is able to reduce travel and per diem expenditures.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	(1,550)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (1,550)
One-Time:	(1,550)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (1,550)

IMPACT OF DENIAL

The City does not realize the savings.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0768
Title:	Travel & Per Diem
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519 40-00 Travel & Per Diem		O	(1,550)
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ (1,550)
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (1,550)



SLA: 18-0770		FY 2018 Total Budget Cost / (Savings)		\$ 16,170
Title:	Morgan Family Center Flooring-Teen Rooms			Fund: General
Department:	Neighborhood Development Svcs			Division: Property Maintenance
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

Approximately 700 youth have memberships that provide access to the Morgan Family Community Center's teen lounge, game room and gymnasium. Over the past year, over 29,000 visits to the Center were logged under the youth membership category. It is estimated that 1/3 of these visits are for use of the teen lounge and game room. The regular use of these areas over the past 6 years has resulted in heavy wear and tear of the carpet. Taking into consideration the need for sound reduction, the General Services Department is recommending that the teen lounge carpeting be replaced with similar carpet tiles that are stain resistant. For the game room, staff is recommending the carpeting be replaced with a porcelain tile which is similar to the existing tile in the multipurpose room. Porcelain tile is a better option for this high activity area as it is much easier to clean and maintain and is highly resistant to slipping.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	16,170
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 16,170

One-Time: 16,170

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 16,170

IMPACT OF DENIAL

Should this SLA be denied, the condition of the flooring in the teen lounge and game room will continue to deteriorate and will not meet service expectations. More frequent cleaning and maintenance will be required.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0770
Title:	Morgan Family Center Flooring-Teen Rooms
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519 46-04 Repairs and Maintenance Buildings - Teen Lounge Carpet		O	4,240
001-0760-519 46-04 Repairs and Maintenance Buildings - Game Room Flooring		O	11,930
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 16,170
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 16,170



SLA: 18-0771	FY 2018 Total Budget Cost / (Savings)	\$ 26,520
---------------------	--	------------------

Title:	Replace 5 Trailers and Purchase 1 Trailer	Fund:	General
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Department:	Neighborhood Development Svcs	Division:	Property Maintenance
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Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The trailers purchased in 2005, 2006 and 2007 are replacement qualified and are well past the end of their useful lives, One of the trailers is in extremely poor condition and the City has spent 291% of it's original cost in maintenance. These trailers are used to transport the mowers and other equipment; are used daily to maintain the grounds at city facilities including buildings and parks; and need to be operational to ensure the facilities are well kept.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			26,520
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 26,520
		One-Time:	26,520
		Recurring:	-
REVENUES			
		Total Revenues:	
		Total Expenditures Minus Revenues:	\$ 26,520

IMPACT OF DENIAL

Continued downtime with inoperable equipment in the shop waiting for parts and service undermines the department's ability to maintain the grounds in the best condition possible reflecting poorly on the City.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0771
Title:	Replace 5 Trailers and Purchase 1 Trailer
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519 52-50 Minor Operating Equipment		O	\$ 26,520
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 26,520
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 26,520



SLA: 18-0772		FY 2018 Total Budget Cost / (Savings)		\$ 20,780
Title:	Land Clearing Maintenance Costs			Fund: General
Department:	Neighborhood Development Svcs			Division: Property Maintenance
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Land was cleared in 2016 at Oaks Park and the Canine Club, and large areas are being cleared in 2017 at Warm Mineral Springs and Blue Ridge Park. Public Works also performed a rehabilitation project at Butler Park in 2016. All of these projects have or will result in increased ongoing maintenance to keep these locations in a well-kept condition.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	20,780
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 20,780

One-Time:	-
Recurring:	20,780

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 20,780

IMPACT OF DENIAL

The property will return to an overgrown, woods setting, rendering it less resident-friendly and wasting the budgeted funds and purpose for the land clearing.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0772
Title:	Land Clearing Maintenance Costs
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519 46-09 Landscaping		R	20,780
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 20,780
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 20,780



SLA: 18-0773		FY 2018 Total Budget Cost / (Savings)		\$ 10,070
Title:		Resurfacing Basketball/Shuffleboard Courts		
Department:		Neighborhood Development Svcs		
Category:		<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">Increase</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">X</div> <div style="border: 1px solid black; padding: 2px;">Maintain</div> <div style="border: 1px solid black; padding: 2px;">Decrease</div> </div>		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The basketball and 3 shuffleboard courts at Highland Ridge Park and the two shuffleboard courts at McKibben Park need to be resurfaced as they are in poor condition, impeding play and failing to present a favorable appearance.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	10,070
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 10,070
One-Time:	10,070
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 10,070

IMPACT OF DENIAL

Not approving this request will result in the continuation of underutilized shuffleboard courts and low quality appearance at the Highland Ridge basketball court.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0773
Title:	Resurfacing Basketball/Shuffleboard Courts
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519 46-04 R&M Buildings		O	10,070
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 10,070
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 10,070



SLA: 18-0774		FY 2018 Total Budget Cost / (Savings)		\$ 32,350
Title:	Install Ecogrid System at the Canine Club			Fund: General
Department:	Neighborhood Development Svcs			Division: Property Maintenance
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The Canine Club is plagued with dirt and mud conditions within the park and continues to have erosion in the grass and shell parking area, requiring labor and materials several times a year and resulting in complaints from the human guests at the park. To remedy these problems, the purchase of a ecogrid soil stabilizing system is available. This recycled plastic grid system locks together to provide a reinforced base for either grass or stone/gravel and will offer a level, stable and drainable erosion control system. It is made from LDPE (low-density polyethylene) and is used for mud prevention/control of soil erosion, prevents storm water runoff and is environmentally friendly. Pricing includes the ecogrid, ground leveling preparation and fill materials for around the large dog pavilion and the parking lot.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	32,350
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 32,350

One-Time: 32,350

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 32,350

IMPACT OF DENIAL

The Canine Club will continue to have dirt and mud issues and the parking lot will continue to require frequent labor and materials to rectify large potholes.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0774
Title:	Install Ecogrid System at the Canine Club
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519 46-09 Landscaping		O	32,350
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 32,350
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 32,350



SLA: 18-0775		FY 2018 Total Budget Cost / (Savings)		\$ 2,040
Title:	Promote Groundskeeper I to Groundskeeper II			Fund: General
Department:	Neighborhood Development Svcs			Division: Property Maintenance
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Due to attrition in the groundskeeping staff and the move to utilize alternative resource providers, staff with chemical spray and CDL licenses was lost, which negatively impacted the department. Property Maintenance plans to promote from within a Groundskeeper I who has the needed spray license and the required CDL to a Groundskeeper II. This would allow the department to utilize both the spray license capability and CDL required for the large bucket truck and the water tanker, would reduce constant staff reassignments and would be extremely beneficial to the department's ability to better maintain the City's grounds.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
1.00	Groundskeeper II	912
(1.00)	Groundskeeper I	911

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 2,040
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 2,040

One-Time:	-
Recurring:	2,040

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 2,040

IMPACT OF DENIAL

The department would continue to reassign staff which would negatively impact the department.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0775
Title:	Promote Groundskeeper I to Groundskeeper II
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries		R	1,760
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA		R	140
001-0760-519 22-01 FRS		R	140
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ 2,040
Operating Expenditures			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ -
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581		D	
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,040



FY 2018 Budget: SLA Request, page 2

SLA:	18-0776
Title:	Additional and Upsized Dumpsters
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519 49-72 Solid Waste		R	8,090
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 8,090
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 8,090



SLA: 18-0778		FY 2018 Total Budget Cost / (Savings)		\$ 16,760
Title:	Painting FR83 & FR82/FR84 Bay Ceilings			Fund: General
Department:	Neighborhood Development Svcs			Division: Property Maintenance
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

FR83 has not been painted since it opened in 2007. Pricing includes painting the interior of the building and the drywall areas and window and door trim on the exterior. The Fire Chief requested FR82 and FR84 bays ceilings be painted black to reduce the infestation of spiders. 50% is to be paid by NDS and 50% will be paid by Fire Rescue, SLA 18-2262.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	16,760
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 16,760
One-Time:	16,760
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 16,760
---	------------------

IMPACT OF DENIAL

FR83's appearance will continue to be faded and marred in appearance providing an unfavorable impression when visited by the public and FR82 and FR84 will continue to have spider issues.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0778
Title:	Painting FR83 & FR82/FR84 Bay Ceilings
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
<i>Total Personnel Costs</i>			\$ -
<i>Operating Expenditures</i>			
001-0760-519 46-04 Repair and Maintenance Buildings		O	16,760
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
<i>Total Operating Expenditures</i>			\$ 16,760
<i>Capital Outlay</i>			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
<i>Total Capital Outlay</i>			\$ -
<i>Debt Service</i>			
001-0760-519			
001-0760-519			
<i>Total Debt Service</i>			\$ -
<i>Other Expenditures</i>			
001-0760-581			
001-0760-581			
<i>Total Other Expenditures</i>			\$ -

Page 2 Sub-total: \$ 16,760



SLA: 18-0779		FY 2018 Total Budget Cost / (Savings)		\$ 2,400
Title:	Fire Rescue 85 Floor Cleaning			Fund: General
Department:	Neighborhood Development Svcs			Division: Property Maintenance
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

Fire Rescue 85 will be open for operation in 2017. While FR staff does daily maintenance of their facilities, Property Maintenance schedules semiannual floor cleaning of all facilities to ensure the strategic goal of maintaining the City infrastructure is fulfilled and this facility needs to be added to the preventative maintenance schedule.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	2,400
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 2,400

One-Time: -

Recurring: 2,400

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 2,400

IMPACT OF DENIAL

Flooring will stain if not cleaned and resealed on a scheduled basis, resulting in an unattractive appearance.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0779
Title:	Fire Rescue 85 Floor Cleaning
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519 34-00 Contractual Services		R	2,400
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 2,400
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,400



SLA: 18-0780		FY 2018 Total Budget Cost / (Savings)		\$ 20,960
Title:	Install Ecogrid System at Blue Ridge Park			Fund: General
Department:	Neighborhood Development Svcs			Division: Property Maintenance
Category:	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Blue Ridge Park currently has a shell parking lot which requires additional shell and leveling work several times per year to minimize potholes. The purchase of a ecogrid leveling system would be an eco-friendly, no maintenance cost saving solution. This recycled plastic grid system locks together to provide a reinforced base for either grass or stone/gravel and will offer a level, stable and drainable erosion control system. It is made from LDPE (low-density polyethylene) and is used for mud prevention/control of soil erosion, prevents storm water runoff and is environmentally friendly. Pricing includes the ecogrid, ground leveling preparation and fill materials for the existing parking lot.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	20,960
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 20,960

One-Time: 20,960

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 20,960

IMPACT OF DENIAL

The Blue Ridge parking lot will continue to be an ongoing maintenance issue and disruptive for residents visiting the park.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0780
Title:	Install Ecogrid System at Blue Ridge Park
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519 46-09 Landscaping Eco Grid		O	14,960
001-0760-519 46-09 Landscaping - surface prep and fill		O	6,000
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 20,960
Capital Outlay			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ -
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 20,960

Neighborhood Development Services

Fund




001-General Fund

Department/Division

2750-Property Standards

Mission

The mission of the Property Standards Division is to assure and maintain the community standards by:

-  monitoring construction to ensure community values are sustained;
-  ensuring community property standards are maintained; and
-  providing oversight for a safe and aesthetically pleasing built environment.

In order to accomplish this mission, Property Standards is responsible for the inspection and compliance with statutory and local ordinances on residential and commercial property standards within the City.

Core Services and Outputs

Code Enforcement

Primary Customer Group: Citizens

Customer Requirements: Compliance

Definition Statement: To work with citizens to bring code violations into compliance in accordance with City Code, Unified Land Development Code, Florida Building Code, and Florida Statutes to ensure the health, safety, and welfare of all citizens and maintain community standards.

Structure



Accomplishments

- Continued a pro-active code enforcement policy as set by Commission.
- Continued to enforce the City's Abandoned Home regulations.
- Implemented Code Enforcement mobility application for real-time results and inspections in the field for Property Standard inspectors.
- Completed F.A.C.E. Level IV class for inspector safety and self-defense in the field.

Initiatives

- Maintain compliance to zoning codes which assist in property values throughout the City.
- Reduce the number of cases brought before the Special Magistrate.
- Continue aggressive action on unsafe and abandoned homes.

Goals and Objectives

GOAL 1

Ensure regulatory compliance to protect property, the environment and the lives of residents and visitors.

OBJECTIVES:

- Respond, inspect, and investigate code enforcement complaints.
- Re-inspect enforcement complaints to check for compliance.
- Encourage and support a safe community.

Key Performance Measures

ACTIVE CASES BROUGHT INTO COMPLIANCE

Goal	Encourage sustainable development. Ensure regulatory compliance to protect property, the environment and the lives of residents and visitors.				
Objective	Active cases brought into compliance without going to the Special Magistrate.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain 90% of active cases brought into compliance without property owners going to the Special Magistrate	89.7%	86%	90%	90%	90%
Description	The division responds to, inspects, and investigates all code enforcement complaints.				
Purpose	This measure is to assist in bringing properties up to standard without involving the Special Magistrate.				
Status	In fiscal year 2015, the Commission made a policy change to move from the use of a Code Enforcement Board of Appeals to using the services of a Special Magistrate. This policy change positively impacted the number of cases resolved without using the services of a Special Magistrate.				

Output Measures

Process, schedule and inspect or investigate 510 code enforcement complaints monthly.

Conduct 609 re-inspections to check for compliance monthly.

Close 510 active code enforcement cases brought into compliance monthly.

Submit to Special magistrate sixty-one (61) code enforcement cases for non-compliance monthly.

Operating Budget Summary

DESCRIPTION	FY 2014 <u>ACTUAL</u>	FY 2015 <u>ACTUAL</u>	FY 2016 <u>ACTUAL</u>	FY 2017 <u>ADOPTED</u>	FY 2018 <u>PRELIMINARY</u>
Salaries & Wages	\$ 386,769	\$ 367,690	\$ 383,750	\$ 361,820	\$ 367,830
Employee Benefits	106,407	108,830	117,411	117,220	130,030
PERSONNEL EXPENDITURES	493,176	476,520	501,161	479,040	497,860
Professional/Contracted Services	41,038	39,789	32,044	280,000	240,000
Current Operating Charges	15,460	16,211	20,886	27,100	27,790
Operating Supplies	11,802	22,260	12,190	35,080	18,930
OPERATING EXPENDITURES	68,300	78,260	65,120	342,180	286,720
CAPITAL EXPENDITURES	-	-	68,958	-	-
TOTAL EXPENDITURES	\$ 561,476	\$ 554,780	\$ 635,239	\$ 821,220	\$ 784,580
DEPARTMENT GENERATED REVENUES					
Tax Revenue	\$(133,502)	\$(136,049)	\$ (142,197)	\$ (141,000)	\$ (141,000)
Permits & Special Assessments	(169,660)	(236,590)	(278,795)	(259,650)	(284,500)
Charges for Service	(356,437)	(243,718)	(283,530)	(200,000)	(200,000)
Fines and Forfeitures	(80,360)	(90,518)	(39,728)	(90,000)	(90,000)
TOTAL GENERATED REVENUES	(739,959)	(706,875)	(744,250)	(690,650)	(715,500)
NET EXPENDITURES	\$ (178,483)	\$ (152,095)	\$ (109,011)	\$ 130,570	\$ 69,080

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 <u>AMENDED</u>	FY 2015 <u>AMENDED</u>	FY 2016 <u>AMENDED</u>	FY 2017 <u>AMENDED</u>	FY 2018 <u>PRELIMINARY</u>
Building Director (split between four divisions)	-	-	-	-	-
Zoning Plans Examiner	1	-	-	-	-
Property Standards Manager	1	1	1	1	1
Property Standards Inspector	2	5	5	5	5
Staff Assistant I	-	1	1	1	1
Lien Specialist	1	1	1	1	1
TOTAL	5	8	8	8	8

**Property Standards
FY 2017 Base Budget
Reconciliation**

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-2750-524-11-00 Executive Salaries	33,220	-	33,220
001-2750-524-12-00 Regular Salaries	328,600	-	328,600
001-2750-524-14-00 Overtime	-	-	-
001-2750-524-21-00 FICA	26,030	-	26,030
001-2750-524-22-01 FRS	28,930	-	28,930
001-2750-524-23-00 Health/Dental/Life	56,950	-	56,950
001-2750-524-23-02 Vision	630	-	630
001-2750-524-24-00 Workers' Compensation	3,180	-	3,180
001-2750-524-27-00 Educational Assistance	1,500	-	1,500
TOTAL PERSONNEL	479,040	-	479,040
OPERATING			
001-2750-524-34-00 Other Contract Services	280,000	-	280,000
001-2750-524-40-00 Travel & Per Diem	2,750	-	2,750
001-2750-524-41-00 Communication Services	4,470	-	4,470
001-2750-524-44-00 Rentals & Leases	2,570	-	2,570
001-2750-524-46-50 Fleet-Administrative	8,910	-	8,910
001-2750-524-46-51 Fleet-Labor	2,100	-	2,100
001-2750-524-46-52 Fleet-Parts	3,300	-	3,300
001-2750-524-47-00 Printing & Binding	2,000	-	2,000
001-2750-524-49-01 Bank & Transaction Fees	1,000	-	1,000
001-2750-524-51-00 Office Supplies	3,500	-	3,500
001-2750-524-52-02 Fuel	12,000	-	12,000
001-2750-524-52-07 Uniforms	1,900	-	1,900
001-2750-524-52-50 Minor Operating - <i>SLA-17-2751</i>	15,250	(14,750)	500
001-2750-524-54-00 Books, Publications, Subscriptions	430	-	430
001-2750-524-64-00 Training & Education	2,000	-	2,000
TOTAL OPERATING	342,180	(14,750)	327,430
CAPITAL			
001-2750-524-64-00 Capital Machinery & Equipment	-	-	-
TOTAL CAPITAL	-	-	-
INTERFUND TRANSFER			
001-2750-581-01-02 To Capital Acquisition Fund	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-
TOTALS	821,220	(14,750)	806,470

NEIGHBORHOOD DEVELOPMENT SERVICES

PROPERTY STANDARDS DIVISION

BUDGET ANALYSIS

001-2750-524

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
	<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>							
11	Executive Salaries	\$ 32,336	\$ 33,304	\$ 33,392	\$ 33,220	\$ 33,220	\$ 33,220
12	Regular Salaries & Wages	351,241	334,195	349,197	328,600	328,600	334,610
14	Overtime	3,192	191	1,161	-	-	-
	Salaries & Wages	386,769	367,690	383,750	361,820	361,820	367,830
21	FICA	27,424	26,472	27,166	26,030	26,030	26,380
22	Retirement Contributions	32,834	28,678	30,017	28,930	28,930	30,900
23	Life & Health Insurance	42,229	41,532	55,548	57,580	57,580	68,070
24	Workers' Compensation	3,920	11,393	3,180	3,180	3,180	3,180
27	Educational Assistance	-	755	1,500	1,500	1,500	1,500
	Employee Benefits	106,407	108,830	117,411	117,220	117,220	130,030
	Total Personnel Expenditures	493,176	476,520	501,161	479,040	479,040	497,860
<i>OPERATING EXPENDITURES</i>							
31	Professional Services	11,835	16,720	-	-	-	-
34	Other Contractual Services	29,203	23,069	32,044	280,000	280,000	240,000
	Professional/Contracted Services	41,038	39,789	32,044	280,000	280,000	240,000
40	Travel and Per Diem	725	-	225	2,750	2,750	2,750
41	Communication Services	1,536	2,056	4,377	4,470	4,470	4,470
44	Rentals & Leases	2,531	1,964	2,746	2,570	2,570	2,570
46	Repairs & Maintenance	10,248	11,140	11,127	14,310	14,310	15,000
47	Printing & Binding	-	699	826	2,000	2,000	2,000
49	Other Current Charges	420	352	1,585	1,000	1,000	1,000
	Current Operating Charges	15,460	16,211	20,886	27,100	27,100	27,790
51	Office Supplies	1,975	2,412	1,964	3,500	3,500	2,500
52	Minor Operating Expenditures	8,803	17,868	9,806	29,150	14,400	14,000
54	Books, Public, Subs, Member	472	285	420	430	430	430
55	Training & Education	552	1,695	-	2,000	2,000	2,000
	Operating Supplies	11,802	22,260	12,190	35,080	20,330	18,930
	Total Operating Expenditures	68,300	78,260	65,120	342,180	327,430	286,720
<i>CAPITAL EXPENDITURES</i>							
64	Capital Machinery & Equipment	-	-	68,958	-	-	-
	Total Capital Expenditures	-	-	68,958	-	-	-
	TOTAL EXPENDITURES	\$ 561,476	\$ 554,780	\$ 635,239	\$ 821,220	\$ 806,470	\$ 784,580
	Tax Revenue	\$ 133,502	\$ 136,049	\$ 142,197	\$ 141,000	141,000	\$ 141,000
	Permits & Special Assessments	169,660	236,590	278,795	259,650	259,650	284,500
	Charges for Service	356,437	243,718	283,530	200,000	200,000	200,000
	Fines and Forfeitures	80,360	90,518	39,728	90,000	90,000	90,000
	Total Generated Revenues	739,959	706,875	744,250	690,650	690,650	715,500
	NET EXPENDITURES	\$ (178,483)	\$ (152,095)	\$ (109,011)	\$ 130,570	\$ 115,820	\$ 69,080

NDS-PROPERTY STANDARDS		Service Level Adjustments (SLAs)								
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-2750	High Grass Abatement	-	-	X	0.00	(40,000)	-	(40,000)	-	\$ (40,000)
18-2751	Office Supplies	-	-	X	0.00	(1,000)	-	(1,000)	-	\$ (1,000)
				TOTALS	0.00	\$ (41,000)	\$ -	\$ (41,000)	\$ -	\$ (41,000)



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-2750 J \$ (40,000)

Title: High Grass Abatement Fund: General

Department: Neighborhood Development Svcs Division: Property Standards

Category: ☐ Increase ☐ Maintain ☒ Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Based on recent history, the amount of high grass abatement violations has declined due to a lower number of abandoned homes in the City. Property Standards has not used a fair portion of the high grass ordinance violation contractual services funds. As a result the budget for the upcoming fiscal year can be reduced.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
--------------------------------	-------------------------

EXPENDITURES

Personnel	\$ -
Operating	(40,000)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ (40,000)

One-Time: (40,000)

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ (40,000)

IMPACT OF DENIAL

The Property Standards Division budget will remain the same, and the General Fund will not benefit from this savings.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-2750
Title:	High Grass Abatement
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Standards

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2750-524 12-00 Salaries			
001-2750-524 14-00 Overtime			
001-2750-524 21-00 FICA			
001-2750-524 22-01 FRS			
001-2750-524 23-00 Insurance - Health & Dental			
001-2750-524 23-02 Vision Care			
001-2750-524 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2750-524 34-00 Other Contractual Services		O	\$ (40,000)
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
Total Operating Expenditures			\$ (40,000)
Capital Outlay			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
Total Capital Outlay			\$ -
Debt Service			
001-2750-524			
001-2750-524			
Total Debt Service			\$ -
Other Expenditures			
001-2750-581			
001-2750-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (40,000)



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-2751		FY 2018 Total Budget Cost / (Savings)	\$ (1,000)
Title:	Office Supplies	Fund:	General
Department:	Neighborhood Development Srvcs	Division:	Property Standards
Category:	<input type="checkbox"/> Increase <input type="checkbox"/> Maintain <input checked="" type="checkbox"/> Decrease		

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)		
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Property Standards Division office supplies were increased in the FY 2016/2017 . The need for these additional supplies has been satisfied and can allow for a reduction in the FY 2017/2018.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		(1,000)
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ (1,000)
One-Time:		(1,000)
Recurring:		-
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ (1,000)

IMPACT OF DENIAL

The Property Standards Division budget will remain the same, and the General Fund will not benefit from the savings.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-2751
Title:	Office Supplies
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Standards

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2750-524 12-00 Salaries			
001-2750-524 14-00 Overtime			
001-2750-524 21-00 FICA			
001-2750-524 22-01 FRS			
001-2750-524 23-00 Insurance - Health & Dental			
001-2750-524 23-02 Vision Care			
001-2750-524 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2750-524 51-00 Office Supplies		O	\$ (1,000)
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
Total Operating Expenditures			\$ (1,000)
Capital Outlay			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
001-2750-524			
Total Capital Outlay			\$ -
Debt Service			
001-2750-524			
001-2750-524			
Total Debt Service			\$ -
Other Expenditures			
001-2750-581			
001-2750-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (1,000)

Public Safety – Police

Fund







001-General Fund

Department/Division

2100-Police Department

Mission

The mission of the North Port Police Department is to provide the community with the highest level of law enforcement and crime prevention possible and to

-  protect life and property;
-  preserve the peace;
-  prevent, reduce, and deter crime and the fear of crime;
-  enforce the law fairly;
-  protect individual rights;
-  provide a safe and secure environment for all citizens.

In order to accomplish this mission, the Police Department will aggressively pursue crime prevention, crime suppression, investigative and community-oriented programs. Our mission includes the creation of partnerships within the community we serve to secure and promote safety for all residents and visitors.

Core Services and Outputs

Law Enforcement Patrol Services

Primary Customer Group: Residents and businesses

Customer Requirements: Problem solving

Definition Statement: To protect North Port citizens and business owners by preventing, reducing and deterring crime and the fear of crime.

Criminal Investigations

Primary Customer Group: Victims

Customer Requirements: Thoroughness

Definition Statement: To conduct thorough criminal investigations and provide closure for victims and witnesses of crimes.

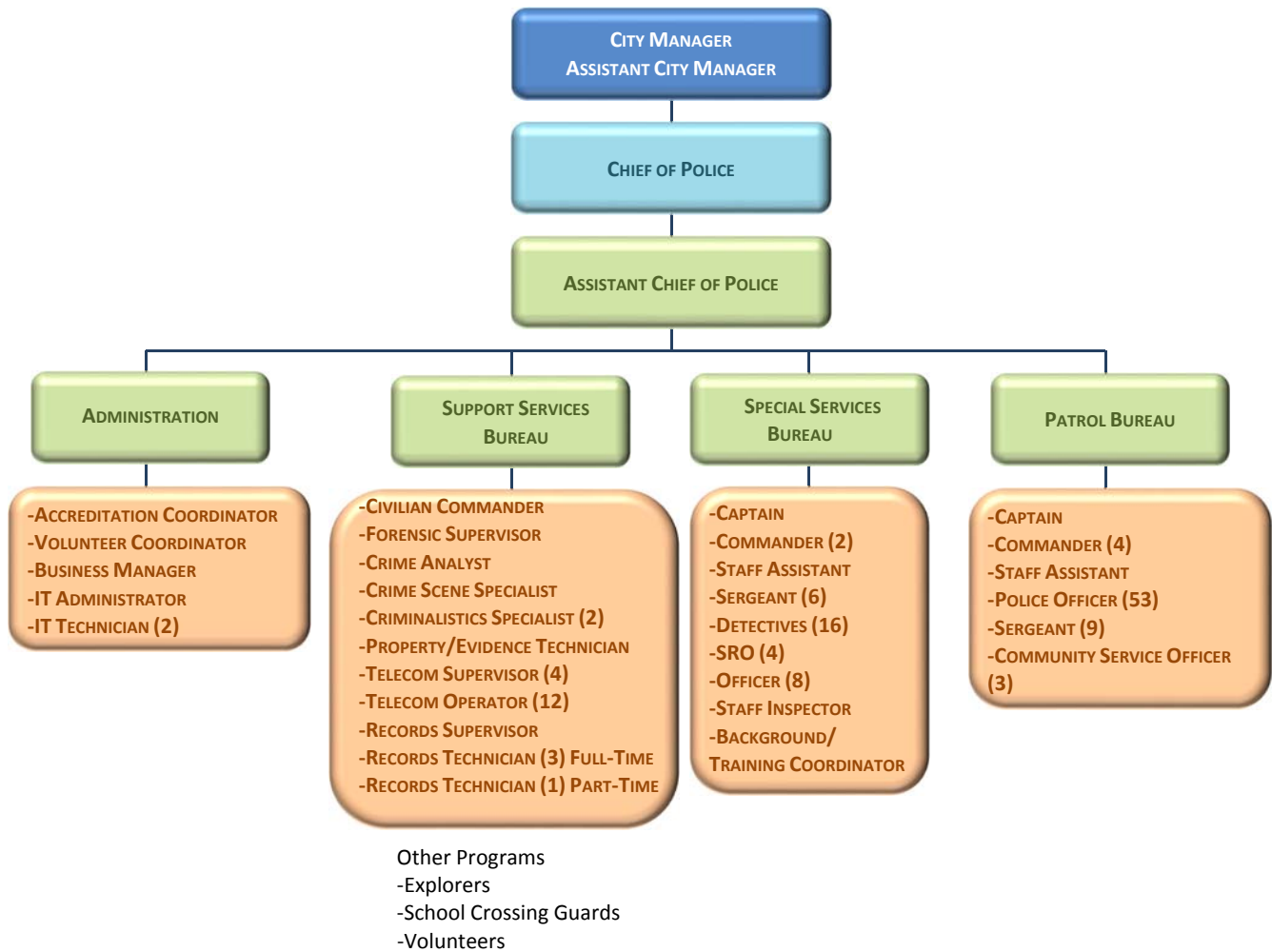
Community Education

Primary Customer Group: North Port residents

Customer Requirements: Collaboration

Definition Statement: Have a proactive approach in developing partnerships and educating our community as it relates to crime trends and how they can prevent becoming victims of crime.

Structure



Accomplishments

- Completed 2016 Citizen's Public Safety Academy.
- Completed Annual Report.
- Held several community events – Operation Santa Surprise, Shop with a Cop, National Night Out, and Relay for Life.
- Attended numerous neighborhood/homeowner association meetings.
- Low crime rate.

Initiatives

- Promote public trust and legitimacy.
- Enhance policy and oversight.
- Promote technology and social media.
- Enhance community policing and crime reduction.
- Increase training and education.
- Promote officer safety and wellness.

Goals and Objectives

GOAL 1

Protect and serve the public through proactive and effective policing and emergency preparedness.

OBJECTIVES:

- Reduce crime rates, traffic violations and accidents.

- Respond promptly to urgent calls for service.
- Apprehend and assist with prosecution of offenders.
- Provide assistance, enforcement, and guidance to the community regarding animal services.
- Provide assistance to the community in the event of a disaster.

GOAL 2

Cultivate, enhance, and foster trustworthy relationships with the community.

OBJECTIVES:

- Train and educate all employees in the community oriented policing program.
- Create opportunities for increased communication, visibility, and interaction with community members.
- Maintain and enhance the community's satisfaction with police services.

Key Performance Measures**FOSTER A FEELING OF PERSONAL SAFETY THROUGH A VISIBLE AND APPROACHABLE PRESENCE**

Goal	Cultivate, enhance, and foster trustworthy relationships with the community.				
Objective	Create opportunities for increased communication, visibility, and interaction with community members.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain a percentage rate of 80% of residents who feel that North Port has remained a safe place to live	86.4%	92.9%	80%	93%	80%
Description	The department conducts surveys to ascertain the level of safety people believe exists in North Port.				
Purpose	This measure is to assist in delivering policing services which provide opportunities to interact with community members and increase police visibility in the city.				
Status	The department consistently achieves the benchmark.				

MAINTAIN THE NATIONAL AVERAGE FOR UNIFORM CRIME REPORTS (UCR) FOR PERSON CRIMES

Goal	Protect and serve the public through proactive and effective policing.				
Objective	Reduce crime rates.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain the national average of four (4) UCR Person Crimes per 1,000 residents	1.7 p/1,000	1.7 p/1,000	4.0 p/1,000	4.0 p/1,000	4.0 p/1,000
Description	The department utilizes the national average to measure the Police Department's effectiveness.				
Purpose	This measure is used to reflect the effectiveness of the policing services provided by the department.				
Status	The department consistently remains below the national average.				

MAINTAIN THE NATIONAL AVERAGE FOR UNIFORM CRIME REPORTS (UCR) FOR PROPERTY CRIMES

Goal	Protect and serve the public through proactive and effective policing.				
Objective	Reduce crime rates.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain the national average of twenty-six (26) UCR Property Crimes per 1,000 residents	14.9 p/1,000	14.9 p/1,000	26.0 p/1,000	26.0 p/1,000	26.0 p/1,000
Description	The department utilizes the national average to measure the Police Department's effectiveness.				
Purpose	This measure is used to reflect the effectiveness of the policing services provided by the department.				
Status	The department consistently remains below the national average.				

MAINTAIN AN AVERAGE RESPONSE TIME FOR ALL PRIORITY SERVICE CALLS AT TEN (10) MINUTES OR LESS

Goal	Protect and serve the public through proactive and effective policing.				
Objective	Respond promptly to urgent calls for service.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain an average response time for all priority service calls at ten (10) minutes or less	9:06	8:92	10:00	9:00	10:00
Description	The average response time of ten (10) minutes for all priority service calls.				
Purpose	Priority calls require the most timely police response because they are generally life threatening or represent higher danger crimes in progress.				
Status	The department consistently remains below the ten (10) minute average response time.				

Output Measures

Conduct citizen surveys from 30% of UCR Part 1 crimes reported by victims per month.

Maintain two (2) districts city-wide with a minimum of three (3) officers per district to answer all calls for service.

Provide a minimum of thirty (30) minutes of zone officer's unencumbered time per shift towards the directed patrol of hot spot areas with an emphasis on citizen contacts.

MAINTAIN THE NATIONAL AVERAGE FOR PERSON CLEARANCE CRIME RATE

Goal	Protect and serve the public through proactive and effective policing.				
Objective	Apprehend and assist with prosecution of offenders.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain the national average person clearance crime rate of 49.6%	79.48%	96.7%	49.6%	84%	49.6%
Description	The department utilizes the national average to measure the Police Department's effectiveness.				
Purpose	This measure is used to reflect the effectiveness of the department in meeting the criteria established by the Federal Bureau of Investigation (FBI) for clearing an offense by arrest or exceptional means.				
Status	The department consistently exceeds the national average.				

MAINTAIN THE NATIONAL AVERAGE FOR PROPERTY CLEARANCE CRIME RATE

Goal	Protect and serve the public through proactive and effective policing.				
Objective	Respond promptly to urgent calls for service.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain the national average property crimes clearance rate of 21.5%	24.73%	32.25%	21.5%	37%	21.5%
Description	The department utilizes the national average to measure the Police Department's effectiveness.				
Purpose	This measure is used to reflect the effectiveness of the department in meeting the criteria established by the Federal Bureau of Investigation (FBI) for clearing an offense by arrest or exceptional means.				
Status	The department consistently exceeds the national average.				

Output Measures

80% of all persons crimes assigned to the Criminal Investigation Branch (CIB) are investigated by a "person crimes" detective and not a property crimes detective.

80% of all property crimes assigned to the Criminal Investigation Branch (CIB) is investigated by a "property crimes" detective and not a person crimes detective.

SATISFACTION RATE OF NEIGHBORHOOD WATCH MEETINGS

Goal	Cultivate, enhance, and foster trustworthy relationships with the community.				
Objective	Create opportunities for increased communication, visibility, and interaction with community members.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain a 75% satisfaction rate of residents who participate in the monthly Neighborhood Watch meetings.	100%	100%	75%	100%	75%
Description	The department conducts monthly Neighborhood Watch meetings.				
Purpose	This measure is used to determine the effectiveness of the meetings as related to developing partnerships with the North Port Police Department.				
Status	Overall the Police Department has maintained a high level of customer satisfaction year over year.				

SATISFACTION RATE OF PARTICIPANTS IN THE CITIZEN PUBLIC SAFETY ACADEMY

Goal	Cultivate, enhance, and foster trustworthy relationships with the community.				
Objective	Create opportunities for increased communication, visibility, and interaction with community members.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain a 75% satisfaction rate of residents who participate in the annual Citizen Public Safety Academy	100%	100%	75%	75%	75%
Description	The department conducts an annual Citizen Public safety Academy.				
Purpose	This measure is used to determine the effectiveness of the meetings as related to developing partnerships with the North Port Police Department.				
Status	Overall the Police Department has maintained a high level of customer satisfaction year over year.				

Output Measures

Conduct one (1) Citizen Public Safety Academy per year with a minimum of ten (10) civilians and a maximum of twenty (20).

Monthly Neighborhood Watch groups meeting twelve (12) times per year.

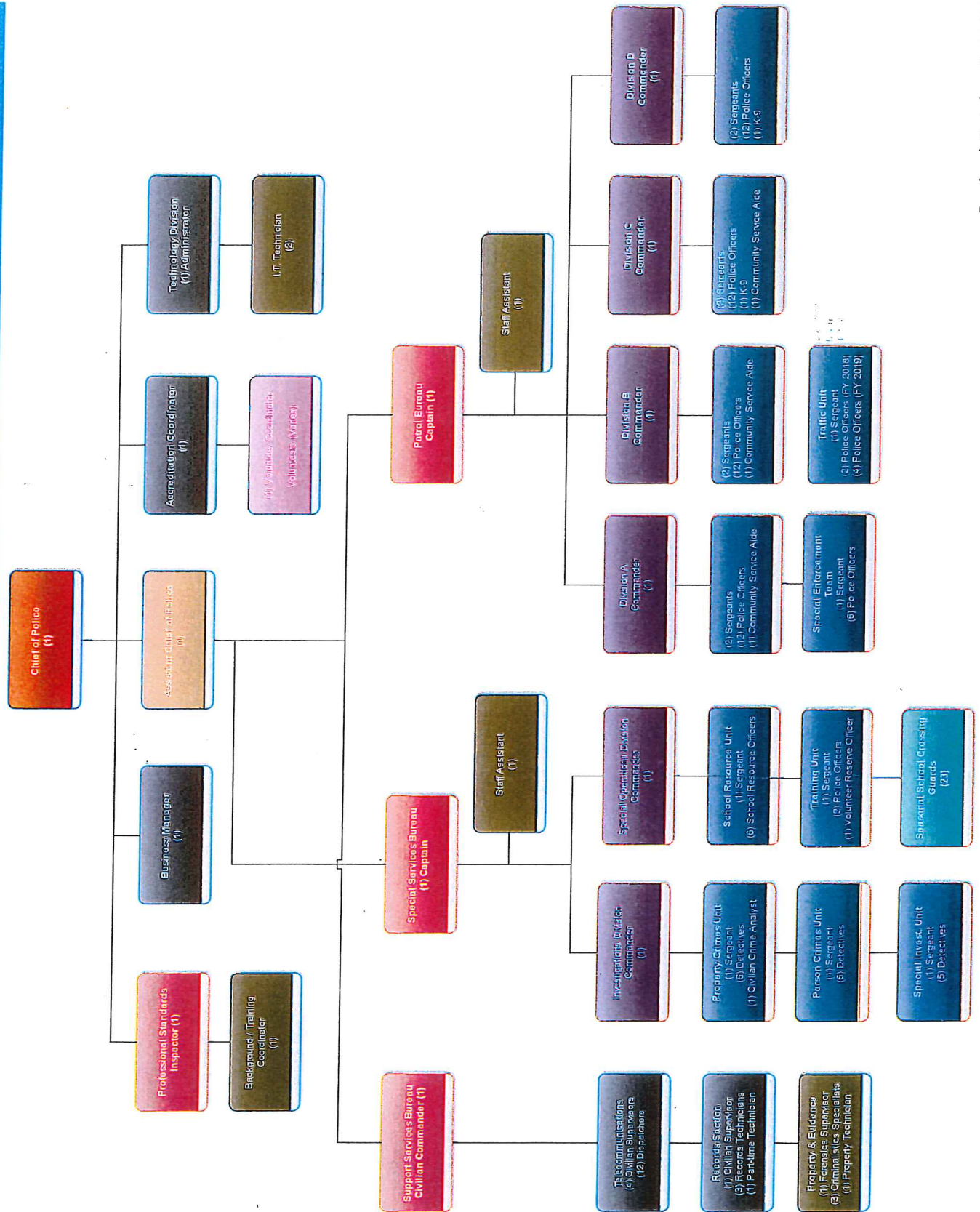
Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 8,097,304	\$ 8,146,794	\$ 8,059,360	\$ 8,674,310	\$ 9,306,140
Employee Benefits	4,215,800	4,467,246	4,488,356	4,386,830	4,796,770
PERSONNEL EXPENDITURES	12,313,104	12,614,040	12,547,716	13,061,140	14,102,910
Professional/Contracted Services	90,339	55,640	45,608	54,220	261,100
Current Operating Charges	800,506	649,725	693,712	765,930	858,180
Operating Supplies	614,785	576,394	701,866	575,280	725,640
OPERATING EXPENDITURES	1,505,630	1,281,759	1,441,186	1,395,430	1,844,920
CAPITAL EXPENDITURES	-	4,850	82,122	57,240	78,300
DEBT SERVICE	41,465	41,465	41,465	41,470	-
TOTAL EXPENDITURES	\$ 13,860,199	\$ 13,942,114	\$ 14,112,489	\$ 14,555,280	\$ 16,026,130
DEPARTMENT GENERATED REVENUES					
Tax Revenue	\$ (306,642)	\$ (341,432)	\$ (378,333)	\$ (332,000)	\$ (332,000)
Grant Revenues	(24,481)	(10,272)	(36,965)	(18,350)	(14,680)
Charges for Service	(341,965)	(346,547)	(349,819)	(328,710)	(363,480)
Fines and Forfeitures	(93,266)	(89,706)	(68,957)	(84,070)	(80,960)
Miscellaneous Revenue	(521)	(149)	(18,453)	-	(13,000)
TOTAL GENERATED REVENUES	(766,875)	(788,106)	(852,527)	(763,130)	(804,120)
NET EXPENDITURES	\$ 13,093,324	\$ 13,154,008	\$ 13,259,962	\$ 13,792,150	\$ 15,222,010

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 <u>AMENDED</u>	FY 2015 <u>AMENDED</u>	FY 2016 <u>AMENDED</u>	FY 2017 <u>AMENDED</u>	FY 2018 <u>PRELIMINARY</u>
Chief of Police	1	1	1	1	1
Assistant Chief of Police	1	1	1	1	1
Captain	2	2	2	2	2
Lieutenant	4	4	-	-	-
Police Commander (Sworn)	-	-	6	6	6
Police Commander (Civilian)	-	-	1	1	1
Sergeant	13	13	14	14	15
Police Officers	81	80	79	79	81
Staff Inspector	-	1	1	1	1
Business Manager	1	1	1	1	1
Information Technology Administrator	1	1	1	1	1
Information Technology Technician	1	1	1	1	2
Accreditation Coordinator	1	1	1	1	1
Animal Control Officer	1	1	-	-	-
Community Service Officer	-	-	1	3	3
Telecommunication	15	15	15	15	16
Background/Training Coordinator	-	-	-	1	1
Forensic Supervisor	-	-	-	1	1
Crime Scene Specialist	-	-	-	1	1
Criminalistics Specialist	2	2	2	2	2
Crime Data Specialist/Analyst	1	1	1	1	1
Property/Evidence Technician	1	1	1	1	1
Records Supervisor	1	1	1	1	1
Records Technician	2	2	3	3	3
Records Technician (part-time)	2	2	1	1	1
Staff Assistant	1	1	2	2	2
Volunteer Coordinator	-	-	-	-	1
TOTAL	132	132	136	141	147

NORTH PORT POLICE DEPARTMENT ORGANIZATIONAL CHART



Revised October 1, 2017

Police Department
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-2100-521-11-00 Executive Salaries	132,210	-	132,210
001-2100-521-12-00 Regular Salaries	7,687,020	-	7,687,020
001-2100-521-14-00 Overtime	630,880	-	630,880
001-2100-521-15-00 Special Pay	60,300	-	60,300
001-2100-521-15-01 Incentive	106,160	-	106,160
001-2100-521-15-08 Clothing/Allowance	57,740	-	57,740
001-2100-521-21-00 FICA	639,020	-	639,020
001-2100-521-22-01 FRS	306,810	-	306,810
001-2100-521-22-02 PBA Pension	2,176,480	-	2,176,480
001-2100-521-23-00 Health/Dental/Life	1,097,830	-	1,097,830
001-2100-521-23-02 Vision	8,730	-	8,730
001-2100-521-24-00 Workers' Compensation	153,460	-	153,460
001-2100-521-27-00 Educational Assistance	4,500	-	4,500
TOTAL PERSONNEL	13,061,140	-	13,061,140

OPERATING

001-2100-521-31-00 Professional Services- <i>SLAs-17-2100, 17-2101, 17-2102, 17-2103 & 17-2121</i>	27,300	(2,150)	25,150
001-2100-521-31-04 Medical Services	2,420	-	2,420
001-2100-521-31-07 Psychological Evaluations	4,000	-	4,000
001-2100-521-35-00 Investigations	20,500	-	20,500
001-2100-521-40-00 Travel & Per Diem- <i>SLAs-17-2100, 17-2103 & 17-2108</i>	88,120	(3,390)	84,730
001-2100-521-41-00 Communication Services	115,950	-	115,950
001-2100-521-44-00 Rentals & Leases	13,950	-	13,950
001-2100-521-46-01 R&M Office Equipment- <i>SLA-17-2121</i>	161,120	(16,840)	144,280
001-2100-521-46-02 R&M Communication Equipmt	2,500	-	2,500
001-2100-521-46-03 R&M Vehicles & Equipment	20,310	-	20,310
001-2100-521-46-50 Fleet-Administrative	139,440	-	139,440
001-2100-521-46-51 Fleet-Labor	98,000	-	98,000
001-2100-521-46-52 Fleet-Parts	95,000	-	95,000
001-2100-521-46-53 Fleet-Outsourced	12,500	-	12,500
001-2100-521-47-00 Printing & Binding	7,970	-	7,970
001-2100-521-48-71 Community Programs	3,700	-	3,700
001-2100-521-49-12 Ads & Public Notices	640	-	640
001-2100-521-49-14 Tags, Fees, Licenses- <i>SLAs-17-2100, 17-2101, 17-2102 & 17-2103</i>	4,230	(930)	3,300
001-2100-521-49-69 Food	2,500	-	2,500
001-2100-521-51-00 Office Supplies	14,850	-	14,850
001-2100-521-52-00 Operating Supplies- <i>SLA-17-2102</i>	62,180	(720)	61,460
001-2100-521-52-02 Fuel	218,260	-	218,260
001-2100-521-52-07 Uniforms- <i>SLAs-17-2100, 17-2101, 17-2102, 17-2103</i>	35,130	(2,900)	32,230

		FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
001-2100-521-52-50	Minor Operating- <i>SLAs-17-2100, 17-2101, 17-2102, 17-2103, 17-2106, 17-2107, 17-2117, 17-2120 & 17-2123 & Project PD17RV</i>	135,520	(103,460)	32,060
001-2100-521-54-00	Books, Publications, Subscriptions	16,670	-	16,670
001-2100-521-55-00	Training & Education- <i>SLAs-17-2103 & 17-2108</i>	92,670	(5,400)	87,270
	TOTAL OPERATING	1,395,430	(135,790)	1,259,640
CAPITAL				
001-2100-521-62-00	Building	-	-	-
001-2100-521-64-00	Capital Machinery & Equipment- <i>SLAs-17-2107, 17-2119 & 17-2122</i>	57,240	(57,240)	-
	TOTAL CAPITAL	57,240	(57,240)	-
DEBT SERVICE				
001-2100-521-71-00	Debt Service Principal	40,770	(40,770)	-
001-2100-521-72-00	Debt Service Interest	700	(700)	-
	TOTAL DEBT SERVICE	41,470	(41,470)	-
	TOTALS	14,555,280	(234,500)	14,320,780

POLICE
BUDGET ANALYSIS

001-2100-521

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
11 Executive Salaries	\$ 121,510	\$ 125,119	\$ 129,207	\$ 132,210	\$ 132,210	\$ 132,860
12 Regular Salaries & Wages	7,136,766	7,127,704	6,997,739	7,687,020	7,687,020	8,075,190
13 Other Salaries & Wages	-	-	-	-	-	170,450
14 Overtime	618,633	676,101	709,659	630,880	630,880	684,110
15 Special Pay	220,395	217,870	222,755	224,200	224,200	243,530
Salaries & Wages	8,097,304	8,146,794	8,059,360	8,674,310	8,674,310	9,306,140
21 FICA	582,707	585,782	583,970	639,020	639,020	665,490
22 Retirement Contributions	2,681,772	2,848,549	2,837,599	2,483,290	2,483,290	2,725,040
23 Life & Health Insurance	791,269	874,799	911,827	1,106,560	1,106,560	1,242,280
24 Workers' Compensation	160,052	158,116	153,460	153,460	153,460	153,460
27 Educational Assistance	-	-	1,500	4,500	4,500	10,500
Employee Benefits	4,215,800	4,467,246	4,488,356	4,386,830	4,386,830	4,796,770
Total Personnel Expenditures	12,313,104	12,614,040	12,547,716	13,061,140	13,061,140	14,102,910
<i>OPERATING EXPENDITURES</i>						
31 Professional Services	81,927	46,986	31,137	33,720	31,570	38,550
34 Other Contractual Services	-	-	-	-	-	202,050
35 Investigations	8,412	8,654	14,471	20,500	20,500	20,500
Professional/Contracted Services	90,339	55,640	45,608	54,220	52,070	261,100
40 Travel and Per Diem	10,672	22,435	36,939	88,120	84,730	81,090
41 Communication Services	62,818	66,098	75,102	115,950	115,950	116,670
44 Rentals & Leases	15,086	24,132	20,287	13,950	13,950	43,520
46 Repairs & Maintenance	602,250	525,057	548,431	528,870	512,030	575,090
47 Printing & Binding	5,877	4,606	6,635	7,970	7,970	8,890
48 Promotional Activities	2,442	1,540	1,041	3,700	3,700	5,000
49 Other Current Charges	101,361	5,857	5,277	7,370	6,440	27,920
Current Operating Charges	800,506	649,725	693,712	765,930	744,770	858,180
51 Office Supplies	10,641	11,032	14,130	14,850	14,850	14,850
52 Minor Operating Expenditures	595,416	538,233	596,107	451,090	344,010	601,900
54 Books, Public, Subs, Member	5,668	10,124	14,585	16,670	16,670	16,450
55 Training & Education	3,060	17,005	77,044	92,670	87,270	92,440
Operating Supplies	614,785	576,394	701,866	575,280	462,800	725,640
Total Operating Expenditures	1,505,630	1,281,759	1,441,186	1,395,430	1,259,640	1,844,920
<i>CAPITAL EXPENDITURES</i>						
64 Capital Machinery & Equipment	-	4,850	82,122	57,240	-	78,300
Total Capital Expenditures	-	4,850	82,122	57,240	-	78,300
<i>DEBT SERVICE</i>						
71 Debt Service Principal	38,758	39,418	40,089	40,770	-	-
72 Debt Service Interest	2,707	2,047	1,376	700	-	-
Total Debt Service	41,465	41,465	41,465	41,470	-	-
TOTAL EXPENDITURES	\$ 13,860,199	\$ 13,942,114	\$ 14,112,489	\$ 14,555,280	\$ 14,320,780	\$ 16,026,130

POLICE
BUDGET ANALYSIS

001-2100-521

<u>Account Description</u>	FY 2014 <u>Actual</u>	FY 2015 <u>Actual</u>	FY 2016 <u>Actual</u>	FY 2017 <u>Adopted</u>	FY 2017 <u>Base Budget</u>	FY 2018 <u>Preliminary</u>
<i>DEPARTMENT GENERATED REVENUES</i>						
Tax Revenue	\$ 306,642	\$ 341,432	\$ 378,333	\$ 332,000	332,000	\$ 332,000
Grant Revenues	24,481	10,272	36,965	18,350	18,350	14,680
Charges for Service	341,965	346,547	349,819	328,710	328,710	363,480
Fines and Forfeitures	93,266	89,706	68,957	84,070	84,070	80,960
Miscellaneous Revenue	521	149	18,453	-	-	13,000
Total Generated Revenues	766,875	788,106	852,527	763,130	763,130	804,120
NET EXPENDITURES	\$ 13,093,324	\$ 13,154,008	\$ 13,259,962	\$ 13,792,150	\$ 13,557,650	\$ 15,222,010

POLICE		Service Level Adjustments (SLAs)									
City of North Portland	SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
	18-2100	Police Sergeant	X	-	-	1.00	80,420	60,470	140,890	-	\$ 140,890
	18-2101	Police Officer x 2 (Traffic Unit)	X	-	-	2.00	149,640	67,770	217,410	-	\$ 217,410
	18-2102	Senior Public Safety Telecommunicator	X	-	-	1.00	6,710	31,300	38,010	-	\$ 38,010
	18-2103	Service Desk Technician	X	-	-	1.00	10,040	40,930	50,970	-	\$ 50,970
	18-2104	Volunteer Coordinator	X	-	-	1.00	2,470	21,650	24,120	-	\$ 24,120
	18-2105	Detail Software Program	X	-	-	0.00	-	4,000	4,000	-	\$ 4,000
	18-2106	Outsource School Crossing Guard Program	-	X	-	0.00	(91,640)	202,050	110,410	-	\$ 110,410
	18-2107	Accrual Payout - Retirements	-	X	-	0.00	50,130	-	50,130	-	\$ 50,130
	18-2108	Educational Assistance	-	-	-	0.00	6,000	-	6,000	-	\$ 6,000
	18-2109	Specialty Pay	-	X	-	0.00	-	11,630	11,630	-	\$ 11,630
	18-2110	Awards Ceremony	-	X	-	0.00	-	850	850	-	\$ 850
	18-2111	Replacement Headsets for Dispatch	-	X	-	0.00	(3,000)	-	(3,000)	-	\$ (3,000)
	18-2112	Replacement Security Monitors	-	X	-	0.00	2,250	-	2,250	-	\$ 2,250
	18-2113	Equipment for Crime Scene	X	-	-	0.00	3,760	-	3,760	-	\$ 3,760
	18-2114	Training	-	X	X	0.00	(4,840)	-	(4,840)	-	\$ (4,840)
	18-2115	Replacement of Cellebrite	-	X	-	0.00	7,500	-	7,500	-	\$ 7,500
	18-2117	Promotional Items	-	X	-	0.00	-	5,000	5,000	-	\$ 5,000
	18-2118	Outer Vest Carriers for Patrol	X	-	-	0.00	28,440	-	28,440	-	\$ 28,440
	18-2119	Internet Communication Service	-	X	-	0.00	(2,950)	-	(2,950)	-	\$ (2,950)
	18-2120	Tint Meter Calibration	-	X	-	0.00	(2,000)	-	(2,000)	-	\$ (2,000)
	18-2121	Sergeant Promotional Process	-	X	-	0.00	5,000	-	5,000	-	\$ 5,000
	18-2123	Replacement Fitness Center Equipment	-	X	-	0.00	12,500	-	12,500	-	\$ 12,500
	18-2124	Replacement Hand Held Laser	-	X	-	0.00	2,400	-	2,400	-	\$ 2,400
	18-2125	Special Response Team Equipment	-	X	-	0.00	7,550	-	7,550	-	\$ 7,550
	18-2126	Replacement Tasers & Associated Equipment	-	X	-	0.00	33,540	-	33,540	-	\$ 33,540
	18-2127	Replacement Sign Board	-	X	-	0.00	15,000	-	15,000	-	\$ 15,000
	18-2128	Replacement Body Armor	-	X	-	0.00	24,890	-	24,890	-	\$ 24,890
	18-2129	Explorer Program	X	-	-	0.00	4,540	-	4,540	1,000	\$ 3,540
	18-2130	ONESolution MCT Project Management	X	-	-	0.00	3,600	-	3,600	-	\$ 3,600
	18-2131	Santa Surprise & Shop With a Cop	-	X	-	0.00	-	12,000	12,000	12,000	\$ -
	18-2132	Annual Software Maintenance & Support	-	X	-	0.00	(18,750)	-	(18,750)	-	\$ (18,750)
	18-2133	Annual Sungard / OSSi Maintenance & Support	-	X	-	0.00	-	16,780	16,780	-	\$ 16,780
	18-2134	Repair of In-Car Cameras	-	X	-	0.00	(1,000)	-	(1,000)	-	\$ (1,000)
	18-2135	Replacement Desktop Computers	-	X	-	0.00	23,270	-	23,270	-	\$ 23,270
	18-2136	Replacement Laptop Computers	-	X	-	0.00	32,580	-	32,580	-	\$ 32,580

POLICE		Service Level Adjustments (SLAs)								
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-2137	Backup Media & Devices	-	X	-	0.00	(2,200)	-	(2,200)	-	\$ (2,200)
18-2138	Leasing Undercover Detective Vehicles	-	X	-	0.00	-	28,200	28,200	-	\$ 28,200
				TOTALS	6.00	\$ 385,850	\$ 502,630	\$ 888,480	\$ 13,000	\$ 875,480



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-2100		FY 2018 Total Budget Cost / (Savings)		\$ 140,890
Title:	Police Sergeant		Fund:	General
Department:	Police		Division:	N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)							
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>						
Preservation of environment & natural resources	<input type="checkbox"/>						
Vibrant "Alive" Town Centers	<input type="checkbox"/>						
	<table border="1"> <tr> <td></td><td>Toledo Blade interchange as major destination</td></tr> <tr> <td></td><td>Sumter interchange as major destination</td></tr> <tr> <td></td><td>Maintained/upgraded/expanded City infrastructure</td></tr> </table>		Toledo Blade interchange as major destination		Sumter interchange as major destination		Maintained/upgraded/expanded City infrastructure
	Toledo Blade interchange as major destination						
	Sumter interchange as major destination						
	Maintained/upgraded/expanded City infrastructure						

Description & Impact Upon Strategic Plan:

The City has had a significant increase in traffic flow and has been experiencing a high increase in traffic crashes. Our citizens have been overwhelmingly contacting our department requesting traffic enforcement on arterial and local roads. Unfortunately, the department's current staffing and calls for service during peak times of the day hinder the response to such requests. To have direct focus in combating these issues and ensuring the appropriate amount of personnel is in place to handle the demanding requests for traffic enforcement and reduce the traffic crashes occurring, the department is requesting the implementation of a traffic unit. Within the next two fiscal years, the traffic unit will consist of six officers and one supervisor (Sergeant). The supervisor is needed to supervise, plan, organize and combat the traffic enforcement requests and more importantly provide high visibility enforcement in the areas where traffic crashes are of a concern. This position is budgeted to begin in January. If approved, it would fall in line with the City's goal of "Providing Quality Municipal Services to Our Citizens."

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
1.00	Police Sergeant	601

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 57,400
Operating	27,690
Capital	55,800
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 140,890
One-Time:	80,420
Recurring:	60,470

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 140,890

IMPACT OF DENIAL

Denial of this service level adjustment would significantly hinder the request for additional police services regarding traffic enforcement efforts, which by far has been the overwhelming complaint of citizens. Furthermore, efforts to reduce the increased traffic crashes in the City would not be achieved without this service level.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-2100
Title:	Police Sergeant
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries		R	\$ 39,690
001-2100-521 15-08 Clothing/Cleaning		R	-
001-2100-521 21-00 FICA		R	3,040
001-2100-521 22-01 FRS		R	9,170
001-2100-521 23-00 Insurance - Health & Dental		R	5,470
001-2100-521 23-02 Vision Care		R	30
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ 57,400
Operating Expenditures			
001-2100-521 31-07 Psychological Evaluation		O	\$ 250
001-2100-521 41-00 Communications Services		R	860
001-2100-521 46-01 R&M Office Equipment		R	20
001-2100-521 46-03 R&M Vehicles & Equipment		R	70
001-2100-521 47-00 Printing & Binding		R	30
001-2100-521 49-14 Tags, Fees, Licenses		O	390
001-2100-521 52-00 Operating Supplies		O	720
001-2100-521 52-02 Gasoline		R	2,000
001-2100-521 52-07 Uniforms, Badges, Etc.		O	1,720
001-2100-521 52-50 Minor Operating Equipment		O	21,540
001-2100-521 54-00 Books, Public, Subs, Memberships		R	50
001-2100-521 55-00 Training & Education		R	40
001-2100-521			
Total Operating Expenditures			\$ 27,690
Capital Outlay			
001-2100-521 64-00 Capital Vehicles		O	\$ 55,800
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ 55,800
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: **\$ 140,890**



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-2101		FY 2018 Total Budget Cost / (Savings)	\$ 217,410
Title:	Police Officer x 2 (Traffic Unit)		Fund: General
Department:	Police		Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The City has had a significant increase in traffic flow and has been experiencing a high increase in traffic crashes. Citizens have been overwhelmingly contacting our department requesting traffic enforcement on arterial and local roads. Unfortunately, the department's current staffing and calls for service during peak times of the day hinder the response to such requests. To have a direct focus in combating these issues and ensuring the appropriate amount of personnel is in place to handle the demanding requests for traffic enforcement and efforts in reducing traffic crashes, the department is requesting the implementation of a traffic unit. Within the next two fiscal years, the traffic unit will consist of six officers and one supervisor (Sergeant). For Fiscal year 2017/2018 we are requesting two officers. Two of these positions are budgeted to begin in April. In fiscal year 2018-2019, the department will be requesting 4 additional police officers to complete this unit at a projected cost of \$252,920. If approved, it would fall in line with the City's goal of "Providing Quality Municipal Services to Our Citizens." Impact fees will be used to purchase the two vehicles.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
2.00	Police Officer	600

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 61,610
Operating	44,200
Capital	111,600
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 217,410
One-Time:	149,640
Recurring:	67,770

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 217,410

IMPACT OF DENIAL

Denial of this service level adjustment would significantly hinder the request for additional police services regarding traffic enforcement efforts, which by far has been the overwhelming complaint of citizens. Furthermore, efforts to reduce the increased traffic crashes in the City would not be achieved without this service level.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-2101
Title:	Police Officer x 2 (Traffic Unit)
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries		R	\$ 41,510
001-2100-521 15-08 Clothing/Cleaning Allowance		R	-
001-2100-521 21-00 FICA		R	3,180
001-2100-521 22-01 FRS		R	9,590
001-2100-521 23-00 Insurance - Health & Dental		R	7,290
001-2100-521 23-02 Vision Care		R	40
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ 61,610
Operating Expenditures			
001-2100-521 31-07 Psychological Evaluation		O	\$ 500
001-2100-521			
001-2100-521 41-00 Communications Services		R	1,730
001-2100-521 46-01 R&M Office Equipment		R	40
001-2100-521 46-03 R&M Vehicles & Equipment		R	150
001-2100-521 47-00 Printing & Binding		R	60
001-2100-521 49-14 Tags, Fees, Licenses		O	580
001-2100-521 52-00 Operating Supplies		O	1,440
001-2100-521 52-02 Gasoline		R	4,010
001-2100-521 52-07 Uniforms, Badges, Etc.		O	3,440
001-2100-521 52-50 Minor Operating Equipment		O	32,080
001-2100-521 54-00 Books, Public, Subs, Memberships		R	90
001-2100-521 55-00 Training & Education		R	80
Total Operating Expenditures			\$ 44,200
Capital Outlay			
150-2100-521 64-00 Impact fees - Two vehicles		O	\$ 111,600
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ 111,600
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: **\$ 217,410**



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-2102		FY 2018 Total Budget Cost / (Savings)	\$ 38,010
Title:	Senior Public Safety Telecommunicator		Fund: General
Department:	Police		Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The North Port Police Department has four shifts in the Telecommunications Section. The Telecommunications staff currently works 12-hour shifts as mentioned in the CBA, which would encompass three Public Safety Telecommunicators on shift at a time when fully staffed. The current supervisory level is three supervisors for the four distinct shifts, leaving one shift without supervision. To ensure proper supervision and accountability as mentioned in "Pillar 2, (Policy & Oversight) of the 21st Century Policing Report", an additional Senior Public Safety Telecommunicator position is needed to ensure influence and awareness to and for our employees. This position will be funded out of the General Fund. This request not only falls directly in line with the City's goal of a "Financially Responsible City Providing Quality Municipal Services", but also with the 21st Century Policing Report that governs the Departments transition from "Warriors to Guardians Police Culture Shift". We are anticipating promotion from within. Therefore, it is recommended that the funding for this position begin April of FY 2017/2018.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
1.00	Senior Public Safety Telecommunications Op	

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 31,280
Operating	6,730
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 38,010

One-Time: 6,710

Recurring: 31,300

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 38,010

IMPACT OF DENIAL

Denial of this request would result in an inadequate amount of management and would conflict with the City's goal of a "Financially Responsible City Providing Quality Municipal Services".



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-2102
Title:	Senior Public Safety Telecommunicator
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-2100-521 12-00 Salaries		R	23,910
001-2100-521 15-08 Clothing/Cleaning Allowance		R	-
001-2100-521 21-00 FICA		R	1,830
001-2100-521 22-01 FRS		R	1,890
001-2100-521 23-00 Insurance - Health & Dental		R	3,630
001-2100-521 23-02 Vision Care		R	20
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ 31,280
<i>Operating Expenditures</i>			
001-2100-521 31-07 Psychological Evaluations		O	250
001-2100-521 46-01 R&M Office Equipment		R	20
001-2100-521 49-14 Tags, Fees, Licenses		O	190
001-2100-521 52-07 Uniforms, Badges, Etc.		O	540
001-2100-521 52-50 Minor Operating Equipment		O	5,730
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 6,730
<i>Capital Outlay</i>			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 38,010



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-2103		FY 2018 Total Budget Cost / (Savings)		\$ 50,970
Title:	Service Desk Technician			Fund: General
Department:	Police			Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>

Toledo Blade interchange as major destination
Sumter interchange as major destination
Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The Police Department's reliance on a data driven policing model and use of technology in every aspect of our service to the community has increased. The deployment of technology in each new vehicle has resulted in each vehicle being the equivalent of a roaming office. The drive for additional applications by staff continues. We seek to implement the SunGard PS Mobile Citation Module, as well as other application systems to improve staff productivity and increase service to our community to help fight crime. Coupled with meeting our FBI CJIS security mandates, increases in FL Public Records requests, the technology staff workload demands and diversity of what they must support, has escalated significantly. Over the past 3 years, the staff worked a total of 7,582 work requests with an overwhelming 66% worked on by the IT Administrator. With the Administrator working such a high volume of requests it hinders their ability to perform other responsibilities, while monitoring the hundreds of work requests submitted monthly. As the Department grows, if our dependence on technology is to continue (i.e. additional staff, rollout of new vehicles with enhanced technology, new software systems, automated vehicle location, etc.) we require additional technology support staff to meet our mission to the community and to our Department. Therefore, it is recommended that funding for a Service Desk Technician position begin in January of FY 2017-2018.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
1.00	Service Desk Technician	916

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 40,040
Operating	10,930
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 50,970

One-Time: 10,040

Recurring: 40,930

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 50,970

IMPACT OF DENIAL

Denial of this request will result in continued extended response times to complete service requests, our inability to meet FBI CJIS mandates, and delays in implementing and supporting newer technologies which will affect staff productivity and our mission to better service the community (i.e. public safety) and to fight crime.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-2103
Title:	Service Desk Technician
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-2100-521 12-00 Salaries		R	29,810
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA		R	2,280
001-2100-521 22-01 FRS		R	2,360
001-2100-521 23-00 Insurance - Health & Dental		R	5,560
001-2100-521 23-02 Vision Care		R	30
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ 40,040
<i>Operating Expenditures</i>			
001-2100-521 41-00 Communications Services		R	870
001-2100-521 46-01 R&M Office Equipment		R	20
001-2100-521 49-14 Tags, Fee, Licenses		O	190
001-2100-521 52-07 Uniforms, Badges, Etc.		O	520
001-2100-521 52-50 Minor Operation Equipment		O	9,330
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 10,930
<i>Capital Outlay</i>			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: **\$ 50,970**



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-2104		FY 2018 Total Budget Cost / (Savings)		\$ 24,120
Title:	Volunteer Coordinator		Fund:	General
Department:	Police		Division:	N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City has expanded its volunteer program exponentially. The number of citizens volunteering with the City is managed by a police department staff person and was never expected to increase so rapidly. We are proud to have our citizen volunteers supplement the hard- working city staff. However, the number of volunteers drastically increased with a total compliment of 72. Although it has been a great service, the management of such a large volunteer base has become very challenging and is currently taking our Accreditation Coordinator position away from performing her primary duties. To ensure a growing and prosperous city volunteer program without hindering or neglecting the vital accreditation responsibilities, we are requesting a volunteer coordinator position be added to the police department budget. The volunteer numbers associated with the program are as follows: Total volunteer hours for 2016 was 9,505, with a total projected savings of \$209,865 (Nationwide Independent Sectors Value of Volunteer Time). If approved this would allow our volunteers to have a dedicated liaison as will the remaining city departments who frequently request volunteer services and allow our Accreditation Coordinator to remain dedicated and focused on her required duties. This position will be funded out of the General Fund and recommended that the funding for this position begin in April of FY 2017-2018.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
1.00	Volunteer Coordinator	913

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 21,630
Operating	2,490
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 24,120

One-Time: 2,470

Recurring: 21,650

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 24,120

IMPACT OF DENIAL

Denial of this request would result in further burden on the Accreditation Coordinator, not allowing her to fulfill her main duties and would conflict with the City's goal of a "Financially Responsible City Providing Quality Municipal Services".



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-2104
Title:	Volunteer Coordinator
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries		R	\$ 15,560
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA		R	1,190
001-2100-521 22-01 FRS		R	1,230
001-2100-521 23-00 Insurance - Health & Dental		R	3,630
001-2100-521 23-02 Vision Care		R	20
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ 21,630
Operating Expenditures			
001-2100-521 46-01 R&M Office Equipment		R	\$ 20
001-2100-521 47-00 Printing & Binding		O	30
001-2100-521 49-14 Tags, Fees, Licenses		O	190
001-2100-521 52-07 Uniforms, Badges, Etc.		O	520
001-2100-521 52-50 Minor Operating Equipment		O	1,730
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 2,490
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 24,120



SLA: 18-2105		FY 2018 Total Budget Cost / (Savings)		\$ 4,000
Title:	Detail Software Program			Fund: General
Department:	Police			Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Off-duty and special details are currently being managed by one sergeant. The process is time-consuming and can be inequitable as details are offered by email, on a seniority, rotational basis. This request is for the purchase of access to an online details management platform. The cloud-based platform fully automates off-duty coordination from job request to billing. With this platform, more than one person can act as an administrator, which would not only alleviate the need to contact the only current sergeant when he is on leave, thus saving overtime pay, it will also reduce the likelihood of a job not getting filled on time. This tool makes the allocation of off-duty details equitable, the communication around jobs easy, and the process compliant with established policies in a reportable, secure and measurable way. This request is specific to the City's strategic goal of being a "Financially Responsible City Providing Quality Municipal Services". In addition, the request is in line with 21st Century Policing Pillar Three, "Technology & Social Media".

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	4,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 4,000

One-Time:	-
Recurring:	4,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 4,000

IMPACT OF DENIAL

Denial of this request will prolong the current, inefficient process.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2105
Title:	Detail Software Program
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 15-08 Clothing, Cleaning allowance			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 46-01 R&M Office Equipment		R	\$ 4,000
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 4,000
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 4,000



FY 2018 Budget: SLA Request, page 2

SLA:	18-2106
Title:	Outsource School Crossing Guard Program
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries		O	(79,300)
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA		O	(6,070)
001-2100-521 22-01 FRS		O	(6,270)
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ (91,640)
Operating Expenditures			
001-2100-521 34-00 Professional Services		R	202,050
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 202,050
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 110,410



SLA: 18-2107	FY 2018 Total Budget Cost / (Savings)	\$ 50,130
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Title: Accrual Payout - Retirements	Fund: General
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Department: Police	Division: N/A
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Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Two employees will be retiring this fiscal year. According to City Rules and Regulations, they shall be paid up to a maximum amount equal to the accrued time for twelve months of accrued vacation leave (200 hrs.), forfeiting time in excess of twelve months. In addition, they shall be paid for accrued but unused Sick Leave up to a maximum of 25% of the 1,040 cap at their current hourly rate.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
---	--------------------------------

EXPENDITURES	
Personnel	\$ 50,130
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 50,130
One-Time:	50,130
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 50,130
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IMPACT OF DENIAL

Denial would cause an inadequate amount of funding available for these payouts, which is required by the existing City Rules and Regulations.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2107
Title:	Accrual Payout - Retirements
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-2100-521 11-00 Salaries		O	46,570
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA		O	3,560
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ 50,130
<i>Operating Expenditures</i>			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 50,130



SLA: 18-2108		FY 2018 Total Budget Cost / (Savings)		\$ 6,000
Title:	Educational Assistance		Fund:	General
Department:	Police		Division:	N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Currently, we have two employees utilizing the benefits of the Educational Assistance program. The Police Department is committed to improving the education and professionalism of employees. Staff has been working on bringing an accredited university to the Police Department to assist our employees in obtaining a Bachelor's Degree. To date, seven employees have committed to taking advantage of this opportunity. In City Rules and Regulations 7.77A, the City will reimburse up to \$1,500 per fiscal year subject to the availability of funds and will be made upon successful completion of the course.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 6,000
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 6,000

One-Time: 6,000

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 6,000

IMPACT OF DENIAL

Denial would cause an inadequate amount of funding available to reimburse employees, which is required by the existing City Rules and Regulations.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2108
Title:	Educational Assistance
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance		O	\$ 6,000
Total Personnel Costs			\$ 6,000
Operating Expenditures			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ -
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 6,000



SLA: 18-2109		FY 2018 Total Budget Cost / (Savings)		\$ 11,630
Title:	Specialty Pay		Fund:	General
Department:	Police		Division:	N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

In the current contract between the City of North Port and the Police Benevolent Association, bargaining unit employees who are assigned by the Police Chief to agreed upon specialties, will receive monthly compensation. Employees who qualify for and are assigned multiple specialties shall receive multiple specialty pays at agreed upon rates. After revising the list of needs for the department, an increase is necessary to maintain the structure of each specialized area to include, Instructors, Field Training Officers, Special Response Team members, Traffic Homicide Investigators, etc.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 11,630
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 11,630

One-Time: -

Recurring: 11,630

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 11,630

IMPACT OF DENIAL

Denial would cause an inadequate amount of funding available to pay this, which is required by the existing contract between the City of North Port and the Police Benevolent Association.

SLA:	18-2109
Title:	Specialty Pay
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-2100-521 12-00 Salaries			
001-2100-521 15-00 Specialty Pay		R	10,800
001-2100-521 21-00 FICA		R	830
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ 11,630
<i>Operating Expenditures</i>			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 11,630



SLA: 18-2110		FY 2018 Total Budget Cost / (Savings)		\$ 850
Title:	Awards Ceremony		Fund:	General
Department:	Police		Division:	N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The purpose of this banquet is to distribute positive incentives such as awards and uniform decorations to reinforce a member's self-esteem and show appreciation for their hard work and dedication in serving our citizens. A committee was formed to review all the award submissions, coupled with a policy that governs the criteria for receipt of such service awards. In FY 2016, the Department had its inaugural awards banquet with over 200 attendees to include sworn officers, civilians, and volunteers. This was accomplished with the assistance of our local businesses and community partners. The department was fortunate to receive monetary and in kind donations from our local organizations to host the inaugural banquet. Although we will continue to engage our community partners to assist us in hosting an annual banquet, we request to have funding available in the department budget to offset any of the costs in accordance with City Code Section 2-418. Additionally, award medals and plaques are purchased and presented to the members who have distinguished themselves honorably and professionally throughout the year and for continuing years of dedicated service. This would serve well in the department's transition as it relates to the 21st Century Policing Philosophy Pillar 6, "Officer Safety and Wellness".

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	850
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 850

One-Time: -

Recurring: 850

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 850

IMPACT OF DENIAL

Denial of this positive initiative would potentially result in a morale reduction as the officers get together, dressed in their dress uniform and attend with their families as we recognize the outstanding achievements of our staff and volunteers.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2110
Title:	Awards Ceremony
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 47-00 Printing and Binding		R	200
001-2100-521 52-00 Operating Supplies		R	500
001-2100-521 52-07 Uniforms and Brass		R	150
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 850
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 850



SLA: 18-2111		FY 2018 Total Budget Cost / (Savings)		\$ (3,000)
Title:	Replacement Headsets for Dispatch			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The Police Department does not need to replace any headsets this fiscal year; therefore, no recurring funding will be needed. The department continuously reviews equipment needs and will request additional funding only when the need for such equipment arises. The current equipment has become obsolete; however, an adequate number of headsets remain in inventory. The department is researching alternatives for use in the future.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	(3,000)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (3,000)
One-Time:	(3,000)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (3,000)

IMPACT OF DENIAL

Denial of this request would result in an allocation of funds that are not necessary and would conflict with the City's goal of a "Financially Responsible City Providing Quality Municipal Services".



FY 2018 Budget: SLA Request, page 2

SLA:	18-2111
Title:	Replacement Headsets for Dispatch
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 52-00 Operating Supplies		O	(3,000)
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ (3,000)
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (3,000)



SLA: 18-2112		FY 2018 Total Budget Cost / (Savings)		\$ 2,250
Title:	Replacement Security Monitors			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The Police Department currently has three monitors located in Telecommunications. The purpose of these monitors is for Telecommunications personnel to view the cameras located throughout the Police Department building to include the safe areas designated for Craigslist exchanges. The current monitors are over ten years old and in need of replacement to ensure they remain operational and reliable. The department is looking to also transition these monitors to a more lightweight and space saving alternative that will be mounted from the ceiling, providing for improved visibility for the personnel on-duty. This request supports the City's goals of having a financially responsible City providing quality municipal services and upgrading city infrastructure.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	2,250
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 2,250

One-Time: 2,250

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 2,250

IMPACT OF DENIAL

Denial will be in contrast with the City's goals and result in the department maintaining the existing infrastructure that is both antiquated and unreliable.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2112
Title:	Replacement Security Monitors
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 52-50 Minor Operating Equipment		O	2,250
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 2,250
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,250



SLA: 18-2113		FY 2018 Total Budget Cost / (Savings)		\$ 3,760
Title:	Equipment for Crime Scene			Fund: General
Department:	Police			Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In FY 2016, the Criminalistics Section processed 189 crime scenes and lifted 1,044 latent fingerprints. During budget preparation, the department has identified equipment needs to assist with the management and processing of property and evidence that is collected from the field. Numerous inspections and audits are performed throughout the year as part of the department's accreditation process to ensure the facility remains secure, neat, organized, and that the property/evidence received is accounted for. Upon reviewing the equipment needs of the facility and in the field, the department is requesting the purchase of four lockable storage cabinets, two cameras, a trace evidence vacuum, and a fingerprint scanner. This ensures all the property and evidence that is awaiting processing is secured with access restricted to each of the Criminalistics personnel, the smallest pieces of evidence to help solve cases and bring closure to the victims are collected, and the streamlining of fingerprint evidence through electronic submissions. This request also supports the City's goal of upgrading city infrastructure and Pillar Two, "Policy and Oversight" of the 21st Century Policing Report as it relates to ensuring public trust and accountability.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	3,760
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 3,760
One-Time:	3,760
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 3,760

IMPACT OF DENIAL

Denial will result in a less flexible crime scene unit with outdated equipment, conflicting with the City's goal of "Financially Responsible City Providing Quality Municipal Services".



FY 2018 Budget: SLA Request, page 2

SLA:	18-2113
Title:	Equipment for Crime Scene
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 52-50 Minor Operating Equipment		O	3,760
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 3,760
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,760



SLA: 18-2114		FY 2018 Total Budget Cost / (Savings)		\$	(4,840)
Title:	Training		Fund:	General	
Department:	Police		Division:	N/A	
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	Decrease	<input type="checkbox"/>	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

An analysis of the proposed FY 2018 budget resulted in a reduction of \$4,840 in our training budget. The department will continue to review the training needs and request the appropriate funding for such training accordingly. This request supports the City's goal of being a "Financially Responsible City Providing Quality Municipal Services."

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$	-
Operating		(4,840)
Capital		-
Debt Service		-
Other Expenditures		-

Total Expenditures:	\$	(4,840)
One-Time:		(4,840)
Recurring:		-

REVENUES

Total Revenues:	\$	-
Total Expenditures Minus Revenues:	\$	(4,840)

IMPACT OF DENIAL

Denial would provide for funding that was not requested by the department for FY 2018.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2114
Title:	Training
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-2100-521 40-00 Travel, Training, and Per Diem		O	(5,690)
001-2100-521 55-00 Training and Education		O	850
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ (4,840)
<i>Capital Outlay</i>			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (4,840)



SLA: 18-2115		FY 2018 Total Budget Cost / (Savings)		\$ 7,500
Title:	Replacement of Cellebrite			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

An integral part of modern policing is the ability to extract evidence from mobile digital devices ("cell phones"). The Police Department currently utilizes a Cellebrite UFED Touch for that purpose. Unfortunately, effective June 30, 2018, Cellebrite will discontinue support of this device and has introduced the UFED Touch2. In an effort to make it easier for customers to adopt the UFED Touch2, Cellebrite is ensuring a supported migration path to successive Cellebrite UFED hardware platforms. This budget request is for the replacement/upgrade of the current piece of equipment which will be obsolete on June 30, 2018. The item needed is in accordance with the 21st Century Policing Pillar Three, "Technology & Social Media".

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	7,500
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 7,500
One-Time:	7,500
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 7,500

IMPACT OF DENIAL

Denial of this request will cease the ability to extract/analyze digital evidence and prosecute those involved in all types of criminal cases.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2115
Title:	Replacement of Celebrite
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ -
Capital Outlay			
001-2100-521 64-00 Capital Equipment		O	7,500
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ 7,500
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 7,500



SLA: 18-2117		FY 2018 Total Budget Cost / (Savings)		\$ 5,000
Title:	Promotional Items		Fund:	General
Department:	Police		Division:	N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Requesting funding for promotional items that we will be able to give away at various community events throughout the year. During the past year, we have gone to area middle and elementary schools for various events and open houses, where we are not able to provide the public, children in particular, with any trinkets/items that will help them remember their positive interaction with the officer(s). These items can include color changing cups, coloring books, badge stickers, temporary tattoos, water bottles, key chains, lanyards, flashlights, or any other items that we feel the community would appreciate.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	5,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 5,000

One-Time: -
Recurring: 5,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 5,000

IMPACT OF DENIAL

Denial would not allow the department to market the City and remind citizens of the positive community/police interaction.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2117
Title:	Promotional Items
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 48-00 Promotional Activities		R	5,000
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 5,000
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,000



SLA: 18-2118		FY 2018 Total Budget Cost / (Savings)		\$ 28,440
Title:	Outer Vest Carriers for Patrol			Fund: General
Department:	Police			Division: N/A
Category:	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

With the increased threat to law enforcement on a daily basis, staff has researched additional body armor for added ballistic protection. The current department issued bulletproof vests have the stopping capability of most handgun calibers. The outer vest carrier is a much heavier body armor, containing metal plates with the capability of stopping high powered ammunition. The National Law Enforcement Officers Memorial Fund (NLEOMF) stated, "More and more officers are being killed in the line of duty across the country each year". In 2016, law enforcement saw a 56% increase in officers killed in firearm related deaths. Those shooting deaths included 21 deaths in ambush-style shootings with the use of a high-powered weapon. According to NLEOMF, eight multiple-shooting death incidents claimed the lives of 20 officers in 2016. The outer carries would be kept in the officer's vehicles in the event they are called to an active shooter situation, or a subject is known to be armed with a high-powered rifle or weapon. The outer carriers have a 10-year expiration. In FY 2019, we will be asking to outfit the remainder of officers in the department, consisting of detectives and administrative personnel.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	28,440
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 28,440

One-Time: 28,440

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 28,440

IMPACT OF DENIAL

Denial of this request would jeopardize officers safety and limit the protection available to ensure the officers remain safe during an active shooter situation.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2118
Title:	Outer Vest Carriers for Patrol
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 52-07 Uniforms, Badges, etc.		O	28,440
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 28,440
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 28,440



SLA: 18-2119		FY 2018 Total Budget Cost / (Savings)		\$ (2,950)
Title:	Internet Communication Service			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Currently, the Police Department budgets for its internet communication services. However, as part of the current migration of the City and Police IT networks, the funding for the internet communication was moved to the City IT budget. This ensures consistency and allows for the City IT to be the point of contact for any internet or network connection issues. Please see General Services SLA 18-0796.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	(2,950)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (2,950)
One-Time:	(2,950)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (2,950)

IMPACT OF DENIAL

Denial would provide funding for a service that is now being managed and coordinated through the City IT budget and would be unnecessary.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2119
Title:	Internet Communication Service
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 41-00 Communication Services		O	(2,950)
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ (2,950)
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (2,950)



SLA: 18-2120		FY 2018 Total Budget Cost / (Savings)		\$ (2,000)
Title:	Tint Meter Calibration			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

In fiscal year 2016/2017, the Police Department budgeted \$2,400 for annual tint meter calibrations. The actual cost was substantially lower, allowing a reduction of \$2,000 for this fiscal year.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	(2,000)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (2,000)
One-Time:	(2,000)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (2,000)

IMPACT OF DENIAL

Denial would cause over appropriation of funding for FY 2018.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2120
Title:	Tint Meter Calibration
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 46-03 R&M Vehicles & Equipment		O	(2,000)
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ (2,000)
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (2,000)



SLA: 18-2121		FY 2018 Total Budget Cost / (Savings)		\$ 5,000
Title:	Sergeant Promotional Process			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

In the 2017/2018 fiscal year, we have requested the implementation of a Traffic Unit, which would consist of an additional Sergeant to oversee the unit. In accordance with the Collective Bargaining Agreement (CBA), the current eligibility list has expired. Therefore, a new process will need to be funded to create a Sergeant eligibility list which is valid for one year.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	5,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 5,000
One-Time:	5,000
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 5,000

IMPACT OF DENIAL

Denial of this SLA would hinder the ability for the department to have an eligibility list available to fill any sergeant vacancies.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2121
Title:	Sergeant Promotional Process
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 31-00 Professional Services		O	5,000
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 5,000
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,000



SLA: 18-2123		FY 2018 Total Budget Cost / (Savings)		\$ 12,500
Title:	Replacement Fitness Center Equipment			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

When the Police Department was built in 2006, the Fitness Center was given two brand new commercial treadmills, one elliptical and one stair climber. The remainder of the equipment in the Fitness Center was all donated, used equipment. That equipment remains in the Fitness Center today. This past year, one of the treadmills was in need of major repairs and the cost to fix it was nearly half of the cost of a new commercial grade treadmill. The request for \$12,500.00 is to strategically start replacing old fitness equipment over the next fiscal years with new and modern equipment. This Service Level Adjustment relates to the President's Task Force Report of 21st Century Policing, Pillar Six, "Officer Safety and Wellness".

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	12,500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 12,500
One-Time:	12,500
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 12,500

IMPACT OF DENIAL

Denial would limit the options in the fitness center for police department employees. The cardio vascular equipment originally donated, needs replacement and leaves very limited, old, strength-resistance equipment to use.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2123
Title:	Replacement Fitness Center Equipment
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 52-50 Minor Operating Equipment		O	12,500
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 12,500
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 12,500



SLA: 18-2124		FY 2018 Total Budget Cost / (Savings)		\$ 2,400
Title:	Replacement Hand Held Laser			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

This Service Level Adjustment (SLA) request is to purchase two new hand-held lasers for patrol. This year we have decommissioned two of the four hand-held lasers that were over 10 years old. This Mobile Speed Enforcement Tool allows officers to stealthy capture speed violators in areas where patrol vehicles may have a difficult time enforcing speed. This SLA relates to the President's Task Force Final Report on 21st Century Policing Pillar Four, "Community Policing and Crime Reduction".

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	2,400
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 2,400

One-Time: 2,400

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 2,400

IMPACT OF DENIAL

The allowance of inadequate equipment hinders the effect of community policing efforts within the City. By not having this specific equipment and its easy mobility, the enforcement efforts of our department could be hindered depending on the location and specific traffic requests and concerns by the public.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2124
Title:	Replacement Hand Held Laser
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 52-50 Minor Operating Equipment		O	2,400
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 2,400
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,400



SLA: 18-2125		FY 2018 Total Budget Cost / (Savings)		\$ 7,550
Title:	Special Response Team Equipment			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The department adopted a Special Response Team in 2015 that consists of fourteen (14) Operators and three (3) Crisis Negotiators. The team is a highly trained and equipped team that carries special weapons and chemical munitions to carry out search warrants, arrest warrants, and containment on situations that may lead to a critical incident. As the team trains 12 hours bi-weekly, wear and tear on equipment becomes noticeable and the need to replace certain equipment becomes a necessity. Furthermore, less lethal alternatives will be purchased this fiscal year as part of the recurring cost for the team to function according to policies and procedures. This SLA relates to the President's Task Force Final Report on 21st Century Policing, Pillar Two, "Policy and Oversight", Pillar Five, "Training and Education", and Pillar Six, "Officer Safety and Wellness".

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	7,550
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 7,550
One-Time:	7,550
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 7,550

IMPACT OF DENIAL

Denial will cause the team to have inadequate equipment, a heightened safety concern for our officers and public, and failure to comply with policy and procedures.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2125
Title:	Special Response Team Equipment
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 52-00 Operating Supplies		O	5,400
001-2100-521 52-50 Minor Operating Equipment		O	2,150
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 7,550
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 7,550



SLA: 18-2126		FY 2018 Total Budget Cost / (Savings)		\$ 33,540
Title:	Replacement Tasers & Associated Equipment			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Sworn officers carry Electronic Current Devices (Tasers). Beginning Fiscal Year 2017, the department began replacement of the outdated Taser X26 with the newer X26P at the rate of 20 per year. This will be the second of a three-year plan to fully replace the current, aging stock which was approved in FY 2017. This continued purchase is in accordance with 21st Century Policing Pillars Two, "Policy & Oversight" and Three, "Technology & Social Media" - "Keeping Up With Emerging Technologies" as well as Pillar Six, "Officer Wellness & Safety". An increase is also needed for taser supplies, to include holsters, targets and replacement batteries.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	33,540
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 33,540
One-Time:	33,540
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 33,540
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IMPACT OF DENIAL

Denial of this request would make the department rely on potentially unserviceable, outdated technology which could place officers and citizens in risk of personal harm.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2126
Title:	Replacement Tasers & Associated Equipment
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 52-00 Operating Supplies		O	13,540
001-2100-521 52-50 Minor Operating Equipment		O	20,000
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 33,540
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 33,540



SLA: 18-2127		FY 2018 Total Budget Cost / (Savings)		\$ 15,000
Title:	Replacement Sign Board		Fund:	General
Department:	Police		Division:	N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Currently, the sign boards are over 10 years old and are no longer functional. Several electrical boards have been replaced, including the mother boards on both sign boards in the past which caused several weeks and months of down time on a needed piece of equipment. Sign boards are heavily used in the department during special events, road closures, crime reduction efforts and reciprocity within other city departments. Next year, a request will be put forth for replacement of the 2nd sign board. This SLA relates to the President's Task Force Report of 21st Century Policing, Pillar One, "Trust and Legitimacy", Pillar Three, "Technology and Social Media", and Pillar Four, "Community Policing & Crime Reduction".

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	15,000
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 15,000

One-Time: 15,000

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 15,000

IMPACT OF DENIAL

Denial would allow an increase in maintenance repairs and cause the sign to be out of service.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2127
Title:	Replacement Sign Board
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-2100-521 64-00 Capital Equipment		O	15,000
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ 15,000
<i>Debt Service</i>			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 15,000



SLA: 18-2128		FY 2018 Total Budget Cost / (Savings)		\$ 24,890
Title:	Replacement Body Armor		Fund:	General
Department:	Police		Division:	N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

To ensure the safety of our officers, the Police Department purchases ballistic vests for officers to wear in the field. The wearing of such vests for field personnel is mandated per policy and required to be eligible for the Bullet Proof Vest grant. Such vests expire every 5 years and need to be replaced. This year 40 vests are in need of replacement, as opposed to the 8 from FY 2017. The Department applies annually through the Bullet Proof Vest grant program, requesting a 50% reimbursement per vest. The announcement is usually posted in July, which will advise the approval or denial and the amount granted.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	24,890
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 24,890

One-Time: 24,890

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 24,890

IMPACT OF DENIAL

Denial would result in inadequate funding for the purchase of ballistic vests. It would also jeopardize the safety of the officers and could be in conflict with the current Collective Bargaining Agreement.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2128
Title:	Replacement Body Armor
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 52-07 Uniforms, Badges, Etc.		O	24,890
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 24,890
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 24,890



SLA: 18-2129		FY 2018 Total Budget Cost / (Savings)		\$ 3,540
Title:	Explorer Program		Fund:	General
Department:	Police		Division:	N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>

<input type="checkbox"/>	Toledo Blade interchange as major destination
<input type="checkbox"/>	Sumter interchange as major destination
<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Explorer posts are part a nationwide program backed by the Boy Scouts of America to allow youth to gain familiarity with various career paths within the law enforcement profession. The Explorer program is an outreach effort to introduce police operations to youth ranging in age from high school freshmen to 21 years old. The Explorer program allows officers to interact with youth in an effort to teach positive habits and behavior, and to learn about the consequences of poor decision making. A budget increase would allow NPPD to create an advantageous curriculum that would include physical fitness, firearms training and participation in the annual Explorer competition against other posts. Increasing funds gives NPPD the tools necessary to stay current and competitive with other agencies. It's the goal of the Police Department to have a successful program by promoting positive growth and development that will also benefit the community at large. The Explorer program in essence allows the department to interact early on with individuals who someday may become valuable members of the North Port Police Department and the community they serve. In addition, the Explorers hold fundraisers throughout the year to have funding available for pizza parties or any equipment or supplies not covered in the budget. Requesting \$1,000 as a revenue neutral expenditure, realizing they can only spend what they bring in.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	4,540
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 4,540

One-Time: 4,540

Recurring: -

REVENUES

001-0000-369-9000	1,000
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Total Revenues: \$ 1,000

Total Expenditures Minus Revenues: \$ 3,540

IMPACT OF DENIAL

Denial of funds would diminish the Explorer program and our ability to promote the growth and development of youth within our community.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2129
Title:	Explorer Program
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 48-71 Community Program		O	3,540
001-2100-521 52-00 Operating Supplies		O	1,000
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 4,540
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 4,540



SLA: 18-2130		FY 2018 Total Budget Cost / (Savings)		\$ 3,600
Title:	ONESolution MCT Project Management			Fund: General
Department:	Police			Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The Police Department currently utilizes the SunGard PS / OSSI Visual MCT software product to provide mobile dispatch and reporting capabilities to officers in the field. SunGard PS / OSSI is providing a major software upgrade to the Visual MCT product line free with our maintenance. This new version is called "ONESolution MCT". This new version has some enhancements which will increase productivity, such as there will no longer be a need for officers to bring their laptops into the office to perform updates. For this reason alone, many agencies using Visual MCT are moving to the ONESolution MCT product. Since this is not a normal software update to fix issues, but rather a major upgrade, project management, implementation, and training of this new software product are not covered under our annual software maintenance agreement, thus funding to pay for those services is needed in order to implement the new "ONESolution MCT" software.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	3,600
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 3,600

One-Time: 3,600

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 3,600

IMPACT OF DENIAL

Denial will reduce officer's productivity and decreases their service time available to the community.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2130
Title:	ONESolution MCT Project Management
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 31-00 Professional Services		O	3,600
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 3,600
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,600



SLA: 18-2131		FY 2018 Total Budget Cost / (Savings)		\$ -
Title:	Santa Surprise & Shop With a Cop			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

These are special community programs the Police Department has developed to make a difference in the lives of the citizens of North Port during the Christmas season. These are both revenue neutral expenditures, based on donations from local businesses and citizens throughout the fiscal year.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	12,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 12,000

One-Time:	-
Recurring:	12,000

REVENUES

Santa Surprise - 001-0000-366-55-00	6,000
Shop With a Cop - 001-0000-366-44-00	6,000

Total Revenues: \$ 12,000

Total Expenditures Minus Revenues: \$ -

IMPACT OF DENIAL

Denial would not allow for the positive community involvement between police officers and citizens.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2131
Title:	Santa Surprise & Shop With a Cop
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 48-71 Community Program - Santa Surprise		R	6,000
001-2100-521 48-71 Community Program - Shop With a Cop		R	6,000
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 12,000
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 12,000



SLA: 18-2132		FY 2018 Total Budget Cost / (Savings)		\$ (18,750)
Title:	Annual Software Maintenance & Support			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The Police Department utilizes a number of software and hardware products that require annual software maintenance, such as antivirus software, NetMotion VPN software, Interview Room Systems, etc. Some of these products have reached end-of-life, are no longer used, or the maintenance on the product was paid for multiple years in the FY 2016-2017 budget.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	(18,750)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (18,750)
One-Time:	(18,750)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (18,750)

IMPACT OF DENIAL

Denial will result in unnecessary funding being allocated to the Department.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2132
Title:	Annual Software Maintenance & Support
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 46-01 R&M Office Equipment		O	(18,750)
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ (18,750)
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (18,750)



SLA: 18-2133		FY 2018 Total Budget Cost / (Savings)		\$ 16,780
Title:	Annual Sungard / OSSI Maintenance & Support			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The Police Department currently utilizes the SunGard PS / OSSI system to provide core application system services to the Police Department. This includes Computer Aided Dispatching, Records Management, Mobile CAD (Visual MCT), Mobile Field Reporting, and Message Switch communications capabilities with FDLE, FCIC, NCIC, etc. In FY 2016-2017, the annual software maintenance for our SunGard PS / OSSI systems was budgeted at \$120,090. Separate from this annual maintenance, in FY 2016-2017, we purchased additional SunGard PS software licenses that were needed for each new staff member. These additional software licenses came with a one-year annual maintenance; however, after the first year we must pay for the ongoing maintenance. Additionally, SunGard PS / OSSI has estimated a 5% increase in their annual maintenance next FY.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	16,780
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 16,780

One-Time: -
Recurring: 16,780

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 16,780

IMPACT OF DENIAL

Failure to obtain the needed funding to pay for our SunGard PS / OSSI annual maintenance would result in systems being out of maintenance. This would prevent software updates, corrections and improvements to be applied to our systems, which could impact our ability to meet State and Federal reporting requirements, as well as negatively impacting system functionality. As well, subsequent maintenance renewal at a later date would require that we pay past maintenance fees prior to our maintenance being reinstated.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2133
Title:	Annual Sungard / OSSI Maintenance & Support
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 46-01 R&M Office Equipment		R	16,780
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 16,780
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 16,780



SLA: 18-2134		FY 2018 Total Budget Cost / (Savings)		\$ (1,000)
Title:	Repair of In-Car Cameras		Fund:	General
Department:	Police		Division:	N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The Police Department budgeted \$6,000 in FY 2016-2017 for repair of Apollo DVR Systems used in our police vehicles. This included repair of the systems, purchase of replacement body mics and cameras used in conjunction with the system. It is estimated that this amount can be reduced \$1,000.00 in FY 2017-2018 to \$5,000 due to the purchase of new vehicles.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	(1,000)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (1,000)
One-Time:	(1,000)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (1,000)

IMPACT OF DENIAL

Denial will result in unnecessary funding being allocated to the department.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2134
Title:	Repair of In-Car Cameras
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-2100-521 46-03 R&M Vehicles & Equipment		O	(1,000)
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ (1,000)
<i>Capital Outlay</i>			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (1,000)



SLA: 18-2135		FY 2018 Total Budget Cost / (Savings)		\$ 23,270
Title:	Replacement Desktop Computers			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

In FY 2016-2017, the Police Department budgeted for four (4) replacement desktop computers. In FY 2017-2018 the Police Department needs to replace fifteen (15) desktop computers. This would include replacement of workstations used in our Dispatch Center for example. This results in an increase of \$17,180 for this line item over FY 2016-2017.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		23,270
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ 23,270
One-Time:		23,270
Recurring:		-
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ 23,270

IMPACT OF DENIAL

Older desktop computers will remain in circulation that are out of warranty. Should they not be replaced, the PD would incur unexpected expenditures to repair or replace them should they break. As well, the PD is attempting to move all systems to Windows 10 in as timely a manner as possible. Lack of funds to replace these systems would delay that timeline and impact the PD's plans to standardize on that operating system platform.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2135
Title:	Replacement Desktop Computers
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 52-50 Minor Operating Equipment		O	23,270
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 23,270
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 23,270



SLA: 18-2136		FY 2018 Total Budget Cost / (Savings)		\$ 32,580
Title:	Replacement Laptop Computers			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

In FY 2016-2017, the Police Department budgeted \$44,770.00 for fifteen (15) replacement laptop computers. In FY 2017-2018 the Police Department estimates \$32,580.00 will be needed to replace fourteen (14) laptop computers. This will include nine (9) replacement laptops used in our police vehicles, as well as six (6) laptops used by our detectives and other staff.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	32,580
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 32,580
One-Time:	32,580
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 32,580

IMPACT OF DENIAL

Older laptop computers would remain in circulation that are currently out of warranty. Should they not be replaced, the PD would incur unexpected expenditures to repair or replace them should they break. As well, new laptops are needed to fit in the mounts in the new police vehicles that are being purchase in FY 2017-2018. Using existing laptops in the new vehicles would pose a real problem as our laptops would not work in those new vehicles.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2136
Title:	Replacement Laptop Computers
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 52-50 Minor Operating Equipment		O	32,580
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 32,580
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 32,580



SLA: 18-2137		FY 2018 Total Budget Cost / (Savings)		\$ (2,200)
Title:	Backup Media & Devices		Fund:	General
Department:	Police		Division:	N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Currently, the Police Department budgets for backup media & devices. However, as part of the current migration of the City and Police IT networks, the funding is not necessary. This ensures consistency and allows for the City IT to be the point of contact for any issues.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		(2,200)
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ (2,200)
One-Time:		(2,200)
Recurring:		-
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ (2,200)

IMPACT OF DENIAL

Denial would result in unnecessary funding in the police department budget.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2137
Title:	Backup Media & Devices
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 52-50 Minor Operating Equipment		O	(2,200)
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ (2,200)
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (2,200)



SLA: 18-2138		FY 2018 Total Budget Cost / (Savings)		\$ 28,200
Title:	Leasing Undercover Detective Vehicles			Fund: General
Department:	Police			Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

In 2015 the Department separated a joint narcotics unit with the Sarasota County Sheriff's Office and formed a Special Investigation Unit (SIU). Undercover detectives utilize their assigned vehicles to conduct surveillance operations, as part of their undercover duties. Currently our officers have a limited amount of vehicles to choose from, and more than often, criminals quickly figure out the undercover vehicles. In fiscal year 2018, six Special Investigations Unit (SIU) vehicles are due for replacement. Staff researched alternative methods and found in this case, leasing is the best option. Each year, the undercover detective will turn in the leased vehicle for a new one, based on a certain plan option. Detectives have a variety of vehicles to choose from. The cost per year is approximately \$4,700 per vehicle, which includes oil changes. By leasing five vehicles, the department will remove five replacement vehicles from the 2018RV project, a savings in the Surtax fund by approximately \$167,000. This SLA relates to the President's Task Force Final Report on 21st Century Policing Pillar Four, "Community Policing and Crime Reduction", and Pillar Six, "Safety and Wellness".

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	28,200
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 28,200

One-Time:	-
Recurring:	28,200

REVENUES

Total Expenditures Minus Revenues: \$ 28,200

IMPACT OF DENIAL

Denial of this request impacts the detectives undercover capabilities and causes an officer safety concern if they are identified by the vehicle as an undercover detective.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2138
Title:	Leasing Undercover Detective Vehicles
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-2100-521 44-00 Rentals & Leases		R	28,200
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 28,200
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 28,200





SLA: 18-2139		FY 2018 Total Budget Cost / (Savings)		\$ 46,380
Title:	Police Officer (SRO) x2			Fund: General
Department:	Police			Division: N/A
Category:	<input checked="" type="checkbox"/> x	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> x		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

An analysis conducted this year has made school violence and officer-youth relationships a primary concern for law enforcement. The results of the analysis have identified a need for one school resource officer (SRO) at the Imagine campuses, and an additional school resource officer for the elementary schools within the City. It is a priority of the North Port Police Department to provide police services to schools in an effort to enhance security, and to create an environment where students feel safe. We believe that the implementation of two additional school resource officers will help prevent juvenile delinquency, and promote the growth and development of our younger students through close contact with law enforcement. It is also important that parents feel a sense of safety by having a police officer available to their child. One officer will be shared between the two Imagine School campuses, with the second officer being assigned to the elementary schools. It is imperative that police begin to build positive relationships with the youth of our city at a young age. These positions will be funded out of the General Fund. Staff has reached out to the Sarasota County School Board for funding assistance of these positions and is awaiting their answer. If approved, it would fall in line with the City's goal of "Providing Quality Municipal Services to our Citizens." Impact fees will be used to purchase one vehicle and the other will come from our replacement vehicles.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
2.00	Police Officer	600

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 87,640
Operating	46,520
Capital	55,800
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 189,960
One-Time:	93,840
Recurring:	96,120

REVENUES

001-0000-342-10-01 - School Resource Officer	143,580
Total Revenues:	\$ 143,580
Total Expenditures Minus Revenues:	\$ 46,380

IMPACT OF DENIAL

Denial of this request would strongly hinder officer's ability to build positive relationships with young students within our community. A lack of coverage on school grounds would also increase response time, and decrease efforts in creating a safe environment for students.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2139
Title:	Police Officer (SRO) x2
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries		R	63,160
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA		R	4,840
001-2100-521 22-01 FRS		R	5,000
001-2100-521 23-00 Insurance - Health & Dental		R	14,540
001-2100-521 23-02 Vision Care		R	100
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ 87,640
Operating Expenditures			
001-2100-521 31-07 Psychological Evaluation		O	\$ 500
001-2100-521 40-00 Travel & Per Diem		R	1,340
001-2100-521 41-00 Communications Services		R	1,720
001-2100-521 46-01 R&M Office Equipment		R	40
001-2100-521 46-03 R&M Vehicles & Equipment		R	140
001-2100-521 47-00 Printing & Binding		R	60
001-2100-521 49-14 Tags, Fees, Licenses		O	580
001-2100-521 52-00 Operating Supplies		O	1,440
001-2100-521 52-02 Gasoline		R	4,010
001-2100-521 52-07 Uniforms, Badges, Etc.		O	3,440
001-2100-521 52-50 Minor Operating Equipment		O	32,080
001-2100-521 54-00 Books, Public, Subs, Memberships		R	90
001-2100-521 55-00 Training & Education		R	1,080
Total Operating Expenditures			\$ 46,520
Capital Outlay			
001-2100-521 150-2100 Impact Fees		O	55,800
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ 55,800
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 189,960

Non-Departmental

Fund

001-General Fund

Department/Division

9100-Non-Departmental

Mission

The mission of the Non-Departmental division is to serve as the budgetary division for all non-department specific costs that need to be allocated to all General Fund departments.

In order to accomplish this mission, the Non-Departmental division serves to budget global activities for the General Fund including general insurance premiums and contingency.

Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Employee Benefits	\$ 9,075	\$ 6,831	\$ 1,650	\$ 8,800	\$ 8,800
PERSONNEL EXPENDITURES	9,075	6,831	1,650	8,800	8,800
Professional/Contracted Services	546,802	94,769	130,638	113,200	117,400
Current Operating Charges	448,050	361,677	412,574	412,120	393,940
OPERATING EXPENDITURES	994,852	456,446	543,212	525,320	511,340
CAPITAL EXPENDITURES	-	-	-	38,840	-
OTHER USES	-	-	-	-	250,000
TOTALS	\$ 1,003,927	\$ 463,277	\$ 544,862	\$ 572,960	\$ 770,140

**Non-Departmental
FY 2017 Base Budget
Reconciliation**

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
001-9100-513-24-00 Workers' Compensation	-	-	-
001-9100-513-25-00 Unemployment Compensation	8,800	-	8,800
TOTAL PERSONNEL	8,800	-	8,800
OPERATING			
001-9100-513-31-05 Other Professional Services	113,200	-	113,200
001-9100-513-40-00 Travel & Per Diem	-	-	-
001-9100-513-41-00 Communication Services	-	-	-
001-9100-513-42-00 Postage	40,000	-	40,000
001-9100-513-45-00 Insurance	318,810	-	318,810
001-9100-513-46-04 R&M Buildings	-	-	-
001-9100-513-46-09 R&M Landscaping	-	-	-
001-9100-513-46-50 Fleet-Administrative	1,860	-	1,860
001-9100-513-46-51 Fleet-Labor	1,050	-	1,050
001-9100-513-46-52 Fleet-Parts	400	-	400
001-9100-513-46-53 Fleet-Outsourced	-	-	-
001-9100-513-47-00 Printing & Binding	-	-	-
001-9100-513-48-00 Promotional Activities	-	-	-
001-9100-513-49-01 Bank & Transaction Fees	-	-	-
001-9100-513-49-12 Ads & Public Notices	-	-	-
001-9100-513-49-14 Tags, Fees, Licenses	-	-	-
001-9100-513-49-55 Contingency	50,000	-	50,000
001-9100-513-51-00 Office Supplies	-	-	-
001-9100-513-52-01 Operating Supplies	-	-	-
001-9100-513-52-02 Fuel	-	-	-
001-9100-513-52-07 Uniforms	-	-	-
001-9100-513-52-50 Minor Operating	-	-	-
001-9100-513-54-00 Books, Publications, Subscriptions	-	-	-
001-9100-513-55-00 Training & Education	-	-	-
TOTAL OPERATING	525,320	-	525,320
CAPITAL			
001-9100-513-64-00 Capital Machinery & Equipment- <i>SLA-17-9100</i>	38,840	(38,840)	-
TOTAL CAPITAL	38,840	(38,840)	-
TOTALS	572,960	(38,840)	534,120

NON-DEPARTMENTAL

BUDGET ANALYSIS

001-9100-513

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
<u>Account Description</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>							
25	Unemployment Compensation	\$ 9,075	\$ 6,831	\$ 1,650	\$ 8,800	\$ 8,800	\$ 8,800
	Employee Benefits	9,075	6,831	1,650	8,800	8,800	8,800
	Total Personnel Expenditures	9,075	6,831	1,650	8,800	8,800	8,800
<i>OPERATING EXPENDITURES</i>							
31	Professional Services	546,802	94,769	130,638	113,200	113,200	117,400
	Professional/Contracted Services	546,802	94,769	130,638	113,200	113,200	117,400
42	Postage & Mailing	20,851	26,626	28,735	40,000	40,000	40,000
45	Insurance	307,355	327,382	380,955	318,810	318,810	300,620
46	Repairs & Maintenance	34,619	7,300	2,873	3,310	3,310	3,320
49	Other Current Charges	85,225	369	11	50,000	50,000	50,000
	Current Operating Charges	448,050	361,677	412,574	412,120	412,120	393,940
	Total Operating Expenditures	994,852	456,446	543,212	525,320	525,320	511,340
<i>CAPITAL EXPENDITURES</i>							
64	Capital Machinery & Equipment	-	-	-	38,840	-	-
	Total Capital Expenditures	-	-	-	38,840	-	-
<i>OTHER USES</i>							
20	Transfers Out - Capital Acquisition Fund	-	-	-	-	-	250,000
	Total Other Uses	-	-	-	-	-	250,000
TOTALS		\$ 1,003,927	\$ 463,277	\$ 544,862	\$ 572,960	\$ 534,120	\$ 770,140

NON-DEPARTMENTAL		Service Level Adjustments (SLAs)								
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-9100	Transfer to Capital Acquisition Fund	-	X	-	0.00	-	250,000	250,000	-	\$ 250,000
				TOTALS	0.00	\$ -	\$ 250,000	\$ 250,000	\$ -	\$ 250,000



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-9100		FY 2018 Total Budget Cost / (Savings)	\$ 250,000
Title:	Transfer to Capital Acquisition Fund		Fund: General
Department:	Non-Departmental		Division: N/A
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

This SLA follows Commission direction from the May 17th workshop to start funding the Capital Acquisition fund for General Fund rolling stock and equipment replacements. The first three years of transfers are estimated at \$250,000 each year. Each year, the estimated transfer will be re-evaluated to ensure sufficient funding for replacements in future years.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			-
Capital			-
Debt Service			-
Other Expenditures			250,000
Total Expenditures:			\$ 250,000
One-Time:			-
Recurring:			250,000
REVENUES			
Total Revenues:			\$ -
Total Expenditures Minus Revenues:			\$ 250,000

IMPACT OF DENIAL

The General Fund will continue to budget capital replacements through the General Fund.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-9100
Title:	Transfer to Capital Acquisition Fund
Fund:	General
Department:	Non-Departmental
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-9100-513 12-00 Salaries			
001-9100-513 14-00 Overtime			
001-9100-513 21-00 FICA			
001-9100-513 22-01 FRS			
001-9100-513 23-00 Insurance - Health & Dental			
001-9100-513 23-02 Vision Care			
001-9100-513 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
001-9100-513			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
001-9100-513			
001-9100-513			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-9100-581 20-00 Transfer to Capital Acquisition Fund		R	250,000
001-9100-581			
Total Other Expenditures			\$ 250,000

Page 2 Sub-total: \$ 250,000

TREE FUND

		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018
		Actual		Actual		Actual		Adopted		Preliminary
Revenues										
<i>Permits & Special Assessments</i>	\$	19,600	\$	11,920	\$	14,315	\$	10,000	\$	350,000
<i>Fines & Forfeitures</i>		81,500		187,500		362,745		200,000		12,000
<i>Miscellaneous</i>		1,613		5,451		5,734		3,500		4,000
<i>Other Sources</i>		170		308		-		150,210		(202,140)
Total Revenues	\$	102,883	\$	205,179	\$	382,794	\$	363,710	\$	163,860
Expenditures										
<i>Physical Environment</i>	\$	130,060	\$	76,929	\$	168,238	\$	363,710	\$	163,860
Total Expenditures	\$	130,060	\$	76,929	\$	168,238	\$	363,710	\$	163,860

NDS-TREE		Service Level Adjustments (SLAs)								
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-2776	Senior Arborist	X	-	-	1.00	28,710	67,600	96,310	-	\$ 96,310
				TOTALS	1.00	\$ 28,710	\$ 67,600	\$ 96,310	\$ -	\$ 96,310



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-2776		FY 2018 Total Budget Cost / (Savings)		\$ 96,310
Title:	Senior Arborist		Fund:	Tree
Department:	Neighborhood Development Svcs		Division:	N/A
Category:	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

We are seeing a significant increase in the permit applications from the FY 15/16 and the first half of the FY 16/17. This increase is driving an increase in permit submittals, plan review hours and additional inspection workload for our City Arborist. The Building Division anticipates the need for an additional Arborist and would like to promote from within for the Senior Arborist position. The current Arborist meets the requirements and is familiar with the needs of the growing construction industry and the growing community. Promoting the current Arborist to this position will keep our commitment to the City's Strategic Plan for Preservation of Environment and Natural Resources. This additional position will help to maintain effective working relationships with the public, help monitor job sites to ensure tree protection barriers are erected and maintained and to work with Development Review Committees regarding site plan review for new projects.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
e Building Division anti		
1.00	Senior Arborist	917

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 66,850
Operating	3,210
Capital	26,250
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 96,310
One-Time:	28,710
Recurring:	67,600

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 96,310

IMPACT OF DENIAL

The workload will continue to increase and timelines will be affected causing the level of customer service to decline.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-2776
Title:	Senior Arborist
Fund:	Tree
Department:	Neighborhood Development Svcs
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
115-2750-524 12-00 Salaries		R	\$ 52,080
115-2750-524 14-00 Overtime			
115-2750-524 21-00 FICA		R	3,320
115-2750-524 22-01 FRS		R	4,120
115-2750-524 23-00 Insurance - Health & Dental		R	7,290
115-2750-524 23-02 Vision Care		R	40
115-2750-524 27-00 Educational Assistance			
Total Personnel Costs			\$ 66,850
Operating Expenditures			
115-2750-524 41-00 Communication Services		R	\$ 360
115-2750-524 52-07 Uniform, Badges, ect.....		R	390
115-2750-524 52-50 Minor Operating Equipment (computer, i-pad, phone)		O	2,460
115-2750-524			
115-2750-524			
115-2750-524			
115-2750-524			
115-2750-524			
115-2750-524			
115-2750-524			
115-2750-524			
115-2750-524			
115-2750-524			
Total Operating Expenditures			\$ 3,210
Capital Outlay			
115-2750-524 64-00 Capital Machinery & Equipment		O	\$ 26,250
115-2750-524			
115-2750-524			
115-2750-524			
115-2750-524			
115-2750-524			
Total Capital Outlay			\$ 26,250
Debt Service			
115-2750-524			
115-2750-524			
Total Debt Service			\$ -
Other Expenditures			
115-2750-581			
115-2750-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 96,310





FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-2776				FY 2018 Total Budget Cost / (Savings)		\$	(63,920)
Title:	Move Arborist to P&Z from Tree Fund					Fund:	Tree
Department:	Neighborhood Development Svcs					Division:	N/A
Category:	<input type="checkbox"/>	Increase	<input type="checkbox"/>	Maintain	<input checked="" type="checkbox"/>	Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Commission has directed to move the Arborist and associated operating costs from the Tree Fund to the Planning Division/General Fund.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
(1.00)	Arborist	916

ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ (56,090)
Operating		(7,830)
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ (63,920)
One-Time:		(63,920)
Recurring:		-

REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ (63,920)

IMPACT OF DENIAL

The Arborist and associated operating costs would remain in the Tree Fund.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-2776
Title:	Move Arborist to P&Z from Tree Fund
Fund:	Tree
Department:	Neighborhood Development Svcs
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
115-2750-524 12-00 Salaries		O	\$ (40,260)
115-2750-524 14-00 Overtime		O	-
115-2750-524 21-00 FICA		O	(2,810)
115-2750-524 22-01 FRS		O	(3,190)
115-2750-524 23-00 Insurance - Health & Dental		O	(9,330)
115-2750-524 23-02 Vision Care		O	(50)
115-2750-524 24-00 Workers Comp		O	(450)
Total Personnel Costs			\$ (56,090)
<i>Operating Expenditures</i>			
115-2750-524 40-00 Travel & Per Diem		O	\$ (600)
115-2750-524 41-00 Communication Services		O	(540)
115-2750-524 46-50 Fleet-Service Charge		O	(1,060)
115-2750-524 46-51 Fleet - Labor		O	(330)
115-2750-524 46-52 Fleet - Parts		O	(150)
115-2750-524 48-00 Promotional Activities		O	(600)
115-2750-524 51-00 Office Supplies		O	(200)
115-2750-524 52-02 Gasoline		O	(3,140)
115-2750-524 52-07 Uniforms		O	(220)
115-2750-524 52-50 Minor Operating Equip		O	(500)
115-2750-524 5-50 Training & Education		O	(490)
115-2750-524			
115-2750-524			
Total Operating Expenditures			\$ (7,830)
<i>Capital Outlay</i>			
115-2750-524			
115-2750-524			
115-2750-524			
115-2750-524			
115-2750-524			
115-2750-524			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
115-2750-524			
115-2750-524			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
115-2750-581			
115-2750-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: **\$ (63,920)**

BUILDING FUND

The Building Fund was established in FY 2007, in accordance with Florida Statute, section 553.80, to account for the property tracking of both revenues and expenditures, related to fees collected for the enforcement of the Florida Building Code.

The following chart shows the revenues and expenditures in the Building Fund for a five-year period beginning in FY 2014.

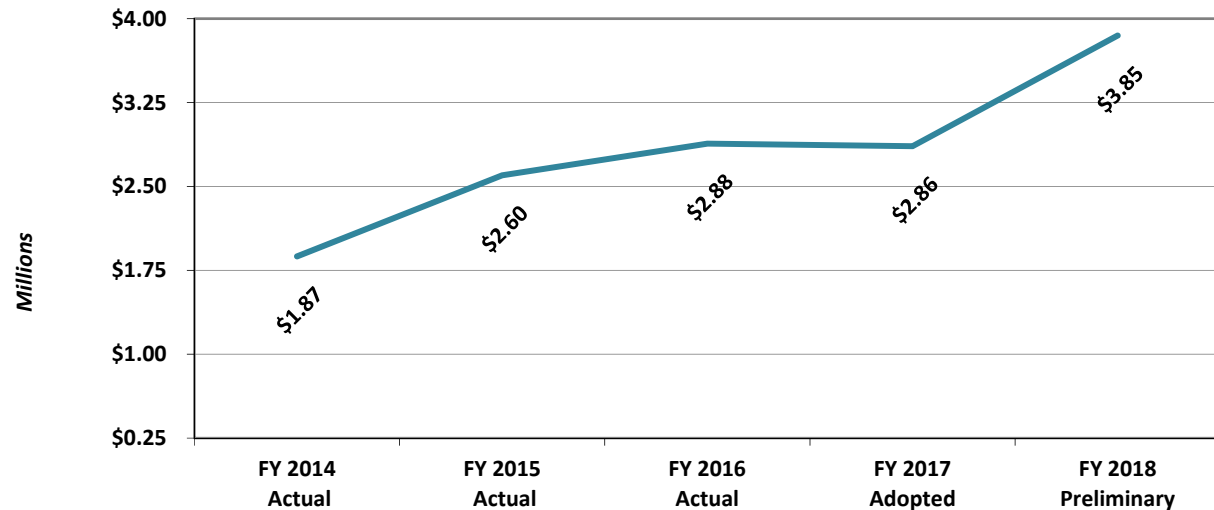
**BUILDING FUND
BUDGET COMPARISON
FY 2014 THROUGH FY 2018**

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Preliminary
Revenues					
Permits & Special Assessments	\$ 1,874,577	\$ 2,600,137	\$ 2,882,775	\$ 2,860,400	\$ 3,849,060
Charges for Services	29,145	34,227	39,220	30,100	30,100
Interest Income	1,813	16,689	27,918	5,000	5,000
Miscellaneous Revenues	7,895	5,674	2,961	4,000	4,000
Other Sources	-	-	-	(667,620)	(1,462,710)
Total Revenues & Other Financing Sources	\$ 1,913,430	\$ 2,656,727	\$ 2,952,874	\$ 2,231,880	\$ 2,425,450
Expenditures					
Public Safety	\$ 939,711	\$ 1,134,616	\$ 1,338,756	\$ 2,106,380	\$ 2,359,200
Capital	1,009	16,950	71,617	85,500	26,250
Other Uses	76,000	72,810	40,000	40,000	40,000
Total Expenditures	\$ 1,016,720	\$ 1,224,376	\$ 1,450,373	\$ 2,231,880	\$ 2,425,450

REVENUES**PERMITS AND SPECIAL ASSESSMENTS**

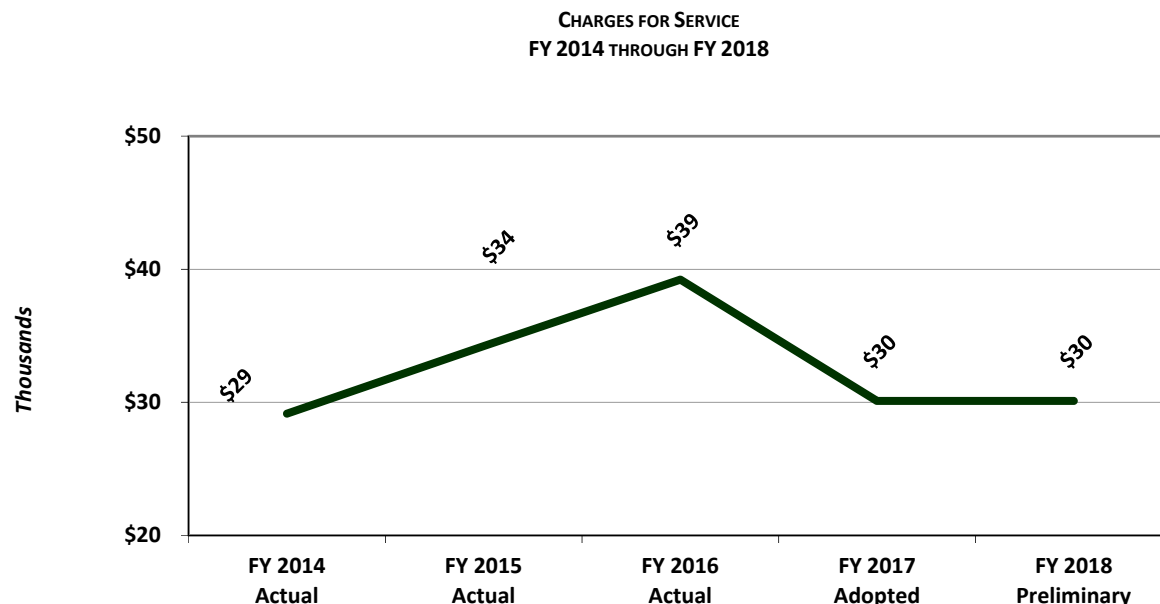
The primary funding source for the Building Fund is permit fees; accounting for 98.99% of the projected revenues. The projected revenue for FY 2018 increased \$988,660 or 34.56% due to the increase in construction and permit activity. The following graph illustrates the permit and special assessments revenue for the Department since FY 2014.

**PERMITS AND SPECIAL ASSESSMENTS
FY 2014 THROUGH FY 2018**



CHARGES FOR SERVICE

The Department charges fees for various services based on the City-wide fee ordinance 15-31. The projected charges for service revenue are \$30,100, no change from FY 2017. Below is a graph showing the revenues from this source since FY 2014.

**MISCELLANEOUS REVENUE**

Interest income of \$5,000 and other miscellaneous revenue of \$4,000 are projected for FY 2018.

TRANSFERS AND FUND BALANCE

A total of \$1,462,710 in fund balance is reserved for future use.

BUILDING FUND EXPENDITURES

Personnel services increased \$172,200 (12.59%) mainly due to the addition of two positions, a plans examiner/inspector and a development tech II. Corresponding increases in FICA \$8,340 and retirement contributions \$12,140 also contributed to the rise in personnel services. Finally, health insurance costs increased \$30,810 due to higher premiums and educational assistance rose \$1,500.

Operating expenditures increased \$80,620 or 10.91% due mainly to the \$199,580 increase in the administrative fee paid to the General Fund. Partially offsetting this large increase are the following decreases: other contracted services (\$100,000), minor operating expenditures (\$15,700) and repairs and maintenance (\$3,260). In fiscal year 2017, contracted services included the one-time cost of \$100,000 for the abatement of incomplete, unfinished and abandoned structures. In the previous year, minor operating expenditures included the one-time cost of \$6,830 for iPads to be used by the inspectors in the field and \$8,400 for replacement computers per the schedule established by Information Technology. In fiscal year 2018, no computer replacements are scheduled. Finally, the fleet allocation for fiscal year 2018 decreased \$3,260, accounting for the reduction in repairs and maintenance.

Capital outlay of \$26,250 for one vehicle is scheduled for FY 2018.

A transfer of \$40,000 to the Capital Acquisition Fund is scheduled for FY 2018 for the future purchase of replacement and/or new vehicles.

The following summary shows the major impacts to the operating budget of the Building Fund.

Continuation Expenses	Amount
Increased Salaries and Wages	\$ 119,410
Increased FICA	8,340
Increased Pension / Retirement Contributions	12,140
Increased Health Insurance Contributions	30,810

Increased Educational Assistance	1,500
Decreased Other Contractual Services	(100,000)
Decreased Repairs and Maintenance	(3,260)
Decreased Minor Operating Expenditures	(15,700)
Increased Other Current Charges	199,580
Total	\$ 252,820

FUND BALANCE

A total of \$1,462,710 in fund balance is reserved for future use. The following schedule shows the projected fund balance at September 30, 2018.

**BUILDING FUND
FUND BALANCE REPORT**

09/30/2016 Audited Fund Balance	\$ 4,275,740
Adjusted Reserve (Use) of Fund Balance – FY 2016-17	64,620
Projected Fund Balance as of 9/30/17	\$4,340,360
2018 Preliminary Reserve (Use) of Fund Balance	1,462,710
Projected "Available" Fund Balance as of 09/30/18	\$ 5,803,070

Neighborhood Development Services

Fund





135-Building Fund

Department/Division

2700-Building

Mission

The mission of the Building Division is to provide for the safety, health and welfare of our citizens by assuring and maintaining a safely built structural environment by:

-  monitoring construction to ensure community values are sustained;
-  maintaining and enforcing building codes;
-  ensuring community property standards are maintained; and
-  providing oversight for a safe and aesthetically pleasing built environment.

In order to accomplish this mission, the Building Division is responsible for enforcement of Florida Statutes on construction, permitting, and inspection services; and for the coordination of permits and approvals to ensure every project in the City complies with all applicable code and life safety requirements.

Core Services and Outputs

Permitting, Plans Review, and Inspections

Primary Customer Group: Licensed Contractors

Customer Requirements: Promptness

Definition Statement: To promptly regulate and enforce the permitting, plans review, and inspection of the construction of buildings and structures by licensed contractors in accordance with the Florida Building Code and other local, state, and federal laws.

Contractor and Business Licensing

Primary Customer Group: Regulated contractors and businesses

Customer Requirements: Promptness

Definition Statement: To promptly regulate and administer regulated contractor and business licensing according to local and state laws.

Structure



Accomplishments

- Continued ongoing review of permitting and inspection processes to improve customer service.
- Reviewed and issued 31 commercial permits through April.
- Reviewed and issued 532 residential permits through April.
- Reviewed and issued 4,032 miscellaneous permits through April.
- Issued 47 commercial certificates of occupancy through April.
- Issued 474 residential certificates of occupancy through April.

Initiatives

- Full utilization of the OptiView software.
- Expansion of digital plans review training and live plans review for all development review personnel.
- Institute mobility application on I-Pads or I-Phone 6+ and real time resulting of inspections from the field.
- Reduction of hard copy plans required from contractors.

Goals and Objectives

GOAL 1

Ensure a high level of customer service through application review, processing and permit issuance times.

OBJECTIVES:

- Interpret and apply the building code through inspection and enforcement.
- Process and review residential applications within ten (10) business days.
- Process and review miscellaneous multi-review applications within five (5) business days.
- Process and review miscellaneous single/double review applications within three (3) business days.

Key Performance Measures

PROCESSING AND REVIEWING OF MISCELLANEOUS SINGLE/DOUBLE REVIEW APPLICATIONS

Goal	Ensure a high level of customer service through application review, processing and permit issuance times.				
Objective	Process and review miscellaneous single/double review applications within three (3) business days.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Process and review 90% of miscellaneous single/double review applications within three (3) business days	95%	94%	90%	91%	90%
Description	This measure tracks the percentage of applications processed and reviewed by the division.				
Purpose	This measure assists the division in developing efficiencies in the processing and reviewing time of applications.				
Status	Fiscal year 2015 was the first year this measure was tracked.				

PROCESSING AND REVIEWING OF MISCELLANEOUS MULTI-REVIEW REVIEW APPLICATIONS

Goal	Ensure a high level of customer service through application review, processing and permit issuance times.				
Objective	Process and review miscellaneous multi-review applications within five (5) business days.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Process and review 90% of miscellaneous multi-review applications within five (5) business days	83.6%	96%	90%	94%	90%
Description	This measure tracks the percentage of applications processed and reviewed by the division.				
Purpose	This measure assists the division in developing efficiencies in the processing and reviewing time of applications.				
Status	Fiscal year 2015 was the first year this measure was tracked.				

PROCESSING AND REVIEWING OF RESIDENTIAL APPLICATIONS

Goal	Ensure a high level of customer service through application review, processing and permit issuance times.				
Objective	Process and review residential applications within ten (10) business days.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Process and review 90% of residential applications within ten (10) business days	77.6%	97%	90%	98%	90%
Description	This measure tracks the percentage of applications processed and reviewed by the division.				
Purpose	This measure assists the division in developing efficiencies in the processing and reviewing time of applications.				
Status	Fiscal year 2015 was the first year this measure was tracked.				

Workload Measures

	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Number of commercial applications reviewed and permits issued	43	49	N/A	49	50
Number of residential applications reviewed and permits issued	758	909	N/A	909	1,000
Number of miscellaneous applications reviewed and permits issued	6,068	6,901	N/A	6,901	7,000
Number of commercial certificates of occupancy issued	27	75	N/A	75	45
Number of residential certificates of occupancy issued	640	862	N/A	862	1,000

Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 603,887	\$ 698,403	\$ 840,131	\$ 1,041,390	\$ 1,185,640
Employee Benefits	159,867	195,900	243,372	325,880	353,830
PERSONNEL EXPENDITURES	763,754	894,303	1,083,503	1,367,270	1,539,470
Professional/Contracted Services	672	-	8,655	250,860	150,860
Current Operating Charges	146,440	210,211	213,772	424,700	621,020
Operating Supplies	28,845	30,100	32,826	63,550	47,850
OPERATING EXPENDITURES	175,957	240,311	255,253	739,110	819,730
CAPITAL EXPENDITURES	1,009	16,950	71,617	85,500	26,250
OTHER USES	76,000	72,810	40,000	40,000	40,000
TOTALS	\$ 1,016,720	\$ 1,224,374	\$ 1,450,373	\$ 2,231,880	\$ 2,425,450

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 AMENDED	FY 2015 AMENDED	FY 2016 AMENDED	FY 2017 AMENDED	FY 2018 PRELIMINARY
Building Director (split between four divisions)	1	1	1	1	1
Building Division Manager	1	1	1	1	1
Project Manager (shared equally w/Property Maintenance)	-	-	-	-	-
Building Official	1	1	1	1	1
Administrative Division Manager	-	-	1	1	1
Admin Services Coordinator	1	1	-	-	-
Admin Services Specialist	-	-	1	1	1
Chief Plans Examiner	1	1	1	1	1
Development Tech I	1	1	1	1	1
Development Tech II	1	1	1	1	2
Standard Inspector	1	-	-	-	-
Plans Examiner/Inspector	6	8	9	11	12
TOTAL	14	15	17	19	21



Building Base Budget
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
135-2700-524-11-00 Executive Salaries	33,220	-	33,220
135-2700-524-12-00 Regular Salaries	982,810	-	982,810
135-2700-524-14-00 Overtime	25,360	-	25,360
135-2700-524-21-00 FICA	77,460	-	77,460
135-2700-524-22-01 FRS	85,160	-	85,160
135-2700-524-23-00 Health/Dental/Life	147,190	-	147,190
135-2700-524-23-02 Vision	1,190	-	1,190
135-2700-524-24-00 Workers' Compensation	13,140	-	13,140
135-2700-524-25-00 Unemployment	240	-	240
135-2700-524-27-00 Educational Assistance	1,500	-	1,500
TOTAL PERSONNEL	1,367,270	-	1,367,270
OPERATING			
135-2700-524-34-00 Other Contractual Services- <i>SLAs-17-2703 & 17-2704</i>	250,860	(200,000)	50,860
135-2700-524-40-00 Travel & Per Diem	-	-	-
135-2700-524-41-00 Communication Services	7,720	-	7,720
135-2700-524-42-00 Postage & Mailing	3,000	-	3,000
135-2700-524-44-00 Rentals & Leases	4,500	-	4,500
135-2700-524-45-00 Insurance	3,870	-	3,870
135-2700-524-46-01 R&M Office Equipment	22,820	-	22,820
135-2700-524-46-02 R&M Communication Equipment	100	-	100
135-2700-524-46-50 Fleet-Administrative	13,370	-	13,370
135-2700-524-46-51 Fleet-Labor	3,500	-	3,500
135-2700-524-46-52 Fleet-Parts	4,000	-	4,000
135-2700-524-46-53 Fleet-Outsourced	90	-	90
135-2700-524-47-00 Printing & Binding	1,000	-	1,000
135-2700-524-48-00 Promotional Activities	2,000	-	2,000
135-2700-524-49-01 Bank and Transaction Fees	55,000	-	55,000
135-2700-524-49-14 Tags, Fees, Licenses	3,000	-	3,000
135-2700-524-49-70 Payment to General Fund	300,730	-	300,730
135-2700-524-51-00 Office Supplies	8,000	-	8,000
135-2700-524-52-02 Fuel	18,000	-	18,000
135-2700-524-52-07 Uniforms	7,470	-	7,470
135-2700-524-52-50 Minor Operating- <i>SLAs-17-2700, 17-2701, 17-2712 & 17-2713</i>	27,080	(20,150)	6,930
135-2700-524-54-00 Books, Publications, Subscriptions	3,000	-	3,000
135-2700-524-55-00 Training & Education	-	-	-
TOTAL OPERATING	739,110	(220,150)	518,960
CAPITAL			
135-2700-524-63-00 Infrastructure	-	-	-

		FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
135-2700-524-64-00	Machinery & Equipment- <i>SLAs-17-2700, 17-2701 & 17-2710</i>	85,500	(85,500)	-
	TOTAL CAPITAL	85,500	(85,500)	-
INTERFUND TRANSFER				
135-2700-581-01-15	To Capital Acquisition Fund	40,000	-	40,000
		-	-	-
	TOTAL INTERFUND TRANSFERS	40,000	-	40,000
	TOTALS	2,231,880	(305,650)	1,926,230

BUILDING FUND**REVENUE DETAIL**

135-0000

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Preliminary</u>
<i>PERMITS & SPECIAL ASSESSMENTS</i>					
322 Building Permits	\$ 1,786,477	\$ 2,414,021	\$ 2,717,792	\$ 2,765,400	\$ 3,754,060
328 Certificate of Competency	23,810	29,661	2,963	-	-
329 Other Licenses, Fees and Permits	64,290	156,455	162,020	95,000	95,000
Total Permits & Special Assessments	1,874,577	2,600,137	2,882,775	2,860,400	3,849,060
<i>CHARGES FOR SERVICES</i>					
349 Other Charges for Services	29,145	34,228	39,220	30,100	30,100
Total Charges for Services	29,145	34,228	39,220	30,100	30,100
<i>MISCELLANEOUS</i>					
361 Interest	1,813	16,689	27,918	5,000	5,000
369 Other Miscellaneous Revenues	7,895	5,674	2,961	4,000	4,000
Total Miscellaneous	9,708	22,363	30,879	9,000	9,000
<i>OTHER SOURCES</i>					
389 Other - Appropriated Fund Balance	-	-	-	(667,620)	(1,462,710)
Total Other Sources	-	-	-	(667,620)	(1,462,710)
TOTALS	\$ 1,913,430	\$ 2,656,728	\$ 2,952,874	\$ 2,231,880	\$ 2,425,450

BUILDING FUND BUDGET ANALYSIS

135-2700-524

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
11 Executive Salaries	\$ 32,332	\$ 33,299	\$ 33,388	\$ 33,220	\$ 33,220	\$ 33,220
12 Regular Salaries & Wages	567,664	649,545	774,965	982,810	982,810	1,004,400
13 Other Salaries & Wages	-	-	-	-	-	112,690
14 Overtime	3,891	15,559	31,778	25,360	25,360	35,330
Salaries & Wages	603,887	698,403	840,131	1,041,390	1,041,390	1,185,640
21 FICA	43,310	50,513	61,409	77,460	77,460	79,070
22 Retirement Contributions	50,010	56,315	67,291	85,160	85,160	90,350
23 Life & Health Insurance	62,417	82,631	101,532	148,380	148,380	168,030
24 Workers' Compensation	4,130	5,696	13,140	13,140	13,140	13,140
25 Unemployment Compensation	-	-	-	240	240	240
27 Educational Assistance	-	745	-	1,500	1,500	3,000
Employee Benefits	159,867	195,900	243,372	325,880	325,880	353,830
Total Personnel Expenditures	763,754	894,303	1,083,503	1,367,270	1,367,270	1,539,470
<i>OPERATING EXPENDITURES</i>						
34 Other Contractual Services	-	-	8,655	250,860	50,860	150,860
Professional/Contracted Services	672	-	8,655	250,860	50,860	150,860
40 Travel and Per Diem	-	6	-	-	-	-
41 Communication Services	3,233	4,819	6,023	7,720	7,720	7,720
42 Postage & Mailing	986	1,301	247	3,000	3,000	3,000
44 Rentals & Leases	3,025	2,065	4,342	4,500	4,500	4,500
45 Insurance	4,469	1,944	4,100	3,870	3,870	3,870
46 Repairs & Maintenance	25,410	33,842	27,895	43,880	43,880	40,620
47 Printing & Binding	-	434	575	1,000	1,000	1,000
48 Promotional Activities	-	690	931	2,000	2,000	2,000
49 Other Current Charges	109,317	165,110	169,659	358,730	358,730	558,310
Current Operating Charges	146,440	210,211	213,772	424,700	424,700	621,020
51 Office Supplies	5,040	4,561	7,055	8,000	8,000	8,000
52 Minor Operating Expenditures	23,676	25,384	20,916	52,550	32,400	36,850
54 Books, Public, Subs, Member	40	155	320	3,000	3,000	3,000
55 Training and Education	89	-	4,535	-	-	-
Operating Supplies	28,845	30,100	32,826	63,550	43,400	47,850
Total Operating Expenditures	175,957	240,311	255,253	739,110	518,960	819,730
<i>CAPITAL EXPENDITURES</i>						
64 Capital Machinery & Equipment	1,009	16,950	71,617	85,500	-	26,250
Total Capital Expenditures	\$ 1,009	\$ 16,950	\$ 71,617	\$ 85,500	\$ -	\$ 26,250

<u>Account Description</u>		FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>Other Uses</i>							
01	Transfer Out to Capital Acquisition Fund	\$ 76,000	\$ 72,810	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
	Total Other Uses	76,000	72,810	40,000	40,000	40,000	40,000
TOTALS		\$ 1,016,720	\$ 1,224,374	\$ 1,450,373	\$ 2,231,880	\$ 1,926,230	\$ 2,425,450



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-2700		FY 2018 Total Budget Cost / (Savings)		\$ 73,142
Title:	Plans Examiner/Inspector			Fund: Building
Department:	Neighborhood Development Svcs			Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination <input type="checkbox"/> Sumter interchange as major destination <input type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

We are seeing a significant increase in the permit applications from the FY15/16 and the first half of FY 16/17. This increase is driving an increase in permit submittals, plan review hours and additional inspection workload.

The Building Division anticipates the need for a continuation of contracted services in the upcoming FY17/18 and will budget accordingly. However, to meet the needs of the growing construction industry and keep our commitment to the City's Strategic Plan for providing safely constructed buildings and quality single family homes in great neighborhoods, the Building Division is requesting an additional plans examiner/ inspector to help manage the additional workload.

This additional position will also help to keep our inspections per inspector at a manageable level which will increase our level of customer service and is an advantage to our ISO (Insurance Service Office) rating.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
1.00	Plans Examiner/Inspector	917

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 43,250
Operating	3,642
Capital	26,250
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 73,142
One-Time:	28,710
Recurring:	44,432

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 73,142
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IMPACT OF DENIAL

The workload will continue to increase and timelines will be affected causing the level of customer service to decline.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-2700
Title:	Plans Examiner/Inspector
Fund:	Building
Department:	Neighborhood Development Svcs
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
135-2700-524 12-00 Salaries		R	\$ 32,590
135-2700-524 14-00 Overtime		R	-
135-2700-524 21-00 FICA		R	2,490
135-2700-524 22-01 FRS		R	2,580
135-2700-524 23-00 Insurance - Health & Dental		R	5,560
135-2700-524 23-02 Vision Care		R	30
135-2700-524 27-00 Educational Assistance		R	
Total Personnel Costs			\$ 43,250
Operating Expenditures			
135-2700-524 41-00 Communication Services		R	\$ 792
135-2700-524 52-07 Uniform, Badges, ect.		R	390
135-2700-524 52-50 Minor Operating Equipment (computer, i-pad, phone)		O	2,460
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
Total Operating Expenditures			\$ 3,642
Capital Outlay			
135-2700-524 64-00 Capitol Machinery & Equipment		O	\$ 26,250
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
Total Capital Outlay			\$ 26,250
Debt Service			
135-2700-524			
135-2700-524			
Total Debt Service			\$ -
Other Expenditures			
135-2700-581			
135-2700-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 73,142



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-2701		FY 2018 Total Budget Cost / (Savings)		\$ 36,370
Title:	Development Tech II		Fund:	Building
Department:	Neighborhood Development Srvc		Division:	N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

We are seeing a significant increase in the permit applications from the 15/16 fiscal year and now into the first half of the 16/17 fiscal year. This increase is driving an increase in permit submittals, document intake and record retention.

The Building Division has been aggressively moving forward with electronic permanent record retention. We have had personnel through contracted services scanning permits and plans into the OptiView system for permanent record retention storage.

To meet the needs of the growing construction industry and keep our commitment to the City's Strategic Plan for providing safely constructed buildings and quality single family homes in great neighborhoods, the Building Division is requesting an additional Development Tech II position to help manage the additional permitting workload, electronic submittals, and electronic permanent record retention.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
1.00	Development Tech II	914

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 34,770
Operating	1,600
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 36,370

One-Time: 1,300

Recurring: 35,070

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 36,370

IMPACT OF DENIAL

Without providing additional personnel, it will adversely affect our permitting timelines, cease our electronic record retention and reduce our overall level of customer service.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-2701
Title:	Development Tech II
Fund:	Building
Department:	Neighborhood Development Svcs
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
135-2700-524 12-00 Salaries		R	\$ 25,260
135-2700-524 14-00 Overtime		R	-
135-2700-524 21-00 FICA		R	1,940
135-2700-524 22-01 FRS		R	2,000
135-2700-524 23-00 Insurance - Health & Dental		R	5,540
135-2700-524 23-02 Vision Care		R	30
135-2700-524 27-00 Educational Assistance		R	-
Total Personnel Costs			\$ 34,770
Operating Expenditures			
135-2700-524			
135-2700-524 52-07 Uniform, Badges, ect.		R	300
135-2700-524 52-50 Minor Operating Equipment (computer, i-pad, phone)		O	1,300
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
Total Operating Expenditures			\$ 1,600
Capital Outlay			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
Total Capital Outlay			\$ -
Debt Service			
135-2700-524			
135-2700-524			
Total Debt Service			\$ -
Other Expenditures			
135-2700-581			
135-2700-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: **\$ 36,370**



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-2703		FY 2018 Total Budget Cost / (Savings)		\$	11,570	
Title:	Overtime				Fund:	Building
Department:	Neighborhood Development Svcs				Division:	N/A
Category:	<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/>	Maintain	<input type="checkbox"/>	Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The request for this SLA is based on the current budget and anticipation of the continued growth in the construction industry. In order to keep the same level of service the Building Division sees the need for securing additional funds for overtime to keep the inspection, permitting and plan review process operating in a timely manner.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel		\$	11,570
Operating			-
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 11,570
		One-Time:	-
		Recurring:	11,570
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 11,570

IMPACT OF DENIAL

Denial of this SLA will affect time lines in relation to permitting, inspections and plan review



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-2703
Title:	Overtime
Fund:	Building
Department:	Neighborhood Development Svcs
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
135-2700-524 12-00 Salaries			
135-2700-524 14-00 Overtime		R	10,000
135-2700-524 21-00 FICA		R	770
135-2700-524 22-01 FRS		R	800
135-2700-524 23-00 Insurance - Health & Dental			
135-2700-524 23-02 Vision Care			
135-2700-524 27-00 Educational Assistance			
Total Personnel Costs			\$ 11,570
Operating Expenditures			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
Total Operating Expenditures			\$ -
Capital Outlay			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
Total Capital Outlay			\$ -
Debt Service			
135-2700-524			
135-2700-524			
Total Debt Service			\$ -
Other Expenditures			
135-2700-581			
135-2700-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 11,570



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-2704		FY 2018 Total Budget Cost / (Savings)		\$ 100,000
Title:	Contracted Services		Fund:	Building
Department:	Neighborhood Development Svcs		Division:	N/A
Category:	<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/>	Maintain
	<input type="checkbox"/>	Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The steady growth in the construction industry is continuing to drive the permitting and inspection service workload. With the continued growth in the West Villages, the Building Division is anticipating a need for threshold inspectors through contracted services. Adding these additional funds will allow the Building Division to keep the project on track by meeting the permitting and inspection timelines.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			100,000
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 100,000
		One-Time:	-
		Recurring:	100,000
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 100,000

IMPACT OF DENIAL

Denial of this SLA will affect the permitting and inspection timelines of the new stadium project.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-2704
Title:	Contracted Services
Fund:	Building
Department:	Neighborhood Development Svcs
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
135-2700-524 12-00 Salaries			
135-2700-524 14-00 Overtime			
135-2700-524 21-00 FICA			
135-2700-524 22-01 FRS			
135-2700-524 23-00 Insurance - Health & Dental			
135-2700-524 23-02 Vision Care			
135-2700-524 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
135-2700-524 34-00 Other Contracted Services		R	\$ 100,000
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
Total Operating Expenditures			\$ 100,000
<i>Capital Outlay</i>			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
135-2700-524			
135-2700-524			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
135-2700-581			
135-2700-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 100,000



SLA: 18-2705		FY 2018 Total Budget Cost / (Savings)		\$ 34,670
Title:	Inspector Certification Compensation Program			Fund: Building
Department:	Neighborhood Development Svcs			Division: N/A
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The Bulding Division has many inspectors with multiple certifications and would like to reinstitute a certification compensation program. Several other departments in the City have a similar program for staff. The Building Division had a compensation program in place but when the construction industry declined the funds were no longer available and the program was removed from the budget. The building industry is strong again and the funds are now available to reinstitute this program. The compensation program will help to ensure the retention of qualified personnel and continue our high level of service to the citizens of North Port and to the growing construction industry.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 34,670
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 34,670

One-Time: -
Recurring: 34,670

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 34,670

IMPACT OF DENIAL

Denial of this SLA will cause the salaries to remain the same and may affect our ability to retain qualified, state licensed inspectors.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2705
Title:	Inspector Certification Compensation Program
Fund:	Building
Department:	Neighborhood Development Svcs
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
135-2700-524 12-00 Salaries			
135-2700-524 13-00 Other Salaries & Wages		R	30,000
135-2700-524 21-00 FICA		R	2,300
135-2700-524 22-01 FRS		R	2,370
135-2700-524 23-00 Insurance - Health & Dental			
135-2700-524 23-02 Vision Care			
135-2700-524 27-00 Educational Assistance			
Total Personnel Costs			\$ 34,670
Operating Expenditures			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
Total Operating Expenditures			\$ -
Capital Outlay			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
135-2700-524			
Total Capital Outlay			\$ -
Debt Service			
135-2700-524			
135-2700-524			
Total Debt Service			\$ -
Other Expenditures			
135-2700-581			
135-2700-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 34,670

ENTERPRISE FUNDS**NORTH PORT UTILITIES SUMMARY**

The North Port Utilities (Utilities) is an enterprise fund in the City of North Port. Utilities provides the water and wastewater needs of the broader community.

The total Preliminary Utilities Budget for FY 2018 is \$32,483,140 which is an increase of \$6,037,140 or 22.83% from FY 2017. The following chart is a summary budget of the Utilities Department for FY 2018.

**FISCAL YEAR 2018
NORTH PORT UTILITY FUND
BUDGET SUMMARY**

Utility Revenues	
Charges for Services	\$ 21,240,530
Fines & Forfeitures	100
Interest Income	145,000
Miscellaneous Revenues	21,700
Capacity Fees	1,074,580
Transfers In	200,000
Appropriated Fund Balance	9,859,870
<i>Total Revenues & Other Financing Sources</i>	<i>\$ 32,541,780</i>
Expenses	
Utilities - Administration	\$ 7,985,000
Utilities - Water Systems	9,116,430
Utilities - Wastewater Systems	5,010,850
Utilities - Field Operations	6,459,600
Water Capacity Fees	1,352,460
Wastewater Capacity Fees	2,617,440
Utility Construction Fund	-
<i>Total Expenses</i>	<i>\$ 32,541,780</i>

UTILITIES REVENUE FUND

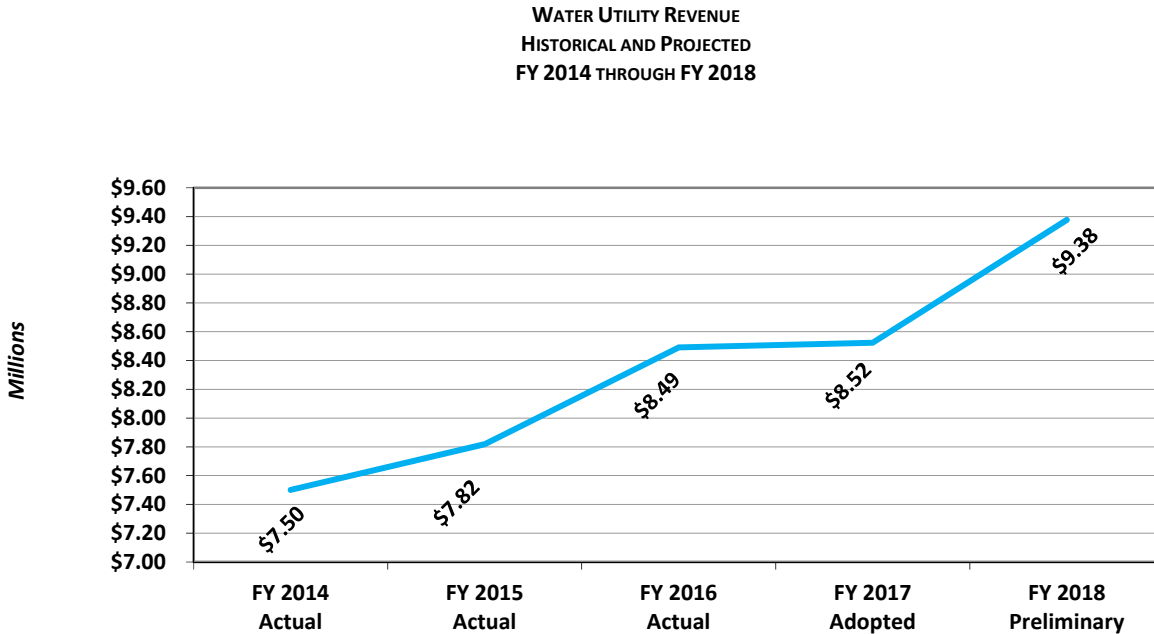
The Utilities Revenue Fund accounts for the operational activities administration, water systems, wastewater systems, and field operations. The following information shows revenue resources and operational expenses as they relate to the four divisions. Capacity fees and utility construction will be presented later in the document.

REVENUES**CHARGES FOR SERVICE**

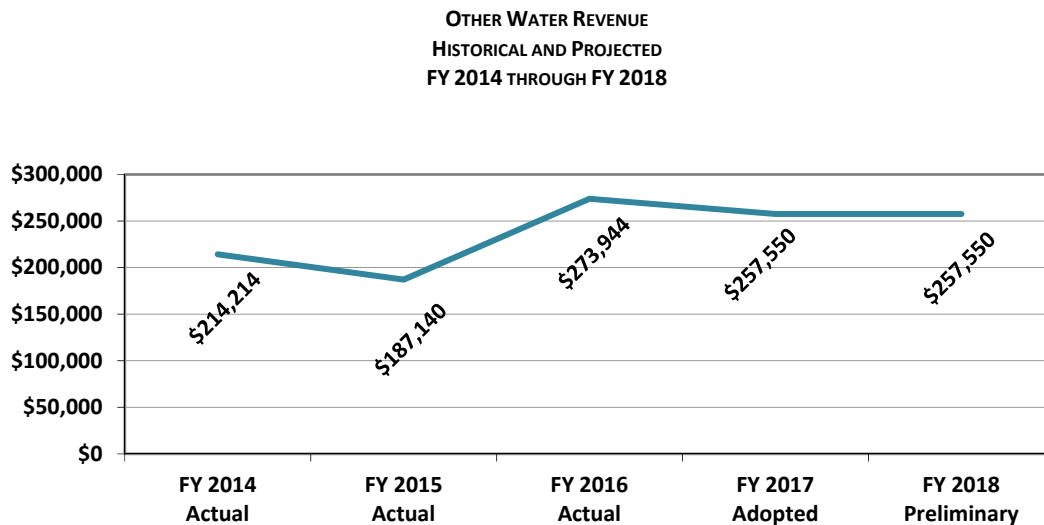
Charges for service are based on consumption. The department regularly contracts services to conduct rate studies to ensure the financial stability of the entity is maintained.

Water Charges for Service

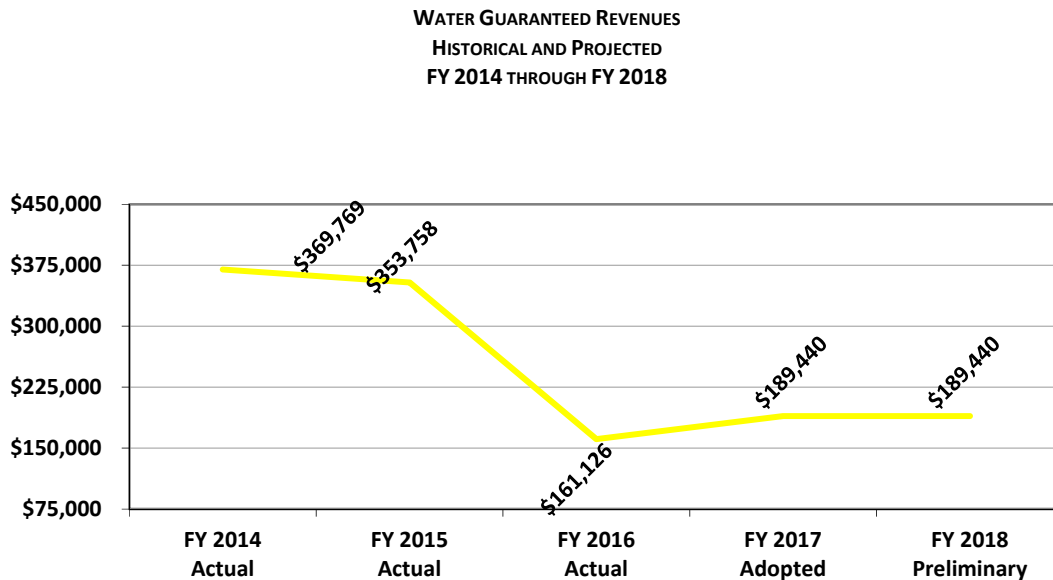
Water Utility Revenue is derived from billed water service to the residents and commercial businesses of the City. The fee is intended to cover the cost of providing the service. In FY 2009, the City Commission adopted Resolution 09-45 establishing a rate program for utility water and wastewater charges. Each year rates would automatically be adjusted based on 100% of the April Consumer Price Index for Miami-Fort Lauderdale region. In FY 2015, another rate analysis was done; the FY 2018 budget includes an anticipated rate increase for both water and sewer. Water Utility Revenue is projected at \$9,376,830 for FY 2018. This reflects an \$853,210 increase. The following chart shows the Water Utility Revenue for a five-year period beginning in FY 2014.



Other Water Revenue includes shut-off and turn-on fees and after-hours fees. The estimated revenues from these fees are budgeted at \$257,550 for FY 2018; no change from FY 2017. In FY 2008 there was a sharp revenue increase which was primarily due to the economic downturn and resulting rise in unemployment, leading to an increase in shut-off and turn-on activity. In FY 2009, City Commission implemented a 10-day extension before customer utility accounts become delinquent. This action has helped to decrease shut-off and turn-on activity. Below is a graphical presentation of the Other Water Revenues received or projected over a five-year period beginning in FY 2014.



Water Guaranteed Revenues are paid by all developers in accordance with their utility development agreements. Essentially, the developer is reserving capacity for immediate or future development. FY 2018 projected Water Guaranteed Revenues are \$189,440, no change from FY 2017. The chart below shows the Water Guaranteed Revenues for a five-year period beginning in FY 2014.

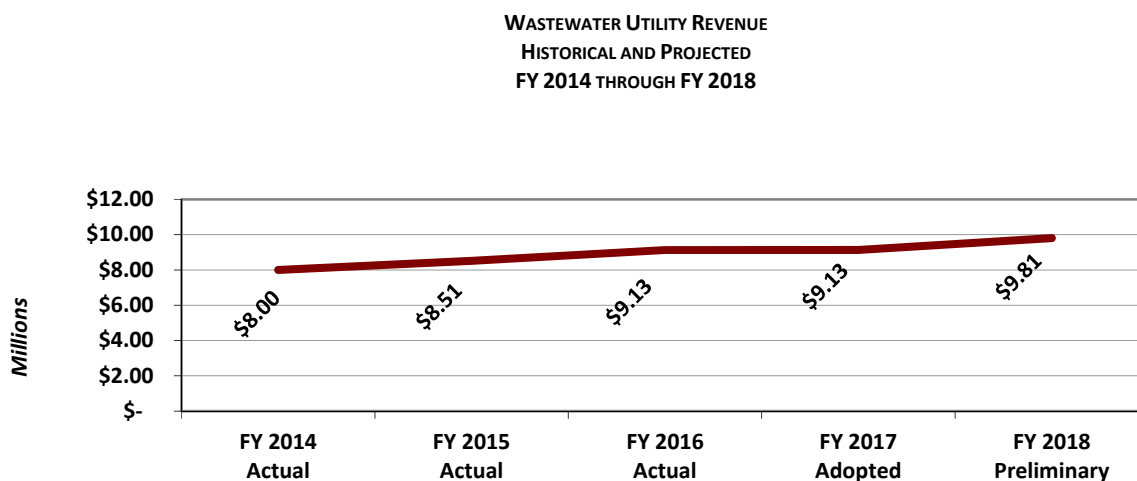


Installation Fees are revenues derived from new connections for water service within the City. The total estimated income from new connections for FY 2018 is \$328,320, a \$103,390 increase from FY 2017.

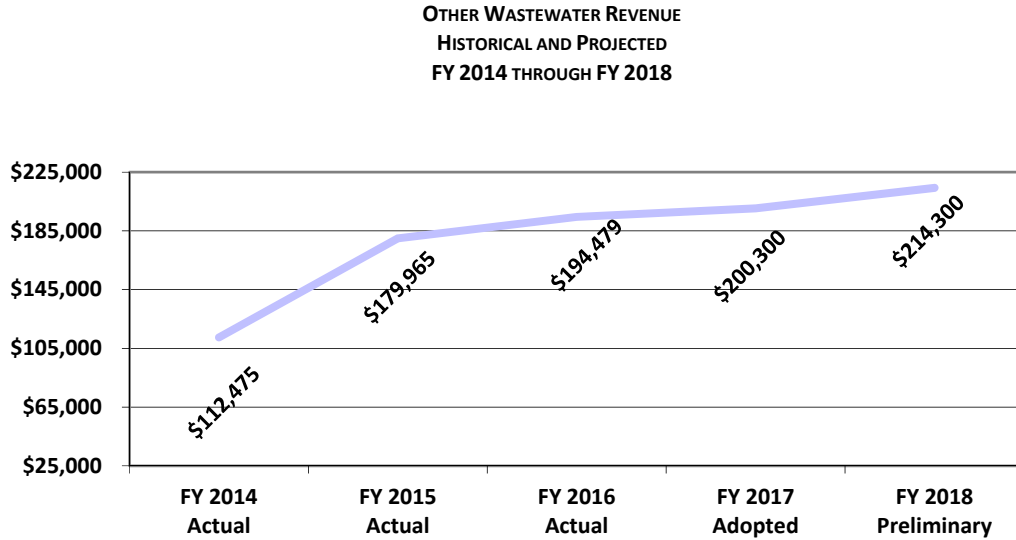
Backflow Revenue began in FY 2009 as part of the Backflow Cross Connection Program. This program was implemented to help lessen the potential of contamination of the City's potable water supply; the program is reaching its end and therefore, projected revenues for FY 2018 are the same as FY 2017, \$58,000.

Wastewater Charges for Service

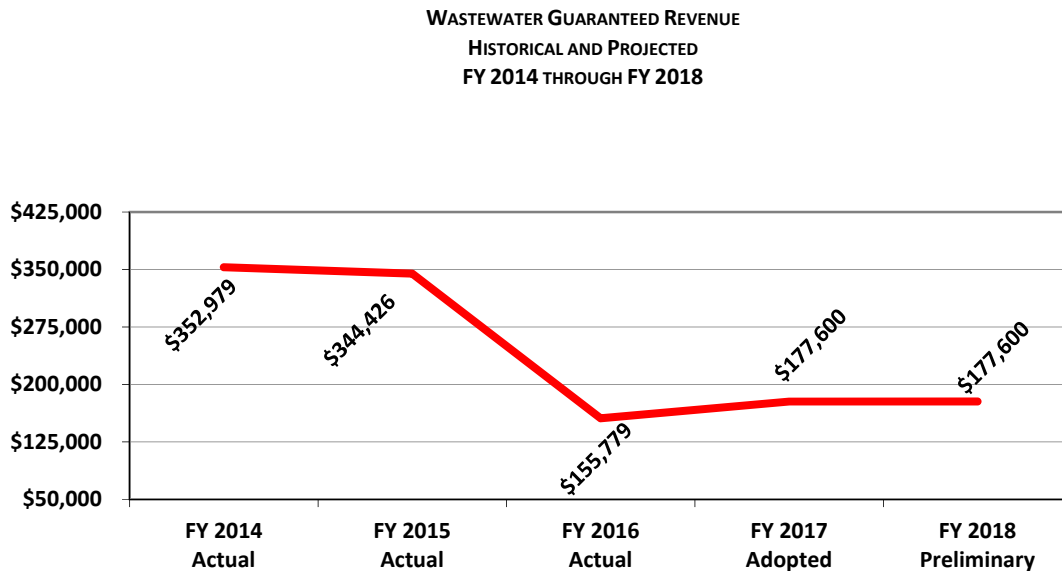
Wastewater Utility Revenue is generated from billed sewer services to the residents of the City. The fee is intended to cover the cost of the service. In FY 2009, the City Commission adopted Resolution 09-45 establishing a rate program for utility water and wastewater charges. Each year rates would automatically be adjusted based on 100% of the April Consumer Price Index for Miami-Fort Lauderdale region. In FY 2015, another rate analysis was done; the FY 2018 budget includes an anticipated rate increase for both water and sewer. Wastewater Utility Revenue is projected at \$9,805,170; an increase of \$676,510 over FY 2017. The following graph illustrates growth in Wastewater Utility Revenue for a five-year period beginning in FY 2014.



Other Wastewater Revenue is a base charge plus usage for the use of City of North Port wastewater utilities. A surcharge is added for residents outside the city limits. The revenue projection for FY 2018 is \$214,300, an increase of \$14,000 from FY 2017. The following chart shows the actual and projected revenues for the five-year period beginning in FY 2014.



Wastewater Guaranteed Revenues are paid by all developers in accordance with their utility developer agreements. FY 2018 projected Wastewater Guaranteed Revenues are \$177,600, no change from FY 2017. The following graph shows the Wastewater Guaranteed Revenues for a five-year period beginning in FY 2014.



FINES AND FORFEITURES

Violation Fees are fines imposed on citizens who violate watering restrictions. This revenue stream helps to fund costs incidental to the operation of the utility system. Violation Fees are projected at \$100, no change from FY 2017.

MISCELLANEOUS REVENUE

One of the largest sources of miscellaneous revenue is from interest income. The projected interest income for FY 2018 is \$100,000, no change from FY 2017. Another source of miscellaneous revenue is the charges to place and remove liens; this projected source of income is budgeted at \$12,000 for FY 2018. Finally, projected revenues of \$4,500 are expected for billing services from the Solid Waste Division for FY 2018.

TRANSFERS AND RESERVES

The FY 2018 Budget includes a transfer in of \$200,000 from the Sewer Impact Fee Fund to cover the portion of the debt service paid for by Sewer Impact Fees.

The Department anticipates an appropriated use of net assets of \$7,009,550.

DEPARTMENTAL FUNCTIONS

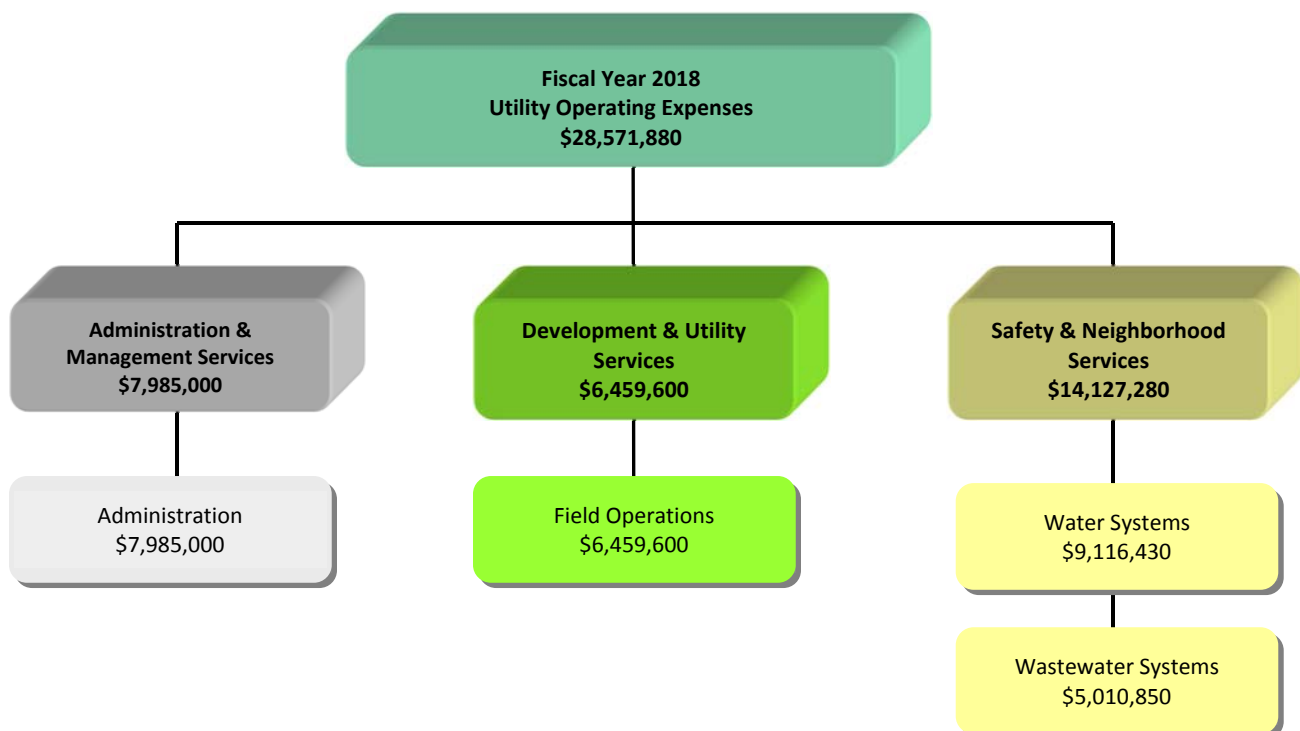
The North Port Utilities departmental functions are categorized in the following chart by type of service provided.

DEPARTMENTAL FUNCTIONS

SERVICE CATEGORY	SERVICE FUNCTION
Administration & Management Services	
Utilities - Administration	All administrative services including business management and public relations services.
Development & Utility Services	
Utilities – Field Operations	Repair and maintenance of utility infrastructure; oversight of meter installations and meter readings; and coordination of construction projects.
Safety & Community Services	
Utilities – Water System	Operation and maintenance of the City's water supply including improvement of quality potable water, expansion of services and promotion of environmental stewardship.
Utilities – Wastewater System	Includes disposal of wastewater, expansion of wastewater treatment and promotion of environmental stewardship.

EXPENSES

The following chart illustrates the Utilities FY 2018 Operating Budget within the service categories.

BREAKDOWN OF UTILITY OPERATING EXPENSES

FY 2018 Utilities personnel expenses reflect an increase of \$591,180 or 12.28% from FY 2017, due to the addition of seven new positions (an Assistant Utilities Director, a Wastewater Plant Trainee and a Collection and Distribution Technician III, two Collection & Distribution Tech I's, a Construction Inspection Supervisor and an Inspector) and increases in FICA \$23,820, in retirement contributions \$51,260 and health insurance costs \$132,040. Rises in premiums contributed to the increase in health insurance costs.

Overall, operating expenses increased \$336,420 or 2.50% from FY 2017. Other contractual services were budgeted at \$54,000 for the outsourcing of meter replacement services. Utility costs are expected to increase approximately \$48,060; the wastewater plant anticipates an increase of approximately \$15,000 in electric consumption once the new 400,000-gallon sludge holding tank becomes operational. Water purchases for resale are expected to increase approximately \$39,000. Repairs and maintenance were raised due to the following: \$25,000 increase in repairs and maintenance of specialized equipment; \$40,000 increase in SCADA software maintenance for technical expertise; and \$59,600 increase in fire hydrant maintenance services. Field operations has not been able to keep pace with the hydrant maintenance program due to staff vacancies and increased work load; therefore, Utilities has collaborated with Fire Rescue to split the cost of the hydrant maintenance services for FY 2018. Minor operating expenses increased over \$400,000 mainly due to the \$427,000 increase for meters. Finally, depreciation expense rose over \$130,000 in FY 2018. The largest decrease (\$411,080) in the FY 2018 operating budget was in Other Professional Services. FY 2017 included many one-time expenses: \$20,000 for hydraulic modeling; \$50,000 for a SCADA code upgrade; \$50,000 for a water supply facilities work plan; \$100,000 for West Villages Improvement District Wastewater Treatment Plant design review; \$195,000 for deep injection well mechanical integrity testing; and \$25,000 for the Wastewater Treatment Plant Florida Department of Environmental Protection operating permit renewal. Other current charges were reduced due to the \$16,590 decrease in the administrative fee paid to the General Fund and communication services decreased approximately \$14,000. In FY 2017, communication services included \$14,400 for the upgrade of the handhelds for the AMR drive-by system.

Capital outlay increased \$2,639,600 or 87.41%; FY 2018 includes the following major projects: \$310,000 for land, planning and design of a new utilities administration building and field operations center; \$50,000 for a storage shed; \$700,000 for water treatment plant improvements; \$1,055,000 for Reverse Osmosis production well total dissolved solids (TDS) enhancements; \$125,000 for water and wastewater transmission relocation and repairs; \$135,000 for the save-all ponds expansion; \$110,000 for the rehabilitation/rebuild of clarifier I; \$300,000 for a potable water meter (Charlotte interconnect); \$320,000 for water pipeline bridge replacements; \$150,000 for lift station rehabilitation; \$433,160 for wastewater treatment plant improvements; \$285,000 for aeration blower replacements; \$136,520 for the replacement of the grit classifier; \$92,500 for a storage facility to be shared with Property Maintenance; inflow and infiltration \$300,000; \$175,000 for an excavator; \$500,000 for the replacement of a vacuum truck; \$60,000 for lift station SCADA; and \$386,530 for new and replacement vehicles, equipment and other miscellaneous improvements. Utilities' debt payments increased \$145,820.

The following summary shows the major impacts to the operating budget of the North Port Utilities Department.

Continuation Expenses	Amount
Increased Salaries and Wages	\$ 384,150
Increased FICA	23,820
Increased Retirement Contributions	51,260
Increased Health Insurance Contributions	132,040
Decreased Clothing Allowance	(90)
Decreased Professional Services	(411,080)
Increased Other Contractual Services	54,000
Decreased Communication Services	(14,230)
Increased Training, Travel, and Education	5,910
Increased Water, Sewer, and Electricity	48,060
Increased Repairs and Maintenance	123,490
Increased Promotional	5,000
Decreased Other Current Charges	(17,780)
Increased Minor Operating Expenses	405,170
Increased Books, Publications, Subscriptions	2,500
Increased Depreciation	133,390
Increased Other Operating Expenses	1,990
Total	\$ 927,600

UTILITIES REVENUE FUND BUDGET COMPARISONS

The following chart shows the actual revenues and expenses for the Utilities Revenue Fund for Fiscal Years 2014 through 2016, the adopted revenues and expenses for FY 2017 and preliminary revenues and expenses for FY 2018. The chart provides a comparative view of the Utilities Revenue Fund for a five-year period.

**UTILITIES REVENUE FUND BUDGET COMPARISON
FY 2014 THROUGH FY 2018**

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Preliminary
Revenue					
Permits & Special Assessments	\$ 60,326	\$ 5,408	\$ 17,980	\$ -	\$ -
Intergovernmental	-	480	1,000	-	-
Charges for Service	17,570,264	18,520,126	19,654,344	19,598,860	21,240,530
Fines and Forfeitures	-	(200)	-	100	100
Miscellaneous Income	64,305	177,065	111,599	121,700	121,700
Transfers	10,245,528	7,227,510	1,071,261	200,000	200,000
Other Sources	637,379	2,256,038	1,664,468	4,938,200	7,009,550
Total Revenues & Other Financing Sources	\$ 28,577,802	\$ 28,186,427	\$ 22,520,652	\$ 24,858,860	\$ 28,571,880
Expenses					
Utilities - Administration	\$ 5,194,061	\$ 5,188,529	\$ 4,952,713	\$ 7,428,390	\$ 7,985,000
Utilities - Water Systems	5,386,783	5,762,760	5,798,308	7,372,470	9,116,430
Utilities - Wastewater Systems	3,597,644	3,602,083	3,641,959	5,119,320	5,010,850
Utilities - Field Operations	3,270,676	3,659,954	3,710,391	4,938,680	6,459,600
Utilities – Interfund Transfers	-	27,757	-	-	-
Total Expenses	\$ 17,449,164	\$ 18,241,083	\$ 18,103,371	\$ 24,858,860	\$ 28,571,880

NET POSITION

In FY 2018, there is a projected use of net assets of \$2,753,950 in the Utilities Revenue Fund.

**UTILITIES REVENUE FUND
NET POSITION REPORT**

09/30/2016 Audited Unrestricted Net Position	\$ 17,032,841
15/16 Construction in Progress	(548,176)
Projected Reserve (Use) of Unrestricted Net Assets – FY 2016-17	(3,384,282)
Projected “Available” Unrestricted Net Position at 09-30-17	\$ 13,100,383
2018 Preliminary Reserve (Use) of Unrestricted Net Assets	(2,753,950)
Projected “Available” Unrestricted Net Position at 09/30/18	\$ 10,346,433

NORTH PORT UTILITIES

REVENUE DETAIL

420-0000

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Preliminary</u>
<i>PERMITS & SPECIAL ASSESSMENTS</i>					
325 Special Assessments/Impact Fees	\$ 60,326	\$ 5,408	\$ 17,980	\$ -	\$ -
Total Permits & Special Assessments	60,326	5,408	17,980	-	-
<i>INTERGOVERNMENTAL</i>					
331 Federal Grants	-	480	-	-	-
337 Grants from other Local Units	-	-	1,000	-	-
Total Intergovernmental	-	480	1,000	-	-
<i>CHARGES FOR SERVICES</i>					
343 Physical Environment	17,308,472	18,215,863	19,381,692	19,379,860	21,011,490
349 Other Charges for Services	261,792	304,263	272,652	219,000	229,040
Total Charges for Services	17,570,264	18,520,126	19,654,344	19,598,860	21,240,530
<i>FINES & FORFEITURES</i>					
354 Violations of Local Ordinances	-	(200)	-	100	100
Total Fines & Forfeitures	-	(200)	-	100	100
<i>MISCELLANEOUS</i>					
361 Interest	39,677	140,937	133,270	100,000	100,000
364 Disposition of Fixed Assets	3,304	19,237	(40,171)	-	-
365 Sales of Surplus Materials	4,840	1,660	2,639	5,000	5,000
369 Other Miscellaneous Revenues	16,484	15,231	15,861	16,700	16,700
Total Miscellaneous	64,305	177,065	111,599	121,700	121,700
<i>OTHER SOURCES</i>					
381 Interfund Transfer	10,245,528	7,227,510	1,071,261	200,000	200,000
387 Discounts Taken	12	-	-	-	-
388 Insurance Recoveries	25,621	17,642	-	-	-
389 Other Sources - Capital Contributions & Appropriated Fund Balance	611,746	2,238,396	1,664,468	4,938,200	7,009,550
Total Other Sources	10,882,907	9,483,548	2,735,729	5,138,200	7,209,550
TOTALS	\$ 28,577,802	\$ 28,186,427	\$ 22,520,652	\$ 24,858,860	\$ 28,571,880

North Port Utilities - Administration

Fund





420-Utilities Fund

Department/Division

6060-Administration

Mission

The mission of North Port Utilities - Administration is to achieve community outcomes by providing safe, high quality drinking water and environmentally sound wastewater services by:

-  providing safe drinking water;
-  exploring viable options to improve water quality;
-  disposing of wastewater in a sound and environmentally approved method; and
-  increasing the capacity of the water and wastewater treatment to enhance community sustainability.

In order to accomplish this mission, the North Port Utilities – Administration is responsible for providing safe drinking water and environmentally sound wastewater and reuse services to the community.

Core Services and Outputs

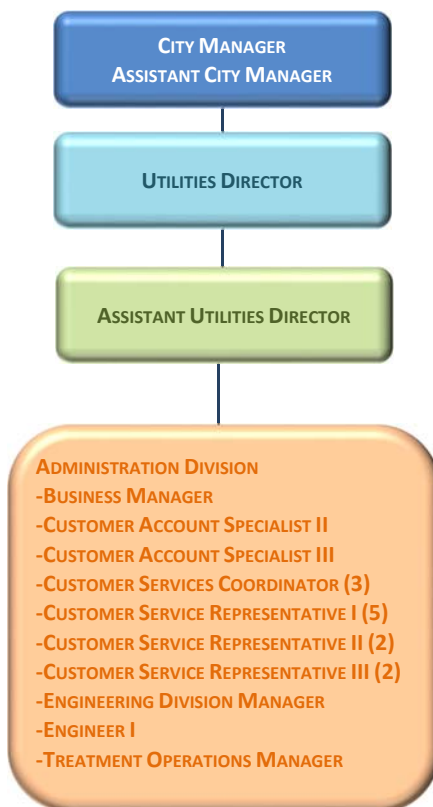
Utility Billing/Quality Customer Service

Primary Customer Group: Utility customers

Customer Requirements: courtesy

Definition Statement: To provide prompt service and accurate billing information to utility customers in a courteous manner.

Structure



Accomplishments

- Continued training and education program to enhance customer service, support educational opportunities to staff and provide opportunities to receive certifications.
- Purchased replacement computers based upon Information Technology (IT) replacement schedule.
- Provided utility billing and cashiering services.
- Added a performance measure in FY 16-17 to monitor the percentage of customers receiving ebill notification vs. paper bill; industry standards for utilities in 2014 was 19% for utilities. The first and second quarters for FY 16-17 reflected a 24% and 25% adoption rate, respectively, for North Port Utilities.
- Applied for and was awarded funding through the State of Florida General Appropriations Act Program (GAAP) for one rehabilitation project, Inflow and Infiltration; continued working on the previously awarded GAAP projects for Inflow and Infiltration and Lift Station Rehabilitation related to the wastewater collection system.

Initiatives

- Add an Assistant Utilities Director to enable the utilities to have a more inclusive command over utilities administration, project management, engineering and planning; pursuing and managing grant opportunities; bidding and new construction; developing ordinance changes; CIP, utilities master planning; and begin preparing for succession planning.
- Concentrate on conducting a needs and site selection analysis and prepare for funding the eventual construction of a new facility – Utilities Administration Building and Field Operations Center.
- Continue with the computer replacement program as recommended by IT.
- Support staff with various training and education opportunities.

Goals and Objectives

GOAL 1

Provide effective and excellent customer service.

OBJECTIVES:

- Maintain a high level of customer satisfaction.
- Continue annual training of customer service staff.

GOAL 2

Ensure fiscally sound and cost-effective services.

OBJECTIVES:

- Review staffing needs department-wide to ensure the best possible utilization of human capital resources.
- Analyze the cost of delivering services through best management practices.

Key Performance Measures – Accounting Services

CUSTOMER SATISFACTION

Goal	Provide effective and excellent customer service.				
Objective	Maintain a high level of customer satisfaction.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Maintain a 90% satisfaction rating for utility billing customers based on promptness, accuracy of information and courteous behavior	99%	99%	90%	90%	90%
Description	This measure provides feedback on customer service satisfaction.				
Purpose	This measure supports the division's goal of providing effective and excellent customer service.				
Status	The division continues to meet or exceed the requirement measure.				

Output Measures

Answer phones within three (3) rings 95% of the time to address customer requests.

Address customer requests verbally or issue a work order within one (1) hour to the appropriate division/department.

Collect previous day's phone log and randomly select two (2) customers to call back and survey how satisfied they were with the service provided.

Enter all data collected from surveys by the close of the work day onto a spreadsheet.

ELECTRONIC BILLING UTILIZATION

Goal	Improve billing efficiency and customer satisfaction, reducing billing costs and paper.				
Objective	Increase saturation of ebill notification among utilities customers.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Exceed industry average saturation for ebill notifications among Utilities customers (based on 2014 average of 19%)	N/A	N/A	20%	20%	20%
Description	This measure provides feedback on customer utilization of utilities ebill notifications.				
Purpose	This measure supports the division's goals of providing effective and excellent customer service and ensuring fiscally sound and cost-effective services.				
Status	Fiscal year 2017 was the first year this measure was tracked.				

Operating Budget Summary

DESCRIPTION	FY 2014 <u>ACTUAL</u>	FY 2015 <u>ACTUAL</u>	FY 2016 <u>ACTUAL</u>	FY 2017 <u>ADOPTED</u>	FY 2018 <u>PRELIMINARY</u>
Salaries & Wages	\$ 889,781	\$ 854,532	\$ 837,132	\$ 980,090	\$ 1,081,600
Employee Benefits	236,254	481,683	253,525	326,910	334,590
PERSONNEL EXPENSES	1,126,035	1,336,215	1,090,657	1,307,000	1,416,190
Professional/Contracted Services	179,671	98,673	26,800	30,730	18,390
Current Operating Charges	2,470,387	2,525,210	2,610,472	2,440,200	2,452,920
Operating Supplies	27,936	31,979	31,757	65,540	56,760
OPERATING EXPENSES	2,677,994	2,655,862	2,669,029	2,536,470	2,528,070
CAPITAL	-	-	-	-	310,000
DEBT SERVICE	1,390,032	1,196,452	1,193,027	3,584,920	3,730,740
TOTALS	\$ 5,194,061	\$ 5,188,529	\$ 4,952,713	\$ 7,428,390	\$ 7,985,000

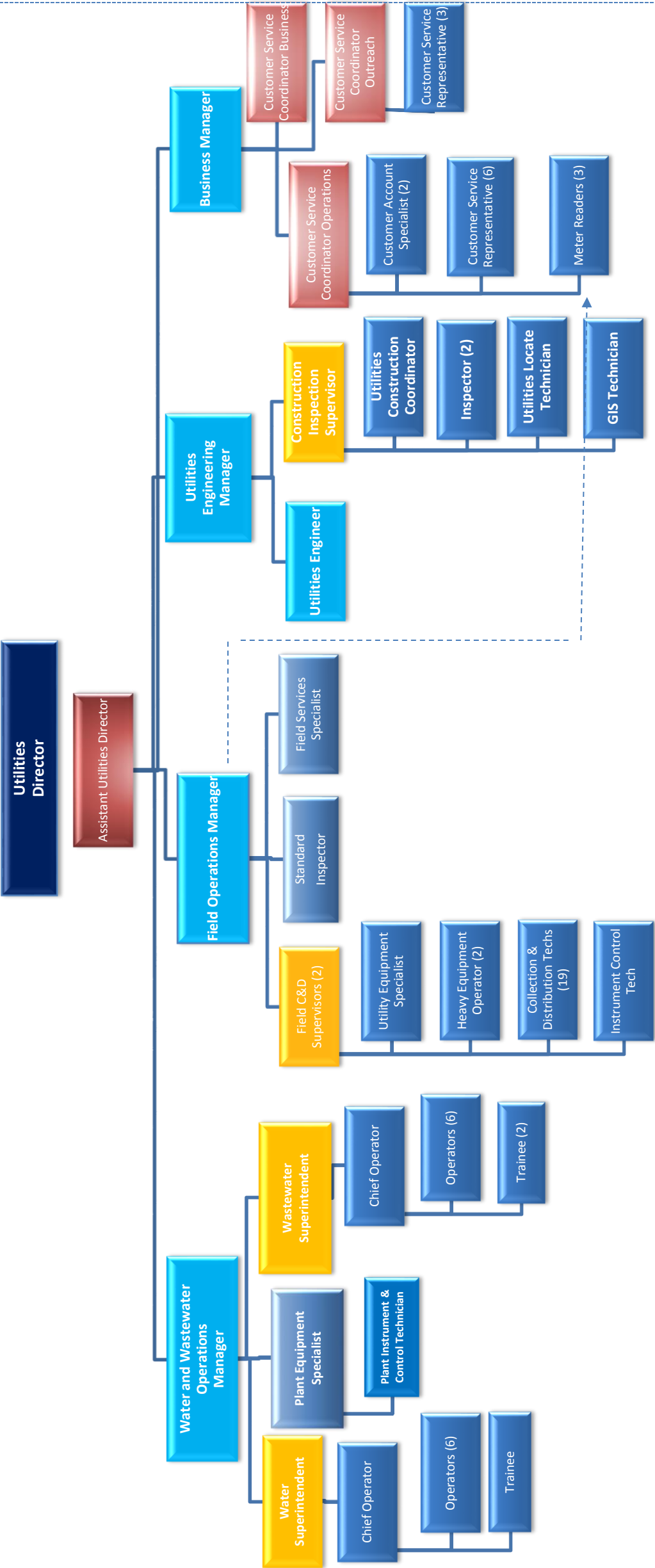
Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 <u>AMENDED</u>	FY 2015 <u>AMENDED</u>	FY 2016 <u>AMENDED</u>	FY 2017 <u>AMENDED</u>	FY 2018 <u>PRELIMINARY</u>
Utilities Director	1	1	1	1	1
Assistant Utilities Director	-	-	-	-	1
Business Manager	1	1	1	1	1
Engineering Division Manager	-	-	-	1	1
Engineer	1	1	1	1	1
Water & Wastewater Operations Manager	1	1	1	1	1
Customer Service Coordinator Outreach	1	1	1	1	1
Executive Assistant	1	1	1	1	-
Staff Assistant II	1	1	1	1	-
Staff Assistant I	-	-	1	1	-
Customer Services Coordinator Business	1	1	1	1	1
Customer Service Coordinator Operations	1	1	1	1	1
Customer Account Specialist III	1	1	1	1	1
Customer Account Specialist II	1	1	1	1	1
Customer Service Rep III	1	1	1	1	2
Customer Service Rep II	1	1	1	1	2
Customer Service Rep I	4	4	4	4	5
TOTAL	17	17	18	19	20

Capital Projects

Major Initiatives

- **Residential Neighborhood Expansion** – The pilot project includes two small neighborhood zones, determined by the Water Demand Analysis to be in the top eleven (11) neighborhood zones for demand. The engineering, permitting, and bidding for the two small zones were completed in fiscal year 2015. Construction was completed in FY 15-16 and 73 new customers have been connected to date in FY 16-17.
- **Reclaimed Water Transmission Expansion** – The next phase of reclaimed water expansion will continue through fiscal year 2018. One segment was redesigned to go along the existing right-of-way on Spring Haven Boulevard instead of along the Myakkahatchee Creek, thereby protecting the existing natural flora and fauna along the bank of the creek. In addition to improving the reliability of the reclaimed water system for existing and future development, this phase will also allow an existing city park to become a new reclaimed water irrigation user, protecting our water resources by reducing the demand on potable water sources.
- **Complete upgrades to the Reverse Osmosis (RO) System** – Increasing conductivity in the Myakkahatchee Creek wellfield has created treatment challenges with the existing RO process. A consultant will be analyzing long-term options.
- **Dewatering System** – The aerated sludge storage system will be expanded in fiscal year 2018 by modifying the existing tankage and aeration system.
- **Price Boulevard Widening** – During this road project, one existing water line will need to be upsized and relocated into two parallel lines to accommodate the road widening project; two existing wastewater lines will need to be deflected/ relocated as necessary for stormwater piping; and one new reclaimed water line will need to be installed. The design of this project will be dictated by Commission directive.
- **Aquifer, Storage & Recovery (ASR)** – With changes to the regulatory position on using partially treated surface water, we anticipate completing the improvements necessary to connect the conventional water plant at the Myakkahatchee Creek to the ASR system over the next couple of years. Construction of the permanent ASR facilities will be completed in FY 17-18 with the testing, annual reporting and operational permit extending to FY 18-19.
- **Water Distribution System Improvements** – To improve the potable water system reliability, fire flow, water quality and pressure, construction of improvements to several small sections of mains are necessary. Design and engineering will be completed in FY 16-17 for several prioritized areas and three areas will be constructed with the remaining areas to follow in future years.



Utilities - Administration
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
420-6060-536-11-00 Executive Salaries	118,120	-	118,120
420-6060-536-12-00 Regular Salaries	861,470	-	861,470
420-6060-536-14-00 Overtime	500	-	500
420-6060-536-21-00 FICA	71,960	-	71,960
420-6060-536-22-01 FRS	90,130	-	90,130
420-6060-536-23-00 Health/Dental/Life	158,390	-	158,390
420-6060-536-23-02 Vision	1,170	-	1,170
420-6060-536-24-00 Workers' Compensation	3,260	-	3,260
420-6060-536-26-00 Compensated Absences	500	-	500
420-6060-536-27-00 Educational Assistance	1,500	-	1,500
TOTAL PERSONNEL	1,307,000	-	1,307,000
OPERATING			
420-6060-536-31-04 Medical Services- <i>SLA-17-6001</i>	90	(90)	-
420-6060-536-31-05 Other Professional Svc- <i>SLA-17-6001</i>	28,140	(90)	28,050
420-6060-536-32-00 Accounting and Auditing	2,500	-	2,500
420-6060-536-40-00 Travel & Per Diem- <i>SLA-17-6004</i>	11,090	(2,600)	8,490
420-6060-536-41-00 Communication Services	19,220	-	19,220
420-6060-536-42-00 Postage & Mailing	115,320	-	115,320
420-6060-536-43-01 Water & Sewer	420	-	420
420-6060-536-43-02 Electric	5,830	-	5,830
420-6060-536-44-00 Rentals & Leases	35,350	-	35,350
420-6060-536-45-00 Insurance	325,310	-	325,310
420-6060-536-46-01 R&M Office Equipment	37,880	-	37,880
420-6060-536-46-11 R&M Special Equipment	500	-	500
420-6060-536-46-50 Fleet-Administrative	3,340	-	3,340
420-6060-536-46-51 Fleet-Labor	700	-	700
420-6060-536-46-52 Fleet-Parts	500	-	500
420-6060-536-47-00 Printing & Binding	20,220	-	20,220
420-6060-536-48-00 Promotional Activities	10,200	-	10,200
420-6060-536-49-01 Bank and Transaction Fees	87,200	-	87,200
420-6060-536-49-02 Cash Over and Short	200	-	200
420-6060-536-49-12 Ads & Public Notices	100	-	100
420-6060-536-49-14 Tags, Fees, Licenses	17,200	-	17,200
420-6060-536-49-30 Tax Collector Fees	330	-	330
420-6060-536-49-50 Customer Deposit Interest	1,100	-	1,100
420-6060-536-49-69 Food- <i>SLA-17-6006</i>	700	(500)	200
420-6060-536-49-70 Payment to General Fund	1,320,100	-	1,320,100
420-6060-536-49-72 Payment to Solid Waste	14,700	-	14,700
420-6060-536-49-75 Return on Investment	412,690	-	412,690
420-6060-536-51-00 Office Supplies	4,000	-	4,000

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
420-6060-536-52-01 Other Operating Supplies	90	-	90
420-6060-536-52-02 Fuel	1,560	-	1,560
420-6060-536-52-07 Uniforms	1,800	-	1,800
420-6060-536-52-50 Minor Operating- <i>SLAs-17-6001, 17-6014, 17-6015, 17-6016, 17-6017 & 17-6018</i>	18,670	(16,170)	2,500
420-6060-536-54-00 Books, Publications, Subscriptions	2,200	-	2,200
420-6060-536-55-00 Training & Education- <i>SLAs-17-6004 & 17-6007</i>	28,880	(16,200)	12,680
420-6060-536-59-00 Depreciation	8,340	-	8,340
TOTAL OPERATING	2,536,470	(35,650)	2,500,820
CAPITAL			
420-6060-536-63-00 Infrastructure	-	-	-
420-6060-536-64-00 Machinery & Equipment	-	-	-
TOTAL CAPITAL	-	-	-
DEBT SERVICE			
420-6060-536-71-00 Debt Service Principal	2,466,300	-	2,466,300
420-6060-536-72-00 Debt Service Interest	1,118,620	-	1,118,620
TOTAL DEBT SERVICE	3,584,920	-	3,584,920
TOTALS	7,428,390	(35,650)	7,392,740

NORTH PORT UTILITIES
ADMINISTRATION DIVISION
BUDGET ANALYSIS

420-6060-536

		FY 2014		FY 2015		FY 2016		FY 2017		FY 2017		FY 2018
	<u>Account Description</u>	<u>Actual</u>		<u>Actual</u>		<u>Actual</u>		<u>Actual</u>		<u>Base Budget</u>		<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>												
11	Executive Salaries	\$ 61,419	\$	110,473	\$	115,281	\$	118,120	\$	118,120	\$	121,660
12	Regular Salaries & Wages	826,430		743,534		720,677		861,470		861,470		894,120
13	Other Salaries & Wages	-		-		-		-		-		65,320
14	Overtime	1,932		525		1,174		500		500		500
	Salaries & Wages	889,781		854,532		837,132		980,090		980,090		1,081,600
21	FICA	61,999		60,738		60,142		71,960		71,960		74,290
22	Retirement Contributions	75,686		280,585		72,727		90,130		90,130		99,720
23	Life & Health Insurance	107,189		107,349		117,654		159,560		159,560		155,320
24	Workers' Compensation	4,340		6,355		3,260		3,260		3,260		3,260
25	Unemployment Compensation	-		-		-		-		-		-
26	Compensated Absences	(14,456)		23,743		(2,483)		500		500		500
27	Educational Assistance	1,496		2,913		2,225		1,500		1,500		1,500
	Employee Benefits	236,254		481,683		253,525		326,910		326,910		334,590
	Total Personnel Expenditures	1,126,035		1,336,215		1,090,657		1,307,000		1,307,000		1,416,190
<i>OPERATING EXPENDITURES</i>												
31	Professional Services	178,290		97,372		26,800		28,230		28,050		15,890
32	Accounting and Auditing	-		-		-		2,500		2,500		2,500
34	Other Contractual Services	1,381		1,301		-		-		-		-
	Professional/Contracted Services	179,671		98,673		26,800		30,730		30,550		18,390
40	Travel and Per Diem	2,024		1,992		6,144		11,090		8,490		15,250
41	Communication Services	12,378		24,515		17,382		19,220		19,220		17,810
42	Postage & Mailing	102,155		98,899		114,216		115,320		115,320		115,320
43	Water, Sewer & Electricity	5,819		5,500		5,293		6,250		6,250		6,260
44	Rentals & Leases	39,907		37,123		37,540		35,350		35,350		36,900
45	Insurance	330,734		331,393		343,640		325,310		325,310		325,310
46	Repairs & Maintenance	24,205		23,022		40,147		42,920		42,920		46,250
47	Printing & Binding	1,484		19,457		9,098		20,220		20,220		20,620
48	Promotional Activities	7,788		11,813		11,585		10,200		10,200		15,200
49	Other Current Charges	1,943,893		1,971,496		2,025,427		1,854,320		1,853,820		1,854,000
	Current Operating Charges	2,470,387		2,525,210		2,610,472		2,440,200		2,437,100		2,452,920
51	Office Supplies	4,587		5,311		3,628		4,000		4,000		4,000
52	Minor Operating Expenditures	6,336		11,346		14,691		22,120		5,950		21,090
54	Books, Public, Subs, Member	290		910		1,449		2,200		2,200		4,240
55	Training & Education	7,554		6,075		3,652		28,880		12,680		20,470
59	Depreciation	9,169		8,337		8,337		8,340		8,340		6,960
	Operating Supplies	27,936		31,979		31,757		65,540		33,170		56,760
	Total Operating Expenditures	\$ 2,677,994	\$	2,655,862	\$	2,669,029	\$	2,536,470	\$	2,500,820	\$	2,528,070

ADMINISTRATION DIVISION

BUDGET ANALYSIS

420-6060-536

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
<u>Account Description</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>CAPITAL EXPENDITURES</i>							
62	Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	310,000
	Total Capital Expenditures	-	-	-	-	-	310,000
<i>DEBT SERVICE</i>							
71	Debt Service Principal	-	-	-	2,466,300	2,466,300	2,685,250
72	Debt Service Interest	1,390,032	1,196,452	1,193,027	1,118,620	1,118,620	1,045,490
	Total Debt Service	1,390,032	1,196,452	1,193,027	3,584,920	3,584,920	3,730,740
TOTALS		\$ 5,194,061	\$ 5,188,529	\$ 4,952,713	\$ 7,428,390	\$ 7,392,740	\$ 7,985,000



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-6000		FY 2018 Total Budget Cost / (Savings)		\$ 68,660
Title:	Assistant Utilities Director		Fund:	Utilities
Department:	Utilities		Division:	Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)		
Financially responsible City providing quality municipal services	X	Toledo Blade interchange as major destination
Preservation of environment & natural resources	X	Sumter interchange as major destination
Vibrant "Alive" Town Centers		X Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The addition of an Assistant Utilities Director will enable the utilities to have a more inclusive command over utilities administration, project management, engineering, planning, pursuing and managing grant opportunities; bidding and new construction; developing ordinance changes; CIP, utilities master planning including SWFWMD required planning, and begin preparing for succession planning, etc.

This will also allow NPU the staff and funds necessary to continue Maintaining/Upgrading/Expanding City Infrastructure, being a Financially Responsible City Providing Quality Municipal Services, Preserve the Environment and Natural Resources and concentrate on planning, organizing and management goals necessary for the future success of the department. It is anticipated that this position will be a promotion for the existing Utilities Business Manager, making the current position available to fill. The Utilities Business Manager has over 20 years in governmental experience and 11 years in her current position. She has been relied upon for years to provide backup for the Director in his/her absence. While the promotion will take place on October 1, hiring a replacement Utilities Business Manager is expected to take a few months therefore, this SLA, which includes the replacement Utilities Business Manager will be budgeted at 80% and will also include budgeting for new employee physical, background check, computer and phone for the new Utilities Business Manager.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
1.00	Assistant Utilities Director	620

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
EXPENDITURES	
Personnel	\$ 65,320
Operating	3,340
Capital	-
Debt Service	-
Other Expenditures	-
Total Expenditures:	\$ 68,660
	One-Time: 2,800
	Recurring: 65,860

REVENUES	
Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 68,660

IMPACT OF DENIAL

If this new position is not approved, Utilities will not have the support necessary to meet the Strategic Plan goals. Last year, there was a requirement for one of the three present managers to fill the role of Acting Director for two months. During this timeframe, much of their regular duties fell to other staff members, or was delayed until the Director returned. With the size of the current employee complement and the potential for rapid growth in the system as well as anticipated new plants in the near future in the WVID, not adding an Assistant Director will affect the efficiency and effectiveness of the department.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6000
Title:	Assistant Utilities Director
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6060-536 12-00 Salaries		R	\$ 51,620
420-6060-536 14-00 Overtime		R	
420-6060-536 21-00 FICA		R	3,950
420-6060-536 22-01 FRS		R	4,090
420-6060-536 23-00 Insurance - Health & Dental		R	5,630
420-6060-536 23-02 Vision Care		R	30
420-6060-536 27-00 Educational Assistance		R	
Total Personnel Costs			\$ 65,320
Operating Expenditures			
420-6060-536 31-04 Medical Services		O	90
420-6060-536 31-05 Professional Services		O	90
420-6060-536 41-00 Communications		R	440
420-6060-536 52-07 Uniforms		R	100
420-6060-536 52-50 Minor Operating Equipment		O	2,620
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ 3,340
Capital Outlay			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
Debt Service			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
Other Expenditures			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 68,660



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-6001		FY 2018 Total Budget Cost / (Savings)		\$ (11,300)
Title:	Lockbox Processing Fees			Fund: Utilities
Department:	Utilities			Division: Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)		
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In January, Commission approved moving to an in-house lockbox processing which will eliminate the need for this payment to Charlotte County. There will, however, be fees incurred for annual maintenance on the new hardware and software.

PERSONNEL		
Add/Delete (FTE)	Title:	Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS		BUDGET COST / (SAVINGS)
EXPENDITURES		
Personnel		\$ -
Operating		(11,300)
Capital		-
Debt Service		-
Other Expenditures		-
Total Expenditures:		\$ (11,300)
One-Time:		(14,300)
Recurring:		3,000
REVENUES		
Total Revenues:		\$ -
Total Expenditures Minus Revenues:		\$ (11,300)

IMPACT OF DENIAL

If denied, Utilities will have unnecessarily over budgeted for this expense.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6001
Title:	Lockbox Processing Fees
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6060-536 12-00 Salaries			
420-6060-536 14-00 Overtime			
420-6060-536 21-00 FICA			
420-6060-536 22-01 FRS			
420-6060-536 23-00 Insurance - Health & Dental			
420-6060-536 23-02 Vision Care			
420-6060-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6060-536 31-05 Other Professional Services		O	\$ (14,300)
420-6060-536 46-01 R&M Office Equipment		R	3,000
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ (11,300)
<i>Capital Outlay</i>			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (11,300)

FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-6002				FY 2018 Total Budget Cost / (Savings)		\$	14,750
Title: Training & Development				Fund:		Utilities	
Department: Utilities				Division:		Administration	
Category:	X	Increase		Maintain		Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	X		Toledo Blade interchange as major destination
Preservation of environment & natural resources			Sumter interchange as major destination
Vibrant "Alive" Town Centers			Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

North Port Utilities is committed to improving staff training and education which will in turn, provide a better service to our customers and a more educated and informed staff. The intended impacts include expanding staff's knowledge base and strengthening employee skills; identifying and reinforcing safety practices and proper procedures; maintaining engineering required training and CEUs and being on the cutting edge of industry developments. In FY17-18 Utilities plans to send customer service staff to Florida Water and Pollution Control Operators Association (FWPCOA) Customer Service Training specialized to utilities. NPU budgeted for leadership training in FY16/17 as a one-time expense, but intends to continue on-site leadership training for front line supervisors through management. Additionally, last year, North Port Utilities submitted an abstract for the 2017 90th Annual Water Environment Federation Technical Exhibition & Conference (WEFTEC), which is to be held in Chicago. The City was informed that their abstract was approved for presentation; therefore, staff will be attending the conference this year, giving the City international recognition. With over 1,000 presentations and 28 concurrent technical sessions, the City will benefit from this program.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>		<u>Pay Grade:</u>

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES		
Personnel		\$ -
Operating		14,750
Capital		-
Debt Service		-
Other Expenditures		-
	Total Expenditures:	\$ 14,750
	One-Time:	-
	Recurring:	14,750

REVENUES

	Total Revenues:	\$ -
	Total Expenditures Minus Revenues:	\$ 14,750

IMPACT OF DENIAL

Without funding for training, Utilities will miss opportunities for development of staff, hindering its ability to improve customer service consistent with industry standards.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6002
Title:	Training & Development
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6060-536 12-00 Salaries			
420-6060-536 14-00 Overtime			
420-6060-536 21-00 FICA			
420-6060-536 22-01 FRS			
420-6060-536 23-00 Insurance - Health & Dental			
420-6060-536 23-02 Vision Care			
420-6060-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6060-536 40-00 Travel & Per Diem		R	6,960
420-6060-536 55-00 Training		R	7,790
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ 14,750
<i>Capital Outlay</i>			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 14,750



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-6003		FY 2018 Total Budget Cost / (Savings)	\$ 5,000
Title:	25th Silver Anniversary Celebration		Fund: Utilities
Department:	Utilities		Division: Administration
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)		
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

On December 10, 1992, the City of North Port acquired North Port Utilities. In December 2017, Utilities will celebrate the 25th anniversary of this momentous occasion. In commemoration of this event, Utilities plans to host a celebration which will be a milestone event for the community.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			5,000
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 5,000
		One-Time:	5,000
		Recurring:	-
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 5,000

IMPACT OF DENIAL

The community will not be able to participate in the celebration of the acquisition of this critical component of the City.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6003
Title:	25th Silver Anniversary Celebration
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6060-536 12-00 Salaries			
420-6060-536 14-00 Overtime			
420-6060-536 21-00 FICA			
420-6060-536 22-01 FRS			
420-6060-536 23-00 Insurance - Health & Dental			
420-6060-536 23-02 Vision Care			
420-6060-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6060-536 48-00 Promotional Activities		O	5,000
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ 5,000
Capital Outlay			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
Debt Service			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
Other Expenditures			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,000



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-6004		FY 2018 Total Budget Cost / (Savings)		\$	8,000
Title:	Credit Card Processing Fees			Fund:	Utilities
Department:	Utilities			Division:	Administration
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

With the pay by phone system continuing to gain popularity and in conjunction with other credit card payment options, Utilities continues to experience a surge in credit card transactions. Accordingly, Utilities has budgeted an increase to these transaction fees based on the upward usage trend. The alternative to increasing this expense would be to charge a convenience fee to customers who pay their utility bills with a credit card for transactions that meet the convenience definition, for example payment by phone. However, this option would also increase our costs for credit card acceptance as the credit card merchant processor would then recognize the Utilities Department as a retail organization. Our Utilities ratepayers benefit from the lowest possible credit card fees in the industry, in contrast to a retail organization which are charged some of the highest fees. Staff has been researching other options which could replace the existing systems, if shown to be a cost-benefit to the City as well as providing a higher level of customer service. If it is determined that a better system exists, the resulting contract would be brought to Commission for review.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$	-
Operating		8,000
Capital		-
Debt Service		-
Other Expenditures		-

Total Expenditures: \$ 8,000

One-Time: -
Recurring: 8,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 8,000

IMPACT OF DENIAL

Without adequate funding for the increased credit card transactions, the Utilities budget will be insufficient to provide this service to its customers.



FY 2018 Budget
Sevice Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6004
Title:	Credit Card Processing Fees
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6060-536 12-00 Salaries			
420-6060-536 14-00 Overtime			
420-6060-536 21-00 FICA			
420-6060-536 22-01 FRS			
420-6060-536 23-00 Insurance - Health & Dental			
420-6060-536 23-02 Vision Care			
420-6060-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6060-536 49-01 Bank and Transaction Fees		R	\$ 8,000
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ 8,000
Capital Outlay			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
Debt Service			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
Other Expenditures			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 8,000



SLA: 18-6005		FY 2018 Total Budget Cost / (Savings)		\$ 1,500
Title:	Collection Agency Fees			Fund: Utilities
Department:	Utilities			Division: Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City of North Port liens all properties with outstanding utility bills over 120 days old. However, sometimes, prior to the sale of a property from one entity to another, a utility bill may remain unpaid by the previous owner that has not met the 120-day requirement. Therefore, periodically, the services of a collection agency are required to recover utility bills left unpaid by a previous owner or a corporate tenant. In December 2016, the Utilities Department began using the services of the collection agency; however, nothing had been budgeted for the FY16/17.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,500

One-Time:	-
Recurring:	1,500

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 1,500

IMPACT OF DENIAL

Utilities will not have adequate funding to pursue unpaid utility bills through a collection agency.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6005
Title:	Collection Agency Fees
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6060-536 12-00 Salaries			
420-6060-536 14-00 Overtime			
420-6060-536 21-00 FICA			
420-6060-536 22-01 FRS			
420-6060-536 23-00 Insurance - Health & Dental			
420-6060-536 23-02 Vision Care			
420-6060-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6060-536 31-05 Other Professional Services		R	1,500
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ 1,500
Capital Outlay			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
Debt Service			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
Other Expenditures			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,500



SLA: 18-6006	FY 2018 Total Budget Cost / (Savings)	\$ 1,550
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Title: Mailing Equipment Lease	Fund: Utilities
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Department: Utilities	Division: Administration
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Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In FY 16-17, the City's three-year contract for the mailing equipment expired and new equipment was delivered. The new lease is slightly more expensive than the prior lease.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,550
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,550

One-Time: -

Recurring: 1,550

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,550

IMPACT OF DENIAL

Utilities will not have adequate funds to pay for the mailing equipment.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6006
Title:	Mailing Equipment Lease
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6060-536 12-00 Salaries			
420-6060-536 14-00 Overtime			
420-6060-536 21-00 FICA			
420-6060-536 22-01 FRS			
420-6060-536 23-00 Insurance - Health & Dental			
420-6060-536 23-02 Vision Care			
420-6060-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6060-536 44-00 Rentals & Leases		R	1,550
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ 1,550
<i>Capital Outlay</i>			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,550



SLA: 18-6007		FY 2018 Total Budget Cost / (Savings)		\$ 3,410
Title:	Computer Replacements		Fund:	Utilities
Department:	Utilities		Division:	Administration
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain
	<input type="checkbox"/>			Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In accordance with the IT replacement schedule, Utilities is replacing three (3) computers for Administrative staff.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	3,410
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 3,410
One-Time:	3,410
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 3,410

IMPACT OF DENIAL

Without funding for the replacement of these computers, Utilities will be non-compliant with the IT replacement schedule, hindering IT's ability to provide proper and efficient support for the programs and operations required of the equipment, and staff efficiency will be hindered by outdated and inadequate equipment.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6007
Title:	Computer Replacements
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6060-536 12-00 Salaries			
420-6060-536 14-00 Overtime			
420-6060-536 21-00 FICA			
420-6060-536 22-01 FRS			
420-6060-536 23-00 Insurance - Health & Dental			
420-6060-536 23-02 Vision Care			
420-6060-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6060-536 52-50 Minor Operating Equipment		O	3,410
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ 3,410
Capital Outlay			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
Debt Service			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
Other Expenditures			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,410



SLA: 18-6008		FY 2018 Total Budget Cost / (Savings)		\$ 1,400
Title:	Headsets		Fund:	Utilities
Department:	Utilities		Division:	Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

North Port Utilities is committed to improving the health of our employees. To this end, headsets are being requested for seven (7) staff members who answer phones as part of their daily routine.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,400
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,400

One-Time: 1,400

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,400

IMPACT OF DENIAL

Utilities Department employees will spend extensive hours holding a phone with their hand or head, instead of having the flexibility of having hands-free capabilities to work. Potential for health concerns will increase.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6008
Title:	Headsets
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6060-536 12-00 Salaries			
420-6060-536 14-00 Overtime			
420-6060-536 21-00 FICA			
420-6060-536 22-01 FRS			
420-6060-536 23-00 Insurance - Health & Dental			
420-6060-536 23-02 Vision Care			
420-6060-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6060-536 52-50 Minor Operating Equipment		O	1,400
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ 1,400
Capital Outlay			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
Debt Service			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
Other Expenditures			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,400



SLA: 18-6009		FY 2018 Total Budget Cost / (Savings)		\$ 4,480
Title:	Adjustable Desks		Fund:	Utilities
Department:	Utilities		Division:	Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

North Port Utilities is committed to improving the health of our employees. To this end, adjustable desks are being requested for fourteen (14) staff members who spend the majority of their day at a computer.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	4,480
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 4,480

One-Time: 4,480

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 4,480

IMPACT OF DENIAL

Utilities Department employees will spend extensive hours sitting instead of having the flexibility of standing to work. Potential for health concerns will increase.

SLA:	18-6009
Title:	Adjustable Desks
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6060-536 12-00 Salaries			
420-6060-536 14-00 Overtime			
420-6060-536 21-00 FICA			
420-6060-536 22-01 FRS			
420-6060-536 23-00 Insurance - Health & Dental			
420-6060-536 23-02 Vision Care			
420-6060-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6060-536 52-50 Minor Operating Equipment		O	4,480
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ 4,480
Capital Outlay			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
Debt Service			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
Other Expenditures			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 4,480



SLA: 18-6010		FY 2018 Total Budget Cost / (Savings)		\$ 2,210
Title:	Memberships and Licenses			Fund: Utilities
Department:	Utilities			Division: Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

North Port Utilities is committed to improving staff training and education through memberships with specific organizations which will in turn, provide a better service to our customers and a more educated and informed staff. The intended impacts include expanding staff's knowledge base and strengthening employee skills; maintaining engineering required training and CEUs and being on the cutting edge of industry developments by expanding memberships for American Water Works Association (AWWA), Water Environment Federation (WEF) and Florida Engineering Society (FES) and renewing professional engineering and contractor licensures.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	2,210
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 2,210

One-Time:	-
Recurring:	2,210

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 2,210

IMPACT OF DENIAL

Without funding, Utilities will not be able to obtain memberships in industry groups, hindering access to industry information as well as the ability for Utilities to keep pace with industry developments and standards.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6010
Title:	Memberships and Licenses
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6060-536 12-00 Salaries			
420-6060-536 14-00 Overtime			
420-6060-536 21-00 FICA			
420-6060-536 22-01 FRS			
420-6060-536 23-00 Insurance - Health & Dental			
420-6060-536 23-02 Vision Care			
420-6060-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6060-536 54-00 Books, Publications, Subscriptions, Memberships		R	2,010
420-6060-536 49-14 Licenses, Fees, Permits		R	200
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ 2,210
Capital Outlay			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
Debt Service			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
Other Expenditures			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,210



SLA: 18-6011		FY 2018 Total Budget Cost / (Savings)		\$ 1,300
Title:	Adobe Creative Suite Licenses			Fund: Utilities
Department:	Utilities			Division: Administration
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input checked="" type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

North Port Utilities has an extensive outreach program and creates numerous documents in-house for sharing our story with the community. To create these documents, in a previous budget, Utilities Administration purchased one stand-alone package for Adobe Creative Suite. However, since it has been several years, the software is now out-of-date and files for publishing are not converting properly. Therefore, staff is recommending to convert over to the licensing version which is automatically updated to the most current version for compatibility purposes. In addition, a second license is being recommended for backup purposes.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,300
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,300

One-Time:	-
Recurring:	1,300

REVENUES

Total Expenditures Minus Revenues: \$ 1,300

IMPACT OF DENIAL

Staff will be unable to create documents for publishing, hindering the ability for print and web materials to be developed in house, increasing expenses for outreach materials, and in some instances, increasing the potential for regulatory compliance issues, such as with the annual Consumer Confidence Report.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6011
Title:	Adobe Creative Suite Licenses
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6060-536 12-00 Salaries			
420-6060-536 14-00 Overtime			
420-6060-536 21-00 FICA			
420-6060-536 22-01 FRS			
420-6060-536 23-00 Insurance - Health & Dental			
420-6060-536 23-02 Vision Care			
420-6060-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6060-536 49-14 Licenses, Fees & Permits		R	1,300
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ 1,300
Capital Outlay			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
Debt Service			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
Other Expenditures			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,300



SLA: 18-6012		FY 2018 Total Budget Cost / (Savings)		\$ 1,910
Title:	Office Furniture		Fund:	Utilities
Department:	Utilities		Division:	Administration
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The desk used by the Customer Service Coordinator (Outreach) has reached the end of its useful life and is need of replacement with a more functional desk/work station for the office space allowing for greater efficiency in the performance of duties.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,910
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,910

One-Time: 1,910

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,910

IMPACT OF DENIAL

If denied, the Customer Service Coordinator (Outreach) will have to continue working at a desk that continues to deteriorate and is too small for the efficient performance of duties.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6012
Title:	Office Furniture
Fund:	Utilities
Department:	Utilities
Division:	Administration

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6060-536 12-00 Salaries			
420-6060-536 14-00 Overtime			
420-6060-536 21-00 FICA			
420-6060-536 22-01 FRS			
420-6060-536 23-00 Insurance - Health & Dental			
420-6060-536 23-02 Vision Care			
420-6060-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6060-536 52-50 Minor Operating Equipment		O	1,910
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Operating Expenditures			\$ 1,910
Capital Outlay			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
420-6060-536			
Total Capital Outlay			\$ -
Debt Service			
420-6060-536			
420-6060-536			
Total Debt Service			\$ -
Other Expenditures			
420-6060-581			
420-6060-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,910

North Port Utilities – Water Systems

Fund




420-Utilities Fund

Department/Division

6061-Water Systems

Mission

The mission of North Port Utilities – Water Systems is to achieve community outcomes by providing safe, high quality drinking water and environmentally sound wastewater services by:

-  providing safe drinking water;
-  exploring viable options to improve water quality; and
-  increasing the capacity of the water and wastewater treatment to enhance community sustainability.

In order to accomplish this mission, the North Port Utilities – Water Systems is responsible for providing safe drinking water.

Core Services and Outputs

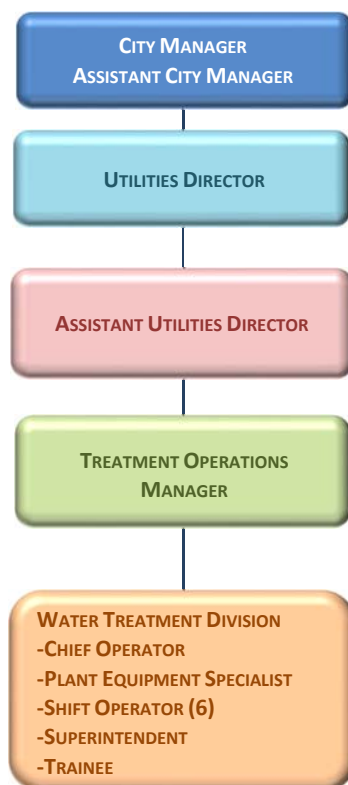
Water Treatment/Distribution

Primary Customer Group: Regulatory agencies

Customer Requirements: compliance

Definition Statement: To provide safe, reliable and quality water that meets all State and Federal guidelines to utility customers.

Structure



Accomplishments

- Connected 73 new customers to date in the two neighborhood areas designated as the Pilot Program.
- Replaced in-kind deep injection well pumps.

- Completed the looping of the Chesboro/Italy water lines.
- Completed ASR Cycle Test 5 and applied for the construction permit for the permanent facility.
- Completed upgrades to the Ammonia System at the Myakkahatchee Creek Water Treatment Plant (MCWTP).
- Completed the construction of the water lines along North Port Boulevard and extended a water transmission line from the MCWTP to Ortiz Boulevard.
- Installed a new water main beneath the Cocoplum Canal.
- Inventoried all bridge lines for prioritization of replacement.

Initiatives

- Promote two water plant operators B to operators A and one trainee to operator C based upon meeting all testing and hours requirements.
- Additional upgrades to the Reverse Osmosis system.
- Upsize and relocate one existing water line into two parallel lines to accommodate the Price Boulevard Widening project.
- In conjunction with the Spring Haven Boulevard road installation, construct and install a water pipeline prior to the road construction.
- Construct permanent Aquifer Storage and Recovery facility in FY 17-18 with testing, annual reporting and operational permit extending to FY 18-19.
- Coordinate with Charlotte County to meter the existing interconnect on Flamingo Boulevard.
- Complete design and engineering for several prioritized small sections of mains needing improvements and construct three areas with the remaining areas to follow in future years.
- Install a new water main beneath the Snover Canal.
- Rebuild Clarifier 1 and expand the Save-All-Ponds.

Goals and Objectives

GOAL 1

Provide safe and clean drinking water for our customers.

OBJECTIVES:

- Ensure drinking water meets all regulatory standards.
- Ensure adequate water supplies are available to meeting existing and future water demands.

GOAL 2

Increase environmental sustainability of water supply system.

OBJECTIVES:

- Increase water conservation and efficiency participation.
- Continue to evaluate and expand water delivery system.

Key Performance Measures

QUALITY CONTROL REGULATIONS

Goal	Provide safe and clean drinking water for our customers.				
Objective	Ensure drinking water meets all regulatory standards.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Meet daily, monthly, and quarterly compliance testing in accordance with all State and Federal regulations 100% of the time	100%	100%	100%	100%	100%
Description	The City Water Utility regularly collects and tests water samples to be in compliance with state and federal regulations.				
Purpose	Complying with regulations guarantees the City maintains its high standards of water quality and avoids fines.				
Status	The city drinking water continues to be in complete compliance with all existing standards for water quality.				

QUALITY CONTROL REGULATIONS

Goal	Provide safe and clean drinking water for our customers.				
Objective	Ensure drinking water meets all regulatory standards.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Monitor PH and alkalinity every two (2) hours, seven (7) days a week according to the langelier index in order to reduce calcium build-up in water mains	100%	100%	100%	100%	100%
Description	The City Water Utility regularly monitors water samples to be in compliance with state and federal regulations.				
Purpose	Complying with regulations guarantees the City maintains its high standards of water quality and avoids fines.				
Status	The city drinking water continues to be in complete compliance with all existing standards for water quality.				

Output Measures

Perform one thousand (1,000) water quality tests per month as required by State and Federal guidelines.

Complete operational process testing, flushing and calibration of infrastructure equipment.

Operate fire hydrant valves twice annually and perform quarterly flushing of all dead end mains.

Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 436,686	\$ 471,928	\$ 479,511	\$ 529,480	\$ 557,300
Employee Benefits	134,296	219,022	141,302	165,850	195,120
PERSONNEL EXPENSES	570,982	690,950	620,813	695,330	752,420
Professional/Contracted Services	186,347	284,408	228,750	278,260	225,080
Current Operating Charges	3,169,802	3,002,020	3,145,640	3,412,520	3,458,930
Operating Supplies	1,459,652	1,785,382	1,803,105	1,983,060	1,976,100
OPERATING EXPENSES	4,815,801	5,071,810	5,177,495	5,673,840	5,660,110
CAPITAL EXPENSES	-	-	-	1,003,300	2,703,900
TOTALS	\$ 5,386,783	\$ 5,762,760	\$ 5,798,308	\$ 7,372,470	\$ 9,116,430

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 AMENDED	FY 2015 AMENDED	FY 2016 AMENDED	FY 2017 AMENDED	FY 2018 PRELIMINARY
Water Superintendent	1	1	1	1	1
Chief Operator	1	1	1	1	1
Instrument Plant Control Technician	1	1	1	-	-
Plant Equipment Specialist	-	-	-	1	1
Operators	4	5	6	6	6
Trainee	1	1	-	1	1
TOTAL	8	9	9	10	10

Utilities - Water Systems
FY 2017 Base Budget
Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
420-6061-533-12-00 Regular Salaries	491,170	-	491,170
420-6061-533-14-00 Overtime	37,680	-	37,680
420-6061-533-15-08 Clothing/Allowance	630	-	630
420-6061-533-21-00 FICA	38,800	-	38,800
420-6061-533-22-01 FRS	40,350	-	40,350
420-6061-533-23-00 Health/Dental/Life	80,040	-	80,040
420-6061-533-23-02 Vision	630	-	630
420-6061-533-24-00 Workers' Compensation	5,530	-	5,530
420-6061-533-26-00 Compensated Absences	500	-	500
TOTAL PERSONNEL	695,330	-	695,330
OPERATING			
420-6061-533-31-03 Engineer-Architect- <i>SLA-17-6119</i>	35,000	(20,000)	15,000
420-6061-533-31-04 Medical Services - <i>SLA-17-6122</i>	250	(90)	160
420-6061-533-31-05 Other Professional Svc - <i>SLAs-17-6122, 17-6124 & 17-6129</i>	243,010	(100,090)	142,920
420-6061-533-34-00 Other Contractual Services	-	-	-
420-6061-533-40-00 Travel & Per Diem	4,430	-	4,430
420-6061-533-41-00 Communication Services	15,750	-	15,750
420-6061-533-42-00 Postage & Mailing	500	-	500
420-6061-533-43-02 Electric	319,820	-	319,820
420-6061-533-43-12 Electric - Booster Stations	103,070	-	103,070
420-6061-533-43-90 Water Purchase for Resale	2,630,210	-	2,630,210
420-6061-533-46-01 R&M Office Equipment	13,650	-	13,650
420-6061-533-46-04 R&M Buildings- <i>SLAs-17-6100, 17-6103, 17-6104 & 17-6105</i>	38,300	(33,300)	5,000
420-6061-533-46-09 Landscaping	15,240	-	15,240
420-6061-533-46-11 R&M Special Equipment- <i>SLA-17-6121</i>	244,650	(15,500)	229,150
420-6061-533-46-50 Fleet-Administrative	6,460	-	6,460
420-6061-533-46-51 Fleet-Labor	1,750	-	1,750
420-6061-533-46-52 Fleet-Parts	1,060	-	1,060
420-6061-533-47-00 Printing & Binding	500	-	500
420-6061-533-49-05 Equip Inspection & Testing	400	-	400
420-6061-533-49-12 Ads & Public Notices	300	-	300
420-6061-533-49-14 Tags, Fees, Licenses- <i>SLA-17-6119</i>	16,430	(11,500)	4,930
420-6061-533-51-00 Office Supplies	500	-	500
420-6061-533-52-01 Other Operating Supplies	52,500	-	52,500
420-6061-533-52-02 Fuel	2,370	-	2,370
420-6061-533-52-04 Diesel	20,000	-	20,000
420-6061-533-52-05 Chemicals	350,000	-	350,000
420-6061-533-52-07 Uniforms	1,590	-	1,590

		FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
420-6061-533-52-50	Minor Operating- <i>SLAs-17-6109 & 17-6112</i>	49,820	(21,420)	28,400
420-6061-533-54-00	Books, Publications, Subscriptions	5,220	-	5,220
420-6061-533-55-00	Training & Education	10,000	-	10,000
420-6061-533-59-00	Depreciation	1,491,060	-	1,491,060
	TOTAL OPERATING	5,673,840	(201,900)	5,471,940
CAPITAL				
420-6061-533-63-00	Infrastructure- <i>SLA-17-6118 & Projects U17WTR, U17PWI & U17WRO</i>	705,000	(705,000)	-
420-6061-533-64-00	Machinery & Equipment- <i>SLAs-17-6102, 17-6114 & 17-6127 & Project U17AMM</i>	298,300	(298,300)	-
	TOTAL CAPITAL	1,003,300	(1,003,300)	-
	TOTALS	7,372,470	(1,205,200)	6,167,270

NORTH PORT UTILITIES
WATER SYSTEMS DIVISION
BUDGET ANALYSIS

420-6061-533

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>						
12 Regular Salaries & Wages	\$ 407,129	\$ 442,839	\$ 437,566	\$ 491,170	\$ 491,170	\$ 506,500
13 Other Salaries & Wages	-	-	-	-	-	12,580
14 Overtime	29,557	28,639	41,315	37,680	37,680	37,680
15 Special Pay	-	450	630	630	630	540
Salaries & Wages	436,686	471,928	479,511	529,480	529,480	557,300
21 FICA	30,838	33,885	34,463	38,800	38,800	38,410
22 Retirement Contributions	33,207	124,998	32,797	40,350	40,350	46,680
23 Life & Health Insurance	63,577	58,557	66,164	80,670	80,670	104,000
24 Workers' Compensation	6,105	6,231	5,530	5,530	5,530	5,530
26 Compensated Absences	569	(4,649)	2,348	500	500	500
Employee Benefits	134,296	219,022	141,302	165,850	165,850	195,120
Total Personnel Expenditures	570,982	690,950	620,813	695,330	695,330	752,420
<i>OPERATING EXPENDITURES</i>						
31 Professional Services	186,347	284,408	228,750	278,260	158,080	225,080
Professional/Contracted Services	186,347	284,408	228,750	278,260	158,080	225,080
40 Travel and Per Diem	963	1,771	4,180	4,430	4,430	5,220
41 Communication Services	13,457	16,289	16,045	15,750	15,750	14,160
42 Postage & Mailing	75	-	72	500	500	520
43 Water, Sewer & Electricity	2,991,809	2,862,474	2,918,363	3,053,100	3,053,100	3,085,030
46 Repairs & Maintenance	158,037	116,006	200,692	321,110	272,310	343,670
47 Printing & Binding	285	330	258	500	500	500
49 Other Current Charges	5,176	5,150	6,030	17,130	5,630	9,830
Current Operating Charges	3,169,802	3,002,020	3,145,640	3,412,520	3,352,220	3,458,930
51 Office Supplies	487	133	938	500	500	500
52 Minor Operating Expenditures	323,136	393,361	293,765	476,280	454,860	422,110
54 Books, Public, Subs, Member	491	668	790	5,220	5,220	5,600
55 Training & Education	2,090	4,842	6,236	10,000	10,000	11,000
59 Depreciation	1,133,448	1,386,378	1,501,376	1,491,060	1,491,060	1,536,890
Operating Supplies	1,459,652	1,785,382	1,803,105	1,983,060	1,961,640	1,976,100
Total Operating Expenditures	4,815,801	5,071,810	5,177,495	5,673,840	5,471,940	5,660,110
<i>CAPITAL EXPENDITURES</i>						
62 Buildings	-	-	-	-	-	50,000
63 Improvements other than Buildings	-	-	-	705,000	-	2,602,600
64 Capital Machinery & Equipment	-	-	-	298,300	-	51,300
Total Capital Expenditures	-	-	-	1,003,300	-	2,703,900
TOTALS	\$ 5,386,783	\$ 5,762,760	\$ 5,798,308	\$ 7,372,470	\$ 6,167,270	\$ 9,116,430



UTILITIES-WATER SYSTEMS										
Service Level Adjustments (SLAs)										
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-6100	Computer Replacement	-	X	-	0.00	1,180	-	1,180	-	\$ 1,180
18-6101	HBMP Tri-annual Report Preparation	-	X	-	0.00	35,000	-	35,000	-	\$ 35,000
18-6102	Plant Forklift	X	-	-	0.00	10,000	-	10,000	-	\$ 10,000
18-6104	SW Booster Station Painting	-	X	-	0.00	20,580	-	20,580	-	\$ 20,580
18-6105	Chemical Analysis & Lab Testing	-	-	X	0.00	(8,000)	-	(8,000)	-	\$ (8,000)
18-6106	Alum Sludge Hauling	-	X	-	0.00	-	40,000	40,000	-	\$ 40,000
18-6107	Storage Shed	-	X	-	0.00	50,000	-	50,000	-	\$ 50,000
18-6108	Replacement Pumps	-	X	-	0.00	36,000	-	36,000	-	\$ 36,000
18-6109	Wonderware Software Maint. Renewal	X	-	-	0.00	-	4,000	4,000	-	\$ 4,000
18-6110	Chemical Tank Painting	-	X	-	0.00	6,000	-	6,000	-	\$ 6,000
18-6111	Hillsborough Booster Station Piping Improvemts	-	X	-	0.00	20,000	-	20,000	-	\$ 20,000
18-6112	SCADA Software Maintenance	-	X	-	0.00	-	40,000	40,000	-	\$ 40,000
18-6113	Portable SCADA Programming Interface	X	-	-	0.00	4,000	-	4,000	-	\$ 4,000
18-6114	Booster Station Modem Upgrade	-	X	-	0.00	15,000	-	15,000	-	\$ 15,000
18-6115	Water Plant Chemicals	-	-	X	0.00	(50,000)	-	(50,000)	-	\$ (50,000)
18-6116	RO System Cartridge Filters	-	-	X	0.00	(7,500)	-	(7,500)	-	\$ (7,500)
18-6117	R&M of Specialized Equipment	X	-	-	0.00	-	25,000	25,000	-	\$ 25,000
18-6118	Outdoor Paging System	-	X	-	0.00	3,000	-	3,000	-	\$ 3,000
18-6119	Replacement Chlorine Analyzers	-	X	-	0.00	12,000	-	12,000	-	\$ 12,000
18-6120	Monochloramine Analyzer Service Agreement	-	X	-	0.00	-	2,500	2,500	-	\$ 2,500
18-6121	Security Gate	-	X	-	0.00	12,000	-	12,000	-	\$ 12,000
18-6122	Water Plant Operator Promotions B to A	-	X	-	0.00	-	6,981	6,981	-	\$ 6,981
18-6123	Water Plant Promotion Trainee to C	-	X	-	1.00	-	5,600	5,600	-	\$ 5,600
18-6124	SCADA Radios	-	-	X	0.00	(2,400)	-	(2,400)	-	\$ (2,400)
18-6125	Security System Maintenance Agreement	-	X	-	0.00	-	1,500	1,500	-	\$ 1,500
18-6126	Motor-Operated Valves	-	X	-	0.00	(4,500)	5,300	800	-	\$ 800
18-6127	Water Gems License Renewal	X	-	-	0.00	-	4,000	4,000	-	\$ 4,000
18-6128	Replace Filter Surface Washers	-	X	-	0.00	-	15,500	15,500	-	\$ 15,500
				TOTALS	1.00	\$ 152,360	\$ 150,381	\$ 302,741	\$ -	\$ 302,741



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-6100		FY 2018 Total Budget Cost / (Savings)	\$ 1,180
Title:	Computer Replacement		Fund: Utilities
Department:	Utilities		Division: Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In accordance with the IT replacement schedule, Utilities is replacing one (1) computer for Water Plant staff.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,180
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,180

One-Time: 1,180

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,180

IMPACT OF DENIAL

Without funding for the replacement of this computer, Utilities will be non-compliant with the IT replacement schedule, hindering IT's ability to provide proper and efficient support for the programs and operations required of the equipment, and staff efficiency will be hindered by outdated and inadequate equipment.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6100
Title:	Computer Replacement
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 52-50 Minor Operating Equipment		O	\$ 1,180
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 1,180
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,180



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-6101 FY 2018 Total Budget Cost / (Savings) \$ 35,000

Title: HBMP Tri-annual Report Preparation Fund: Utilities

Department: Utilities Division: Water Systems

Category: ☐ Increase ☒ Maintain ☐ Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Under the City's water use permit (No. 20 002923.013) issued by the Southwest Florida Water Management District (SWFWMD), the City must compile data and prepare a comprehensive report of its Hydro Biological Monitoring Program (HBMP) every three years. This report was last prepared and submitted to SWFWMD in 2015 and will be due in 2018.

PERSONNEL

Add/Delete (FTE) Title: Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS BUDGET COST / (SAVINGS)

EXPENDITURES

Personnel	\$ -
Operating	35,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 35,000

One-Time: 35,000

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 35,000

IMPACT OF DENIAL

Without funding for the required data analysis and report preparation, the City will be out of compliance with the terms of its SWFWMD Water Use Permit.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-6101
Title:	HBMP Tri-annual Report Preparation
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6061-533 31-05 Other Professional Services		O	\$ 35,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 35,000
<i>Capital Outlay</i>			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 35,000



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-6102		FY 2018 Total Budget Cost / (Savings)	\$ 10,000
Title:	Plant Forklift		Fund: Utilities
Department:	Utilities		Division: Water Systems
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The Myakkahatchee Creek Water Treatment Plant (MCWTP) is in need of a forklift to handle chemicals, equipment and supply deliveries. A forklift is required for these heavy loads 6-8 times per month; however this number is anticipated to increase once the ASR well is complete as it will require additional deliveries of bulk chemicals in 2,000-2,500 lb. totes. Currently, the plant must borrow the field operations forklift located at the Price Blvd. office. Not only does borrowing the lift cause delivery scheduling problems for the department warehouse staff, the existing forklift was not designed for over the road travel as it does not have the proper suspension or tires. Instead of pricing a new forklift, the MCWTP and the Wastewater Treatment Plant (WWTP) are splitting the cost of a used one.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	-
Capital	10,000
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 10,000

One-Time: 10,000

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 10,000

IMPACT OF DENIAL

Without funding for this equipment, the plants will have to continue reliance on borrowing the Field Operations forklift, disrupting scheduling for warehouse operations, with safety concerns for staff transporting it over the road to and from the plants.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-6102
Title:	Plant Forklift
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
420-6061-533 64-00 Capital Machinery & Equipment		O	10,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ 10,000
<i>Debt Service</i>			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 10,000



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-6104		FY 2018 Total Budget Cost / (Savings)		\$	20,580
Title:	SW Booster Station Painting			Fund:	Utilities
Department:	Utilities			Division:	Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The Southwest Booster Station was put into service in 2007 and is in need of new paint inside and out to protect and maintain the building.

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			20,580
Capital			-
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 20,580
		One-Time:	20,580
		Recurring:	-
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 20,580

IMPACT OF DENIAL

Denial of funds would result in continued deterioration of both the interior and exterior of the Booster Station.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6104
Title:	SW Booster Station Painting
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 46-04 R&M Buildings		O	\$ 20,580
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 20,580
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 20,580



FY 2018 Budget: SLA Request, page 2

SLA:	18-6105
Title:	Chemical Analysis & Lab Testing
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 31-05 Other Professional Services		O	(8,000)
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ (8,000)
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (8,000)



SLA: 18-6106		FY 2018 Total Budget Cost / (Savings)		\$ 40,000
Title:	Alum Sludge Hauling		Fund:	Utilities
Department:	Utilities		Division:	Water Systems
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain
	<input type="checkbox"/>		<input type="checkbox"/>	Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

A byproduct of surface water treatment is alum sludge which must be disposed. In FY16-17, the amount of \$25,000 was inadvertently omitted from Utilities budget request and is being added back in for FY17-18. Additionally, since the addition of the RO Plant, the Surface Water Plant has been able to increase run times, which has increased the amount of alum sludge. Based on the increasing trend in run times, it is anticipated that Utilities will require more funding in FY17-18 to excavate and dispose of the additional alum sludge.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	40,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 40,000

One-Time: -

Recurring: 40,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 40,000

IMPACT OF DENIAL

Denial of funds will result in the overabundance of alum sludge reaching beyond the Plant's designed storage capacity, hindering operations.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6106
Title:	Alum Sludge Hauling
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 31-05 Other Professional Services		R	40,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 40,000
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 40,000



SLA: 18-6107		FY 2018 Total Budget Cost / (Savings)		\$ 50,000
Title:	Storage Shed		Fund:	Utilities
Department:	Utilities		Division:	Water Systems
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain
	<input type="checkbox"/>		<input type="checkbox"/>	Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

As the systems and infrastructure at the RO Plant and Surface Water Plant age, additional inventory items are needed to ensure continuity of operations in the event of equipment failure. The inventory needs have outgrown available storage space at the Water Plant, so the purchase and construction of a storage shed is requested in the FY17/18 budget.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	-
Capital	50,000
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 50,000
One-Time:	50,000
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 50,000

IMPACT OF DENIAL

Denial of funding will limit the water plant's ability to store necessary backup equipment so that it is adequately protected for immediate use when needed.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6107
Title:	Storage Shed
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ -
Capital Outlay			
420-6061-533 62-00 Capital Improvements-Buildings		O	50,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ 50,000
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 50,000



SLA: 18-6108		FY 2018 Total Budget Cost / (Savings)		\$ 36,000
Title:	Replacement Pumps		Fund:	Utilities
Department:	Utilities		Division:	Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The City of North Port's potable water system is dependent on three (3) aging split-case high service pumps to maintain designed system pressure. Additionally, each of the City's six (6) ground water wells relies on a submersible pump to provide water to the RO Plant for treatment, with no less than five of the wells running during plant operations. In order to ensure continuity of operations and the ability to maintain adequate system pressures in the event of pump failure, Utilities is requesting the purchase of two emergency submersible well pumps and one emergency high service pump in FY17/18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	36,000
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 36,000
One-Time:	36,000
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 36,000
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IMPACT OF DENIAL

Denial of funds will hinder the ability of the plant to maintain treatment operations and system pressures in the event of pump failure, as these pumps have a long lead time for manufacture. If unable to obtain spares, the City can anticipate longer down time to obtain and install new replacement pumps, increasing reliance on purchased water for resale and potentially jeopardizing regulatory compliance concerning system pressure requirements.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6108
Title:	Replacement Pumps
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ -
Capital Outlay			
420-6061-533 64-00 Capital Machinery & Equipment		O	36,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ 36,000
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 36,000



SLA: 18-6109		FY 2018 Total Budget Cost / (Savings)		\$ 4,000
Title:	Wonderware Software Maint. Renewal			Fund: Utilities
Department:	Utilities			Division: Water Systems
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

To add funds to existing Insource SCADA maintenance agreement for remote access licenses. Remote access is for Utilities director, plant operations manager and field operations manager.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	4,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 4,000

One-Time: -
Recurring: 4,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 4,000

IMPACT OF DENIAL

Management will not be able to see real time data on plant and booster station operations. This will increase potential for misinterpretation of data via verbal communication.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6109
Title:	Wonderware Software Maint. Renewal
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 46-01 Wonderware Software Maint. Renewal		R	4,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 4,000
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 4,000



SLA: 18-6110		FY 2018 Total Budget Cost / (Savings)		\$ 6,000
Title:	Chemical Tank Painting		Fund:	Utilities
Department:	Utilities		Division:	Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The Myakkahatchee Creek Water Plant has four 6,000 gallon chemical tanks that are in need of repainting.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	6,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 6,000
One-Time:	6,000
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 6,000
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IMPACT OF DENIAL

Denial of funds will hinder adequate maintenance of the tanks, leading to premature deterioration.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6110
Title:	Chemical Tank Painting
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 46-11 R&M Special Equipment		O	6,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 6,000
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 6,000



SLA: 18-6111		FY 2018 Total Budget Cost / (Savings)		\$ 20,000
Title: Hillsborough Booster Station Piping Improvemts		Fund: Utilities		
Department:		Division: Water Systems		
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The Hillsborough Booster Station piping was constructed prior to 1975 and has surpassed its life expectancy and is in need of replacement. Utilities is requesting funds to replace the Booster Station's aging interior piping to ensure proper operations.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	20,000
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 20,000
One-Time:	20,000
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 20,000

IMPACT OF DENIAL

Without funding to address the continued deterioration of the piping, the potential for catastrophic failure increases, along with potential for issues maintaining system pressures and regulatory compliance.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6111
Title:	Hillsborough Booster Station Piping Improvemts
Fund:	Utilities
Department:	0
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
420-6061-533 63-00 Improvements Other than Buildings		O	20,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ 20,000
<i>Debt Service</i>			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 20,000



SLA: 18-6112		FY 2018 Total Budget Cost / (Savings)		\$ 40,000
Title:	SCADA Software Maintenance			Fund: Utilities
Department:	Utilities			Division: Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The Supervisory Control and Data Acquisition (SCADA) systems that automate the operations of the RO Plant and Surface Water Plant have become more complex, requiring increased services to repair, maintain and integrate the various components and software to operate the systems. As the SCADA system integrates operations from both the RO and the Surface Plant, aging components of the technical instrumentation and control infrastructure at the surface plant and booster stations create integration challenges with components that are upgraded or replaced. Utilities anticipates additional funding will be required to obtain necessary technical services in FY17/18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	40,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 40,000

One-Time:	-
Recurring:	40,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 40,000

IMPACT OF DENIAL

Denial of funding for necessary technical services will result in limited connectivity or even failure of communication to water plant equipment from the SCADA system, leading to declining operational efficiency of the plants, increasing operating costs. Further, the RO Plant is unable to operate without the SCADA automation, so lack of funding could jeopardize the RO Plant's ability to operate entirely.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6112
Title:	SCADA Software Maintenance
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 46-11 Repair & Maintenance Special Equipment		R	40,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 40,000
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 40,000



SLA: 18-6113		FY 2018 Total Budget Cost / (Savings)		\$ 4,000
Title:	Portable SCADA Programming Interface			Fund: Utilities
Department:	Utilities			Division: Water Systems
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Software and hardware for portable programming interface for the WTP SCADA system will enable City staff to perform field programing and allow vendors remote access for programming/troubleshooting.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	4,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 4,000

One-Time: 4,000

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 4,000

IMPACT OF DENIAL

SCADA changes to displays and controllers cannot be made in field or from a remote location. This will impact staff resources and/or vendor travel time.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6113
Title:	Portable SCADA Programming Interface
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 46-11 R&M Special Equipment		O	4,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 4,000
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 4,000



SLA: 18-6114		FY 2018 Total Budget Cost / (Savings)		\$ 15,000
Title:	Booster Station Modem Upgrade			Fund: Utilities
Department:	Utilities			Division: Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The existing modems for the SCADA systems at the City's three booster stations are in need of upgrading to improve reliability of communications. Utilities is requesting funding to upgrade these cellular modems to 4G and VPN in an effort to improve the reliability of the SCADA system monitoring of booster station operations, improving system efficiency.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	15,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 15,000

One-Time: 15,000

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 15,000

IMPACT OF DENIAL

Denial of funding for the upgrades will result in continued issues with connectivity, hampering communications and remote SCADA monitoring of booster stations operations. Inability to remotely monitor operations and water quality to the system result in more frequent trips to the stations by staff, pulling them away from other assigned tasks, creating potential for increased overtime.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6114
Title:	Booster Station Modem Upgrade
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 52-50 Minor Operating Equipment		O	\$15,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 15,000
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 15,000



SLA: 18-6115		FY 2018 Total Budget Cost / (Savings)		\$ (50,000)
Title:	Water Plant Chemicals		Fund:	Utilities
Department:	Utilities		Division:	Water Systems
Category:	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input checked="" type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Based on trends in chemical consumption, Utilities is decreasing the amount requested for chemicals in FY17/18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	(50,000)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (50,000)
One-Time:	(50,000)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (50,000)

IMPACT OF DENIAL

Without the reduction, Utilities will be over budget in this account.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6115
Title:	Water Plant Chemicals
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 52-05 Chemicals		O	(50,000)
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ (50,000)
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (50,000)



SLA: 18-6116		FY 2018 Total Budget Cost / (Savings)		\$ (7,500)
Title:	RO System Cartridge Filters			Fund: Utilities
Department:	Utilities			Division: Water Systems
Category:	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input checked="" type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Based on staff review of existing inventory and reduced frequency in which these filters need to be replaced, Utilities has determined that a reduction is warranted in FY17/18.

PERSONNEL			
Add/Delete (FTE)	Title:	Pay Grade:	
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			(7,500)
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:			\$ (7,500)
One-Time:			(7,500)
Recurring:			-
REVENUES			
Total Revenues:			\$ -
Total Expenditures Minus Revenues:			\$ (7,500)

IMPACT OF DENIAL

Without a reduction, Utilities will be overbudget for this item.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6116
Title:	RO System Cartridge Filters
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 52-01 Other Operating Supplies		O	(7,500)
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ (7,500)
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (7,500)



SLA: 18-6117		FY 2018 Total Budget Cost / (Savings)		\$ 25,000
Title:	R&M of Specialized Equipment			Fund: Utilities
Department:	Utilities			Division: Water Systems
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

With aging infrastructure at the Water Plant and the City's three Booster Stations, Utilities is experiencing increased repair and maintenance costs for specialized equipment. To adequately fund necessary repair and maintenance anticipated in FY17/18, an increase is requested.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	25,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 25,000

One-Time: -
Recurring: 25,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 25,000

IMPACT OF DENIAL

Without funding for necessary repairs and maintenance, staff will be unable to adequately maintain and repair system components, resulting in more rapid deterioration of equipment, longer down time for repairs, reduced efficiency of operations and potential for regulatory compliance issues.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6117
Title:	R&M of Specialized Equipment
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 46-11 R&M Special Equipment		R	25,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 25,000
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 25,000



SLA: 18-6118		FY 2018 Total Budget Cost / (Savings)		\$ 3,000
Title:	Outdoor Paging System		Fund:	Utilities
Department:	Utilities		Division:	Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>		<input type="checkbox"/> Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		<input type="checkbox"/> Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Currently, communication with staff throughout the various parts of the Water Plant is limited to cellular phone usage, which is inefficient as a means to quickly broadcast information to all staff at once, particularly during times when cellular reception may be limited. Since the new city-wide phone system has the capability of operating an outdoor paging system, Utilities is requesting funding for an outdoor paging system to fully maximize the phone system functionality. The addition of this system at the Water Plant will allow for communication between staff and visitors over a large land area, enhancing speed of communication and improving plant safety.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	3,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 3,000

One-Time: 3,000

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 3,000

IMPACT OF DENIAL

If denied, plant staff will be unable to take advantage of the full functionality of the new phone system and must continue to use cell phones for communication, which may hinder efficient communication, particularly in emergencies.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6118
Title:	Outdoor Paging System
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 52-50 Minor Operating		O	3,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 3,000
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,000



SLA: 18-6119		FY 2018 Total Budget Cost / (Savings)		\$ 12,000
Title:	Replacement Chlorine Analyzers			Fund: Utilities
Department:	Utilities			Division: Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The Water Treatment Plant and Booster Stations rely on critical chlorine analyzers to continually monitor and track chlorine residuals to meet regulatory requirements. Water treatment staff have been repairing older units through component replacement in order to prolong the life of the equipment, but some analyzers need to be replaced entirely. As these analyzers age, their repair and replacement is critical for regulatory compliance.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	12,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 12,000
One-Time:	12,000
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 12,000

IMPACT OF DENIAL

These analyzers are critical in maintaining State and Federal required chlorine residual concentrations in the City's water distribution system. As such, without funding for the necessary replacement components and analyzers as needed, the City will be unable to maintain proper regulatory compliance.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6119
Title:	Replacement Chlorine Analyzers
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6061-533 52-50 Minor Operating Equipment		O	12,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 12,000
<i>Capital Outlay</i>			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 12,000



SLA: 18-6120		FY 2018 Total Budget Cost / (Savings)		\$ 2,500
Title:	Monochloramine Analyzer Service Agreement		Fund:	Utilities
Department:	Utilities		Division:	Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

In conjunction with the MCWTP chemical feed and piping improvements projected to be completed in FY16/17, the Water Plant will be acquiring a new Ammonia Monochloramine Analyzer. This is a highly sophisticated and expensive piece of equipment requiring specialized repair and maintenance services. Plant staff is requesting funds for an annual service contract to ensure the unit's effective operation.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	2,500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 2,500

One-Time:	-
Recurring:	2,500

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 2,500

IMPACT OF DENIAL

Without funding, plant staff will be unable to properly perform or obtain necessary repair and maintenance services on the unit resulting in reduced efficiency and premature deterioration of the unit, with potential impacts to water quality and regulatory compliance.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6120
Title:	Monochloramine Analyzer Service Agreeemt
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 46-11 R&M Special Equipment		R	2,500
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 2,500
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,500



SLA: 18-6121		FY 2018 Total Budget Cost / (Savings)		\$ 12,000
Title:	Security Gate		Fund:	Utilities
Department:	Utilities		Division:	Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

Repair and maintenance costs for the aging gate system at the Water Treatment continue to increase, and staff has determined that the system is in need of replacement in order to maintain compliance with FDEP Chapter 65-555.350 and the City's Vulnerability Assessment.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	-
Capital	12,000
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 12,000

One-Time: 12,000

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 12,000

IMPACT OF DENIAL

Without funding, the condition of the gate system will continue to deteriorate, compromising security at the plant and increasing the potential for regulatory compliance issues.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6121
Title:	Security Gate
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
420-6061-533 63-00 Improvements Other than Buildings		O	12,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ 12,000
<i>Debt Service</i>			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 12,000



SLA: 18-6122		FY 2018 Total Budget Cost / (Savings)		\$ 6,981
Title:	Water Plant Operator Promotions B to A			Fund: Utilities
Department:	Utilities			Division: Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Historically, Utilities has compensated operators for the advancement of their licensure level. Accordingly, Utilities is budgeting for the advancement of two operators. Two operators will be attaining their A licenses. These advancements will result in a change from a 915 pay grade to a 916 pay grade for each operator. Compensation for licensure advancement has become a key component to retaining properly trained and certified operators.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
2.00	Water Plant Operator A	916
(2.00)	Water Plant Operator B	915

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 6,981
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 6,981

One-Time: -
Recurring: 6,981

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 6,981

IMPACT OF DENIAL

Without proper funding to compensate licensure advancements, the City will fail to be competitive with other utilities in operator compensation packages, impacting the City's ability to retain properly trained and certified operators and hindering operational efficiency and customer service.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6122
Title:	Water Plant Operator Promotions B to A
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries		R	6,030
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA		R	470
420-6061-533 22-01 FRS		R	480
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ 6,981
Operating Expenditures			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ -
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 6,981



SLA: 18-6123		FY 2018 Total Budget Cost / (Savings)		\$ 5,600
Title:	Water Plant Promotion Trainee to C			Fund: Utilities
Department:	Utilities			Division: Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Historically, Utilities has compensated operators for the advancement of their licensure level. Accordingly, Utilities is budgeting for the advancement of one trainee to a Water Plant C Operator. Once a trainee has both the required hours and passes the State of Florida Water Treatment Plant Operator C test, they obtain Operator C certification. This advancement will result in a change from a 912 pay grade to a 914 pay grade for the trainee. The trainee position will be kept; however, it will not be funded in the FY17/18 budget. Compensation for licensure advancement has become a key component to retaining properly trained and certified operators.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
1.00	Water Plant Operator C	914

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 5,600
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 5,600

One-Time: -

Recurring: 5,600

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 5,600

IMPACT OF DENIAL

A requirement of hiring a trainee was for the incumbent to obtain a C Operator license within one year of hire. With the pool of available licensed operators challenged, we are encouraging this process of hiring trainees with the intention of helping them get their license after the appropriate amount of field time.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6123
Title:	Water Plant Promotion Trainee to C
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries		R	4,840
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA		R	370
420-6061-533 22-01 FRS		R	390
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ 5,600
Operating Expenditures			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ -
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,600



SLA: 18-6124		FY 2018 Total Budget Cost / (Savings)		\$	(2,400)
Title:	SCADA Radios			Fund:	Utilities
Department:	Utilities			Division:	Water Systems
Category:	<input type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input checked="" type="checkbox"/> Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Based on the purchase of SCADA Radios in FY 16/17, Utilities has determined that a reduction is warranted.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$	-
Operating		(2,400)
Capital		-
Debt Service		-
Other Expenditures		-

Total Expenditures:	\$	(2,400)
One-Time:		(2,400)
Recurring:		-

REVENUES

Total Revenues:	\$	-
Total Expenditures Minus Revenues:	\$	(2,400)

IMPACT OF DENIAL

Without a reduction, Utilities will have overbudgeted for this item.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6124
Title:	SCADA Radios
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 52-50 Minor Operating Equipment		O	(2,400)
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ (2,400)
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (2,400)



SLA: 18-6125		FY 2018 Total Budget Cost / (Savings)		\$ 1,500
Title:	Security System Maintenance Agreement			Fund: Utilities
Department:	Utilities			Division: Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

In FY 16/17 Utilities paid for the installation of upgraded security camera equipment at the Water Treatment Plant. The cost for the annual maintenance contract is significantly lower for the FY 17/18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,500

One-Time:	-
Recurring:	1,500

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,500

IMPACT OF DENIAL

Without funding, staff will be unable to obtain the necessary preventative maintenance services to keep the security system in proper working order, hindering system function, leading to premature deterioration, compromising security at the plant and increasing the potential for regulatory compliance issues.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6125
Title:	Security System Maintenance Agreement
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 46-04 R&M Buildings		R	1,500
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 1,500
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,500



SLA: 18-6126		FY 2018 Total Budget Cost / (Savings)		\$ 800
Title:	Motor-Operated Valves		Fund:	Utilities
Department:	Utilities		Division:	Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Each year, Utilities budgets for the purchase of needed motor-operated valves for the Water Plant. Rising costs for these valves have pushed the cost over the capital threshold, so this item is being removed from Minor Operating Equipment and added to Capital Machinery and Equipment.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	(4,500)
Capital	5,300
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 800
One-Time:	(4,500)
Recurring:	5,300

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 800

IMPACT OF DENIAL

If denied, the valves will be budgeted in the wrong account number.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6126
Title:	Motor-Operated Valves
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 52-50 Minor Operating Equipment		O	(4,500)
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ (4,500)
Capital Outlay			
420-6061-533 64-00 Capital Machinery & Equipment		R	5,300
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ 5,300
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 800



SLA: 18-6127		FY 2018 Total Budget Cost / (Savings)		\$ 4,000
Title:	Water Gems License Renewal			Fund: Utilities
Department:	Utilities			Division: Water Systems
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

In FY16-17, Utilities purchased the necessary upgrade to the Water Gems software enabling the department to maximize the benefits of having a current running hydraulic model for future growth, decision making for proper line sizing, and determining available capacity. In FY17-18 the Water Gems annual license will have to be renewed in order to ensure proper maintenance and function of the software.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	4,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 4,000

One-Time:	-
Recurring:	4,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 4,000

IMPACT OF DENIAL

Without funding, staff will not be able to rely on the accuracy of the program's functionality as necessary updates and support will not be available.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6127
Title:	Water Gems License Renewal
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6061-533 49-14 Licenses, Fees & Permits		R	4,000
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 4,000
Capital Outlay			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
Debt Service			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
Other Expenditures			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 4,000



SLA: 18-6128		FY 2018 Total Budget Cost / (Savings)		\$ 15,500
Title:	Replace Filter Surface Washers			Fund: Utilities
Department:	Utilities			Division: Water Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The surface water plant has 48 filter surface washers to aid in cleaning the top layers of the filter beds in the filtration process of water treatment. As the current washers have begun to reach the end of their useful life, Utilities began replacing them in FY16-17 with six replacements and plans to replace the remainder over the next seven years by replacing six each year.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	15,500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 15,500

One-Time:	-
Recurring:	15,500

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 15,500

IMPACT OF DENIAL

Denial of funds for washer replacement will result in poor filter washers, leading to poor water quality, increased turbidity and compromising regulatory compliance.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6128
Title:	Replace Filter Surface Washers
Fund:	Utilities
Department:	Utilities
Division:	Water Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6061-533 12-00 Salaries			
420-6061-533 14-00 Overtime			
420-6061-533 21-00 FICA			
420-6061-533 22-01 FRS			
420-6061-533 23-00 Insurance - Health & Dental			
420-6061-533 23-02 Vision Care			
420-6061-533 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6061-533 46-11 R&M Special Equipment		R	15,500
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Operating Expenditures			\$ 15,500
<i>Capital Outlay</i>			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
420-6061-533			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
420-6061-533			
420-6061-533			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6061-581			
420-6061-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 15,500

North Port Utilities – Wastewater Systems

Fund

420-Utilities Fund

Department/Division

6062-Wastewater Systems

Mission

The mission of North Port Utilities – Wastewater Systems is to achieve community outcomes by providing safe, high quality drinking water and environmentally sound wastewater services by:

- 🌱 disposing of wastewater in a sound and environmentally approved method; and
- 🌱 increasing the capacity of the water and wastewater treatment to enhance community sustainability.

In order to accomplish this mission, the North Port Utilities – Wastewater Systems is responsible for providing environmentally sound wastewater and reuse services to the community.

Core Services and Outputs

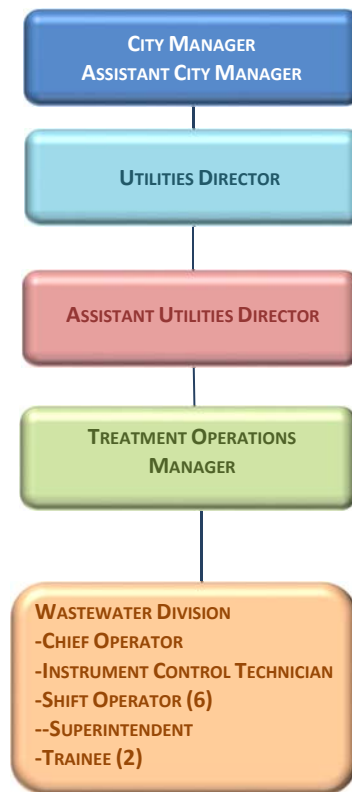
Wastewater Collection and Treatment

Primary Customer Group: Regulatory agencies

Customer Requirements: compliance

Definition Statement: To provide a safe and environmentally sound wastewater collection and treatment process that meets all State and Federal guidelines for the community.

Structure



Accomplishments

- Expanded reclaimed water system for system reliability and enablement for a city park to connect to the system; Spring Haven section is anticipated to be complete by April 2018.
- Maintained and repaired special equipment.
- Continued with the Lift Station Rehabilitation Program.

Initiatives

- Promote one (1) Wastewater Plant Operator B to Operator A and two (2) Wastewater Plant Operators C to Operators B.
- Complete all annual inspections and reporting requirements.
- Expand the aerated sludge storage system by modifying the existing tank and aeration system.
- Deflect/relocate two existing wastewater lines as necessary for storm water piping and install one new reclaimed water line to accommodate the Price Boulevard Widening Project.
- In conjunction with the Spring Haven Boulevard road installation, design, construct and install a reclaimed water pipeline prior to the road construction.
- Continue reclaimed water line to accommodate serving the George Mullen Center and the two football fields.
- Continue with the Lift Station Rehabilitation Program.
- Complete upgrades to the Reverse Osmosis system.
- Replace and relocate the return activated sludge pump motor control center.
- Replace the aeration blowers.
- Replace the grit classifier.

Goals and Objectives

GOAL 1

Protect the environment and the public's health.

OBJECTIVES:

- Conduct regular inspections of commercial permits to ensure compliance with all regulations.
- Ensure compliance with all state and federal regulations.

GOAL 2

Operate high quality, cost-effective facilities.

OBJECTIVES:

- Mitigate cost increase through effective maintenance of equipment and analysis of potential operational efficiencies.

Key Performance Measures

QUALITY CONTROL REGULATIONS

Goal	Protect the environment and the public's health.				
Objective	Ensure compliance with all state and federal regulations.				
	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Projected
Meet daily, monthly, and quarterly compliance testing in accordance with all State and Federal regulations 100% of the time	100%	100%	100%	100%	100%
Description	The plant has numerous effluent limits and requirements to meet State and Federal compliance levels.				
Purpose	Complying with regulations guarantees the City maintains its high standards of quality control and avoids fines.				
Status	The City continues to be in complete compliance with all existing standards for quality control.				

Output Measures

Perform one hundred and sixty-six (166) wastewater quality tests per month as required by State and Federal guidelines.

Perform process tests to produce a safe wastewater effluent that can be used as an alternative for potable water for irrigation.

Perform ninety-nine (99) inspections five (5) days a week on lift stations.

Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 369,123	\$ 412,588	\$ 436,690	\$ 479,590	\$ 535,850
Employee Benefits	97,460	196,970	126,693	153,620	171,620
PERSONNEL EXPENSES	466,583	609,558	563,383	633,210	707,470
Professional/Contracted Services	413,597	141,254	178,405	524,160	177,340
Current Operating Charges	403,647	426,385	403,666	510,100	496,260
Operating Supplies	2,313,817	2,424,886	2,496,505	2,487,200	2,467,420
OPERATING EXPENSES	3,131,061	2,992,525	3,078,576	3,521,460	3,141,020
CAPITAL EXPENSES	-	-	-	964,650	1,162,360
TOTALS	\$ 3,597,644	\$ 3,602,083	\$ 3,641,959	\$ 5,119,320	\$ 5,010,850

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 AMENDED	FY 2015 AMENDED	FY 2016 AMENDED	FY 2017 AMENDED	FY 2018 PRELIMINARY
Wastewater Superintendent	1	1	1	1	1
Instrument Control Tech	-	1	1	1	1
Chief Operator	-	1	1	1	1
Operators	5	5	6	6	6
Trainee	1	1	1	1	2
TOTAL	7	9	10	10	11

Utilities - Wastewater Systems

FY 2017 Base Budget

Reconciliation

	FY 2017 Adopted	FY 2017 Time	One-	FY 2017 Base Budget
PERSONNEL				
420-6062-535-12-00 Regular Salaries	455,360		-	455,360
420-6062-535-14-00 Overtime	23,600		-	23,600
420-6062-535-15-08 Clothing/Allowance	630		-	630
420-6062-535-21-00 FICA	35,950		-	35,950
420-6062-535-22-01 FRS	36,560		-	36,560
420-6062-535-23-00 Health/Dental/Life	74,770		-	74,770
420-6062-535-23-02 Vision	500		-	500
420-6062-535-24-00 Workers' Compensation	4,840		-	4,840
420-6062-535-26-00 Compensated Absences	1,000		-	1,000
TOTAL PERSONNEL	633,210		-	633,210
OPERATING				
420-6062-535-31-04 Medical Services	160		-	160
420-6062-535-31-05 Other Professional Svc- <i>SLAs-17-6204, 17-6205 & 17-6208</i>	524,000	(320,000)		204,000
420-6062-535-40-00 Travel & Per Diem	4,280		-	4,280
420-6062-535-41-00 Communication Services	7,930		-	7,930
420-6062-535-42-00 Postage & Mailing	70		-	70
420-6062-535-43-01 Water and Sewer	1,500		-	1,500
420-6062-535-43-02 Electric	256,740		-	256,740
420-6062-535-43-06 Electric - Wells	250		-	250
420-6062-535-43-07 Electric - Deep Inject Well	420		-	420
420-6062-535-46-01 R&M Office Equipment	740		-	740
420-6062-535-46-04 R&M Buildings- <i>SLAs-17-6210, 17-6216 & 17-6218</i>	27,780	(25,780)		2,000
420-6062-535-46-09 Landscaping	12,240		-	12,240
420-6062-535-46-11 R&M Special Equipment	178,270		-	178,270
420-6062-535-46-50 Fleet-Administrative	5,350		-	5,350
420-6062-535-46-51 Fleet-Labor	1,750		-	1,750
420-6062-535-46-52 Fleet-Parts	1,420		-	1,420
420-6062-535-49-12 Ads & Public Notices	810		-	810
420-6062-535-49-14 Tags, Fees, Licenses- <i>SLA-17-6208</i>	10,550	(10,000)		550
420-6062-535-51-00 Office Supplies	650		-	650
420-6062-535-52-01 Other Operating Supplies	19,000		-	19,000
420-6062-535-52-02 Fuel	2,700		-	2,700
420-6062-535-52-04 Diesel	15,000		-	15,000
420-6062-535-52-05 Chemicals	130,600		-	130,600
420-6062-535-52-07 Uniforms	2,080		-	2,080
420-6062-535-52-50 Minor Operating- <i>SLA-17-6212</i>	1,820	(720)		1,100
420-6062-535-54-00 Books, Publications, Subscriptions	680		-	680
420-6062-535-55-00 Training & Education	7,800		-	7,800
420-6062-535-59-00 Depreciation	2,306,870		-	2,306,870
TOTAL OPERATING	3,521,460	(356,500)		3,164,960

		FY 2017 Adopted	FY 2017 Time	One- Time	FY 2017 Base Budget
CAPITAL					
420-6062-535-63-00	Infrastructure- <i>SLAs-17-6202, 17-6211, 17-6213 & 17-6214 & Projects U17STR & U17LSR</i>	773,560	(773,560)		-
420-6062-535-64-00	Machinery & Equipment- <i>SLAs-17-6203, 17-6204 & 17-6221 & Project U17LSR</i>	191,090	(191,090)		-
	TOTAL CAPITAL	964,650	(964,650)		-
	TOTALS	5,119,320	(1,321,150)		3,798,170

NORTH PORT UTILITIES
WASTEWATER SYSTEMS DIVISION
BUDGET ANALYSIS

420-6062-535

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
	<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>							
12	Regular Salaries & Wages	\$ 349,906	\$ 392,753	\$ 419,143	\$ 455,360	\$ 455,360	\$ 472,250
13	Other Salaries & Wages	-	-	-	-	-	39,370
14	Overtime	19,217	19,475	17,007	23,600	23,600	23,600
15	Special Pay	-	360	540	630	630	630
	Salaries & Wages	369,123	412,588	436,690	479,590	479,590	535,850
21	FICA	26,810	30,209	32,183	35,950	35,950	36,150
22	Retirement Contributions	28,078	109,450	30,936	36,560	36,560	42,670
23	Life & Health Insurance	38,574	51,305	55,345	75,270	75,270	86,960
24	Workers' Compensation	4,121	4,637	4,840	4,840	4,840	4,840
26	Compensated Absences	(123)	1,369	3,389	1,000	1,000	1,000
	Employee Benefits	97,460	196,970	126,693	153,620	153,620	171,620
	Total Personnel Expenditures	466,583	609,558	563,383	633,210	633,210	707,470
<i>OPERATING EXPENDITURES</i>							
31	Professional Services	413,597	141,254	178,405	524,160	204,160	177,340
	Professional/Contracted Services	413,597	141,254	178,405	524,160	204,160	177,340
40	Travel and Per Diem	522	1,159	775	4,280	4,280	5,780
41	Communication Services	6,658	5,158	5,331	7,930	7,930	7,340
42	Postage & Mailing	6	21	36	70	70	70
43	Water, Sewer & Electricity	230,447	232,669	216,020	258,910	258,910	274,670
46	Repairs & Maintenance	155,564	186,626	171,319	227,550	201,770	207,550
49	Other Current Charges	10,450	752	10,185	11,360	1,360	850
	Current Operating Charges	403,647	426,385	403,666	510,100	474,320	496,260
51	Office Supplies	637	511	904	650	650	670
52	Minor Operating Expenditures	110,293	164,589	169,296	171,200	170,480	177,230
54	Books, Public, Subs, Member	269	284	288	680	680	760
55	Training & Education	1,239	1,677	4,388	7,800	7,800	8,420
59	Depreciation	2,201,379	2,257,825	2,321,629	2,306,870	2,306,870	2,280,340
	Operating Supplies	2,313,817	2,424,886	2,496,505	2,487,200	2,486,480	2,467,420
	Total Operating Expenditures	3,131,061	2,992,525	3,078,576	3,521,460	3,164,960	3,141,020
<i>CAPITAL EXPENDITURES</i>							
63	Improvements other than Buildings	-	-	-	773,560	-	659,160
64	Capital Machinery & Equipment	-	-	-	191,090	-	503,200
	Total Capital Expenditures	-	-	-	964,650	-	1,162,360
TOTALS		\$ 3,597,644	\$ 3,602,083	\$ 3,641,959	\$ 5,119,320	\$ 3,798,170	\$ 5,010,850





**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-6200		FY 2018 Total Budget Cost / (Savings)		\$ 33,840
Title:	Wastewater Treatment Plant Trainee			Fund: Utilities
Department:	Utilities			Division: Wastewater Systems
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)		
Financially responsible City providing quality municipal services	X	Toledo Blade interchange as major destination
Preservation of environment & natural resources	X	Sumter interchange as major destination
Vibrant "Alive" Town Centers		X Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

An operator trainee is needed to fulfill the operator requirements of the future. There is a significant industry wide shortage of operators and we have several operators that will be retiring in the near future. Within two to four years we will be losing two of our most experienced operators. However, by hiring a trainee and funding the existing trainee position in FY 17/18 we can have operators that are experienced with the operations of our plant that can fill these positions. During the operator training period, the trainees will be trained to perform normal everyday maintenance on our equipment, helping us meet the strategic plan goals of maintaining City infrastructure. This will also be a cost savings as the cost of replacement and repair of the equipment will be extended. Also the West Villages Improvement District Wastewater Treatment Facility will have very similar operations and is currently intended to be online by January, 2020 which will require additional operational staff. We have the opportunity now to train our staff who will then be familiar with our existing operations at both facilities.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
1.00	Wastewater Treatment Plant Trainee	912

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 31,950
Operating	1,890
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 33,840

One-Time:	1,680
Recurring:	32,160

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 33,840

IMPACT OF DENIAL

Denial will result in not being prepared for future attrition or bringing the new WVID Wastewater Treatment Facility online. Additionally, the City may eventually incur increased overtime in dealing with planned and unplanned absences.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6200
Title:	Wastewater Treatment Plant Trainee
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries		R	\$ 21,640
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA		R	1,660
420-6062-535 22-01 FRS		R	1,720
420-6062-535 23-00 Insurance - Health & Dental		R	6,880
420-6062-535 23-02 Vision Care		R	50
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ 31,950
Operating Expenditures			
420-6062-535 31-04 Medical Services		O	90
420-6062-535 31-05 Professional Services		O	90
420-6062-535 52-07 Uniforms		R	210
420-6062-535 40-00 Training		O	1,500
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ 1,890
Capital Outlay			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ -
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 33,840



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-6201		FY 2018 Total Budget Cost / (Savings)	\$ 1,180
Title:	Computer Replacement		Fund: Utilities
Department:	Utilities		Division: Wastewater Systems
Category:	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Maintain <input type="checkbox"/> Decrease		

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In accordance with the IT replacement schedule, Utilities is replacing one (1) computer for Wastewater Plant staff.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,180
Capital	-
Debt Service	-
Other Expenditures	-
Total Expenditures:	\$ 1,180
One-Time:	1,180
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 1,180

IMPACT OF DENIAL

Without funding for the replacement of these computers, Utilities will be non-compliant with the IT replacement schedule, hindering IT's ability to provide proper and efficient support for the programs and operations required of the equipment, and staff efficiency will be hindered by outdated and inadequate equipment.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-6201
Title:	Computer Replacement
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6062-535 52-50 Minor Operating Equipment		O	\$ 1,180
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ 1,180
Capital Outlay			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ -
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,180



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-6202		FY 2018 Total Budget Cost / (Savings)	\$ 4,300
Title:	WW Operator Promotion from C to B		Fund: Utilities
Department:	Utilities		Division: Wastewater Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

To meet the challenges posed by ever changing regulations and technology, Utilities encourages personnel to obtain the highest certification possible to allow for succession and to expand their knowledge of wastewater treatment. This benefits the employee and also the City by having knowledgeable personnel that operate the wastewater plant in the most efficient way possible. Historically, Utilities has compensated operators for the advancement of their licensure level. Accordingly, Utilities is budgeting for the advancement of two C operators to two B operators. Two of the plant's C operators will be attaining their B licensure in FY17-18 and this advancement will result in a change from a 914 pay grade to a 915 pay grade. Compensation for licensure advancement has become a key component to retaining properly trained and certified operators.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
2.00	Wastewater Operator B	915
(2.00)	Wastewater Operator C	914

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 4,300
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 4,300

One-Time:	-
Recurring:	4,300

REVENUES

	-
	-
	-
	-
	-
Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 4,300

IMPACT OF DENIAL

Without proper funding to compensate licensure advancements, the City will fail to be competitive with other utilities in operator compensation packages, impacting the City's ability to retain properly trained and certified operators and hindering operational efficiency and customer service.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6202
Title:	WW Operator Promotion from C to B
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6062-535 12-00 Salaries		R	3,710
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA		R	290
420-6062-535 22-01 FRS		R	300
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ 4,300
<i>Operating Expenditures</i>			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
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420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 4,300



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-6203		FY 2018 Total Budget Cost / (Savings)	\$ 3,120
Title:	WW Operator Promotion from B to A		Fund: Utilities
Department:	Utilities		Division: Wastewater Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

To meet the challenges posed by ever changing regulations and technology, Utilities encourages personnel to obtain the highest certification possible to allow for succession and to expand their knowledge of wastewater treatment. This benefits the employee and also the City by having knowledgeable personnel that operate the wastewater plant in the most efficient way possible. Historically, Utilities has compensated operators for the advancement of their licensure level. Accordingly, Utilities is budgeting for the advancement of a B operator to an A. One of the plant's B operators will be attaining his A licensure in FY17-18 and this advancement will result in a change from a 915 pay grade to a 916 pay grade. Compensation for licensure advancement has become a key component to retaining properly trained and certified operators.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
1.00	Wastewater Operator A	916
(1.00)	Wastewater Operator B	915

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 3,120
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 3,120

One-Time:	-
Recurring:	3,120

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 3,120

IMPACT OF DENIAL

Without proper funding to compensate licensure advancements, the City will fail to be competitive with other utilities in operator compensation packages, impacting the City's ability to retain properly trained and certified operators and hindering operational efficiency and customer service.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6203
Title:	WW Operator Promotion from B to A
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries		R	2,690
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA		R	210
420-6062-535 22-01 FRS		R	220
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ 3,120
Operating Expenditures			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
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420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ -
Capital Outlay			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ -
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,120



SLA: 18-6205		FY 2018 Total Budget Cost / (Savings)		\$ 8,220
Title:	Digester Railing Replacement		Fund:	Utilities
Department:	Utilities		Division:	Wastewater Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The digester railing replacement was to be completed in FY16-17 after the completion of the biosolids project which impacts the area where the new railings are to be installed. The biosolids project was delayed and will not be put out for bid until later this year and completion is not anticipated until FY17-18. Replacing the railings prior to the completion of the biosolids will likely result in damage to the newly installed railings, so Utilities has determined it would be best to delay the railing replacement until FY17-18 after the biosolid project's completion.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	8,220
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 8,220

One-Time: 8,220

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 8,220

IMPACT OF DENIAL

If denied, Utilities will be unable to replace the railings, creating a safety issue for staff.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6205
Title:	Digester Railing Replacement
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6062-535 46-04 R&M Buildings		O	8,220
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ 8,220
Capital Outlay			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ -
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 8,220



SLA: 18-6206		FY 2018 Total Budget Cost / (Savings)		\$ (8,000)
Title: Sandblasting/Painting Yard Piping		Fund: Utilities		
Department: Utilities		Division: Wastewater Systems		
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

FDEP regulations requires that the wastewater plant piping be color coded to indicate the type of material in each pipe. In an effort to not only comply with regulations but to protect the piping itself, the wastewater treatment plant painted much of the piping in FY16-17. The areas impacted by the Deep Injection well pump replacement and the biosolids management projects were not painted as they were planned for painting upon completion of the projects. Both projects should be completed in FY17-18, leaving a smaller portion of piping to be painted; therefore, Utilities is requesting a reduction in funding to paint the remaining portions in FY17-18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	(8,000)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (8,000)
One-Time:	(8,000)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (8,000)

IMPACT OF DENIAL

If denied, Utilities will have overbudgeted unnecessarily for this expense.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6206
Title:	Sandblasting/Painting Yard Piping
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6062-535 46-11 Repair & Maintenance Special Equipment		O	(8,000)
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ (8,000)
Capital Outlay			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ -
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (8,000)



SLA: 18-6207		FY 2018 Total Budget Cost / (Savings)		\$ 3,000
Title: Outdoor Paging System		Fund: Utilities		
Department: Utilities		Division: Wastewater Systems		
Category:	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Maintain <input type="checkbox"/> Decrease			

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The new city-wide phone system has the capability of operating an outdoor paging system. The addition of this system at the wastewater treatment plant will allow for communication between staff and visitors over a large land area, enhancing speed of communication and improving plant safety and security by upgrading the facility's ability to broadcast, pass information, directions and safety warnings over longer distances when cellphone communication is not possible.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	3,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 3,000
One-Time:	3,000
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 3,000

IMPACT OF DENIAL

Denial would result in continued slow communication in and around the plant site, and prevent staff from maximizing the full capabilities of the new phone system.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6207
Title:	Outdoor Paging System
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6062-535 52-50 Minor Operating Equipment		O	3,000
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ 3,000
Capital Outlay			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ -
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,000



SLA: 18-6209		FY 2018 Total Budget Cost / (Savings)		\$ 12,500
Title:	Bar Screen #2 Drive Unit Rebuild			Fund: Utilities
Department:	Utilities			Division: Wastewater Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The drive unit for the #2 Bar Screen which removes large materials from influent coming into the wastewater plant needs to be rebuilt for proper functionality.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	12,500
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 12,500
One-Time:	12,500
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 12,500

IMPACT OF DENIAL

Denial will result in larger materials in the influent entering the plant's treatment processes, causing higher maintenance costs throughout the system as items get stuck, clog piping and pumps, then settle in the treatment tanks, leading to the tanks having to be cleaned out more frequently at greater expense.

SLA:	18-6209
Title:	Bar Screen #2 Drive Unit Rebuild
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ -
Capital Outlay			
420-6062-535 64-00 Capital, Machinery & Equipment		O	12,500
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ 12,500
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 12,500



SLA: 18-6210		FY 2018 Total Budget Cost / (Savings)		\$ 10,000
Title:	Fork Lift		Fund:	Utilities
Department:	Utilities		Division:	Wastewater Systems
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The Wastewater Plant is in need of a forklift to handle chemicals, equipment and supply deliveries. A forklift is required for these heavy loads 6-8 times per month. Currently the plant must borrow the field operations forklift located at the Price Blvd. office. Not only does borrowing the lift cause delivery scheduling problems for the department warehouse staff, but the existing forklift was not designed for over the road travel as it does not have the proper suspension or tires. Instead of pricing a new lift, the WTP and the WWTP are splitting the cost of a used one.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	10,000
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 10,000
One-Time:	10,000
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 10,000
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IMPACT OF DENIAL

Without funding for this equipment, the plants will have to continue reliance on borrowing the Field Operations forklift, disrupting scheduling for warehouse operations, with safety concerns for staff transporting it over the road to and from the plants.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6210
Title:	Fork Lift
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
420-6062-535 64-00 Capital Machinery and Equipment		O	10,000
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ 10,000
<i>Debt Service</i>			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 10,000



SLA: 18-6211		FY 2018 Total Budget Cost / (Savings)		\$ 15,740
Title:	WWTP Electric		Fund:	Utilities
Department:	Utilities		Division:	Wastewater Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

With the completion of the biosolids project (U15DMS), the Wastewater Plant anticipates an increase in electric consumption once the new 400,000 gallon sludge holding tank becomes operational. This tank will require aeration which will increase electrical costs; however, the anticipated efficiency gained in the dewatering process is expected to result in savings on hauling costs, which will not be known until the project is complete and operational.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	15,740
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 15,740

One-Time: -
Recurring: 15,740

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 15,740

IMPACT OF DENIAL

Denial will result in the plant being unable to properly aerate the stored sludge, leading to problems in the dewatering process, odor issues, and increased potential for regulatory compliance issues.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6211
Title:	WWTP Electric
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6062-535 43-02 Electric		R	15,740
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ 15,740
Capital Outlay			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ -
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 15,740



FY 2018 Budget: SLA Request, page 2

SLA:	18-6213
Title:	Helicon Rebuild
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ -
Capital Outlay			
420-6062-535 64-00 Capital Machinery & Equipment		O	29,180
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ 29,180
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 29,180



SLA: 18-6214		FY 2018 Total Budget Cost / (Savings)		\$ (3,000)
Title:	Chemical Analysis and Lab Testing			Fund: Utilities
Department:	Utilities			Division: Wastewater Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

The Florida Department of Environmental Protection has reduced the amount of testing required for regulatory compliance. As the amount of testing has been reduced, Utilities is requesting a decrease in FY17-18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	(3,000)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (3,000)
One-Time:	(3,000)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (3,000)

IMPACT OF DENIAL

Denial will result in Utilities having over budgeted for these services.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6214
Title:	Chemical Analysis and Lab Testing
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6062-535 31-05 Other Professional Services		O	(3,000)
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ (3,000)
Capital Outlay			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ -
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (3,000)



SLA: 18-6215		FY 2018 Total Budget Cost / (Savings)		\$ 2,050
Title:	Security System Maintenance			Fund: Utilities
Department:	Utilities			Division: Wastewater Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

In FY16-17, a new security system was installed at the Wastewater Treatment Plant which will require regular maintenance services in order to maintain proper function and maximize the useful life of the equipment and operating system.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	2,050
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 2,050

One-Time:	-
Recurring:	2,050

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 2,050

IMPACT OF DENIAL

Without funding for these maintenance services, staff will be unable to properly maintain the system, leading to higher repair costs, and premature deterioration of the equipment and function.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6215
Title:	Security System Maintenance
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6062-535 46-04 R&M Buildings		R	2,050
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ 2,050
Capital Outlay			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ -
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,050



SLA: 18-6216		FY 2018 Total Budget Cost / (Savings)		\$	(3,000)
Title:	Diesel for Generators		Fund:	Utilities	
Department:	Utilities		Division:	Wastewater Systems	
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain	<input type="checkbox"/>
				Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Based on historic trends in diesel fuel expenditures, a decrease in the budgeted amount is warranted for FY17-18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	(3,000)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (3,000)
One-Time:	(3,000)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (3,000)

IMPACT OF DENIAL

Denial will result in Utilities having over budgeted for this item.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6216
Title:	Diesel for Generators
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6062-535 52-04 Diesel Fuel for Generators		O	(3,000)
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ (3,000)
Capital Outlay			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ -
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (3,000)



SLA: 18-6217		FY 2018 Total Budget Cost / (Savings)		\$ (24,000)
Title:	DIW Annual Summary Report			Fund: Utilities
Department:	Utilities			Division: Wastewater Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Historically, the Florida Department of Environmental Protection (FDEP) has required that an annual summary report be prepared and filed for each of the City's two deep injection wells. FDEP has recently removed the annual summary report requirement from the City's permits, so the associated engineering services will not be needed in FY17-18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	(24,000)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (24,000)
One-Time:	(24,000)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (24,000)

IMPACT OF DENIAL

Denial will result in Utilities over budgeting for this item.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6217
Title:	DIW Annual Summary Report
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6062-535 31-05 Other Professional Services		O	(24,000)
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ (24,000)
Capital Outlay			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ -
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (24,000)



SLA: 18-6218		FY 2018 Total Budget Cost / (Savings)		\$ 26,000
Title:	Lift Station Mixers		Fund:	Utilities
Department:	Utilities		Division:	Wastewater Systems
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

Some of the City's lift stations are impacted by heavy grease and solids combining to create a thick blanket in the lift station wet well, impacting alarm functions. These blanket issues result in false alarms or alarm failures, both of which result in increased repair and maintenance expenses as well as increased staff time to investigate and address issues. In an effort to prevent solids and grease from caking, Utilities is requesting funding for lift station mixers, which will keep the waste material in suspension within the lift station wet wells, allowing it to be pumped to the Wastewater Plant for treatment.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	26,000
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 26,000

One-Time: 26,000

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 26,000

IMPACT OF DENIAL

Denial will result in an increase in false alarms from blanket build up, as well as alarm failures and lift station overflows from the floats riding on the blanket and not tipping like they should, resulting in decreased system efficiency, increased repair and maintenance costs, and increased potential for spillage, compromising regulatory compliance.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6218
Title:	Lift Station Mixers
Fund:	Utilities
Department:	Utilities
Division:	Wastewater Systems

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6062-535 12-00 Salaries			
420-6062-535 14-00 Overtime			
420-6062-535 21-00 FICA			
420-6062-535 22-01 FRS			
420-6062-535 23-00 Insurance - Health & Dental			
420-6062-535 23-02 Vision Care			
420-6062-535 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Operating Expenditures			\$ -
Capital Outlay			
420-6062-535 63-00 Improvements Other Than Buildings		O	26,000
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
420-6062-535			
Total Capital Outlay			\$ 26,000
Debt Service			
420-6062-535			
420-6062-535			
Total Debt Service			\$ -
Other Expenditures			
420-6062-581			
420-6062-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 26,000

North Port Utilities – Field Operations

Fund

420-Utilities Fund

Department/Division

6063-Field Operations

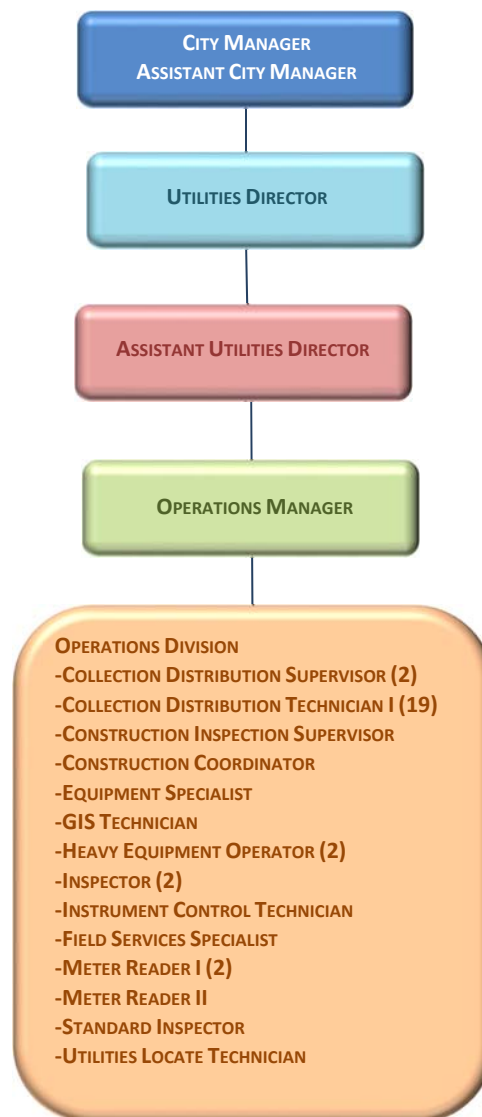
Mission

The mission of North Port Utilities – Field Operations is to achieve community outcomes by providing safe, high quality drinking water and environmentally sound wastewater services by:

- 🌿 providing safe drinking water;
- 🌿 exploring viable options to improve water quality; and
- 🌿 disposing of wastewater in a sound and environmentally approved method.

In order to accomplish this mission, the North Port Utilities – Field Operations is responsible for providing safe drinking water and environmentally sound wastewater and reuse services to the community.

Structure



Accomplishments

- Continued with the Backflow Cross Connection installations.
- Coordinated Backflow Cross Connection testing.
- Performed annual maintenance and repair of specialized equipment.
- Ensured all licenses, fees, and permits were current.
- Continued with the Meter Change Out Program.
- Provided training for staff to maintain certifications and increase knowledge of operations.
- Replaced vehicles and equipment based upon Fleet Management recommendations.
- Continued with the Inflow & Infiltration Program.

Initiatives

- Add and fill two (2) Collection & Distribution Tech I positions and one Collection and Distribution Tech III position.
- Add and hire one inspector and a construction inspection supervisor.
- Educate customers about backflow preventions as part of the City's Backflow Cross Connection Program.
- Perform annual maintenance of specialized equipment.
- Ensure all software maintenance is up-to-date.
- Develop and train staff to achieve division's goals.
- Continue with the Meter Change Out and the Inflow & Infiltration Programs.

Goals and Objectives

GOAL 1

Provide safe and clean drinking water for our customers.

OBJECTIVES:

- Educate customers about backflow prevention as part of the City's Backflow Cross Connection Program.
- Maintain and update water infrastructure to ensure reliable service.
- Ensure adequate water supplies are available to meet existing and future water demands.

GOAL 2

Maintain and provide reliable wastewater services to city customers.

OBJECTIVES:

- Maintain a low level of inflow and infiltration into the City's wastewater system.
- Conduct ongoing operation and maintenance.

Operating Budget Summary

DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ADOPTED	FY 2018 PRELIMINARY
Salaries & Wages	\$ 1,432,923	\$ 1,464,529	\$ 1,619,145	\$ 1,622,650	\$ 1,906,360
Employee Benefits	445,084	722,244	520,260	556,810	623,740
PERSONNEL EXPENSES	1,878,007	2,186,773	2,139,405	2,179,460	2,530,100
Professional/Contracted Services	160,613	151,614	47,806	68,770	124,030
Current Operating Charges	570,146	574,654	592,576	713,750	826,720
Operating Supplies	661,910	746,913	930,604	924,940	1,495,700
OPERATING EXPENSES	1,392,669	1,473,181	1,570,986	1,707,460	2,446,450
CAPITAL EXPENSES	-	-	-	1,051,760	1,483,050
TOTALS	\$ 3,270,676	\$ 3,659,954	\$ 3,710,391	\$ 4,938,680	\$ 6,459,600

Staffing – Funded Authorized Positions

DESCRIPTION	FY 2014 <u>AMENDED</u>	FY 2015 <u>AMENDED</u>	FY 2016 <u>AMENDED</u>	FY 2017 <u>AMENDED</u>	FY 2018 <u>ADOPTED</u>
Field Operations Manager	1	1	1	1	1
GIS Technician	1	1	1	1	1
Field C & D Supervisor	2	2	2	2	2
Heavy Equipment Operator	2	2	2	2	2
C & D Technician III	-	-	1	1	2
C & D Technician II	8	9	10	11	11
C & D Technician I	4	4	4	4	6
Utilities Locate Technician	-	-	-	-	1
Utility Equipment Specialist	1	1	1	1	1
Plant Instrument Control Technician	1	1	1	1	1
Meter Reader II	1	1	1	1	1
Meter Reader I	2	2	2	2	2
Construction Inspection Supervisor	-	-	-	-	1
Construction Coordinator	1	1	1	1	1
Standard Inspector	1	1	1	1	1
Inspector	1	1	1	1	2
Field Services Specialist	-	-	-	1	1
Inventory Specialist	1	1	1	-	-
TOTAL	27	28	30	31	37

Utilities - Field Operations

FY 2017 Base Budget

Reconciliation

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
PERSONNEL			
420-6063-536-12-00 Regular Salaries	1,520,670	-	1,520,670
420-6063-536-14-00 Overtime	101,980	-	101,980
420-6063-536-21-00 FICA	118,100	-	118,100
420-6063-536-22-01 FRS	124,150	-	124,150
420-6063-536-23-00 Health/Dental/Life	274,520	-	274,520
420-6063-536-23-02 Vision	2,200	-	2,200
420-6063-536-24-00 Workers' Compensation	30,340	-	30,340
420-6063-536-26-00 Compensated Absences	7,500	-	7,500
TOTAL PERSONNEL	2,179,460	-	2,179,460
OPERATING			
420-6063-536-31-04 Medical Services- <i>SLA-17-6300</i>	1,090	(90)	1,000
420-6063-536-31-05 Other Professional Svc- <i>SLA-17-6300</i>	67,680	(90)	67,590
420-6063-536-40-00 Travel & Per Diem- <i>SLA-17-6303</i>	3,500	(2,410)	1,090
420-6063-536-41-00 Communication Services	48,690	-	48,690
420-6063-536-42-00 Postage & Mailing	8,750	-	8,750
420-6063-536-43-01 Water and Sewer	400	-	400
420-6063-536-43-02 Electric	12,730	-	12,730
420-6063-536-43-04 Electric - Lift Stations	121,250	-	121,250
420-6063-536-44-00 Rentals & Leases	4,500	-	4,500
420-6063-536-46-01 R&M Office Equipment	4,810	-	4,810
420-6063-536-46-02 R&M Communication Equipt	1,660	-	1,660
420-6063-536-46-04 R&M Buildings	400	-	400
420-6063-536-46-11 R&M Special Equipment	17,350	-	17,350
420-6063-536-46-50 Fleet-Administrative	100,310	-	100,310
420-6063-536-46-51 Fleet-Labor	31,500	-	31,500
420-6063-536-46-52 Fleet-Parts	40,970	-	40,970
420-6063-536-46-53 Fleet-Outsourced	12,000	-	12,000
420-6063-536-46-60 R&M Collection- <i>SLA-17-6324</i>	220,000	(12,500)	207,500
420-6063-536-46-61 R&M Distribution- <i>SLA-17-6330</i>	73,800	(2,000)	71,800
420-6063-536-46-64 R&M Hydrants	5,400	-	5,400
420-6063-536-47-00 Printing & Binding	3,000	-	3,000
420-6063-536-49-14 Tags, Fees, Licenses- <i>SLAs-17-6314, 17-6316 & 17-6317</i>	2,730	(690)	2,040
420-6063-536-51-00 Office Supplies	2,040	-	2,040
420-6063-536-52-01 Other Operating Supplies- <i>SLA-17-6300</i>	35,000	(5,000)	30,000
420-6063-536-52-02 Fuel	71,200	-	71,200
420-6063-536-52-07 Uniforms	7,330	-	7,330
420-6063-536-52-50 Minor Operating- <i>SLAs-17-6300, 17-6304, 17-6306, 17-6309, 17-6319, 17-6321, 17-6328 & 17-6329</i>	77,430	(66,880)	10,550
420-6063-536-52-60 Collection Supplies	14,000	-	14,000
420-6063-536-52-61 Distribution Supplies	14,000	-	14,000
420-6063-536-52-62 Meters	352,500	-	352,500

	FY 2017 Adopted	FY 2017 One-Time	FY 2017 Base Budget
420-6063-536-52-63 New Installation Supplies	15,000	-	15,000
420-6063-536-52-64 Hydrants and Parts	11,200	-	11,200
420-6063-536-54-00 Books, Publications, Subscriptions	1,070	-	1,070
420-6063-536-55-00 Training & Education	8,230	-	8,230
420-6063-536-59-00 Depreciation	315,940	-	315,940
TOTAL OPERATING	1,707,460	(89,660)	1,617,800
CAPITAL			
420-6063-536-63-00 Infrastructure- <i>SLA-17-6318</i>	600,000	(600,000)	-
Machinery & Equipment- <i>SLAs-17-6312, 17-</i>			
420-6063-536-64-00 <i>6314, 17-6316, 17-6317, 17-6319, 17-6322, 17-6323</i>	451,760	(451,760)	-
<i>& 17-6332 & Project U17LSS</i>			
TOTAL CAPITAL	1,051,760	(1,051,760)	-
TOTALS	4,938,680	(1,141,420)	3,797,260

NORTH PORT UTILITIES
FIELD OPERATIONS DIVISION
BUDGET ANALYSIS

420-6063-536

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
<u>Account Description</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Base Budget</u>	<u>Preliminary</u>
<i>PERSONNEL EXPENDITURES</i>							
12	Regular Salaries & Wages	\$ 1,321,737	\$ 1,339,673	\$ 1,446,942	\$ 1,520,670	\$ 1,520,670	\$ 1,567,330
13	Other Salaries & Wages	-	-	-	-	-	209,030
14	Overtime	111,186	124,856	172,203	101,980	101,980	130,000
	Salaries & Wages	1,432,923	1,464,529	1,619,145	1,622,650	1,622,650	1,906,360
21	FICA	100,617	103,454	115,657	118,100	118,100	121,320
22	Retirement Contributions	113,154	390,214	111,048	124,150	124,150	134,260
23	Life & Health Insurance	200,528	215,031	243,128	276,720	276,720	330,320
24	Workers' Compensation	20,041	27,747	30,340	30,340	30,340	30,340
26	Compensated Absences	10,744	(14,202)	20,087	7,500	7,500	7,500
	Employee Benefits	445,084	722,244	520,260	556,810	556,810	623,740
	Total Personnel Expenditures	1,878,007	2,186,773	2,139,405	2,179,460	2,179,460	2,530,100
<i>OPERATING EXPENDITURES</i>							
31	Professional Services	160,613	151,614	47,806	68,770	68,590	70,030
34	Other Contractual Services	-	-	-	-	-	54,000
	Professional/Contracted Services	160,613	151,614	47,806	68,770	68,590	124,030
40	Travel and Per Diem	2,659	851	3,045	3,500	1,090	8,800
41	Communication Services	19,402	22,933	27,460	48,690	48,690	38,050
42	Postage & Mailing	10,868	7,914	1,781	8,750	8,750	8,750
43	Water, Sewer & Electricity	99,958	113,581	105,591	134,380	134,380	134,740
44	Rentals & Leases	2,609	1,572	565	4,500	4,500	4,500
46	Repairs & Maintenance	432,078	422,679	452,852	508,200	493,700	625,800
47	Printing & Binding	1,389	2,669	234	3,000	3,000	3,000
49	Other Current Charges	1,183	2,455	1,048	2,730	2,040	3,080
	Current Operating Charges	570,146	574,654	592,576	713,750	696,150	826,720
51	Office Supplies	1,176	727	630	2,040	2,040	2,040
52	Minor Operating Expenditures	473,058	454,646	559,923	597,660	525,780	1,052,000
54	Books, Public, Subs, Member	1,184	90	157	1,070	1,070	1,070
55	Training & Education	1,963	5,002	3,510	8,230	8,230	9,180
59	Depreciation	184,529	286,448	366,384	315,940	315,940	431,410
	Operating Supplies	661,910	746,913	930,604	924,940	853,060	1,495,700
	Total Operating Expenditures	1,392,669	1,473,181	1,570,986	1,707,460	1,617,800	2,446,450
<i>CAPITAL EXPENDITURES</i>							
62	Buildings	-	-	-	-	-	92,500
63	Improvements other than Buildings	-	-	-	600,000	-	460,000
64	Capital Machinery & Equipment	-	-	-	451,760	-	930,550
	Total Capital Expenditures	-	-	-	1,051,760	-	1,483,050
TOTALS		\$ 3,270,676	\$ 3,659,954	\$ 3,710,391	\$ 4,938,680	\$ 3,797,260	\$ 6,459,600
City of North Port Florida		FY 2018 Non-District Preliminary Budget					708



Service Level Adjustments (SLAs)										
SLA #	SLA TITLE	Increase	Maintain	Decrease	Full-Time Equivalents (FTEs)	One-Time Costs	Recurring Costs	Total Costs	Revenues	Net Cost
18-6300	Collection & Distribution Tech I (2)	X	-	-	2.00	61,820	67,390	129,210	-	\$ 129,210
18-6301	Collection & Distribution Tech III	-	X	-	1.00	47,350	43,480	90,830	-	\$ 90,830
18-6302	Inspector	X	-	-	1.00	30,280	43,190	73,470	-	\$ 73,470
18-6303	Construction Inspection Supervisor	-	X	-	1.00	-	62,360	62,360	-	\$ 62,360
18-6304	Overtime	-	X	-	0.00	-	32,390	32,390	-	\$ 32,390
18-6305	Computer Replacement	-	X	-	0.00	1,400	-	1,400	-	\$ 1,400
18-6306	Random Drug and Alcohol Drug Screening	-	X	-	0.00	-	1,000	1,000	-	\$ 1,000
18-6307	Bypass Pumps	X	X	-	0.00	-	22,500	22,500	-	\$ 22,500
18-6308	FDEP Licensure Course/Exam/Licenses	-	X	-	0.00	-	4,530	4,530	-	\$ 4,530
18-6309	AMI Data Collection Towers	-	X	-	0.00	-	(900)	(900)	-	\$ (900)
18-6310	Smart Phone Upgrade-Inspector	X	-	-	0.00	-	450	450	-	\$ 450
18-6311	GPS Pathfinder Software for GIS	-	X	-	0.00	-	1,800	1,800	-	\$ 1,800
18-6312	Air Release Valve Maintenance Program	-	X	-	0.00	-	9,000	9,000	-	\$ 9,000
18-6313	Lift Station SCADA	-	X	-	0.00	-	5,000	5,000	-	\$ 5,000
18-6314	Post Repair Work Restoration	-	X	-	0.00	-	6,000	6,000	-	\$ 6,000
18-6315	Pump Repairs	-	X	-	0.00	-	20,000	20,000	-	\$ 20,000
18-6316	Sewer TV Camera System	-	X	-	0.00	(3,000)	-	(3,000)	-	\$ (3,000)
18-6317	Tokay Software Annual Maintenance	-	X	-	0.00	(800)	-	(800)	-	\$ (800)
18-6318	Water Distribution Equipment	-	X	-	0.00	-	6,000	6,000	-	\$ 6,000
18-6320	Fire Hydrant Maintenance Services	-	X	-	0.00	59,600	-	59,600	-	\$ 59,600
18-6321	Reflective Safety Shirts	X	-	-	0.00	-	1,350	1,350	-	\$ 1,350
18-6322	Lift Station Beautification	-	X	-	0.00	-	2,000	2,000	-	\$ 2,000
18-6323	C&D Tech Tools	-	X	-	0.00	10,000	5,000	15,000	-	\$ 15,000
18-6324	Landscaping & Maintenance Equipment	-	X	-	0.00	2,700	-	2,700	-	\$ 2,700
18-6325	SCADA Troubleshooting Equipment	X	-	-	0.00	8,000	-	8,000	-	\$ 8,000
18-6326	Line Locator	-	X	-	0.00	7,500	-	7,500	-	\$ 7,500
18-6327	Tap Machines	X	X	-	0.00	6,500	-	6,500	-	\$ 6,500
18-6328	As-Built Cabinets	-	X	-	0.00	3,800	-	3,800	-	\$ 3,800
18-6329	Neptune Belt Clip Transceivers	X	-	-	0.00	5,500	-	5,500	-	\$ 5,500
18-6330	Digital Chlorimeter (4)	-	X	-	0.00	2,000	-	2,000	-	\$ 2,000
18-6331	Meters	-	X	-	0.00	54,000	427,000	481,000	-	\$ 481,000
18-6332	New Installation Supplies	-	X	-	0.00	-	10,000	10,000	-	\$ 10,000
18-6333	Lift Station SCADA	X	-	-	0.00	16,900	-	16,900	-	\$ 16,900
18-6334	Replacement Vehicles & Equipment	X	-	-	0.00	72,050	-	72,050	-	\$ 72,050
18-6335	Reclass C&D Tech II to Locate Technician	-	X	-	0.00	-	-	-	-	\$ -
				TOTALS	5.00	\$ 385,600	\$ 769,540	\$ 1,155,140	\$ -	\$ 1,155,140



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-6300		FY 2018 Total Budget Cost / (Savings)		\$ 129,210
Title:	Collection & Distribution Tech I (2)			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

With the increase in development in North Port, the Utilities staff has seen an increase in residential water connections, responses to customer calls and infrastructure failures due to the age of the system. To ensure that operational and maintenance needs of the City's distribution and collection system are met as our system and customer base expands with current growth, North Port Utilities is requesting the addition of two Collection & Distribution Tech. I (C&D Tech. I) positions in the budget for fiscal year 2017-2018.

As the economy in our area has continued to recover, Utilities has seen a dramatic increase in new water connections. For instance, in 2013 Utilities set 251 meters; 447 meters were set in 2014; 742 meters were set in 2015; and 810 meters were set in 2016. Our system and customer needs have grown over the past few years. In order to keep pace with the growth and development, additional staff will be needed to maintain the level of service that is expected of the City of North Port.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
2.00	Collection & Distribution Tech I	912

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 63,850
Operating	15,360
Capital	50,000
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 129,210
One-Time:	61,820
Recurring:	67,390

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 129,210

IMPACT OF DENIAL

If these new positions are not approved, Utilities will not be able to continue important programs in a scheduled manner such as the meter replacement program, which impacts revenue and water loss figures, and the valve maintenance program, which may impact operations. Additionally, Utilities will continue to struggle in covering planned absences, hindering operational efficiency and impacting customer service levels.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6300
Title:	Collection & Distribution Tech I (2)
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6063-536 12-00 Salaries		R	\$ 43,270
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA		R	3,310
420-6063-536 22-01 FRS		R	3,430
420-6063-536 23-00 Insurance - Health & Dental		R	13,750
420-6063-536 23-02 Vision Care		R	90
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ 63,850
<i>Operating Expenditures</i>			
420-6063-536 31-04 Medical Services		O	180
420-6063-536 31-05 Professional Services		O	180
420-6063-536 52-50 Minor Operating - Mobile Device & Tablet		O	1,460
420-6063-536 41-00 Communication		R	880
420-6063-536 52-07 Uniforms		R	560
420-6063-536 52-01 Tools and other operating supplies		O	10,000
420-6063-536 52-02 Fuel		R	2,100
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 15,360
<i>Capital Outlay</i>			
420-6063-536 64-00 Capital Machinery - F150 Truck		O	\$ 50,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ 50,000
<i>Debt Service</i>			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 129,210



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-6301		FY 2018 Total Budget Cost / (Savings)	\$ 90,830
Title:	Collection & Distribution Tech III		Fund: Utilities
Department:	Utilities		Division: Field Operations
Category:	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Maintain <input type="checkbox"/> Decrease		

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	X
Preservation of environment & natural resources	
Vibrant "Alive" Town Centers	

	Toledo Blade interchange as major destination
	Sumter interchange as major destination
X	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

During the economic downturn of recent years, Utilities has tried to maintain operations with existing staff by having a Field Operations Collection and Distribution Technician III and several Field Operations Collection and Distribution Technician I and IIs perform all maintenance functions for pumps, motors and all other machinery and equipment associated with utility plant and booster pump station operations. Unfortunately, current staffing levels have prevented the department from performing preventative maintenance tasks with the proper frequency to optimize equipment performance and useful life of plant equipment. To address this maintenance issue and move toward the implementation of a more efficient and proactive preventative maintenance system, Utilities is requesting the inclusion of an additional Collection and Distribution Technician III position in the Fiscal Year 2017-2018 budget. It is anticipated that this position would be filled from within the department.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
1.00	Collection & Distribution Tech III	916

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 41,410
Operating	8,420
Capital	41,000
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 90,830

One-Time:	47,350
Recurring:	43,480

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 90,830

IMPACT OF DENIAL

If this new position is not approved, Utilities will not be able to implement a proactive scheduled maintenance system which may lead to an increase of repair and replacement expenses.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-6301
Title:	Collection & Distribution Tech III
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries		R	\$ 29,820
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA		R	2,280
420-6063-536 22-01 FRS		R	2,360
420-6063-536 23-00 Insurance - Health & Dental		R	6,900
420-6063-536 23-02 Vision Care		R	50
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ 41,410
Operating Expenditures			
420-6063-536 31-04 Medical Services		O	90
420-6063-536 31-05 Professional Services		O	90
420-6063-536 52-50 Minor Operating - Laptop & Cell Phone		O	1,170
420-6063-536 41-00 Communication		R	440
420-6063-536 52-07 Uniforms		R	280
420-6063-536 52-01 Tools and other operating supplies		O	5,000
420-6063-536 52-02 Fuel		R	1,350
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 8,420
Capital Outlay			
420-6063-536 64-00 Capital Machinery - F350 Truck		O	\$ 41,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ 41,000
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: **\$ 90,830**



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-6302			FY 2018 Total Budget Cost / (Savings)		\$ 73,470
Title: Inspector			Fund: Utilities		
Department: Utilities			Division: Field Operations		
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease		

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	X	X	Toledo Blade interchange as major destination
Preservation of environment & natural resources	X	X	Sumter interchange as major destination
Vibrant "Alive" Town Centers		X	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

With the increase in development in North Port, Utilities has seen a dramatic increase in construction work in progress, including line construction, lift station construction, water and wastewater plant construction and new home developments requiring additional utilities inspection needs. For instance, in 2013 we set 251 meters; in 2014 we set 447 meters; in 2015 we set 742 meters; and in 2016 we set 710 meters. Based on current new development submittals, we anticipate an even greater increase in new infrastructure to serve these new properties. Our system and customer needs have grown dramatically over the past few years. In order to keep pace with the growth and development, additional staff will be needed to maintain the level of service that is expected of the City of North Port. To ensure that operational and maintenance needs of the City's utilities systems are met as our system and customer base expands with current growth, North Port Utilities is requesting the addition of an Inspector position in the budget for fiscal year 2017-2018. It is anticipated that this position would be filled from within the department.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
1.00	Inspector	916

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ 41,410
Operating	7,060
Capital	25,000
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 73,470
One-Time:	30,280
Recurring:	43,190

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 73,470
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IMPACT OF DENIAL

If this new position is not approved, Utilities will not have the staffing necessary to meet the strategic plan goals, adequately meet current operational needs or prepare for increased demands, potentially impacting the quality of work being conducted and turned over for operation to the City.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6302
Title:	Inspector
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries		R	\$ 29,820
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA		R	2,280
420-6063-536 22-01 FRS		R	2,360
420-6063-536 23-00 Insurance - Health & Dental		R	6,900
420-6063-536 23-02 Vision Care		R	50
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ 41,410
Operating Expenditures			
420-6063-536 31-04 Medical Services		O	90
420-6063-536 31-05 Professional Services		O	90
420-6063-536 52-50 Minor Operating - Cell Phone		O	100
420-6063-536 41-00 Communication		R	450
420-6063-536 52-07 Uniforms		R	280
420-6063-536 52-01 Tools and other operating supplies		O	5,000
420-6063-536 52-02 Fuel		R	1,050
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 7,060
Capital Outlay			
420-6063-536 64-00 Capital Machinery & Equipment F150 Truck		O	25,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ 25,000
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 73,470



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-6303		FY 2018 Total Budget Cost / (Savings)	\$ 62,360
Title:	Construction Inspection Supervisor		Fund: Utilities
Department:	Utilities		Division: Field Operations
Category:	<input type="checkbox"/> Increase <input checked="" type="checkbox"/> Maintain <input type="checkbox"/> Decrease		

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)			
Financially responsible City providing quality municipal services	X	X	Toledo Blade interchange as major destination
Preservation of environment & natural resources	X	X	Sumter interchange as major destination
Vibrant "Alive" Town Centers		X	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

With the increase in development in North Port, the Utilities staff has seen a dramatic increase in construction work in progress, including line construction, lift station construction, water and wastewater plant construction and new home developments requiring additional planning and utilities inspection oversight. To ensure that operational and maintenance needs of the City's utilities systems are met as our system and customer base expands with current growth, North Port Utilities is requesting the addition of a Construction Inspection Supervisor for fiscal year 2017-2018. Our system and customer needs have grown dramatically over the past few years. To keep pace with the growth and development, additional inspection staff is being requested to maintain the level of service that is expected of the City of North Port. With the growth of these responsibilities, a supervisor is needed for coordination, scheduling and project oversight for the department. The existing Utilities Construction Coordinator has already assumed many of these responsibilities, therefore it is anticipated that this would be a promotion for the existing Utilities Construction Coordinator. This promotion would take place on October 1, if approved.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
1.00	Construction Inspection Supervisor	918

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ 62,360
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 62,360

One-Time:	-
Recurring:	62,360

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 62,360

IMPACT OF DENIAL

If this new position is not approved, Utilities will not have the support necessary to meet the strategic plan goals, to adequately meet current operational needs or prepare for increased demands, while maintaining sufficient supervisory and project oversight staffing, potentially impacting the quality of work being conducted and turned over for operation to the City.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6303
Title:	Construction Inspection Supervisor
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries		R	47,620
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA		R	3,640
420-6063-536 22-01 FRS		R	3,770
420-6063-536 23-00 Insurance - Health & Dental		R	7,290
420-6063-536 23-02 Vision Care		R	40
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ 62,360
Operating Expenditures			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ -
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 62,360



FY 2018 Budget
Service Level Adjustment (SLA) Request

SLA: 18-6304		FY 2018 Total Budget Cost / (Savings)		\$	32,390	
Title:	Overtime				Fund:	Utilities
Department:	Utilities				Division:	Field Operations
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain	<input type="checkbox"/>	Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

With the increase in development throughout the City, field staff is balancing the maintenance and repairs of aging infrastructure with the operational needs of new infrastructure and expanding customer service needs. While Utilities strives to control overtime expenditures, the instances of afterhours breaks and other incidents requiring staff response and resulting in unscheduled overtime over the last five years, have increased. Historically, the busiest time of the year for system incidents is during rainy season which also is the most popular time for employees to schedule vacations. In order to continue the effective operations, maintenance and repairs to the system when necessary, an increase to Field Operations overtime budget is requested in FY17-18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
EXPENDITURES	
Personnel	\$ 32,390
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-
Total Expenditures:	\$ 32,390
One-Time:	-
Recurring:	32,390

REVENUES	
Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 32,390

IMPACT OF DENIAL

If unable to adequately compensate staff for unscheduled overtime, Utilities will struggle to properly maintain system operations, make needed repairs, perform necessary construction oversight, maintain its level of service to customers, and potentially jeopardize regulatory compliance.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-6304
Title:	Overtime
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime		R	28,020
420-6063-536 21-00 FICA		R	2,150
420-6063-536 22-01 FRS		R	2,220
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ 32,390
Operating Expenditures			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ -
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 32,390



SLA: 18-6305		FY 2018 Total Budget Cost / (Savings)		\$ 1,400
Title:	Computer Replacement		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

In accordance with the IT replacement schedule, Utilities is replacing one (1) GIS computer for Field Operations staff.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,400
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,400

One-Time: 1,400

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,400

IMPACT OF DENIAL

Without funding for the replacement of this computer, Utilities will be non-compliant with the IT replacement schedule, hindering IT's ability to provide proper and efficient support for the programs and operations required of the equipment, and staff efficiency will be hindered by outdated and inadequate equipment.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6305
Title:	Computer Replacement
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 52-50 Minor Operating Equipment		O	1,400
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 1,400
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,400



SLA: 18-6306	FY 2018 Total Budget Cost / (Savings)	\$ 1,000
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Title: Random Drug and Alcohol Drug Screening	Fund: Utilities
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Department: Utilities	Division: Field Operations
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Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

As more Field Operations staff acquire their CDL Licenses, the number of employees subject to random drug and alcohol screening will increase.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,000

One-Time: -

Recurring: 1,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,000

IMPACT OF DENIAL

Without funding for this screening, Utilities will be unable to comply with the City drug and alcohol screening policy for CDL holders.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6306
Title:	Random Drug and Alcohol Drug Screening
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 31-04 Professional Services - Medical		R	1,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 1,000
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,000



SLA: 18-6307		FY 2018 Total Budget Cost / (Savings)		\$ 22,500
Title: Bypass Pumps		Fund: Utilities		
Department: Utilities		Division: Field Operations		
Category:	<input checked="" type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Currently, Utilities has 14 bypass pumps used as emergency back ups in the event of lift station pump or power failure. These are all skid mounted pumps which make relocating them a challenge. In FY17-18, Utilities is requesting funding to add trailer kits to seven (7) of the bypass pumps, essentially putting them on wheels to make mobility more efficient. To make best use of the bypass pumps, Utilities intends to install trailer kits on all 14 with 7 to be completed in FY17-18 and the remainder in FY18-19. Additionally, six (6) older trailer mounted pumps are in need of repainting in order to protect the metal from rust and deterioration caused by the elements.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	22,500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 22,500
One-Time:	-
Recurring:	22,500

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 22,500

IMPACT OF DENIAL

Without funding, staff will be unable to maximize the best use of its existing resources, will not be able to efficiently move the pumps where needed quickly during emergencies, and without painting, the metal's exposure to the elements will continue to escalate equipment deterioration, increasing the potential for pump failure.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6307
Title:	Bypass Pumps
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 46-60 Repair & Maintenance - Collection		R	22,500
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 22,500
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 22,500



SLA: 18-6308		FY 2018 Total Budget Cost / (Savings)		\$ 4,530
Title:	FDEP Licensure Course/Exam/Licenses			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

To maintain compliance with Florida Department of Environmental Protection requirements, each Collection and Distribution Technician must carry the appropriate licensure. Utilities is requesting funding to send employees to the necessary training courses to obtain and maintain required licenses.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	4,530
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 4,530

One-Time: -
Recurring: 4,530

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 4,530

IMPACT OF DENIAL

Without funding, Utilities staff will be unable to meet or maintain FDEP licensure requirements, resulting in non-compliance and increased payroll and overtime expenditures as fewer technicians will be able to work individually without direct oversight.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6308
Title:	FDEP Licensure Course/Exam/Licenses
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 40-00 Travel and Per Diem		R	2,800
420-6063-536 55-00 Training and Education		R	1,200
420-6063-536 49-14 Licenses Fees and Permits		R	530
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 4,530
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 4,530



SLA: 18-6309		FY 2018 Total Budget Cost / (Savings)		\$	(900)
Title:	AMI Data Collection Towers		Fund:	Utilities	
Department:	Utilities		Division:	Field Operations	
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain	<input type="checkbox"/>
				Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In an effort to improve operational efficiency and data collection in meter reading operations, Utilities participated in a pilot AMI program, which collected meter reading data via strategically placed towers that relay information back to the billing office. The performance of the system did not result in the efficiencies anticipated, resulting in greater staff time to obtain meter reads for meters that the towers failed to capture. Utilities does not feel it is in the best interest of the City to continue with this AMI system, but continues to evaluate AMI technology and systems available.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$	-
Operating		(900)
Capital		-
Debt Service		-
Other Expenditures		-

Total Expenditures: \$ (900)

One-Time: -

Recurring: (900)

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ (900)

IMPACT OF DENIAL

If this reduction is denied, Utilities will have overbudgeted for the expense.

SLA:	18-6309
Title:	AMI Data Collection Towers
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6063-536 41-00 Communications		R	(900)
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ (900)
<i>Capital Outlay</i>			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (900)



SLA: 18-6310		FY 2018 Total Budget Cost / (Savings)		\$ 450
Title:	Smart Phone Upgrade-Inspector			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input type="checkbox"/>

Description & Impact Upon Strategic Plan:

Currently, the Utilities Inspector has a flip phone which does not permit access to emails or documents, and the camera does not offer the quality necessary to adequately document site conditions in the field for later reference/use. To improve efficiency in performing inspector duties, Utilities is requesting an upgrade from the current flip phone to a smart phone for this position in FY17-18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	450
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 450

One-Time: -

Recurring: 450

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 450

IMPACT OF DENIAL

Without funding, the Inspector will not have the necessary tools to perform duties efficiently, impacting level of service.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6310
Title:	Smart Phone Upgrade-Inspector
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 41-00 Communications		R	450
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 450
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 450



SLA: 18-6311		FY 2018 Total Budget Cost / (Savings)		\$ 1,800
Title:	GPS Pathfinder Software for GIS			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

Utilities staff uses GPS Trimble units to locate, measure and document underground infrastructure for the City's GIS data system. Currently, staff gathers field data with each unit and must upload the data to the system at the end of each day. With the purchase of this software, staff will be able to upload data in the field as it is collected in real time, improving accuracy and efficiency by faster review and correction by GIS staff.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	1,800
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,800

One-Time: -

Recurring: 1,800

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,800

IMPACT OF DENIAL

Without funding, staff will be unable to realize the full potential of the GIS equipment and system. Without the ability to immediately review data collected in the field, staff is required to make additional site visits necessary for corrections.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6311
Title:	GPS Pathfinder Software for GIS
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6063-536 52-50 Minor Operating Equipment		R	1,800
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 1,800
<i>Capital Outlay</i>			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,800



SLA: 18-6312		FY 2018 Total Budget Cost / (Savings)		\$ 9,000
Title:	Air Release Valve Maintenance Program			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

Utilities has implemented an Air Release Valve Maintenance Program to improve operational efficiency in the City's collection system. These valves relieve air pressure which builds up in the mains, allowing for greater velocity and flow of wastewater throughout the system. The implementation of this program will require an increase of funding budgeted for the R&M accesses, pipes, fittings, adapters, and valves.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	9,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 9,000

One-Time:	-
Recurring:	9,000

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 9,000

IMPACT OF DENIAL

Without funding for this maintenance program, air pressure will continue to build up in the City's wastewater collection mains, inhibiting the flow of wastewater and forcing system pumps to work harder against the air pressure.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6312
Title:	Air Release Valve Maintenance Program
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 46-60 R&M Collections		R	9,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 9,000
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 9,000



SLA: 18-6313		FY 2018 Total Budget Cost / (Savings)		\$ 5,000
Title:	Lift Station SCADA		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Supervisory Control and Data Acquisition (SCADA) systems are used throughout the City's lift stations to monitor and control station operations remotely, expediting troubleshooting and response time. With the increase of development in North Port, Utilities has added seven new lift stations to the SCADA system in FY16-17, and budgets for the addition of SCADA to four stations each year. As more stations go online with the SCADA system, Utilities must budget accordingly for additional repairs and maintenance.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	5,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 5,000

One-Time:	-
Recurring:	5,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 5,000

IMPACT OF DENIAL

Without funding, Utilities will be unable to perform and/or obtain necessary repair and maintenance services, hindering system functionality, leading to reduced operational efficiency, premature deteriorations, increased staff time to manually check stations, and increased potential for regulatory compliance issues.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6313
Title:	Lift Station SCADA
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 46-60 R&M Collections		R	5,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 5,000
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,000



SLA: 18-6314		FY 2018 Total Budget Cost / (Savings)		\$ 6,000
Title:	Post Repair Work Restoration			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In order to return sites to pre-construction condition after utility repairs are made, Utilities must budget for the necessary sod, asphalt and concrete services. Based on historic trends, the increase in new development, and the continually aging infrastructure in the city system, an increase is warranted for FY17-18, to adequately cover anticipated restoration costs.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	6,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 6,000

One-Time: -
Recurring: 6,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 6,000

IMPACT OF DENIAL

Without funding to cover restoration costs, Utilities will be unable to adequately restore sites to preconstruction condition, hindering operational efficiency and decreasing customer service levels as well as customer satisfaction. Further, unrestored job sites increase the potential exposure to liability for the City as these sites could pose safety hazards.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6314
Title:	Post Repair Work Restoration
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 46-60 R&M Collection		R	3,000
420-6063-536 46-61 R&M Distribution		R	3,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 6,000
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 6,000



SLA: 18-6315		FY 2018 Total Budget Cost / (Savings)		\$ 20,000
Title:	Pump Repairs		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Based on historical trends, Utilities has seen an increase in necessary lift station pump repairs as more stations are added to the system and existing stations continue to age. In order to ensure proper repairs and maintenance so the stations are able to function properly and pump wastewater to the plant for treatment, an increase is anticipated in pump repair and maintenance costs in FY17-18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	20,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 20,000

One-Time:	-
Recurring:	20,000

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 20,000

IMPACT OF DENIAL

Without adequate funding for needed repairs and maintenance to lift station pumps, operational efficiency decreases while the potential for premature deterioration of station equipment increases. Additionally, malfunction of the stations can lead to regulatory compliance issues.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6315
Title:	Pump Repairs
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 46-60 R&M Collections		R	20,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 20,000
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 20,000



SLA: 18-6316		FY 2018 Total Budget Cost / (Savings)		\$ (3,000)
Title:	Sewer TV Camera System		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

With the anticipated purchase of new sewer TV equipment in FY16-17 to replace the old and outdated sewer TV equipment currently in use, it is expected that repair and maintenance costs for the equipment will reduce substantially in FY17-18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	(3,000)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (3,000)
One-Time:	(3,000)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (3,000)

IMPACT OF DENIAL

If denied, Utilities will have over budgeted for repair and maintenance services.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6316
Title:	Sewer TV Camera System
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 46-60 Repair & Maintenance Collection		O	(3,000)
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ (3,000)
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (3,000)



SLA: 18-6317		FY 2018 Total Budget Cost / (Savings)		\$ (800)
Title:	Tokay Software Annual Maintenance			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

With the acquisition of the Lucity Utilities software in FY16-17 to replace the existing Tokay backflow software used by Utilities to manage the Cross-Connection Control Program, it is anticipated that the annual maintenance services for the Tokay program will not be needed in FY17-18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	(800)
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ (800)
One-Time:	(800)
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ (800)

IMPACT OF DENIAL

If denied, Utilities will have over budgeted for this item.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6317
Title:	Tokay Software Annual Maintenance
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 46-61 Repair & Maintenance Distribution		O	(800)
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ (800)
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (800)



SLA: 18-6318		FY 2018 Total Budget Cost / (Savings)		\$ 6,000
Title:	Water Distribution Equipment			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

In order to maintain City compliance with its Cross-Connection Control Program, Utilities must be able to obtain the necessary parts and equipment to properly repair and maintain its backflow prevention devices at City buildings and facilities.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	6,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 6,000

One-Time: -
Recurring: 6,000

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 6,000

IMPACT OF DENIAL

Without adequate funding to obtain necessary parts and equipment for City backflow prevention devices, Utilities will not be able to properly repair city owned backflow devices, jeopardizing compliance with the City's Cross-Connection Control Program.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6318
Title:	Water Distribution Equipment
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 46-61 R&M Distribution		R	6,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 6,000
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 6,000



SLA: 18-6320		FY 2018 Total Budget Cost / (Savings)		\$ 59,600
Title:	Fire Hydrant Maintenance Services			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

In order to ensure the proper function of system fire hydrants as well as maintain the City's ISO1 insurance rating, the City must perform maintenance and fire flow testing annually on each of the 1,877 fire hydrants throughout the water distribution system. With staff vacancies and increased work load from other operational needs growing from aging infrastructure and more economic development in the City, Field Operations staff has struggled to keep pace with the hydrant maintenance program. In an effort to catch up with hydrant maintenance needs, Utilities has collaborated with the Fire Department on budgeting for the performance of the necessary hydrant maintenance services, which will be split between the two departments (see Fire Department SLA 18-2260). Additionally, it is anticipated that with the advanced age of some of the hydrants in the system, an increase in parts, equipment and supplies will be necessary.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	59,600
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 59,600

One-Time: 59,600

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 59,600

IMPACT OF DENIAL

Without funding for hydrant maintenance services, parts, equipment and supplies, staff will be unable to keep up with the maintenance and testing necessary to maintain proper function of City fire hydrants, impacting its current ISO rating, resulting in greater potential for higher insurance rates for the City and its residents.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6320
Title:	Fire Hydrant Maintenance Services
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6063-536 46-64 R&M Hydrants - Maintenance \$50,000		O	59,600
420-6063-536 Parts, Equipment & Supplies - additional \$9,600			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 59,600
<i>Capital Outlay</i>			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 59,600



SLA: 18-6321		FY 2018 Total Budget Cost / (Savings)		\$ 1,350
Title:	Reflective Safety Shirts			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

In an effort to improve staff visibility in the field as well as staff safety, Utilities is requesting funding to purchase reflective shirts for field operations staff, similar to those worn by Public Works staff. By wearing fluorescent reflective shirts, staff will not have to wear a reflective safety vest on top of their uniform shirt. This will aid in combating heat exhaustion in the summer while eliminating risk exposure of loose fitting vests getting caught on equipment.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
--------------------------------	-------------------------

EXPENDITURES

Personnel	\$ -
Operating	1,350
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 1,350

One-Time:	-
Recurring:	1,350

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 1,350

IMPACT OF DENIAL

If denied, staff will continue to layer loose fitting safety vests over their heavier uniform shirts and make greater efforts to monitor body temperature and surroundings for safety in the field.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6321
Title:	Reflective Safety Shirts
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 52-07 Uniforms		R	1,350
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 1,350
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 1,350



SLA: 18-6322		FY 2018 Total Budget Cost / (Savings)		\$ 2,000
Title:	Lift Station Beautification		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The addition of new lift stations to the City's wastewater collection system, coupled with the maintenance of aging stations, has caused increasing costs to maintain the site and appearance of City lift stations. Based on current trends, an increase in lift station beautification expenditures is anticipated for FY17-18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	2,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 2,000

One-Time:	-
Recurring:	2,000

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 2,000

IMPACT OF DENIAL

Without requested funding, as lift stations age, Utilities will be unable to keep pace with the aesthetic needs of the stations within the community, decreasing the ability to effectively respond to customer concerns from neighboring properties, and decreasing level of service.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6322
Title:	Lift Station Beautification
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 52-50 Minor Operating Equipment		R	2,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 2,000
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,000



SLA: 18-6323		FY 2018 Total Budget Cost / (Savings)		\$ 15,000
Title:	C&D Tech Tools		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

For the performance of C&D Technician duties, trucks need to be adequately stocked with proper tools which are in good condition to safely complete work in the field. Due to the variety and frequency of tasks and the specialized nature of these tasks, extensive wear and tear on specialty tools is expected. In order to ensure that the tools used by staff in the field are sufficient and in good condition, Utilities is requesting funding in FY17-18 for the purchase and replacement of C&D Technician tools.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	15,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 15,000
One-Time:	10,000
Recurring:	5,000

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 15,000
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IMPACT OF DENIAL

Without funding for proper tools, staff is unable to efficiently perform assigned duties for the repair and maintenance of the water distribution and wastewater collection systems in a safe manner.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6323
Title:	C&D Tech Tools
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 52-50 Minor Operating Equipment		R	5,000
420-6063-536 52-50 Minor Operating Equipment		O	10,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 15,000
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 15,000



SLA: 18-6324		FY 2018 Total Budget Cost / (Savings)		\$ 2,700
Title:	Landscaping & Maintenance Equipment		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

The equipment used by Field Operations for the maintenance of Lift Station grounds is aging and in need of replacement. In FY17-18, Utilities is requesting funding for the replacement of two weed eaters and a pole saw, as well as the purchase of a new backpack blower, hedge trimmer and sidewalk edger.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	2,700
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 2,700

One-Time: 2,700

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 2,700

IMPACT OF DENIAL

Without funding for this equipment, staff will be unable to efficiently maintain the grounds and appearance of lift stations, with overgrown landscaping hindering access for station maintenance and repair.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6324
Title:	Landscaping & Maintenance Equipment
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6063-536 52-50 Minor Operating Equipment		O	2,700
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 2,700
<i>Capital Outlay</i>			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,700



SLA: 18-6325		FY 2018 Total Budget Cost / (Savings)		\$ 8,000
Title:	SCADA Troubleshooting Equipment			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Currently, Field Operations must outsource much of its SCADA troubleshooting needs to the SCADA system vendor as Utilities does not have the equipment necessary for the performance of this specialized work. With the purchase of trouble shooting equipment, the City's qualified staff can assume these duties, making this function more efficient and cost effective for the City.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	8,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 8,000

One-Time: 8,000

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 8,000

IMPACT OF DENIAL

Without funding, Utilities will continue to outsource this function at a greater cost as more lift stations come online to the SCADA system.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6325
Title:	SCADA Troubleshooting Equipment
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 52-50 Minor Operating Equipment		O	8,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 8,000
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 8,000



SLA: 18-6326		FY 2018 Total Budget Cost / (Savings)		\$	7,500
Title:	Line Locator			Fund:	Utilities
Department:	Utilities			Division:	Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease		

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The line locator currently used by Utilities to identify the location of underground infrastructure is beyond its useful life and in need of replacement. The existing line locator is 12 years old and is becoming more and more difficult to calibrate and repair due to changes in technology.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	7,500
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 7,500
One-Time:	7,500
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 7,500

IMPACT OF DENIAL

Denial of funding for a new line locator will hinder staff's ability to accurately locate and protect the City's underground infrastructure.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6326
Title:	Line Locator
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
420-6063-536 64-00 Capital Machinery & Equipment		O	7,500
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ 7,500
<i>Debt Service</i>			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 7,500



SLA: 18-6327		FY 2018 Total Budget Cost / (Savings)		\$ 6,500
Title:	Tap Machines		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input checked="" type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

With the increased growth in development throughout the City, Utilities staff is requesting the replacement of its existing tap machine, which is 15 years old, as well as the addition of a new tap machine to keep pace with the growing connections to City infrastructure. These tap machines are used to install new service lines from the main, requiring a 3/4" to 3" tap.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	6,500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 6,500

One-Time: 6,500

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 6,500

IMPACT OF DENIAL

Without funding for these two tap machines, staff will be unable to perform necessary line connections in a timely manner, hindering the construction of new development.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6327
Title:	Tap Machines
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 52-50 Minor Operating Equipment		O	6,500
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 6,500
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 6,500



SLA: 18-6328		FY 2018 Total Budget Cost / (Savings)		\$ 3,800
Title:	As-Built Cabinets		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

With the increase in new development and the construction of infrastructure, Utilities is outgrowing its current storage capacity for the large as-built and record drawings that must be retained and properly stored for all new construction. Accordingly, Utilities is requesting funding to purchase additional as-built cabinets in FY17-18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	3,800
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 3,800
One-Time:	3,800
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 3,800
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IMPACT OF DENIAL

Without funding, Utilities will not have adequate space to properly store and maintain as-built and record drawings in a secure manner.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6328
Title:	As-Built Cabinets
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 52-50 Minor Operating Equipment		O	3,800
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 3,800
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 3,800



SLA: 18-6329		FY 2018 Total Budget Cost / (Savings)		\$ 5,500
Title:	Neptune Belt Clip Transceivers			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

In FY16-17, Utilities purchased one belt clip transceiver which allowed staff to be able to more efficiently read and pull meter history data for immediate viewing in the field for customer information. Based on the success of the unit's performance this year, Utilities is requesting funding for two additional units, allowing more staff to perform data logging functions for more efficient customer service.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	5,500
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 5,500

One-Time: 5,500

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 5,500

IMPACT OF DENIAL

If denied, staff will continue to work with just one unit, slowing the department's ability to respond to customer service inquiries in a timely manner and diminishing the level of customer service.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6329
Title:	Neptune Belt Clip Transceivers
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 52-50 Minor Operating Equipment		O	5,500
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 5,500
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 5,500



SLA: 18-6330		FY 2018 Total Budget Cost / (Savings)		\$ 2,000
Title:	Digital Chlorimeter (4)		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

In order to accurately report chlorine residuals to the Florida Department of Environmental Protection (FDEP) and properly address water quality concerns, Utilities is requesting additional chlorine test kits. As technology has advanced, so has the FDEP requirement for sampling, which now calls for the use of a chlorimeter for field testing. While Utilities currently has two of these units, additional units are needed to adequately equip staff to cover the sampling needs of the system efficiently.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	2,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 2,000

One-Time: 2,000

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 2,000

IMPACT OF DENIAL

If denied, staff will continue to utilize the two existing units, limiting response and staff equipped to respond to water quality concerns and system sampling needs.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6330
Title:	Digital Chlorimeter (4)
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 52-50 Minor Operating Equipment		O	2,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 2,000
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,000



SLA: 18-6331		FY 2018 Total Budget Cost / (Savings)		\$ 481,000
Title:	Meters		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
	<input type="checkbox"/> Toledo Blade interchange as major destination
	<input type="checkbox"/> Sumter interchange as major destination
	<input checked="" type="checkbox"/> Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Utilities currently has approximately 21,000 meters in the potable water distribution system. The American Water Works Association (AWWA) recommends scheduled replacement of water meters beyond ten years of age. In addition to scheduled replacements, staff has been working to complete the conversion of the system's 5,000 remaining manual read meters to automatic meter read (AMR) meters to improve meter reading efficiency and accuracy. Along with scheduled replacements and the AMR conversion program, staff is also tasked with replacing meters that have failed, been damaged, or are beyond their useful life. With increasing operational demands, Utilities has been unable to keep pace with meter change outs and is requesting funding to outsource meter replacement services to complete 1,500 of the 5,000 remaining AMR meter conversions in FY17-18. With the hiring of two new Collection & Distribution Technicians (C&D Techs) in FY17-18, Utilities intends to complete the remaining conversions over the following three years once the new C&D Techs have been properly trained.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	481,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 481,000
One-Time:	54,000
Recurring:	427,000

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 481,000

IMPACT OF DENIAL

If denied, Utilities will be unable to keep pace with demands for new meter installations, needed replacements and the AMR conversion program resulting in reduced meter reading efficiency and delays to new development.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6331
Title:	Meters
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 52-62 Meters		R	427,000
420-6063-536 34-00 Other Contractual Services		O	54,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 481,000
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 481,000



SLA: 18-6332		FY 2018 Total Budget Cost / (Savings)		\$ 10,000
Title:	New Installation Supplies		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

Due to growth in development and anticipated construction as projected by NDS, Utilities is requesting additional funding for new installation supplies to keep pace with new development. Examples of these supplies are saddles to tap the main, corporation stops, poly tubing for the service line, curb stops, meter boxes...etc.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

ACCOUNT NUMBERS & DESCRIPTIONS	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	10,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 10,000

One-Time:	-
Recurring:	10,000

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues: \$ 10,000

IMPACT OF DENIAL

If denied, Utilities will not be able to provide staff with the supplies necessary for the efficient performance of duties, resulting in reduced levels of service.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6332
Title:	New Installation Supplies
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536 52-63 New Installation Supplies		R	10,000
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ 10,000
Capital Outlay			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 10,000



SLA: 18-6333		FY 2018 Total Budget Cost / (Savings)		\$ 16,900
Title:	Lift Station SCADA		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

Each year Utilities budgets to install SCADA systems at four lifts stations to improve operational efficiency and response times. Due to rising costs for parts, materials and labor for these installations, Utilities is requesting an increase in funding for FY17-18.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	-
Capital	16,900
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 16,900
One-Time:	16,900
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 16,900

IMPACT OF DENIAL

Without sufficient funding, Utilities will be unable to stay on pace with its lift station SCADA program; staff will be unable to monitor station function, trouble shoot issues, nor receive timely alerts without phone calls from residents.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6333
Title:	Lift Station SCADA
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ -
Capital Outlay			
420-6063-536 64-00 Capital Machinery & Equipment		O	16,900
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ 16,900
Debt Service			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
Other Expenditures			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 16,900



SLA: 18-6334		FY 2018 Total Budget Cost / (Savings)		\$ 72,050
Title:	Replacement Vehicles & Equipment		Fund:	Utilities
Department:	Utilities		Division:	Field Operations
Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Per Fleet's recommendation, Utilities is replacing one tractor with box blade, one trailer, and the Utilities Director's Jeep Cherokee, which have exceeded their useful life.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	-
Capital	72,050
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 72,050
One-Time:	72,050
Recurring:	-

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 72,050

IMPACT OF DENIAL

If denied, Utilities will continue spending excessive staff and financial resources on continued repairs and maintenance on these vehicles and equipment.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6334
Title:	Replacement Vehicles & Equipment
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
420-6063-536 64-00 Capital Machinery & Equipment		O	72,050
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ 72,050
<i>Debt Service</i>			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 72,050



SLA: 18-6335		FY 2018 Total Budget Cost / (Savings)		\$ -
Title:	Reclass C&D Tech II to Locate Technician			Fund: Utilities
Department:	Utilities			Division: Field Operations
Category:	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease	

Strategic Plan Goal(s) Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>
Preservation of environment & natural resources	<input type="checkbox"/>
Vibrant "Alive" Town Centers	<input type="checkbox"/>
Toledo Blade interchange as major destination	<input type="checkbox"/>
Sumter interchange as major destination	<input type="checkbox"/>
Maintained/upgraded/expanded City infrastructure	<input checked="" type="checkbox"/>

Description & Impact Upon Strategic Plan:

One of our current employees, a Collection & Distribution Tech II, performs the function of a Utilities Locate Technician. This position has the responsibility of using mechanical/technical equipment and maps/prints to accurately locate and mark underground facilities including water lines, wastewater lines and reclaimed water lines and all appurtenances to protect our infrastructure from potential damages or threats. There is no financial impact associated with this reclassification.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
(1.00)	Collection & Distribution Tech II	915
1.00	Utilities Locate Technician	915

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	-
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ -

One-Time: -

Recurring: -

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ -

IMPACT OF DENIAL

This position will be inaccurately defined and if we should have the need to hire an additional person to perform this function, they may be inadequately able to perform the tasks, putting our infrastructure at risk of potential damage.



FY 2018 Budget: SLA Request, page 2

SLA:	18-6335
Title:	Reclass C&D Tech II to Locate Technician
Fund:	Utilities
Department:	Utilities
Division:	Field Operations

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
420-6063-536 12-00 Salaries			
420-6063-536 14-00 Overtime			
420-6063-536 21-00 FICA			
420-6063-536 22-01 FRS			
420-6063-536 23-00 Insurance - Health & Dental			
420-6063-536 23-02 Vision Care			
420-6063-536 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
420-6063-536			
Total Capital Outlay			\$ -
<i>Debt Service</i>			
420-6063-536			
420-6063-536			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
420-6063-581			
420-6063-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ -

CAPACITY FEES and UTILITY CONSTRUCTION

Capacity Fees provide a financial mechanism to fund growth-related projects for the expansion of water and wastewater capacity systems. Revenues are derived from capacity fees paid by new construction.

The Utility Construction Fund accounts for State Revolving Fund loans and bond proceeds used to fund capital projects.

The following chart shows the revenues and expenses in the Capacity Fees and Utility Construction Funds for a five-year period beginning in FY 2014.

**CAPACITY FEES AND UTILITY CONSTRUCTION
BUDGET COMPARISON
FY 2014 THROUGH FY 2018**

	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2018 Preliminary
Revenues					
Intergovernmental Revenue	\$ 250,607	\$ 16,078	\$ 426,912	\$ -	\$ -
Charges for Services	-	9,188	5,906	-	-
Interest Income	16,675	67,352	63,023	39,500	45,000
Capacity Fees	976,806	1,931,160	5,831,093	1,310,000	1,074,580
Transfers in	-	27,757	-	-	-
Appropriated Fund Balance	-	-	-	237,640	2,850,320
Total Revenues & Other Financing Sources	\$ 1,244,088	\$ 2,051,535	\$ 6,326,934	\$ 1,587,140	\$ 3,969,900
Expenses					
Water Capacity System Expenses	\$ 6,018,927	\$ 5,903,583	\$ 380,779	\$ 680,000	\$ 1,352,460
Wastewater Capacity System Expenses	4,360,421	1,323,927	692,233	907,140	2,617,440
Utility Construction	19,716	-	-	-	-
Total Expenses	\$ 10,399,064	\$ 7,227,510	\$ 1,073,012	\$ 1,587,140	\$ 3,969,900

WATER CAPACITY FEES

Water Capacity Fees provide funding for the expansion of water capacity systems.

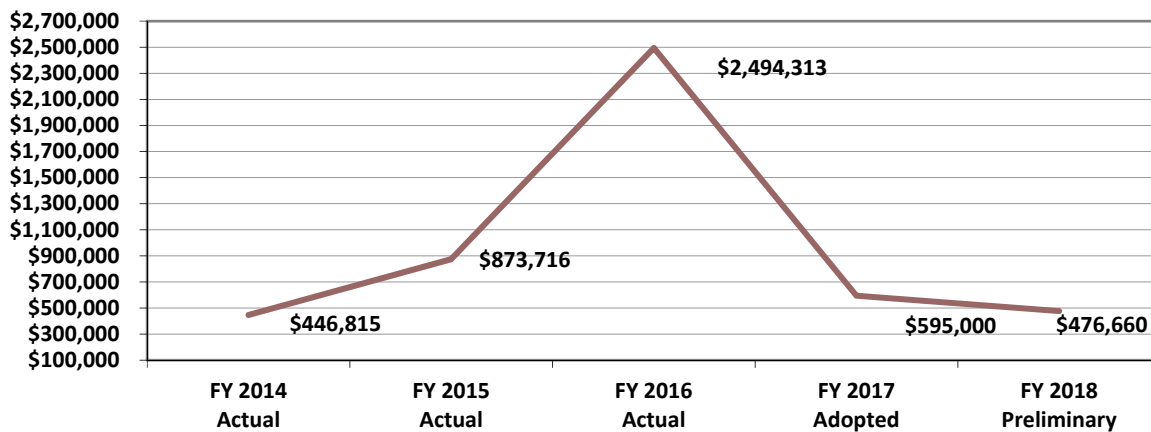
REVENUES

The purpose of the Water Capacity Fee is to provide a financial mechanism to fund grow-related projects for the expansion of water capacity systems.

Water capacity fee revenue projections for FY 2018 total \$476,660, a decrease of \$118,340 over FY 2017. Interest earnings are projected at \$25,000.

The following chart illustrates the economic impact to water capacity fees for a five-year period beginning in FY 2014.

**WATER CAPACITY FEE REVENUE
FY 2014 THROUGH FY 2018**

**TRANSFERS AND RESERVES**

A total of \$853,120 in fund balance is appropriated for use in FY 2018.

EXPENSES

The total capital expense for FY 2018 is \$1,352,460 which is appropriated to the following capital projects:

- Aquifer, Storage and Recovery (ASR) permanent facilities - \$760,000
- Utilities improvements on route 41 - \$158,040
- Transfer pump project - \$44,420
- Water transmission – Myakkahatchee Creek Water Treatment Plant to Ortiz - \$340,000
- Water transmission oversizing - \$50,000.

FUND BALANCE

The following schedule shows the projected use of fund balance at September 30, 2018.

**WATER CAPACITY FEE FUND
FUND BALANCE REPORT**

09/30/2016 Audited Restricted Fund Balance	\$ 5,463,850
15/16 Construction in Progress	(141,431)
Projected Reserve (Use) of Fund Balance – FY 2016-17	(1,261,366)
Projected “Available” Fund Balance at 09-30-17	\$ 4,061,053
2018 Preliminary Reserve (Use) of Fund Balance	(853,120)
Projected “Available” Fund Balance at 09/30/18	\$ 3,207,933

WASTEWATER CAPACITY FEES

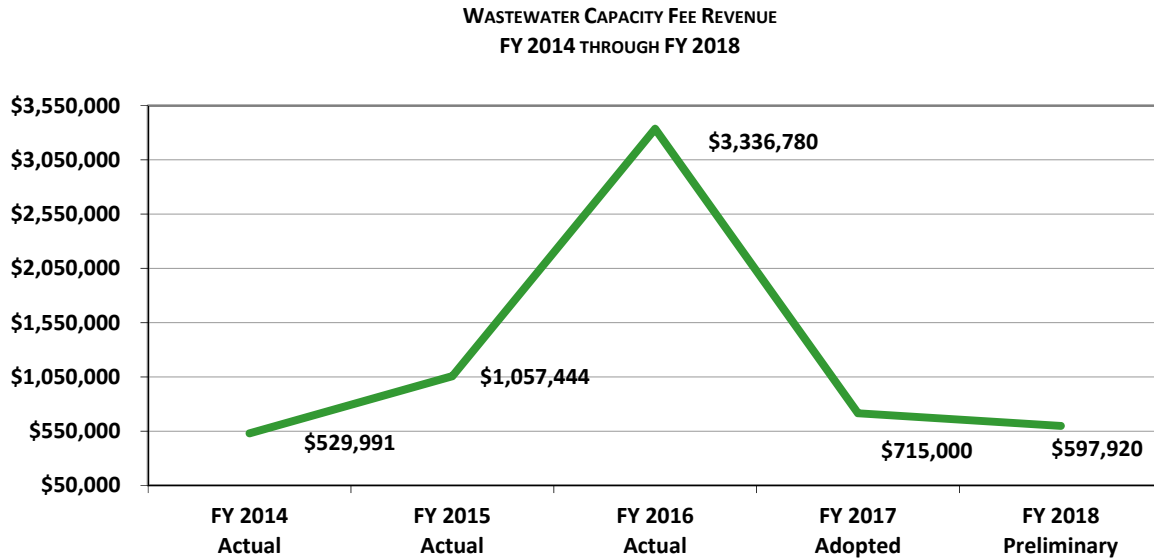
Wastewater Capacity Fees provide funding for the expansion of wastewater capacity systems.

REVENUES

The purpose of the Wastewater Capacity Fee is to provide a financial mechanism to fund growth-related projects for the expansion of wastewater capacity systems.

Projected wastewater capacity fee revenues total \$597,920, a decrease of \$117,080. Interest earnings are projected at \$20,000.

The following chart illustrates the economic impact to this revenue stream for a five-year period beginning in FY 2014.



TRANSFERS AND RESERVES

A total of \$1,999,520 in fund balance is appropriated for use for FY 2018.

EXPENSES

The total capital expense for FY 2018 is \$2,417,440 which is appropriated to the following capital projects:

- Wastewater Transmission Oversizing - \$50,000
- Dewatering Management System - \$67,440
- Reclaimed Water Expansion Phase 4 - \$2,300,000.

A transfer out of \$200,000 is scheduled to pay debt service related to wastewater expansion.

FUND BALANCE

The following schedule shows the projected use of fund balance at September 30, 2018.

**WASTEWATER CAPACITY FEE FUND
FUND BALANCE REPORT**

09/30/2016 Audited Restricted Fund Balance	\$ 6,086,399
15/16 Construction in Progress	(130,611)
Projected Reserve (Use) of Fund Balance – FY 2016-17	(2,091,611)
Projected “Available” Fund Balance at 09-30-17	\$ 3,864,177
2018 Preliminary Reserve (Use) of Fund Balance	(1,999,520)
Projected “Available” Fund Balance at 09/30/18	\$ 1,864,657

UTILITY CONSTRUCTION FUND

The Utility Construction Fund provides a mechanism to account for State Revolving Fund loan and bond proceeds and the related capital improvement construction projects.

REVENUES

The Utilities Department does not anticipate receiving any loan funding from the State Revolving Loan for FY 2018. No interest revenue is projected for FY 2018.

EXPENSES

There is no capital expense scheduled for FY 2018.

FUND BALANCE

This fund is used strictly for the purpose of accounting for bond and loan proceeds for construction projects. The timing of the receipt of the revenues is often not aligned with the actual expenses. The following schedule shows the projected fund balance at September 30, 2018.

**UTILITY CONSTRUCTION FUND
FUND BALANCE REPORT**

<i>09/30/2016 Audited Restricted Fund Balance</i>	\$ (207)
<i>15/16 Construction in Progress</i>	(4,000)
<i>Projected Reserve (Use) of Fund Balance – FY 2016-17</i>	(551,652)
<i>Projected “Available” Fund Balance at 09-30-17</i>	\$ (555,859)
<i>2018 Preliminary Reserve (Use) of Fund Balance</i>	-
<i>Projected “Available” Fund Balance at 09/30/18</i>	\$ (555,859)

**NORTH PORT UTILITIES
CAPACITY FEES & CONSTRUCTION FUND**

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Adopted	FY 17-18 Preliminary	% Change from FY 2017
Revenues						
<i>Permits & Special Assessments</i>	\$ 976,806	\$ 1,931,160	\$ 5,831,093	\$ 1,310,000	\$ 1,074,580	-17.97%
<i>Intergovernmental</i>	250,607	16,078	426,912	-	-	0.00%
<i>Charges for Services</i>	-	9,188	5,906	-	-	0.00%
<i>Miscellaneous</i>	16,675	67,352	63,036	39,500	45,000	13.92%
<i>Other Sources</i>	-	27,757	-	237,640	2,850,320	1099.43%
Total Revenues	\$ 1,244,088	\$ 2,051,535	\$ 6,326,947	\$ 1,587,140	\$ 3,969,900	150.13%
Expenses						
<i>Water Capacity Fees</i>	\$ 6,018,927	\$ 5,903,583	\$ 380,779	\$ 680,000	\$ 1,352,460	98.89%
<i>Sewer Capacity Fees</i>	4,360,421	1,323,927	692,233	907,140	2,617,440	188.54%
<i>Construction Fund</i>	19,716	-	-	-	-	0.00%
Total Expenses	\$ 10,399,064	\$ 7,227,510	\$ 1,073,012	\$ 1,587,140	\$ 3,969,900	150.13%

UTILITIES - WATER IMPACT FEE FUND
REVENUE DETAIL

423-0000

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Preliminary</u>
<i>PERMITS & SPECIAL ASSESSMENTS</i>					
324 Special Assessments/Impact Fees	\$ 446,815	\$ 873,716	\$ 2,494,313	\$ 595,000	\$ 476,660
Total Permits & Special Assessments	446,815	873,716	2,494,313	595,000	476,660
<i>INTERGOVERNMENTAL</i>					
337 Grants from other Local Units	13,820	10,775	172,522	-	-
Total Intergovernmental	13,820	10,775	172,522	-	-
<i>CHARGES FOR SERVICES</i>					
343 Physical Environment	-	9,188	5,906	-	-
Total Charges for Services	-	9,188	5,906	-	-
<i>MISCELLANEOUS</i>					
361 Interest	6,287	30,954	30,321	19,000	25,000
Total Miscellaneous	6,287	30,954	30,321	19,000	25,000
<i>OTHER SOURCES</i>					
389 Other - Sources & Appropriated Fund Balance	-	-	-	66,000	850,800
Total Other Sources	-	-	-	66,000	850,800
TOTALS	\$ 466,922	\$ 924,633	\$ 2,703,062	\$ 680,000	\$ 1,352,460

UTILITIES - WATER IMPACT FEE FUND
BUDGET ANALYSIS

423-6060-536 & 423-6061-533

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Preliminary</u>
<i>OPERATING EXPENDITURES</i>					
49 Other Current Charges	\$ -	\$ -	\$ 338	\$ -	\$ -
Current Operating Charges	-	-	338	-	-
52 Minor Operating Expenditures	17,900	-	1,413	-	-
Operating Supplies	17,900	-	1,413	-	-
Total Operating Expenditures	17,900	-	1,751	-	-
<i>CAPITAL EXPENDITURES</i>					
63 Improvements other than Buildings	-	-	-	680,000	1,352,460
Total Capital Expenditures	-	-	-	680,000	1,352,460
<i>OTHER USES</i>					
01 Transfer Out	6,001,027	5,903,583	379,028	-	-
Total Other Uses	6,001,027	5,903,583	379,028	-	-
TOTALS	\$ 6,018,927	\$ 5,903,583	\$ 380,779	\$ 680,000	\$ 1,352,460

UTILITIES - SEWER IMPACT FEE FUND
REVENUE DETAIL

424-0000

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Preliminary</u>
	<i>PERMITS & SPECIAL ASSESSMENTS</i>					
324	Special Assessments/Impact Fees	\$ 529,991	\$ 1,057,444	\$ 3,336,780	\$ 715,000	\$ 597,920
	Total Permits & Special Assessments	529,991	1,057,444	3,336,780	715,000	597,920
	<i>INTERGOVERNMENTAL</i>					
337	Grants from other Local Units	236,787	5,303	254,390	-	-
	Total Intergovernmental	236,787	5,303	254,390	-	-
	<i>MISCELLANEOUS</i>					
361	Interest	10,427	36,618	32,702	20,000	20,000
	Total Miscellaneous	10,427	36,618	32,702	20,000	20,000
	<i>OTHER SOURCES</i>					
389	Other - Sources & Appropriated Fund Balance	-	-	-	172,140	1,999,520
	Total Other Sources	-	-	-	172,140	1,999,520
	TOTALS	\$ 777,205	\$ 1,099,365	\$ 3,623,872	\$ 907,140	\$ 2,617,440

UTILITIES - SEWER IMPACT FEE FUND
BUDGET ANALYSIS

424-6062-535

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
<u>Account Description</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Preliminary</u>
<i>OPERATING EXPENDITURES</i>						
31	Professional Services	\$ 135,636	\$ -	\$ -	\$ -	\$ -
	Professional/Contracted Services	135,636	-	-	-	-
	Total Operating Expenditures	135,636	-	-	-	-
<i>CAPITAL EXPENDITURES</i>						
63	Improvements other than Buildings	-	-	-	707,140	2,417,440
	Total Capital Expenditures	-	-	-	707,140	2,417,440
<i>OTHER USES</i>						
01	Transfer Out	4,224,785	1,323,927	692,233	200,000	200,000
	Total Other Uses	4,224,785	1,323,927	692,233	200,000	200,000
	TOTALS	\$ 4,360,421	\$ 1,323,927	\$ 692,233	\$ 907,140	\$ 2,617,440

UTILITIES - CONSTRUCTION FUND
REVENUE DETAIL

431-0000

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	<u>Account Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Preliminary</u>
	<i>MISCELLANEOUS</i>					
361	Interest	\$ (39)	\$ (220)	\$ 13	\$ 500	
	Total Miscellaneous	(39)	(220)	13	500	-
	<i>OTHER SOURCES</i>					
381	Interfund Transfer	-	27,757	-	-	-
389	Other - Sources & Appropriated Fund Balance	-	-		(500)	-
	Total Other Sources	-	27,757	-	(500)	-
	TOTALS	\$ (39)	\$ 27,537	\$ 13	\$ -	\$ -

UTILITIES - CONSTRUCTION FUND
BUDGET ANALYSIS

431-6064-536

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
<u>Account Description</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Preliminary</u>
<i>CAPITAL EXPENDITURES</i>						
63	Improvements other than Buildings	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Capital Expenditures	-	-	-	-	-
<i>OTHER USES</i>						
01	Transfer Out	19,716	-	-	-	-
	Total Other Uses	19,716	-	-	-	-
TOTALS		\$ 19,716	\$ -	\$ -	\$ -	\$ -



OTHER FUNDS

	Other Special Revenue Funds	Escheated Lots Funds	Impact Fee Funds	Debt Service Funds	Capital Funds	Warm Mineral Springs	Employee Benefit Fund	Total Other Funds
Revenues - FY 2018 Preliminary								
<i>Taxes</i>	\$ -	\$ -	\$ -	\$ -	\$ 9,925,630	\$ -	\$ -	\$ 9,925,630
<i>Permits & Special Assessments</i>	81,000	-	4,771,400	3,002,480	-	-	-	7,854,880
<i>Charges for Services</i>	1,545,430	-	-	-	-	1,358,270	-	2,903,700
<i>Fines & Forfeitures</i>	5,980	-	-	-	-	-	-	5,980
<i>Miscellaneous</i>	5,900	-	48,000	12,000	175,000	2,000	6,787,170	7,030,070
<i>Transfer</i>	-	-	-	-	5,307,870	-	-	5,307,870
<i>Use of Fund Balance</i>	(206,950)	-	637,430	(338,180)	5,927,420	(39,070)	101,310	6,081,960
Total Revenues	\$ 1,431,360	\$ -	\$ 5,456,830	\$ 2,676,300	\$ 21,335,920	\$ 1,321,200	\$ 6,888,480	\$ 39,110,090
Expenditures - FY 2018 Preliminary								
<i>General Government</i>	\$ 1,357,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,888,480	\$ 8,245,680
<i>Public Safety</i>	65,660	-	-	-	-	-	-	65,660
<i>Transportation</i>	-	-	-	37,500	1,762,100	-	-	1,799,600
<i>Culture & Recreation</i>	-	-	-	-	-	871,200	-	871,200
<i>Capital</i>	8,500	-	3,635,560	-	18,758,720	450,000	-	22,852,780
<i>Debt & Lease</i>	-	-	1,821,270	2,638,800	4,500	-	-	4,464,570
Total Expenditures	\$ 1,431,360	\$ -	\$ 5,456,830	\$ 2,676,300	\$ 21,335,920	\$ 1,321,200	\$ 6,888,480	\$ 39,110,090

INSPECTOR EDUCATION FUND

	FY 2011		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
	Actual		Actual		Actual		Actual		Adopted		Preliminary	
Revenues												
Permits & Special Assessments	\$	19,331	\$	37,149	\$	50,510	\$	55,213	\$	79,000	\$	81,000
Miscellaneous		1,103		164		887		932		400		400
Other Sources		-		-		-		-		(52,400)		(54,400)
Total Revenues	\$	20,434	\$	37,313	\$	51,397	\$	56,145	\$	27,000	\$	27,000
Expenditures												
Public Safety	\$	12,586	\$	15,320	\$	24,199	\$	25,041	\$	27,000	\$	27,000
Total Expenditures	\$	162,586	\$	15,320	\$	24,199	\$	25,041	\$	27,000	\$	27,000

LAW ENFORCEMENT TRUST FUND

	FY 2011		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018		
	Actual		Actual		Actual		Actual		Adopted		Preliminary		
Revenues													
Charges for Services		\$		2,000	\$		-	\$		-	\$		-
Fines & Forfeitures	\$	26,419		90,173		8,663		95,910		-			-
Miscellaneous		414		259		490		517		50			450
Other Sources		-		-		-		-		64,300			24,210
Total Revenues	\$	26,833	\$	92,432	\$	9,153	\$	96,427	\$	64,350	\$		24,660
Expenditures													
Public Safety	\$	20,573	\$	75,646	\$	64,116	\$	14,000	\$	64,350	\$		24,660
Capital				7,500		-		27,999		-			-
Other Uses		-		10,000		-		-		-			-
Total Expenditures	\$	20,573	\$	93,146	\$	64,116	\$	41,999	\$	64,350	\$		24,660





SLA: 18-2116		FY 2018 Total Budget Cost / (Savings)		\$ (3,240)
Title:	K9 Equipment		Fund:	Law Enforcement Trust
Department:	Police		Division:	N/A
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/> X	Maintain <input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The department does not need to replace as much of the K9 equipment this fiscal year; therefore, there is a decrease in the request for funding. The department continuously reviews equipment needs and will request additional funding only when the need for such equipment arises.

PERSONNEL			
<u>Add/Delete (FTE)</u>	<u>Title:</u>		<u>Pay Grade:</u>
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			(3,240)
Capital			-
Debt Service			-
Other Expenditures			-
Total Expenditures:		\$	(3,240)
		One-Time:	(3,240)
		Recurring:	-
REVENUES			
Total Revenues:		\$	-
Total Expenditures Minus Revenues:		\$	(3,240)

IMPACT OF DENIAL

Denial would provide unnecessary funding.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2116
Title:	K9 Equipment
Fund:	Law Enforcement Trust
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
105-2100-521 52-50 Minor Operating Equipment		O	(3,240)
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ (3,240)
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ (3,240)



SLA: 18-2122		FY 2018 Total Budget Cost / (Savings)		\$ 4,000
Title:	Dive Team Equipment			Fund: Law Enforcement Trust
Department:	Police			Division: N/A
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The North Port Police Department currently has two officers who are attached to the Sarasota County Sheriff's Office Dive Team. With the amount of lakes, canals and waterways in the City, it is only prudent to have dive officers available to assist in water rescues and evidence recovery within the City. Dive equipment needs to be replaced after a period of time to ensure officer safety and allow them the tools necessary to complete their tasks. This includes buoyancy compensators, dive computers, maintenance and repair on air tanks, regulator sets, etc. for both officers.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

Personnel	\$ -
Operating	4,000
Capital	-
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 4,000
One-Time:	4,000
Recurring:	-

REVENUES

Total Revenues:	\$ -

Total Expenditures Minus Revenues:	\$ 4,000
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IMPACT OF DENIAL

Denial would cause the officers to have inadequate equipment risking unnecessary injury from potential biohazardous environments.



FY 2018 Budget: SLA Request, page 2

SLA:	18-2122
Title:	Dive Team Equipment
Fund:	Law Enforcement Trust
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries			
001-2100-521 14-00 Overtime			
001-2100-521 21-00 FICA			
001-2100-521 22-01 FRS			
001-2100-521 23-00 Insurance - Health & Dental			
001-2100-521 23-02 Vision Care			
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
105-2100-521 52-50 Minor Operating Equipment		O	4,000
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Operating Expenditures			\$ 4,000
Capital Outlay			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ -
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 4,000

POLICE EDUCATION FUND

	FY 2011		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
	Actual		Actual		Actual		Actual		Adopted		Preliminary	
Revenues												
Fines & Forfeitures	\$	11,940	\$	12,503	\$	11,496	\$	10,026	\$	5,980	\$	5,980
Miscellaneous		153		48		199		101		50		50
Other Sources		-		-		-		-		4,970		7,970
Total Revenues	\$	12,093	\$	12,551	\$	11,695	\$	10,127	\$	11,000	\$	14,000
Expenditures												
Public Safety	\$	10,943	\$	12,804	\$	12,489	\$	9,802	\$	11,000	\$	14,000
Total Expenditures	\$	10,943	\$	12,804	\$	12,489	\$	9,802	\$	11,000	\$	14,000



WARM MINERAL SPRINGS FUND

	FY 2012	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Actual	Actual	Adopted	Preliminary
Revenues					
<i>Charges for Services</i>	\$ 1,143,279	\$ 1,214,839	\$ 1,357,620	\$ 1,358,270	
<i>Miscellaneous</i>	1,662	5,941	2,000	2,000	
<i>Other Sources</i>	-	-	155,880	(39,070)	
Total Revenues	\$ -	\$ 1,144,941	\$ 1,220,780	\$ 1,515,500	\$ 1,321,200

Expenditures					
<i>Culture & Recreation</i>	- \$ 669,412	\$ 840,113	\$ 1,015,500	\$ 871,200	
<i>Capital</i>	-	-	90,913	500,000	450,000
Total Expenditures	\$ -	\$ 669,412	\$ 931,026	\$ 1,515,500	\$ 1,321,200



SLA: 18-3619	FY 2018 Total Budget Cost / (Savings)	\$ 2,400,000
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Title:	Warm Mineral Springs - Building rehabilitation	Fund:	General
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Department:	General Services	Division:	Parks & Recreation
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Category:	<input checked="" type="checkbox"/> Increase	<input type="checkbox"/> Maintain	<input type="checkbox"/> Decrease
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Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:
<p>Warm Mineral Springs building rehabilitation. Commission met March 30 to discuss these buildings. Direction was to continue determining historical designation of the buildings; specifically if buildings 1 and 2 would still be historic if separated. Upon clarification of the historic designation, Commission will provide further direction for building renovations.</p>

PERSONNEL			
Add/Delete (FTE)	Title:		Pay Grade:
ACCOUNT NUMBERS & DESCRIPTIONS			BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel			\$ -
Operating			-
Capital			2,400,000
Debt Service			-
Other Expenditures			-
		Total Expenditures:	\$ 2,400,000
		One-Time:	2,400,000
		Recurring:	-
REVENUES			
		Total Revenues:	\$ -
		Total Expenditures Minus Revenues:	\$ 2,400,000

IMPACT OF DENIAL
<p>The buildings will continue to deteriorate and will become unsafe to the public.</p>



FY 2018 Budget: SLA Request, page 2

SLA:	18-3619
Title:	Warm Mineral Springs - Building rehabilitation
Fund:	General
Department:	General Services
Division:	Parks & Recreation

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-3036-572 12-00 Salaries			
001-3036-572 14-00 Overtime			
001-3036-572 21-00 FICA			
001-3036-572 22-01 FRS			
001-3036-572 23-00 Insurance - Health & Dental			
001-3036-572 23-02 Vision Care			
001-3036-572 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Operating Expenditures			\$ -
Capital Outlay			
001-3036-572 125-3036-572 - WM17RB		O	500,000
001-3036-572 Other funding FY18		O	1,900,000
001-3036-572			
001-3036-572			
001-3036-572			
001-3036-572			
Total Capital Outlay			\$ 2,400,000
Debt Service			
001-3036-572			
001-3036-572			
Total Debt Service			\$ -
Other Expenditures			
001-3036-581			
001-3036-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 2,400,000

ESCHEATED LOTS FUND - LAND

	FY 2011		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
	Actual		Actual		Actual		Actual		Adopted		Preliminary	
Revenues												
Miscellaneous	\$	72,236	\$	-	\$	8,000	\$	302	\$	-	\$	-
Other Sources		-		-		-		-		46,000		-
Total Revenues	\$	72,236	\$	-	\$	8,000	\$	302	\$	46,000	\$	-
Expenditures												
General Government		\$	1,992	\$	2,988	\$	-	\$	-	\$		-
Culture & Recreation		279,783		-		69,393		78,253		-		-
Capital		349,969		2,760,395		-		50,000		46,000		-
Total Expenditures	\$	706,752	\$	2,762,387	\$	72,381	\$	128,253	\$	46,000	\$	-

ESCHEATED LOTS FUND - PARKS

	FY 2011	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Actual	Actual	Actual	Adopted	Preliminary
Revenues						
<i>Miscellaneous</i>	\$ 15,705	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Other Sources</i>	-	-	-	-	20,000	-
Total Revenues	\$ 15,705	\$ -	\$ -	\$ -	\$ 20,000	\$ -

Expenditures						
<i>Culture & Recreation</i>	\$ 32,197	\$ 1,400	\$ 28,825	\$ 17,795	\$ -	\$ -
<i>Capital</i>	1,320,898	101,297	6,075	95,363	20,000	-
Total Expenditures	\$ 1,353,095	\$ 102,697	\$ 34,900	\$ 113,158	\$ 20,000	\$ -



LAW ENFORCEMENT IMPACT FEE FUND

	FY 2011		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
	Actual		Actual		Actual		Actual		Adopted		Preliminary	
Revenues												
Permits & Special Assessments	\$	17,407	\$	80,041	\$	150,145	\$	190,672	\$	183,920	\$	286,300
Miscellaneous		1,374		534		2,868		3,272		2,750		2,500
Other Sources		-		-		3,498		-		(81,630)		(17,250)
Total Revenues	\$	18,781	\$	80,575	\$	156,511	\$	193,944	\$	105,040	\$	271,550
Expenditures												
Public Safety		\$		13,013	\$	-	\$	10,852	\$	-	\$	-
Capital		-		6,909		18,300		60,065		105,040		271,550
Total Expenditures	\$	-	\$	19,922	\$	18,300	\$	70,917	\$	105,040	\$	271,550



FY 2018 Budget Service Level Adjustment (SLA) Request

SLA: 18-2101				FY 2018 Total Budget Cost / (Savings)		\$ 217,410	
Title: Police Officer x 2 (Traffic Unit)				Fund: General			
Department: Police				Division: N/A			
Category:		<input checked="" type="checkbox"/> X	Increase	<input type="checkbox"/>	Maintain	<input type="checkbox"/>	Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/> X		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The City has had a significant increase in traffic flow and has been experiencing a high increase in traffic crashes. Citizens have been overwhelmingly contacting our department requesting traffic enforcement on arterial and local roads. Unfortunately, the department's current staffing and calls for service during peak times of the day hinder the response to such requests. To have a direct focus in combating these issues and ensuring the appropriate amount of personnel is in place to handle the demanding requests for traffic enforcement and efforts in reducing traffic crashes, the department is requesting the implementation of a traffic unit. Within the next two fiscal years, the traffic unit will consist of six officers and one supervisor (Sergeant). For Fiscal year 2017/2018 we are requesting two officers. Two of these positions are budgeted to begin in April. In fiscal year 2018-2019, the department will be requesting 4 additional police officers to complete this unit at a projected cost of \$252,920. If approved, it would fall in line with the City's goal of "Providing Quality Municipal Services to Our Citizens." Impact fees will be used to purchase the two vehicles.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
2.00	Police Officer	600

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 61,610
Operating	44,200
Capital	111,600
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 217,410

One-Time: 149,640

Recurring: 67,770

REVENUES

Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 217,410

IMPACT OF DENIAL

Denial of this service level adjustment would significantly hinder the request for additional police services regarding traffic enforcement efforts, which by far has been the overwhelming complaint of citizens. Furthermore, efforts to reduce the increased traffic crashes in the City would not be achieved without this service level.



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

FY 2018 Budget: SLA Request, page 2

SLA:	18-2101
Title:	Police Officer x 2 (Traffic Unit)
Fund:	General
Department:	Police
Division:	N/A

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-2100-521 12-00 Salaries		R	\$ 41,510
001-2100-521 15-08 Clothing/Cleaning Allowance		R	-
001-2100-521 21-00 FICA		R	3,180
001-2100-521 22-01 FRS		R	9,590
001-2100-521 23-00 Insurance - Health & Dental		R	7,290
001-2100-521 23-02 Vision Care		R	40
001-2100-521 27-00 Educational Assistance			
Total Personnel Costs			\$ 61,610
Operating Expenditures			
001-2100-521 31-07 Psychological Evaluation		O	\$ 500
001-2100-521			
001-2100-521 41-00 Communications Services		R	1,730
001-2100-521 46-01 R&M Office Equipment		R	40
001-2100-521 46-03 R&M Vehicles & Equipment		R	150
001-2100-521 47-00 Printing & Binding		R	60
001-2100-521 49-14 Tags, Fees, Licenses		O	580
001-2100-521 52-00 Operating Supplies		O	1,440
001-2100-521 52-02 Gasoline		R	4,010
001-2100-521 52-07 Uniforms, Badges, Etc.		O	3,440
001-2100-521 52-50 Minor Operating Equipment		O	32,080
001-2100-521 54-00 Books, Public, Subs, Memberships		R	90
001-2100-521 55-00 Training & Education		R	80
Total Operating Expenditures			\$ 44,200
Capital Outlay			
150-2100-521 64-00 Impact fees - Two vehicles		O	\$ 111,600
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
001-2100-521			
Total Capital Outlay			\$ 111,600
Debt Service			
001-2100-521			
001-2100-521			
Total Debt Service			\$ -
Other Expenditures			
001-2100-581			
001-2100-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 217,410

FIRE IMPACT FEE FUND

	FY 2011		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
	Actual		Actual		Actual		Actual		Adopted		Preliminary	
Revenues												
Permits & Special Assessments	\$	51,643	\$	85,078	\$	159,025	\$	202,703	\$	198,590	\$	313,000
Miscellaneous		12,957		2,931		10,113		7,545		4,000		5,000
Other Sources				-		-		-		(170,090)		(318,000)
Total Revenues	\$	64,600	\$	88,009	\$	169,138	\$	210,248	\$	32,500	\$	-
Expenditures												
Public Safety		\$		156	\$	-	\$	2,250	\$	-	\$	-
Capital	\$	963,135		16,121		75,848		185,459		32,500		-
Total Expenditures	\$	963,135	\$	16,277	\$	75,848	\$	187,709	\$	32,500	\$	-

PARKS & RECREATION IMPACT FEE FUND

	FY 2011		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
	Actual		Actual		Actual		Actual		Adopted		Preliminary	
Revenues												
Permits & Special Assessments	\$	128,793	\$	194,490	\$	355,817	\$	500,746	\$	458,280	\$	635,500
Miscellaneous		14,350		5,062		16,562		13,516		2,000		8,000
Other Sources		-		-		-		-		369,720		(193,500)
Total Revenues	\$	143,143	\$	199,552	\$	372,379	\$	514,262	\$	830,000	\$	450,000
Expenditures												
Culture & Recreation		\$		-	\$	22,708	\$	23,618	\$	-	\$	-
Capital	\$	190,243		-		379,077		85,116		830,000		450,000
Total Expenditures	\$	190,243	\$	-	\$	401,785	\$	108,734	\$	830,000	\$	450,000

TRANSPORTATION IMPACT FEE FUND

	FY 2011	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Actual	Actual	Actual	Adopted	Preliminary
Revenues						
<i>Permits & Special Assessments</i>	\$ 288,091	\$ -	\$ 305,963	\$ 1,907,710	\$ 1,930,690	\$ 3,118,100
<i>Intergovernmental Revenue</i>	1,869,274	1,900,000	4,355,011	411,180	-	-
<i>Miscellaneous</i>	78,011	16,068	71,817	46,708	15,000	30,000
<i>Other Sources</i>	-	4,843,703	-	-	2,385,570	1,458,170
Total Revenues	\$ 2,235,376	\$ 6,759,771	\$ 4,732,791	\$ 2,365,598	\$ 4,331,260	\$ 4,606,270
Expenditures						
<i>Transportation</i>	\$ 6,200	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Capital</i>	\$ 1,588,318	6,676,716	2,647,987	503	2,510,000	2,785,000
<i>Debt & Lease</i>		-	-	1,821,260	1,821,260	1,821,270
Total Expenditures	\$ 1,588,318	\$ 6,682,916	\$ 2,647,987	\$ 1,821,763	\$ 4,331,260	\$ 4,606,270

SOLID WASTE IMPACT FEE FUND

	FY 2012		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
	Actual		Actual		Actual		Actual		Adopted		Preliminary	
Revenues												
Permits & Special Assessments	\$	532	\$	15,399	\$	100,106	\$	153,066	\$	132,860	\$	200,830
Miscellaneous		22		-		512		1,658		1,400		1,000
Other Sources		-		-		-		-		(134,260)		(201,830)
Total Revenues	\$	554	\$	15,399	\$	100,618	\$	154,724	\$	-	\$	-
Expenditures												
Physical Environment	\$	-	\$	2	\$	-	\$	-	\$	-	\$	-
Capital		-		-		-		-		-		-
Total Expenditures	\$	-	\$	2	\$	-	\$	-	\$	-	\$	-



GENERAL GOVERNMENT IMPACT FEE FUND

	FY 2012		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
	Actual		Actual		Actual		Actual		Adopted		Preliminary	
Revenues												
Permits & Special Assessments	\$	53,906	\$	59,013	\$	110,913	\$	140,745	\$	138,090	\$	217,670
Miscellaneous		431		228		1,063		2,042		1,600		1,500
Other Sources		-		-		-		-		(139,690)		(90,160)
Total Revenues	\$	54,337	\$	59,241	\$	111,976	\$	142,787	\$	-	\$	129,010
Expenditures												
Capital		33,795	\$	40,000	\$	-	\$	-	\$	-	\$	129,010
Total Expenditures	\$	37,068	\$	40,000	\$	-	\$	-	\$	-	\$	129,010



**FY 2018 Budget
Service Level Adjustment (SLA) Request**

SLA: 18-0760				FY 2018 Total Budget Cost / (Savings)		\$	76,690
Title: Building Tech III				Fund: General			
Department: Neighborhood Development Svcs				Division: Property Maintenance			
Category:		Increase	<input checked="" type="checkbox"/>	Maintain	<input type="checkbox"/>	Decrease	<input type="checkbox"/>

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>		Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>		Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>		Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

Aging city facilities and the continued increase in city special events have increased the volume of work, necessitating the need for additional trained maintenance personnel. In 2016 the department completed 5,023 work orders and 248 Special Event work orders affecting the response time for completion of assignments. The existing staff has experience in the mechanical, electrical and plumbing disciplines in addition to construction and general maintenance experience. The Building Tech III position requires a higher level of technical expertise needed for the more skilled assignments. Presently, Property Maintenance has one Building Tech III; it would be a great benefit to have an additional Building Tech III which assume some of the workload. Maintaining the city buildings and completing work orders in a timely manner increases customer satisfaction and ensures safe and attractive facilities. This position would be effective 1/1/18.

PERSONNEL

<u>Add/Delete (FTE)</u>	<u>Title:</u>	<u>Pay Grade:</u>
1.00	Building Tech III	914

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ 35,830
Operating	4,350
Capital	36,510
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 76,690
One-Time:	38,820
Recurring:	37,870

REVENUES

Total Revenues:	\$ -
Total Expenditures Minus Revenues:	\$ 76,690

IMPACT OF DENIAL

Service time will continue to lag and the lag time will increase based upon the continuous increasing demands of the department without the additional Building Tech III position.



FY 2018 Budget
Service Level Adjustment (SLA) Request

FY 2018 Budget: SLA Request, page 2

SLA:	18-0760
Title:	Building Tech III
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries		R	\$ 25,260
001-0760-519 14-00 Overtime		R	1,070
001-0760-519 21-00 FICA		R	1,940
001-0760-519 22-01 FRS		R	1,900
001-0760-519 23-00 Insurance - Health & Dental		R	5,540
001-0760-519 23-02 Vision Care		R	30
001-0760-519 15-08 Shoe Allowance		R	90
Total Personnel Costs			\$ 35,830
Operating Expenditures			
001-0760-519 41-00 Communication Services		R	680
001-0760-519 52-02 Fuel		R	1,000
001-0760-519 52-07 Uniforms		R	360
001-0760-519 52-50 Minor Operating Equipment		O	2,310
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ 4,350
Capital Outlay			
157-3035-519 64-00 Service Vehicle Van plus GPS		O	\$ 36,510
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ 36,510
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 76,690



SLA: 18-0781		FY 2018 Total Budget Cost / (Savings)		\$ 92,500
Title:	City Storage Building		Fund:	General
Department:	Neighborhood Development Svcs		Division:	Property Maintenance
Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/> Maintain	<input type="checkbox"/> Decrease

Strategic Plan Goal(s)		Place an "X" in the appropriate box(es)	
Financially responsible City providing quality municipal services	<input type="checkbox"/>	<input type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

The project will include a pre-construction cost for the demolition of the current structure at the rear of the Property Maintenance yard. The new 80'x20'x10' structure would include (4) 20'x20' bays with overhead doors for access plus 2 roofed exterior bays to shelter large equipment for Utilities. One or two of the units would provide air-conditioned space. The new structure would provide the city with clean areas for the storage of materials used on all city structures, allow a space for city auction items to be stored, provide needed storage for items used during the various holiday events and provide shelter for and increase the lifespan of large equipment. The design would also allow for expansion in the future. The cost of this storage building will be a 50/50 split between Property Maintenance and the Utility Department.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES

	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	92,500
Debt Service	-
Other Expenditures	-

Total Expenditures: \$ 92,500

One-Time: 92,500

Recurring: -

REVENUES

<hr/>	
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Total Revenues: \$ -

Total Expenditures Minus Revenues: \$ 92,500

IMPACT OF DENIAL

The City will not have an air conditioned facility suitable for the City's storage needs or provide shelter for large Utilities equipment.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0781
Title:	City Storage Building
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
Personnel Costs			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
Operating Expenditures			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
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001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ -
Capital Outlay			
157-3035-519 62-00 Capital Improvements Buildings		O	92,500
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ 92,500
Debt Service			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
Other Expenditures			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 92,500

ENVIRONMENTAL MANAGEMENT

	FY 2011	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Actual	Actual	Actual	Adopted	Preliminary
Revenues						
<i>Miscellaneous</i>	- \$	1,874 \$	5,207 \$	3,957 \$	1,000 \$	1,000
<i>Other Sources</i>	-	-	-	-	(1,000)	7,500
Total Revenues	\$ -	\$ 1,874	\$ 5,207	\$ 3,957	\$ -	8,500
Expenditures						
<i>Culture & Recreation</i>	\$ -	\$ 51	\$ 5,281	\$ -	\$ -	-
<i>Capital</i>		-	6,072	16,687	-	8,500
Total Expenditures	\$ -	\$ -	\$ 6,123	\$ 21,968	\$ -	8,500

ROAD RECONSTRUCTION BOND DEBT SERVICE

		FY 2011		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018
		Actual		Actual		Actual		Actual		Adopted		Preliminary
Revenues												
<i>Permits & Special Assessments</i>	\$	-	\$	3,073,299	\$	3,011,073	\$	3,026,324	\$	3,002,480	\$	3,002,480
<i>Miscellaneous</i>		-		5,618		7,571		16,959		5,000		12,000
<i>Other Sources</i>		-		-				-		(324,980)		(338,180)
Total Revenues	\$	-	\$	3,078,917	\$	3,018,644	\$	3,043,283	\$	2,682,500	\$	2,676,300
Expenditures												
<i>Transportation</i>	\$	-	\$	32,706	\$	32,760	\$	32,603	\$	46,900	\$	37,500
<i>Debt & Lease</i>		-		2,638,924		2,636,244		2,635,594		2,635,600		2,638,800
<i>Other Uses</i>				75,032		-		-		-		-
Total Expenditures	\$	-	\$	2,746,662	\$	2,669,004	\$	2,668,197	\$	2,682,500	\$	2,676,300

INFRASTRUCTURE SALES SURTAX II

	FY 2011		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
	Actual		Actual		Actual		Actual		Adopted	Preliminary		
Revenues												
Miscellaneous	189,502	\$	10,868	\$	40,110	\$	19,100	\$	9,000	\$	-	
Other Sources	-		-		-		-		(9,000)		810,600	
Total Revenues	\$	189,502	\$	10,868	\$	40,110	\$	19,100	\$	-	\$	810,600
Expenditures												
General Government		\$	-	\$	-	\$	665,000	\$	-	\$	-	
Capital	3,170,168		-		-		24,153		-		-	
Other Uses	1,204,621		-		-		-		-		810,600	
Total Expenditures	\$	4,421,284	\$	-	\$	-	\$	689,153	\$	-	\$	810,600

INFRASTRUCTURE SALES SURTAX III

	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018
	Actual		Actual		Actual		Adopted		Preliminary
Revenues									
Other Taxes	\$	7,424,336	\$	8,172,571	\$	8,679,097	\$	9,106,080	\$ 9,925,630
Intergovernmental Revenue		-		-		163,120		-	-
Charges for Services		-		-		15,094		-	-
Miscellaneous		55,758		160,061		172,930		100,000	100,000
Interfund Transfer		-		-		-		-	815,100
Other Sources		-		20,266		-		314,190	6,253,670
Total Revenues	\$	7,480,094	\$	8,352,898	\$	9,030,241	\$	9,520,270	\$ 17,094,400

Expenditures									
<i>General Government</i>	\$	-	\$	-	\$	55,126	\$	-	\$ -
<i>Public Safety</i>		1,210,115		215,875		198,651		-	-
<i>Transportation</i>		768,625		1,075,503		82,436		3,109,890	1,757,600
<i>Culture & Recreation</i>		5,025		107,385		68,542		-	-
<i>Capital</i>		1,291,982		2,572,544		4,768,969		6,410,380	15,336,800
<i>Debt & Lease</i>		-		1,821,260		-		-	-
<i>Other Uses</i>		489,800		-		-		-	-
Total Expenditures	\$	3,765,547	\$	5,792,567	\$	5,173,724	\$	9,520,270	\$ 17,094,400



CAPITAL ACQUISITION FUND

	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Actual	Actual	Actual	Adopted	Preliminary
Revenues						
<i>Miscellaneous</i>	\$ 22,782	\$ 22,596	\$ 73,725	\$ 66,339	\$ 24,000	\$ 40,000
<i>Transfer</i>	1,651,235	3,219,650	3,163,840	2,604,030	2,133,860	4,492,770
<i>Other Sources</i>	-	-	-	-	(666,280)	(1,106,350)
Total Revenues	\$ 1,674,017	\$ 3,242,246	\$ 3,237,565	\$ 2,670,369	\$ 1,491,580	\$ 3,426,420
Expenditures						
<i>Public Safety</i>	\$ -	\$ -	\$ 682,666	\$ 24,672	\$ -	\$ -
<i>Physical Environment</i>	-	-	-	353	-	-
<i>Capital</i>	-	959,012	2,470,556	1,426,070	1,491,580	3,421,920
<i>Other Uses</i>	-	-	-	-	-	4,500
Total Expenditures	\$ -	\$ 959,012	\$ 3,153,222	\$ 1,451,095	\$ 1,491,580	\$ 3,426,420



SLA: 18-0769	FY 2018 Total Budget Cost / (Savings)	\$ 48,500
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Title:	Mower Replacements	Fund:	General
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Department:	Neighborhood Development Svcs	Division:	Property Maintenance
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Category:	<input type="checkbox"/>	Increase	<input checked="" type="checkbox"/>	Maintain	<input type="checkbox"/>	Decrease
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Strategic Plan Goal(s) Place an "X" in the appropriate box(es)

Financially responsible City providing quality municipal services	<input checked="" type="checkbox"/>	Toledo Blade interchange as major destination
Preservation of environment & natural resources	<input type="checkbox"/>	Sumter interchange as major destination
Vibrant "Alive" Town Centers	<input type="checkbox"/>	Maintained/upgraded/expanded City infrastructure

Description & Impact Upon Strategic Plan:

There are four mowers which are replacement qualified and at the end of their useful life. These mowers are used daily to maintain the grounds at city facilities including buildings and parks and need to be operational to ensure the facilities are well kept.

PERSONNEL

Add/Delete (FTE)	Title:	Pay Grade:

ACCOUNT NUMBERS & DESCRIPTIONS

EXPENDITURES	BUDGET COST / (SAVINGS)
Personnel	\$ -
Operating	-
Capital	48,500
Debt Service	-
Other Expenditures	-

Total Expenditures:	\$ 48,500
One-Time:	48,500
Recurring:	-

REVENUES

Total Revenues:	\$ -
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Total Expenditures Minus Revenues:	\$ 48,500
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IMPACT OF DENIAL

Continued downtime with the inoperable equipment in the shop waiting for parts and service undermines the department's ability to maintain the grounds in the best condition possible reflecting poorly on the City.



FY 2018 Budget: SLA Request, page 2

SLA:	18-0769
Title:	Mower Replacements
Fund:	General
Department:	Neighborhood Development Svcs
Division:	Property Maintenance

ADDITIONAL ACCOUNT NUMBERS & DESCRIPTIONS	R=Recurring O=One-Time	R O	BUDGET COST / (SAVINGS)
EXPENDITURES			
<i>Personnel Costs</i>			
001-0760-519 12-00 Salaries			
001-0760-519 14-00 Overtime			
001-0760-519 21-00 FICA			
001-0760-519 22-01 FRS			
001-0760-519 23-00 Insurance - Health & Dental			
001-0760-519 23-02 Vision Care			
001-0760-519 27-00 Educational Assistance			
Total Personnel Costs			\$ -
<i>Operating Expenditures</i>			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
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001-0760-519			
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001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Operating Expenditures			\$ -
<i>Capital Outlay</i>			
001-0760-519 64-00 325 account - Capital Machinery & Equipment - 4 mowers		O	48,500
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
001-0760-519			
Total Capital Outlay			\$ 48,500
<i>Debt Service</i>			
001-0760-519			
001-0760-519			
Total Debt Service			\$ -
<i>Other Expenditures</i>			
001-0760-581			
001-0760-581			
Total Other Expenditures			\$ -

Page 2 Sub-total: \$ 48,500

ROAD RECONSTRUCTION FUND

	FY 2013		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
	Actual		Actual		Actual		Actual		Adopted		Preliminary	
Revenues												
Miscellaneous	\$	-	\$	89,933	\$	137,256	\$	129,444	\$	35,000	\$	35,000
Other Sources		-		40,817,262		47		-		(31,900)		(30,500)
Total Revenues	\$	-	\$	40,907,195	\$	137,303	\$	129,444	\$	3,100	\$	4,500
Expenditures												
Transportation	\$	-	\$	360,195	\$	30,139	\$	26,862	\$	3,100	\$	4,500
Capital		-		5,358,579		6,574,873		11,063,877		-		-
Total Expenditures	\$	-	\$	5,718,774	\$	6,605,012	\$	11,090,739	\$	3,100	\$	4,500

SELF INSURANCE FUND

	FY 2012	FY 2015	FY 2016	FY 2017	FY 2018
	Actual	Actual	Actual	Adopted	Preliminary
Revenues					
<i>Charges for Services</i>	\$ -	\$ -	\$ 1,600,010	\$ 1,600,000	\$ 1,545,430
<i>Miscellaneous</i>		-	30,735	1,200	4,000
<i>Other Sources</i>		-	-	(250,000)	(192,230)
Total Revenues	\$ -	\$ -	\$ 1,630,745	\$ 1,351,200	\$ 1,357,200
Expenditures					
<i>General Government</i>	\$ -	\$ -	\$ 946,803	\$ 1,351,200	\$ 1,357,200
Total Expenditures	\$ -	\$ -	\$ 946,803	\$ 1,351,200	\$ 1,357,200

EMPLOYEE BENEFIT FUND

	FY 2011		FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
	Actual		Actual		Actual		Actual		Adopted		Preliminary	
Revenues												
Miscellaneous	\$	5,118,674	\$	5,229,099	\$	5,415,347	\$	5,690,661	\$	6,787,170	\$	6,787,170
Other Sources		-		-		-		-		80,000		101,310
Total Revenues	\$	5,118,674	\$	5,229,099	\$	5,415,347	\$	5,690,661	\$	6,867,170	\$	6,888,480
Expenditures												
General Government	\$	4,904,751	\$	5,275,960	\$	5,541,268	\$	5,951,960	\$	6,867,170	\$	6,888,480
Capital				-		-		16,161		-		-
Total Expenditures	\$	4,904,751	\$	5,275,960	\$	5,541,268	\$	5,968,121	\$	6,867,170	\$	6,888,480

