

GENERAL FUND

The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

- The General Fund accounts for normal recurring activities funded by property taxes, intergovernmental revenues, licenses, fees and programmed use of General Fund Reserves-Used for Operations.

City of Punta Gorda, FL
General Fund
Revenue and Expenditure Comparison
Actual FY 2014 through Budget FY 2017

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
General Fund Revenues:					
Ad Valorem Taxes	\$ 7,113,559	\$ 7,443,942	\$ 7,716,200	\$ 7,716,200	\$ 8,224,800
Other Taxes	3,136,703	3,191,082	3,129,420	3,105,727	3,137,828
Permits, Fees, & Spec Assmts	1,356,171	1,394,799	1,335,500	1,420,500	1,433,610
1% Local Sales Tax	2,218,360	625,501	0	0	0
Intergovernmental Revenue	1,839,087	1,964,660	1,919,520	1,993,338	1,981,770
Charges for Services, Fines & Forfeits	119,634	177,585	83,200	111,943	76,110
Lot Mowing	266,585	309,159	336,040	321,000	302,000
Administrative Charges	2,694,492	2,806,310	2,819,310	2,819,310	3,037,860
Other Miscellaneous Revenue	408,373	546,838	297,360	372,501	255,012
Transfers	0	36,592	100,000	101,508	100,000
	<u>19,152,964</u>	<u>18,496,468</u>	<u>17,736,550</u>	<u>17,962,027</u>	<u>18,548,990</u>
Prior Year Encumbrances & Reappropriations	389,878	303,687			
General Fund Reserve-Used for Operations			266,800	563,579	336,953
-Used for Capital, Paving, & Drainage					300,000
General Fund Reserve	2,307,002	2,756,341	2,199,922	3,065,839	2,493,563
Total General Fund	<u>\$ 21,849,844</u>	<u>\$ 21,556,496</u>	<u>\$ 20,203,272</u>	<u>\$ 21,591,445</u>	<u>\$ 21,679,506</u>
General Fund Expenditures:					
City Council	\$ 102,108	\$ 99,390	\$ 106,367	\$ 100,589	\$ 98,442
City Manager	214,737	235,321	257,720	259,941	251,182
Human Resources	306,979	292,448	355,492	352,178	304,543
City Clerk	431,264	422,946	457,948	463,766	530,987
Legal	156,036	229,032	205,753	207,245	203,700
Finance	795,648	802,239	832,091	840,141	880,793
Procurement	434,424	486,369	504,762	506,884	592,583
Public Works Admin	296,951	303,750	306,621	307,950	312,020
Engineering	467,672	421,594	458,618	468,540	435,082
Facilities Maint	704,060	693,866	757,483	787,539	771,601
Right of Way Maint	973,648	1,033,132	1,078,783	1,077,020	1,254,571
Parks & Grounds	1,264,672	1,376,947	1,417,403	1,523,368	1,499,740
Police	5,322,280	5,363,016	5,412,144	5,568,480	5,560,536
Fire	3,282,678	3,243,542	3,252,140	3,388,344	3,460,350
Urban Design	600,534	540,341	551,318	589,726	652,304
Zoning & Code Compliance	448,993	502,333	481,509	488,462	410,944
Non-Departmental:					
Lot Mowing	236,537	233,949	299,520	282,000	280,000
Other Non-Departmental	64,582	84,793	245,000	149,028	217,565
Subtotal Operations	<u>16,103,803</u>	<u>16,365,008</u>	<u>16,980,672</u>	<u>17,361,201</u>	<u>17,716,943</u>
Transfer to CRA Fund	458,101	566,570	468,678	470,728	500,000
Transfer to CIP Fund	126,000	85,000	95,000	145,000	510,000
Transfer for Paving	355,000	609,000	459,000	459,000	459,000
Transfer to Six Cent Gas Tax Fund	2,000	0	0	0	0
Transfer for 1% Local Sales Tax	1,744,912	301,500	0	25,000	0
Subtotal Operations & Transfers	<u>18,789,816</u>	<u>17,927,078</u>	<u>18,003,350</u>	<u>18,460,929</u>	<u>19,185,943</u>
Reserve-Carryovers & Reappropriations	303,687	563,579			
Reserve-Fleet/Equip		312,000	312,000	420,000	420,000
Reserve-Future Years' Budget	1,285,872	581,899	568,000	1,338,579	678,626
Projected Carryover - End	1,470,469	2,171,940	1,319,922	1,371,937	1,394,937
Total General Fund	<u>\$ 21,849,844</u>	<u>\$ 21,556,496</u>	<u>\$ 20,203,272</u>	<u>\$ 21,591,445</u>	<u>\$ 21,679,506</u>

City of Punta Gorda, FL
General Fund
Proforma Schedule of Revenues and Expenditures
FY 2014 through FY 2021

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017	Proforma FY 2018	Proforma FY 2019	Proforma FY 2020	Proforma FY 2021
Revenues:									
 Millage Rate					3.1969				
Ad Valorem Taxes	\$ 7,113,559	\$ 7,443,942	\$ 7,716,200	\$ 7,716,200	\$ 8,224,800	\$ 8,553,800	\$ 8,895,920	\$ 9,251,773	\$ 9,621,860
Other Taxes	3,136,703	3,191,082	3,129,420	3,105,727	3,137,828	3,173,375	3,227,904	3,283,435	3,339,985
Permits, Fees, & Spec.Assmts	1,356,171	1,394,799	1,335,500	1,420,500	1,433,610	1,462,282	1,491,528	1,521,358	1,551,785
Intergovernmental Revenues	1,839,087	1,964,660	1,919,520	1,993,338	1,981,770	2,021,008	2,041,689	2,062,586	2,083,704
1% Sales Tax	2,218,360	625,501	0	0	0	0	0	0	0
Charges for services, Fines & Forfeits	386,219	486,744	419,240	432,943	378,110	378,969	379,844	380,736	381,647
Administrative Charges	2,694,492	2,806,310	2,819,310	2,819,310	3,037,860	3,075,906	3,083,954	3,115,149	3,146,650
Other Misc. Revenue	408,373	546,838	297,360	372,501	255,012	250,645	255,362	260,196	265,151
Transfers	0	36,592	100,000	101,508	100,000	90,000	90,000	90,000	90,000
Subtotal Current Revenues	19,152,964	18,496,468	17,736,550	17,962,027	18,548,990	19,005,985	19,466,201	19,965,233	20,480,782
Use of Operating Reserves/(Incr. to Reserves)	(363,148)	(569,390)	266,800	498,902	336,953	426,626			
Use of Op. Rsrvs for Capital & Drainage					300,000	420,000			
Total General Revenues	18,789,816	17,927,078	18,003,350	18,460,929	19,185,943	19,852,611	19,466,201	19,965,233	20,480,782
Expenditures:									
Personnel Expenditures	12,414,259	12,575,587	12,735,411	12,753,358	13,136,785	13,671,790	14,172,383	14,694,868	15,240,365
Operating Expenditures	3,338,071	3,547,826	3,851,161	4,052,340	3,915,157	4,011,821	4,127,173	4,246,342	4,369,460
Contingency			15,000	15,000	15,000	15,000	15,000	15,000	15,000
Capital Outlay	351,473	241,595	271,100	540,503	560,596	1,123,000	354,000	1,076,000	477,000
5 Yr. Capital Outlay, net funding*			108,000	0	89,405	(53,000)	296,000	(332,405)	83,000
Transfers to other Funds	2,331,013	953,070	563,678	640,728	510,000	625,000	645,800	667,432	689,929
Transfer for Drainage					500,000				
Transfers for Roads	355,000	609,000	459,000	459,000	459,000	459,000	459,000	459,000	459,000
Total General Expenditures	18,789,816	17,927,078	18,003,350	18,460,929	19,185,943	19,852,611	20,069,357	20,826,237	21,333,753
Expenditures in Excess of Revenues (Shortfall)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ (603,155)	\$ (861,003)	\$ (852,971)
Estimated Operating Reserve - Beg	\$2,696,880	\$2,748,028	\$2,154,722	\$3,317,418	\$2,710,516	\$2,073,563	\$1,646,937	\$1,646,937	\$1,646,937
Estimated Capital Outlay Reserve - Beg		\$312,000 *	\$312,000	\$312,000	\$420,000	\$420,000	\$0	\$0	\$0
Estimated Operating Reserve - End	\$3,060,028	\$3,317,418	\$1,887,922	\$2,710,516	\$2,073,563	\$1,646,937	\$1,646,937	\$1,646,937	\$1,646,937
Estimated Capital Outlay Reserve - End		\$312,000 *	\$312,000	\$420,000	\$420,000	\$0	\$0	\$0	\$0
Information:									
7%-9% Minimum Operating Reserve					\$1,342,000	\$1,490,000	\$1,606,000	\$1,771,000	\$1,929,000

* New reserve established in FY 2015 to smooth funding of 5 year capital outlay needs. Funds are budgeted in the Proforma each year and are intended to smooth the funding by increasing the capital outlay reserve if not spent and then be fully spent at end of year five. Proforma reflects use of prior years expenditure line before use of the initial reserve established.

City of Punta Gorda, FL
General Fund
Proforma Schedule of Revenues and Expenditures
FY 2014 through FY 2021

Assumptions:

Revenue:

FY 2017 Ad Valorem Taxes based on net 6.6% increase in taxable values and millage rate of 3.1969
FY 2018-2021 4% est. increase in Ad Valorem Taxes
Other Taxes - FY 2017 based on current trends, FY 2018-2021 1%-2% est. increases
Permits, Fees and Special Assessments - FY 2017 based on current trends, FY 2018-2021 2% est. increase
Intergovernmental Revenues - FY 2017 per projections, FY 2018-2021 0%-2% est. increases. Grants are not budgeted until official notification by grantor
1% Local Option Sales Tax is now budgeted in a special revenue fund beginning with the new election period of 1/1/15 through 12/31/20
Charges for Service, Fines & Forfeits - FY 2017 per projections, FY 2018-2021 minimal increases
Admin Charges - interfund charges for services FY 2017 per schedule, FY 2018-2021 0%-1% est. increase
Other Misc. Revenues - FY 2017 per projections, FY 2018-2021 0%-2% est. increases
Transfers - FY 2017 from Damage Recovery Fund for emergency operations supplies, FY 2017-2021 from 1% Local Option Sales Tax Fund for project management

Personnel Expense:

FY 2017 - Increase of 2 FTEs from operating departments
3% merit increases
Overtime per departments
Health Insurance - increase 4.2%
Fire and Police pension contributions per actuarial requirements. General pension contributions flat with FY 2016, which is above actuarial requirements
Workers Compensation per schedule, est. 10% increase
FY 2018-2021 - 3% merit wage incr, pension est incr 5-10% in FY 2018 and est 5% incr FY 2019-2021, health insurance est 6% incr, & workers comp insurance est 10% incr

Operating Expense:

FY 2017 - Per Departmental approved requests, Computer Overhead per schedule, Fire/General Liability per schedule est. 5% increase
FY 2018-2021 - Election Expenses \$35,000 and all other operating expenses 3% est. incr except Fire/General Liability 5% est incr

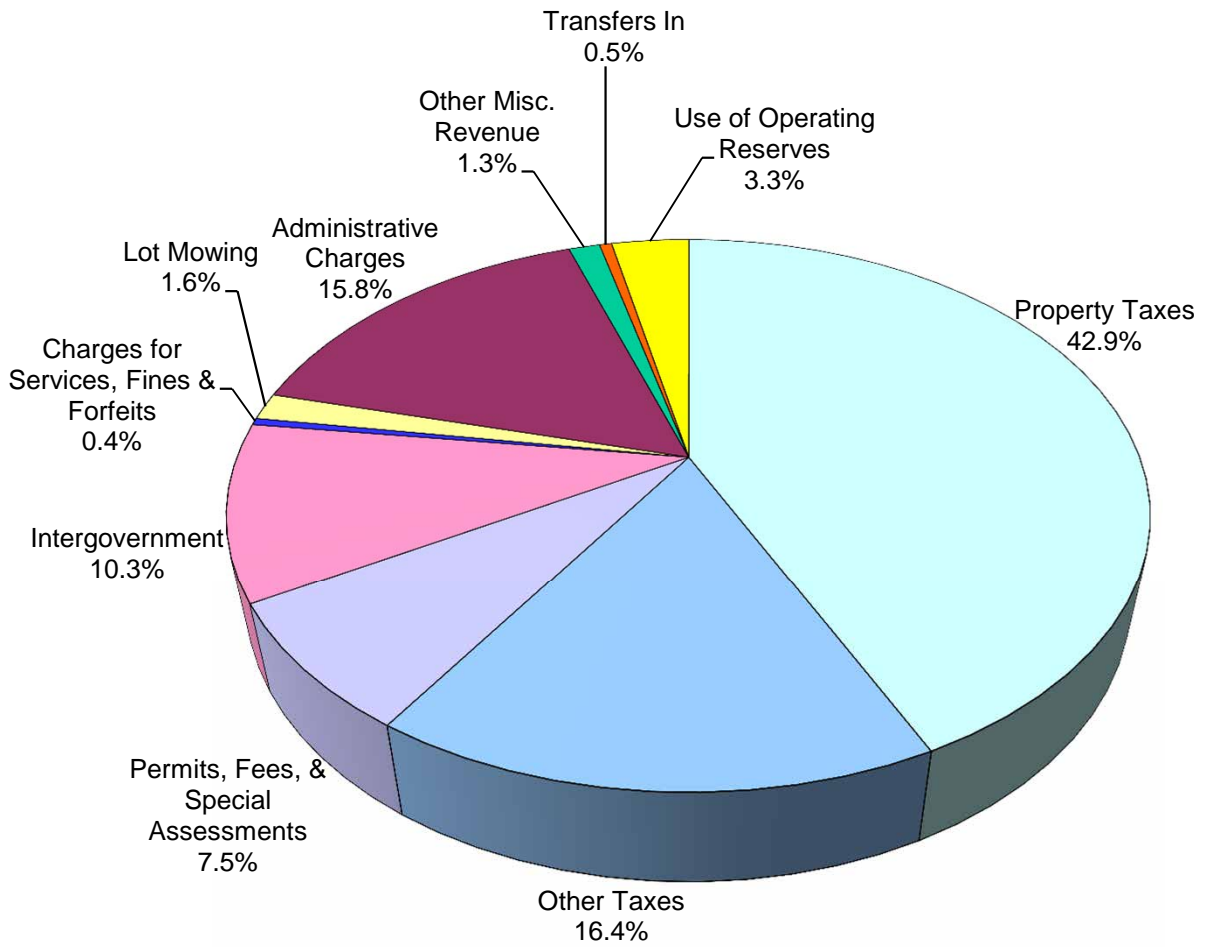
Capital Expense:

FY 2017 Police, Fire, Public Works, and Procurement vehicle and equipment replacements
FY 2017 - Additional funding for Capital Outlay Reserve as established in FY 2017 budget process to smooth five year capital outlay needs
FY 2018-2021 \$650,000 funded per year - Capital Outlay Reserve increased or decreased based on specific year's capital outlay needs

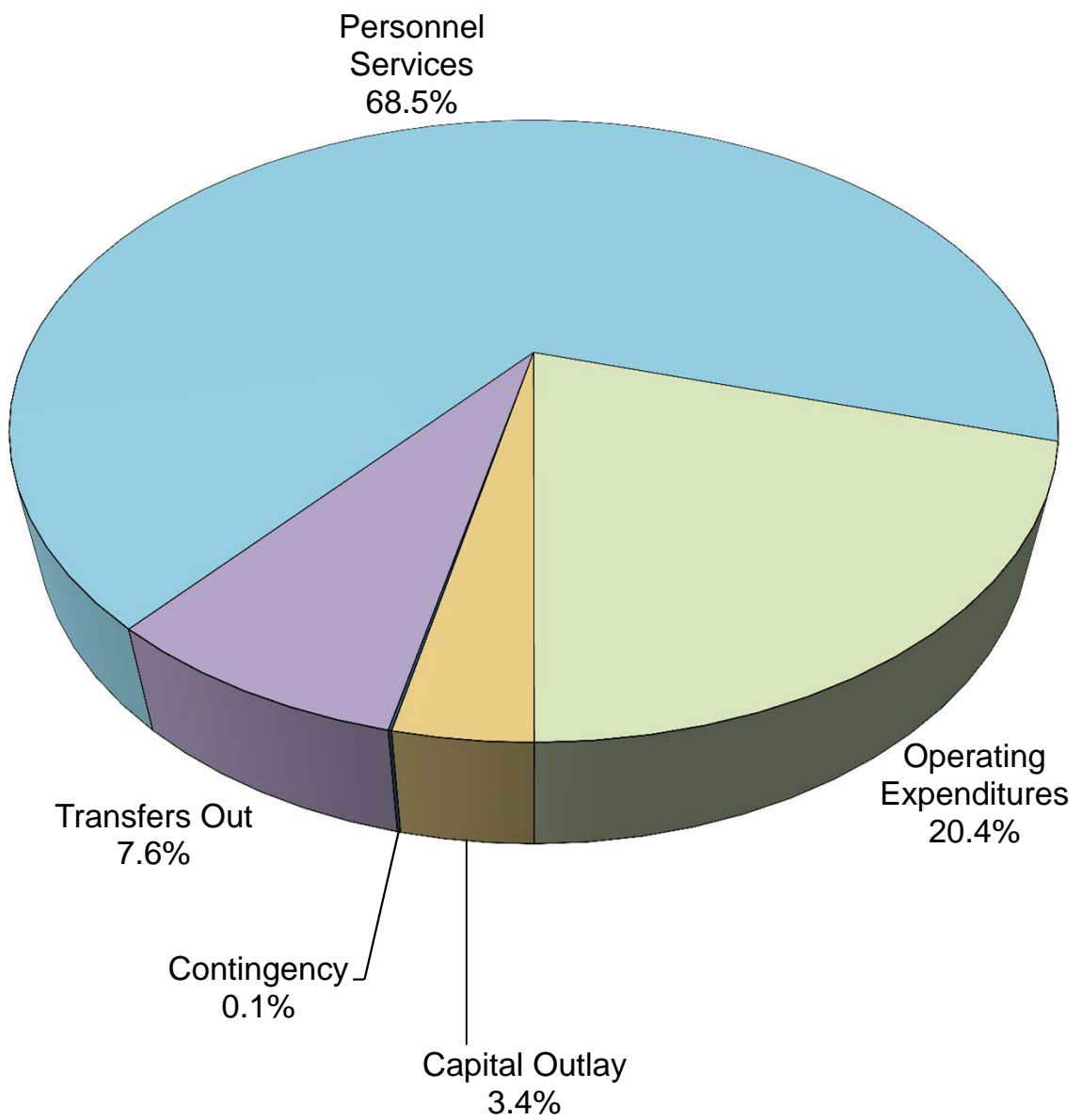
Transfers:

Transfer to CRA for Tax Incremental Financing is estimate of \$500,000 for FY 2017 (4% valuation increase from FY 2016 & millage rate of 3.1969); FY 2018-2021 est. 4% increases
Transfer to General Construction Fund for capital projects (excluding Drainage Improvements) is \$10,000 for FY 2017 and \$105,000 in future years per 5 year CIP plan
Transfer to General Construction Fund for Drainage Improvements is \$500,000 for FY 2017; Future years still to be determined
Transfer for Paving is \$459,000 for FY 2017-2021
Transfer of 1% Sales tax is eliminated as it is now accounted for in a special revenue fund beginning with the new election period of 1/1/15 through 12/31/20

GENERAL FUND REVENUES FY 2017 - \$19,185,943



GENERAL FUND EXPENDITURES FY 2017 - \$19,185,943



CITY OF PUNTA GORDA, FLORIDA CAPITAL OUTLAY

Introduction

Beginning in FY 2015, the City established a minimum funding for the purpose of building a reserve to fund the costs of the five year capital outlay plan. The amount is updated to \$650,000 annually in FY 2017.

History

During the 6 year economic decline that lasted until FY 2013, replacement of general fund capital was kept to a minimum, resulting in an aging fleet and equipment. With the beginning of a turnaround in the economy, the City instituted a method to replace the necessary fleet and equipment before cost of repairs are ineffective.

Goal

The new method will result in a funding plan to provide adequate replacement for fleet and equipment without over burdening the financial capabilities of the general fund. When the most current year drops out of the 5 year plan, a new year will be included in the plan. The average amount needed for funding will be adjusted to meet the new 5 year plan. This will keep the reserve current and fund the anticipated needs in the 5 year proforma.

**GENERAL FUND
VEHICLE & EQUIPMENT REPLACEMENT DETAIL
FY 2017 - FY 2021
(All figures in thousands of dollars)**

Capital Outlay Replacement Plan	Page#	TOTAL					FY 2021
		PROJECT COST	FY 2017	FY 2018	FY 2019	FY 2020	
(All figures in thousands of dollars)							
Procurement:							
Replace 1985 Fork Lift	6.57	35	35				
Public Works Admin:							
Replace 1998 SUV	6.63	34		34			
Replace 2005 SUV	6.64	34			34		
Engineering:							
Replace 2002 SUV	6.69	34		34			
Replace 2008 4 Door Utility Vehicle	6.70	34			34		
Facilities:							
Replace 2007 1/2 ton pickup truck	6.74	36				36	
Replace 2006 F750 XL Utility truck 2 door	6.75	150				150	
Right of Way:							
Replace 2000 1 ton flatbed, dump body truck	6.79	56	56				
Replace 2002 1 ton pickup truck, dump body	6.80	56	56				
Replace 2004 1/2 ton pickup truck	6.81	32	32				
Replace 2002 1/2 ton pickup truck	6.82	32	32				
Replace 2000 standup mower	6.83	18	18				
Replace 1991 4 wheel tire rubber excavator	6.84	270		270			
Replace 2000 flatbed truck	6.85	65		65			
Replace 2003 1/2 ton pickup truck	6.86	34		34			
Replace 2001 1/2 ton pickup truck	6.87	34			34		
Replace 2010 riding mower	6.88	18			18		
Parks & Grounds:							
Replace 2001 riding mower	6.93	18	18				
Replace 2004 1/2 ton pickup truck	6.94	32	32				
Replace 2003 1/2 ton pickup truck	6.95	32	32				
Replace 2004 riding mower	6.96	18		18			
Replace 2005 1/2 ton pickup truck	6.97	36			36		
Replace 2006 1/2 ton extended cab pickup truck	6.98	38			38		
Replace 2003 3 ton flat bed truck	6.99	100				100	
Replace 2008 compact pickup truck	6.100	28				28	
Replace 2008 1/4 ton pickup truck	6.101	28				28	
Replace 2006 all terrain vehicle	6.102	20				20	
Police:							
Police Fleet (\$100,000 in 1% Sales Tax until FY20)	6.109	604	96	96	96	96	
FY 2017 Replacements:							
2004 Patrol Vehicle	6.110						
2006 Patrol Vehicle	6.111						
2007 Patrol Vehicle	6.112						
2007 Patrol Vehicle	6.113						
2007 Patrol Vehicle	6.114						
Replace 2010 Tasers (Qty 8 per year)	6.115	50	10	10	10	10	
Replace Police Vessel (Proposed MAC Grant)	6.116	100	100				
Police Vessel Refurbishment	6.117	18		18			
Replace Police Vessel Motor	6.118	13			13		
Fire:							
Personal Protective Equipment	6.124	50	10	10	10	10	
Suppression Equipment	6.125	75	15	15	15	15	
Medical Equipment	6.126	126	16	39	16	39	
Replace 2006 Fire Marshall 1/4 ton pickup truck	6.127	30		30			
Fire Apparatus Replacement	6.128-	1,200		450		750	
6.129							
TOTAL		3,588	\$558	\$1,123	\$354	\$1,076	\$477
Revised annual level Capital Outlay reserve			650	650	650	650	650
Capital Outlay Reserve - Beg			420	512	39	335	(91)
Capital Outlay Reserve - End			\$512	\$39	\$335	(91)	\$82

**City of Punta Gorda, FL
General Fund
Ad Valorem Taxes
001-0000-311-1000**

The Ad Valorem (percentage of value) property tax is calculated by multiplying the taxable value by the City of Punta Gorda millage rate. The Charlotte County Property Appraiser determines the assessed value. The City Council sets the ad valorem millage rate by ordinance. A mill is defined as one dollar for each thousand dollars of net taxable value after exemptions. The tax bills paid in November receive a 4% discount; December payments receive a 3% discount, January payments a 2% discount, February payments a 1% discount and March is full payment. Due to discounts and potential assessment changes after the value adjustment board hearings, the state requires that entities budget a minimum of 95% of revenue. For fiscal years before 2004 the ad valorem taxes had been budgeted at 95%. Since then, the percentage has varied between 96% and 97%. Based on recent payment practice, the City is budgeting FY 2017 at a 96% collection rate.

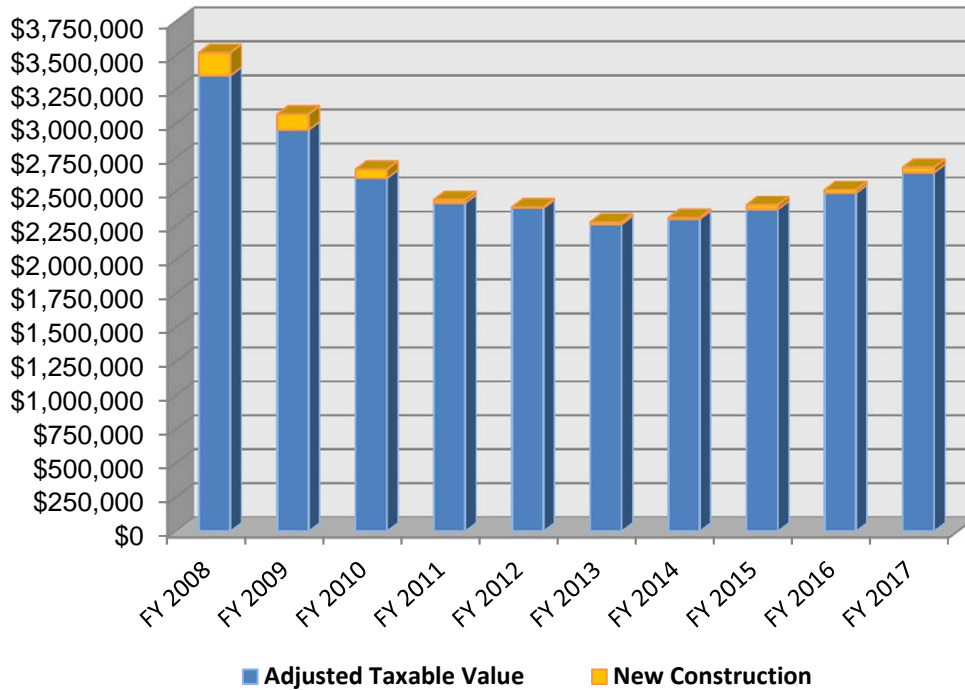
The General Fund "Transfer to CRA" equals the ad valorem taxes collected from properties located within the Community Redevelopment District boundaries, in excess of the \$80.6 million 1989 base year. The funds are transferred and accounted for in the Community Redevelopment Agency (CRA), rather than being retained in the General Fund.

Fiscal Year	Gross Taxable Original Value (DR 420)	Millage Rate	Ad Valorem Revenue Original Budget	Transfer to CRA Original Budget
FY 2008	\$3,522,158,906	2.1728	\$7,385,434	\$611,417
FY 2009	\$3,069,446,172	2.5689	\$7,609,122	\$583,878
FY 2010	\$2,664,115,626	2.6996	\$6,922,345	\$540,742
FY 2011	\$2,440,885,926	2.7251	\$6,319,075	\$437,090
FY 2012	\$2,387,114,422	2.7462	\$6,260,496	\$459,785
FY 2013	\$2,276,784,142	3.2462	\$7,133,600	\$497,689
FY 2014	\$2,309,178,922	3.1969	\$7,087,000	\$462,249
FY 2015	\$2,403,601,442	3.1969	\$7,377,000	\$454,299
FY 2016	\$2,514,217,625	3.1969	\$7,716,200	\$468,678
FY 2017	\$2,678,944,043	3.1969	\$8,224,800	\$500,000

City of Punta Gorda, FL
Certification of Taxable Value (expressed in thousands)
Per Charlotte Co. Property Appraiser DR420

Fiscal Year	Adjusted Taxable Value	New Construction	Gross Taxable Value
FY 2008	\$3,353,613	\$168,546	\$3,522,159
FY 2009	\$2,954,166	\$115,280	\$3,069,446
FY 2010	\$2,598,202	\$65,914	\$2,664,116
FY 2011	\$2,416,569	\$24,317	\$2,440,886
FY 2012	\$2,379,260	\$7,854	\$2,387,114
FY 2013	\$2,259,928	\$16,856	\$2,276,784
FY 2014	\$2,299,288	\$9,891	\$2,309,179
FY 2015	\$2,370,801	\$32,800	\$2,403,601
FY 2016	\$2,490,322	\$23,895	\$2,514,217
FY 2017	\$2,640,586	\$38,358	\$2,678,944

Gross Taxable Value (in thousands)



City of Punta Gorda, FL
Analysis of Estimated Taxable Value and Tax Revenues
FY 2016 compared to FY 2017

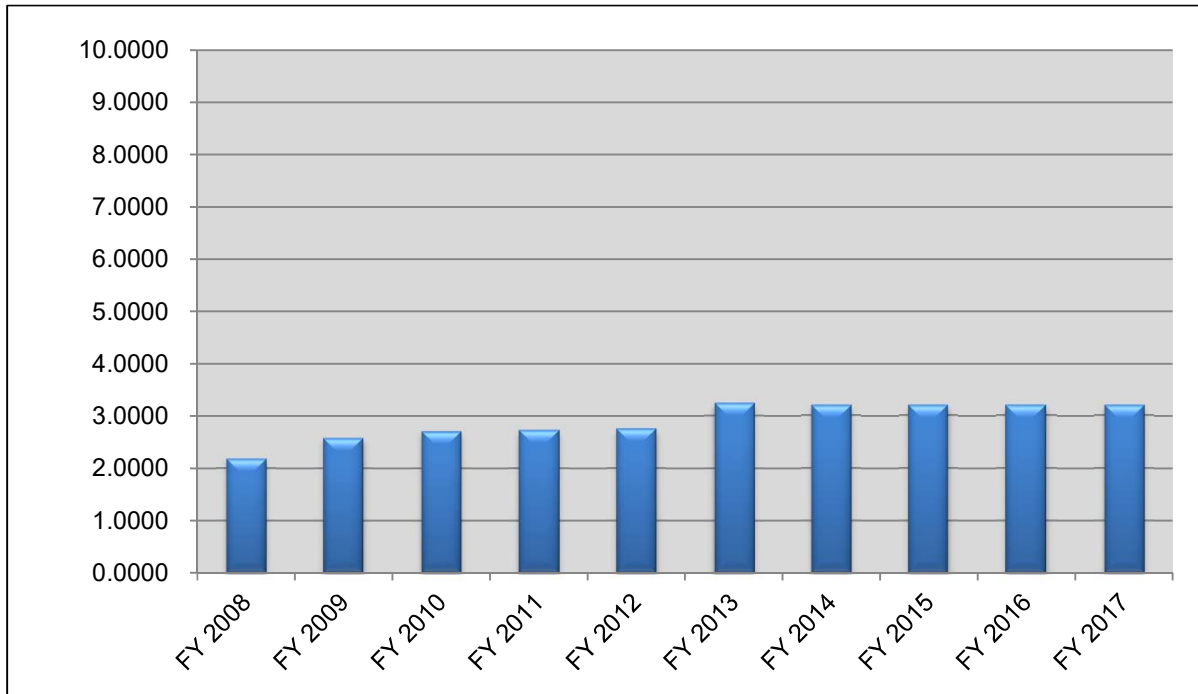
	DR 420 Original Budget FY 2016	DR 403 Final FY 2016	DR 420 Original Budget FY 2017
Current Year Adjusted Taxable Value	\$2,490,322,182	\$2,489,463,018	\$2,640,586,113
Prior Year Final Gross Taxable Value	\$2,398,248,062	\$2,398,248,062	\$2,513,363,249
Estimated Incr/(Decr) (without new construction/annex)	\$92,074,120	\$91,214,956	\$127,222,864
Percent Incr/(-)Decr (without new construction/annex)	3.84%	3.80%	5.06%
Net New Taxable Value of New Construction/Annex	\$23,895,443	\$23,895,443	\$38,357,930
Total Estimated Current Year Taxable Value	\$2,514,217,625	\$2,513,358,461	\$2,678,944,043
Net Incr/(Decr) from Prior Year Final Gross Taxable Value	\$115,969,563	\$115,110,399	\$165,580,794
Net Percent Incr/(-)Decr from Prior Year Final Gross Taxable Value	4.84%	4.80%	6.59%
	FY 2016	FY 2016	FY 2017
Taxable Value	\$2,514,217,625	\$2,513,358,461	\$2,678,944,043
	x 96.0%	x 96.1%	x 96.0%
Budget Value of a Mill	<u>\$2,413,649</u>	<u>\$2,414,081</u>	<u>\$2,571,786</u>
Operating Mills	3.1969	3.1969	3.1969
Revenue from Base Properties	\$7,642,865	\$7,642,865	\$8,107,078
Revenue from New Construction	\$73,335	\$73,335	\$117,722
Total Estimated Ad Valorem Tax Revenue	<u>\$ 7,716,200</u>	<u>\$ 7,716,200</u>	<u>\$ 8,224,800</u>

Calculation of City Ad Valorem Tax on various assessed values:

	Homestead Single Family		Non-Homestead Vacant Land Commercial	
Assessed Value	\$150,000	\$300,000	\$110,000	\$1,000,000
Less Homestead Exemption	\$50,000	\$50,000		
Net Taxable Value	\$100,000	\$250,000	\$110,000	\$1,000,000
City Millage Rate	3.1969	3.1969	3.1969	3.1969
City Ad Valorem Tax FY 2017	<u>\$320</u>	<u>\$799</u>	<u>\$352</u>	<u>\$3,197</u>

**City of Punta Gorda, FL
Property Tax Millage Rates
FY 2008 - FY 2017**

Fiscal Year	Operating Millage
FY 2008	2.1728
FY 2009	2.5689
FY 2010	2.6996
FY 2011	2.7251
FY 2012	2.7462
FY 2013	3.2462
FY 2014	3.1969
FY 2015	3.1969
FY 2016	3.1969
FY 2017	3.1969

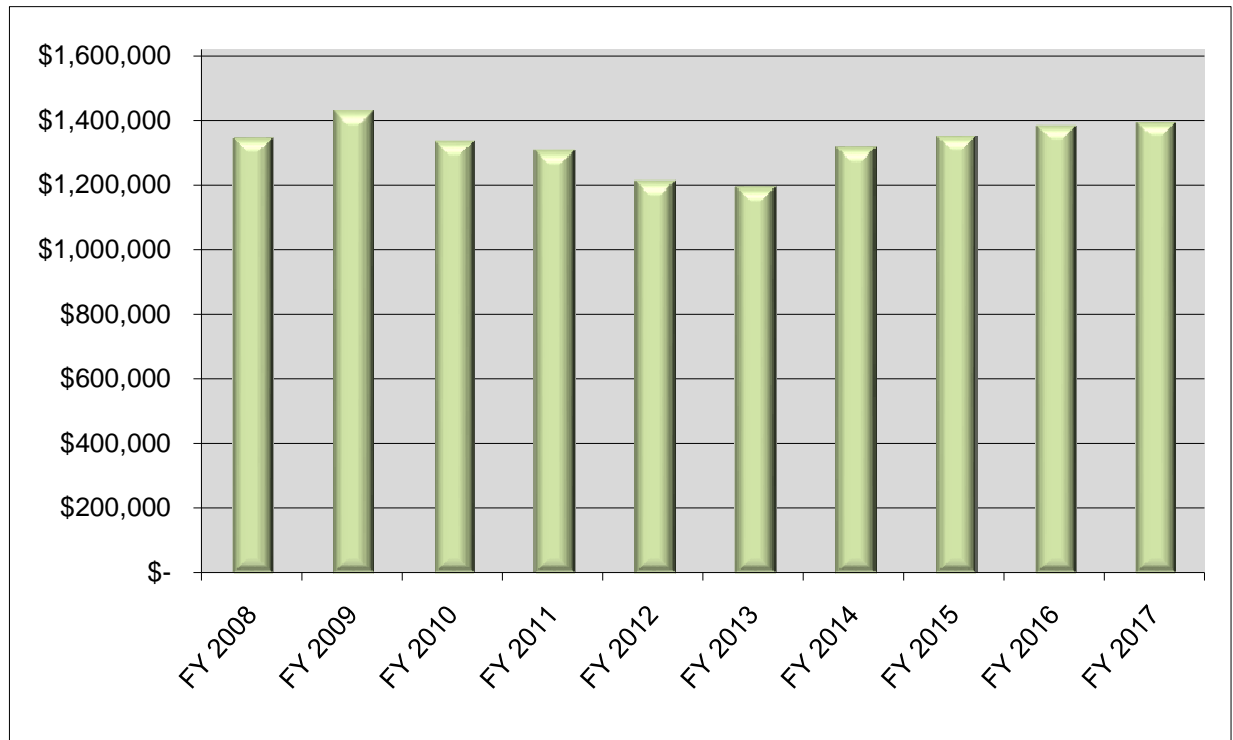


A mill is equal to one dollar of tax for each \$1,000 of taxable value. Florida Statutes caps the millage rate at 10 mills.

City of Punta Gorda, FL
General Fund
Florida Power & Light Franchise Fees
001-0000-323-1000

Florida Power & Light collects a 5.90% franchise fee from customers inside the city limits. Ordinance #1500-07 grants FP&L an electric franchise to use the public right of way for a period of thirty years until Sept. 2037. Per section 7, each monthly payment is delayed sixty days. Each payment is based upon 5.90% of the monthly net revenue. Franchise fees are charged on the fuel adjustment instituted by FP&L.

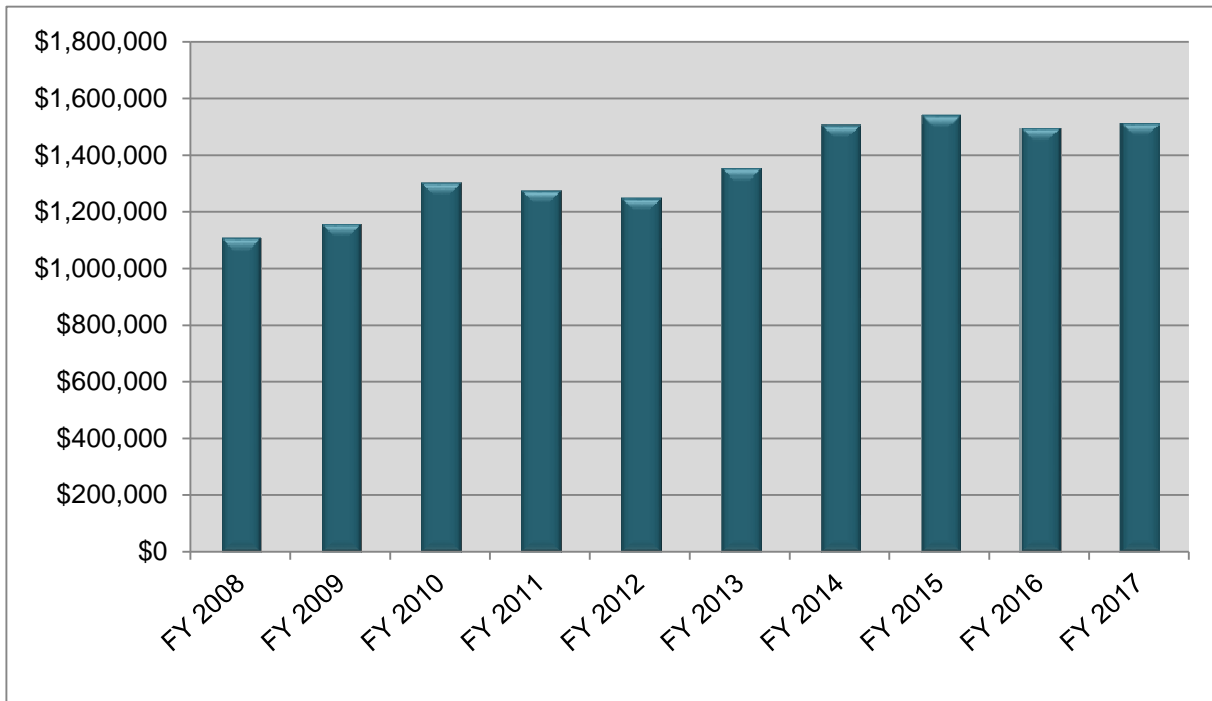
Fiscal Year	Revenue	Percentage Change
FY 2008	\$1,350,700	2.64%
FY 2009	\$1,435,888	6.31%
FY 2010	\$1,340,371	-6.65%
FY 2011	\$1,311,752	-2.14%
FY 2012	\$1,217,206	-7.21%
FY 2013	\$1,198,571	-1.53%
FY 2014	\$1,322,464	10.34%
FY 2015	\$1,356,841	2.60%
FY 2016	\$1,390,000	2.44%
FY 2017	\$1,402,500	0.90%



**City of Punta Gorda, FL
General Fund
Electric Utility Tax
001-0000-314-1000**

The City Code of Ordinances section 21-5 states the utility tax rate is ten percent (10%) of the first \$500 and three percent (3%) thereafter to be remitted monthly.

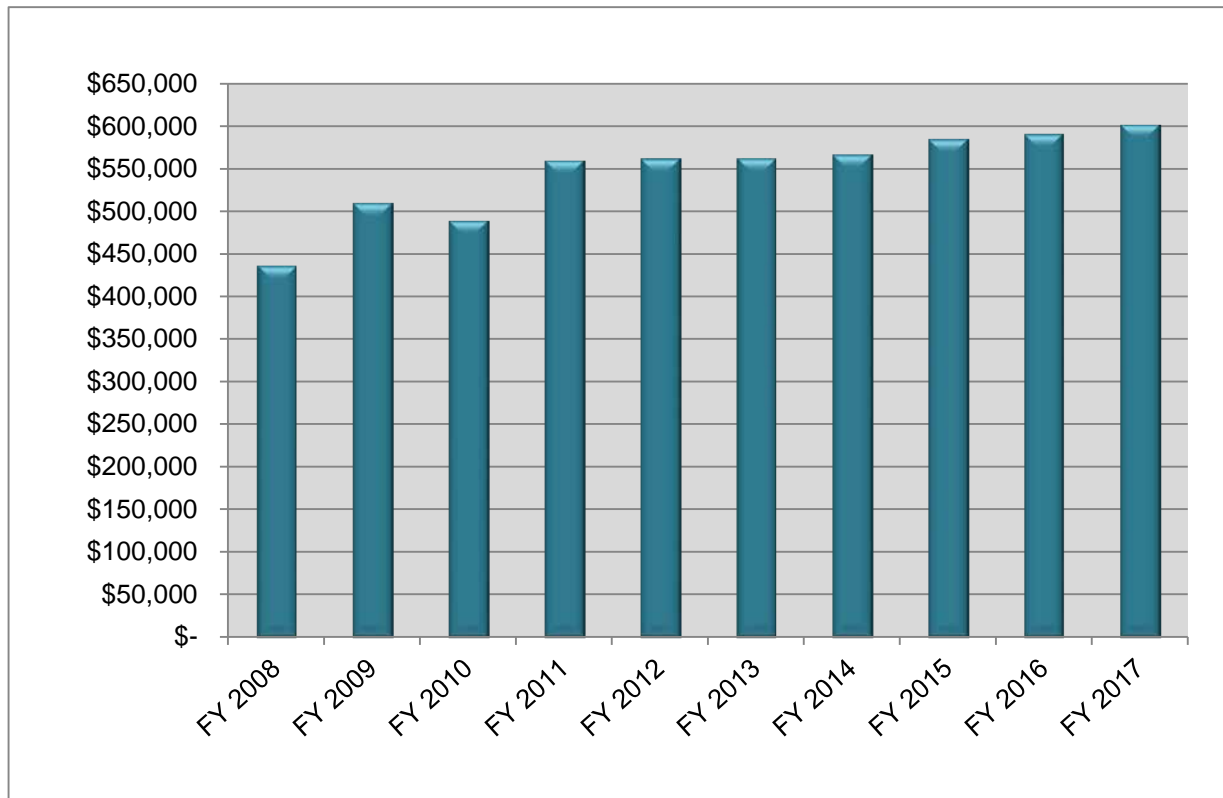
Fiscal Year	Revenue	Percentage Change
FY 2008	\$1,112,625	1.72%
FY 2009	\$1,163,039	4.53%
FY 2010	\$1,308,911	12.54%
FY 2011	\$1,281,050	-2.13%
FY 2012	\$1,252,996	-2.19%
FY 2013	\$1,358,740	8.44%
FY 2014	\$1,510,856	11.20%
FY 2015	\$1,547,257	2.41%
FY 2016	\$1,500,000	-3.05%
FY 2017	\$1,518,000	1.20%



**City of Punta Gorda, FL
General Fund
Water Utility Tax
001-0000-314-3000**

The Code of Ordinances Section 21-5(b) levies a ten percent (10%) utility tax on the purchase of water sold in the City. The monthly tax cap is \$100, for corporate accounts.

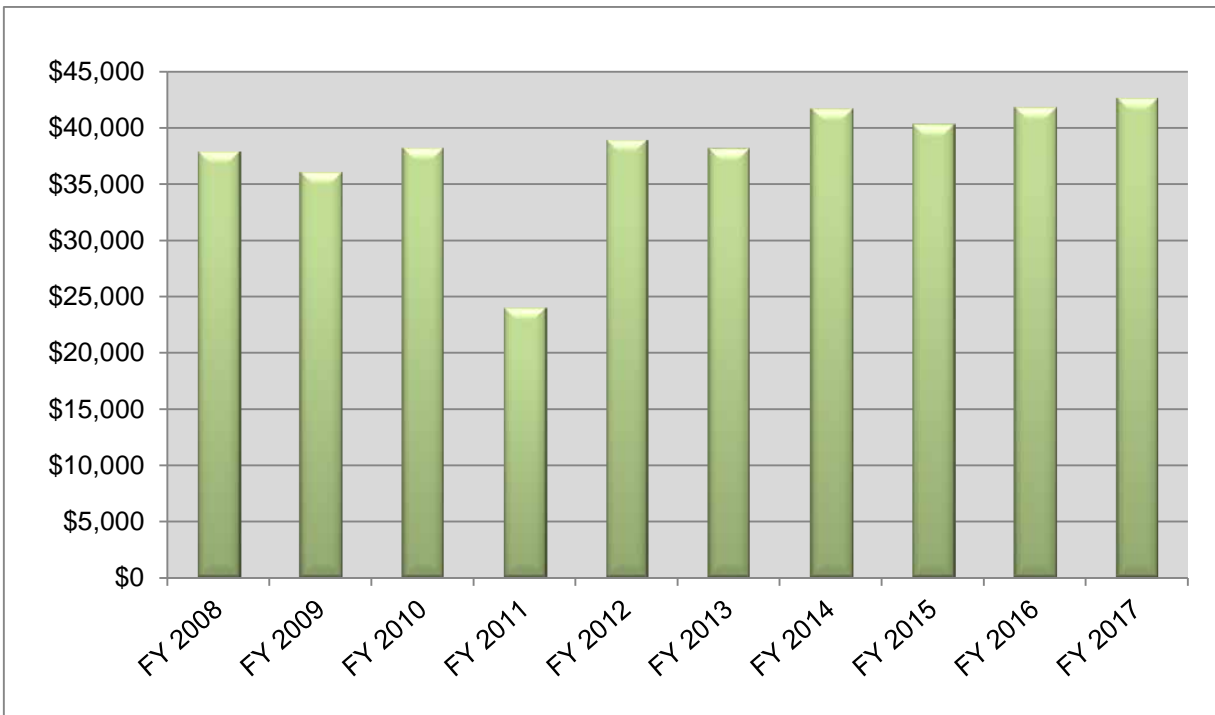
Fiscal Year	Revenues	Percentage Change
FY 2008	\$435,525	-12.05%
FY 2009	\$509,574	17.00%
FY 2010	\$488,620	-4.11%
FY 2011	\$559,587	14.52%
FY 2012	\$561,307	0.31%
FY 2013	\$561,844	0.10%
FY 2014	\$566,320	0.80%
FY 2015	\$584,089	3.14%
FY 2016	\$590,000	1.01%
FY 2017	\$601,800	2.00%



**City of Punta Gorda, FL
General Fund
Bottled Gas Utility Tax
001-0000-314-8000**

The Code of Ordinances Section 21-5(a) levies a ten percent (10%) utility tax on the purchase of bottled gas (natural liquefied petroleum gas or manufactured) sold in the City. The rate is 10% of the first \$500 and 3% thereafter.

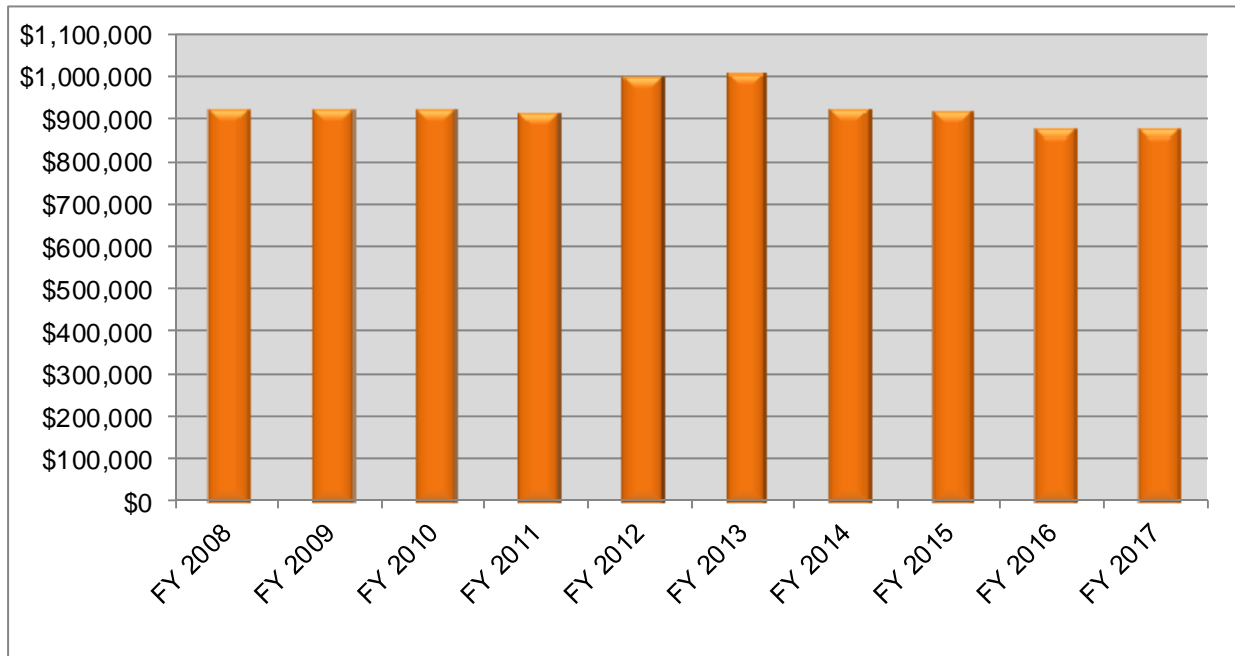
Fiscal Year	Revenue	Percentage Change
FY 2008	\$37,885	9.48%
FY 2009	\$36,046	-4.85%
FY 2010	\$38,212	6.01%
FY 2011	\$23,965	-37.28%
FY 2012	\$38,929	62.44%
FY 2013	\$38,146	-2.01%
FY 2014	\$41,734	9.41%
FY 2015	\$40,329	-3.37%
FY 2016	\$41,820	3.70%
FY 2017	\$42,656	2.00%



**City of Punta Gorda, FL
General Fund
Communication Services Tax
001-0000-315-1099**

The Communications Service Tax applies to telecommunications, cable, direct to home satellite, and related services, provided to customers within the city limits. The definition includes voice, data, audio, video or other information or signals, including cable services, transmitted by any medium. The state of Florida's combined rate is 9.17%, which consist of 2.37% for the gross receipts and 6.8% for state sales tax. The City's specific tax rate has been 5.22% since October 1, 2002. There is also a county surtax conversion rate of 0.60% that is charged and remitted directly to the county.

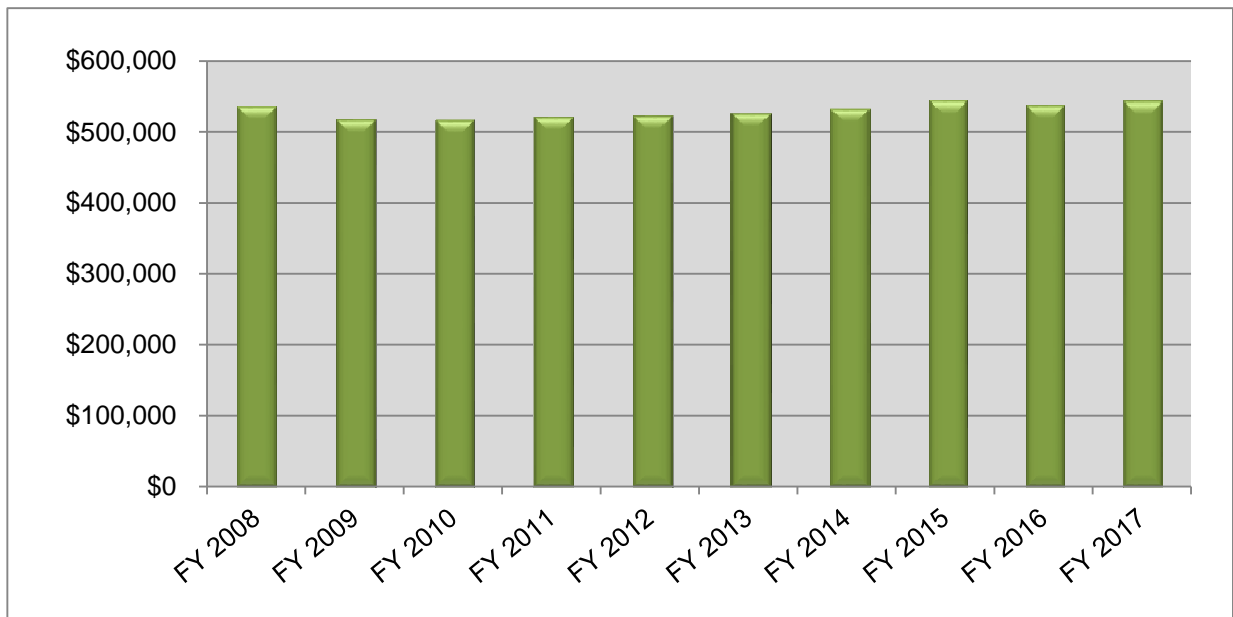
Fiscal Year	Revenue	Percentage Change
FY 2008	\$ 931,557	2.53%
FY 2009	\$ 929,263	-0.25%
FY 2010	\$ 929,000	-0.03%
FY 2011	\$ 921,390	-0.82%
FY 2012	\$ 1,006,250	9.21%
FY 2013	\$ 1,013,519	0.72%
FY 2014	\$ 928,610	-8.38%
FY 2015	\$ 927,585	-0.11%
FY 2016	\$ 885,000	-4.59%
FY 2017	\$ 885,000	0.00%



**City of Punta Gorda, FL
General Fund
Municipal Revenue Sharing
001-0000-335-1299**

Beginning July 1, 2000 the Municipal Financial Assistance Trust Fund (cigarette tax) was eliminated and the Revenue Sharing Trust Fund was expanded to include 1.715% of state sales tax collections per HB 2433. Effective July 1, 2004 the projected growth of state shared revenue was redirected to implement the funding reform of the state court system per HB 113-A. The net impact is that local governments are held harmless relative to FY 2004.

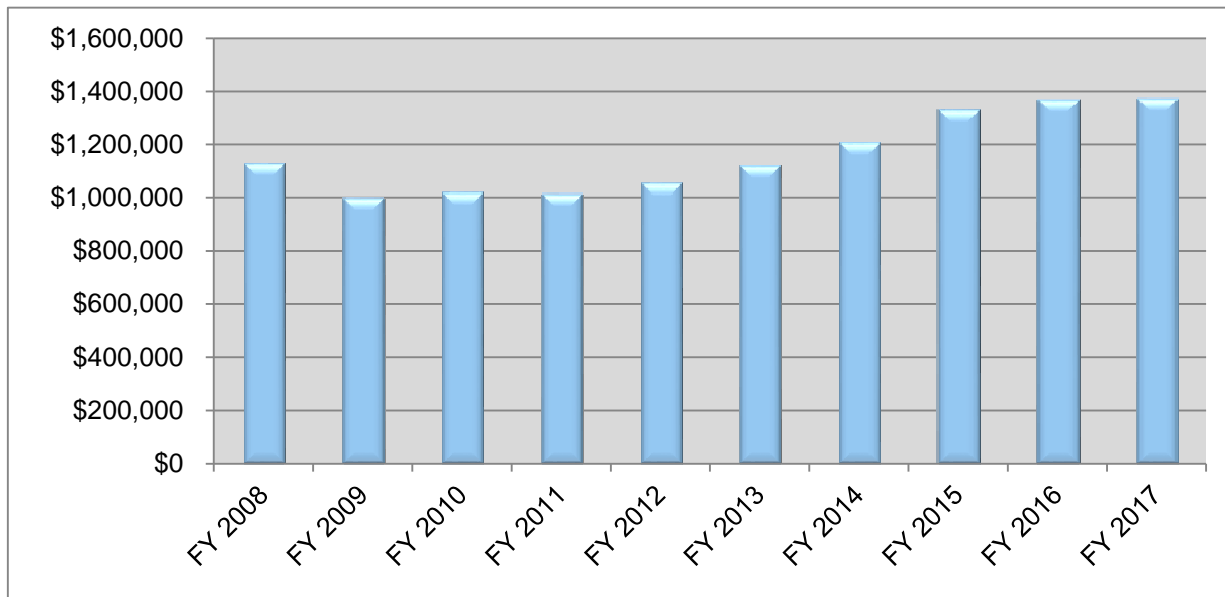
Fiscal Year	Revenue Sharing	Percentage Change
FY 2008	\$538,684	-2.94%
FY 2009	\$519,672	-3.53%
FY 2010	\$518,721	-0.18%
FY 2011	\$523,112	0.85%
FY 2012	\$524,702	0.30%
FY 2013	\$528,353	0.70%
FY 2014	\$535,203	1.30%
FY 2015	\$546,498	2.11%
FY 2016	\$540,000	-1.19%
FY 2017	\$545,400	1.00%



**City of Punta Gorda, FL
General Fund
Local Government Half Cent Sales Tax
001-0000-335-1800**

The six-percent sales tax is the main revenue source for the State of Florida. The state distribution to the Local Government Half-cent Sales Tax Clearing Trust Fund decreased from 9.653% to 8.814% July 1, 2004 per HB 113-A which implements the funding reforms of the state court system. This program's primary purpose is to provide relief from ad valorem taxes and provide revenues for local programs. The distribution formula is stated in Chapter 212, FL statutes. The formula uses a weighted population factor. The city's share of the state distribution to Charlotte County is determined by dividing the city population by the total county population and two thirds of the city's population. The City of Punta Gorda will receive 9.67% and Charlotte County will receive 90.33% of the monthly distribution from the state.

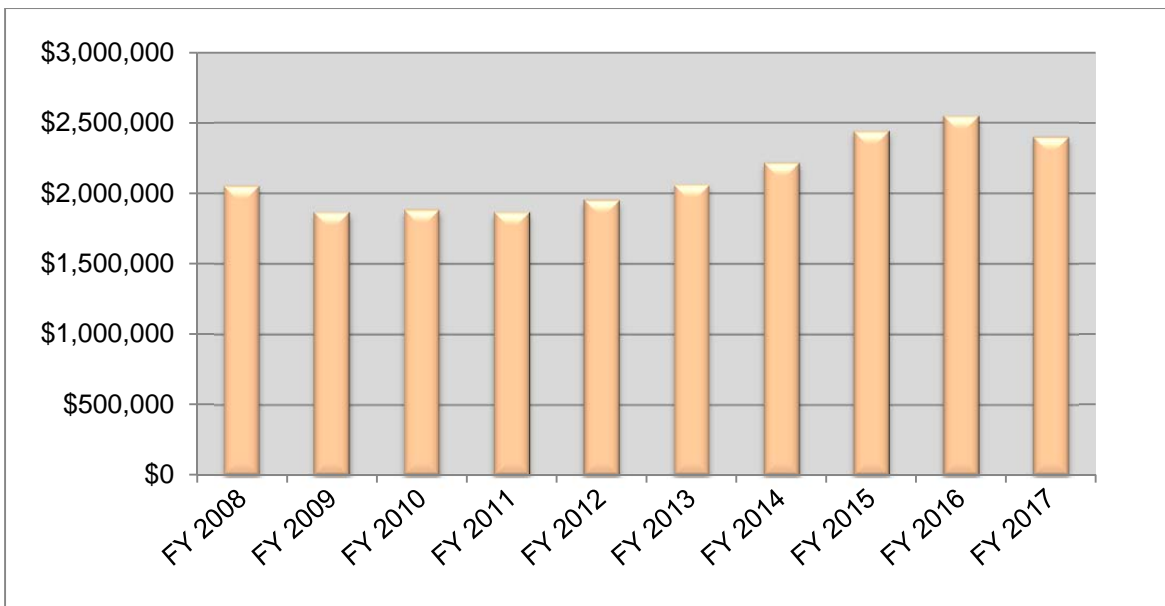
Fiscal Year	Revenue	Percentage Change
FY 2008	\$1,137,475	-15.76%
FY 2009	\$1,006,494	-11.52%
FY 2010	\$1,026,747	2.01%
FY 2011	\$1,020,622	-0.60%
FY 2012	\$1,061,493	4.00%
FY 2013	\$1,129,071	6.37%
FY 2014	\$1,212,049	7.35%
FY 2015	\$1,335,030	10.15%
FY 2016	\$1,373,100	2.85%
FY 2017	\$1,378,000	0.36%



**City of Punta Gorda, FL
General Fund
1% Local Option Sales Tax
001-0000-335-1801**

The Charlotte County voters, November 2014, approved the six year extension of the one-cent local option sales tax. The effective date was January 1, 2015 and expires Dec. 31, 2020. With the new election, a special revenue fund was established to provide for transparency and keep all revenue and expenditures in one fund. The authorized uses of the proceeds are found in Florida Statutes Chapter 212.055(2)(d). Allowed uses are the financing, planning and constructing of infrastructure; acquiring land for public recreation or conservation purposes; purchase of vehicles or equipment with a five-year life expectancy (including emergency service vehicles and the equipment to outfit them). The distribution formula between the city and county is found in FL statutes 218.62 and is based on a weighted population equation. Currently the city will receive 10% and Charlotte County 90%. The following is the revenue history of previous elections. Revenue generated after 1/1/15 is reported in the 1% Local Option Sales Tax Fund.

Fiscal Year	Revenue	Fund		Percent Change
FY 2008	\$2,054,667	General		-13.73%
FY 2009	\$1,868,362	General	New election 1/1/09	-9.07%
FY 2010	\$1,886,385	General		0.96%
FY 2011	\$1,867,911	General		-0.98%
FY 2012	\$1,954,584	General		4.64%
FY 2013	\$2,065,102	General		5.65%
FY 2014	\$2,218,360	General		7.42%
FY 2015	\$ 625,501	General		Incl. Below
FY 2015	See page 8.03	1% Sales Tax	New election 1/1/15	10.07%
FY 2016	See page 8.03	1% Sales Tax		
FY 2017	See page 8.03	1% Sales Tax		



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
GENERAL FUND**

REVENUE

	ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	BUDGET FY 2016	PROJECTED FY 2016	BUDGET FY 2017
10-00	CURRENT AD VALOREM TAXES	7,113,559	7,443,942	7,716,200	7,716,200	8,224,800
10-00	ELECTRICITY UTILITY TAX	1,510,856	1,547,257	1,458,000	1,500,000	1,518,000
30-00	WATER UTILITY TAX	566,320	584,089	616,000	590,000	601,800
80-00	BOTTLED GAS UTILITY TAX	41,734	40,329	41,820	41,820	42,656
10-99	COMMUNICATION SERVICE TAX	928,610	927,585	925,000	885,000	885,000
01-00	OCCUPATIONAL LICENSES	87,542	89,651	87,000	87,000	88,740
01-01	PENALTIES	1,387	1,824	1,300	1,607	1,326
01-02	TRANSFERS	254	347	300	300	306
	TAXES	10,250,262	10,635,024	10,845,620	10,821,927	11,362,628
10-00	FLORIDA POWER FRANCHISE	1,322,464	1,356,841	1,305,000	1,390,000	1,402,500
40-00	PEOPLES GAS FRANCHISE FEE	18,698	20,885	18,500	18,500	18,870
01-00	SIGN PERMITS	4,050	4,150	3,000	3,000	3,060
02-00	RIGHTS OF WAY PERMITS	850	0	0	0	0
04-00	FIRE PREVENTION PERMITS	10,109	12,923	9,000	9,000	9,180
	PERMITS,FEES & SPEC ASSMT	1,356,171	1,394,799	1,335,500	1,420,500	1,433,610
20-02	FDLE BYRNE GRANT	18,934	19,689	0	14,818	0
39-10	USDA - FORESTRY GRANT	2,471	2,775	0	0	0
12-99	STATE REVENUE SHARING	535,203	546,498	540,000	540,000	545,400
14-00	MOBILE HOME LICENSES	12,056	13,373	12,000	12,000	12,240
15-00	ALCOHOLIC BEVERAGE LICENS	15,894	15,451	15,000	15,000	15,300
18-00	LOCAL GOVT SALES TAX	1,212,049	1,335,030	1,323,100	1,373,100	1,378,000
18-01	1% LOCAL OPTION SALES TAX	2,218,360	625,501	0	0	0
23-00	FIREFIGHTER SUPPLMTL COMP	3,720	3,720	3,720	3,720	3,720
49-01	MOTOR FUEL TAX REBATE	20,323	21,966	19,500	20,500	20,910
21-00	MARINE ADVISORY BD-WCIND	0	0	0	8,000	0
22-00	MARINE ADV BD BOATER IMPR	9,661	0	0	0	0
51-00	CHAR HBR NTL ESTUARY PROG	2,235	0	0	0	0
20-00	COUNTY OCCUP LICENSES	1,643	1,685	1,200	1,200	1,200
01-00	HOUSING AUTH - P I L O T	4,898	4,473	5,000	5,000	5,000
	INTERGOVERNMENTAL REVENUE	4,057,447	2,590,161	1,919,520	1,993,338	1,981,770
30-01	PROC CONTRACT ADMIN FEE	22,333	21,358	12,400	18,000	12,400
90-01	ENGINEERING VARIANCE FEES	5,850	4,950	1,800	1,800	1,800
90-02	PLANNING & ZONING FEES	34,587	31,943	24,000	24,000	24,480
90-03	SALE OF PUBLICATIONS/MAPS	0	0	200	200	200
90-05	POLICE DEPT	7,891	7,970	7,800	7,800	7,800
89-00	DISTRESSED PROPERTY REIMB	2,120	4,468	0	2,129	3,000
90-00	LOT MOWING FEES	266,585	309,159	336,040	321,000	302,000
91-00	LIEN INTEREST	542	3,795	0	1,552	0
40-01	EVENT APPLICATION FEE	3,350	4,125	2,500	2,525	2,550
	CHARGES FOR SERVICES	343,258	387,768	384,740	379,006	354,230
10-00	FINES & FORFEITURES	20,017	18,153	20,000	6,158	14,280
30-00	POLICE EDUCATION	2,366	2,020	2,000	750	1,600
40-00	UNSAFE EQUIPMENT	24	16	0	4	0
02-00	FINES - CODE ENFORCEMENT	854	64,537	1,000	40,000	1,000
02-01	CODE CITATIONS	100	100	0	25	0
03-00	FALSE ALARMS - POLICE	10,600	7,500	3,000	3,000	3,000
04-00	FALSE ALARMS - FIRE	250	400	0	0	0
06-00	PARKING VIOLATIONS	8,750	6,250	8,500	4,000	4,000
	FINES & FORFEITS	42,961	98,976	34,500	53,937	23,880

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
GENERAL FUND**

REVENUE

	ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	BUDGET FY 2016	PROJECTED FY 2016	BUDGET FY 2017
10-00	INTEREST ON INVESTMENTS	7,831	15,390	6,500	16,000	6,500
00-00	RENTAL INCOME	134,531	136,792	136,000	136,000	81,056
20-01	RENT - GILCHRIST PARK	9,002	3,459	7,700	7,700	7,854
20-02	RENT - LAISHLEY PARK	10,102	8,180	10,500	11,000	10,710
20-03	RENT - PONCE DE LEON PARK	2,710	3,400	2,200	2,200	2,244
10-00	SALE OF LAND	0	117,992	0	0	0
41-00	SURPLUS FURN, FIXT, EQPT	13,184	20,487	2,000	6,172	2,040
90-00	OTHER SCRAP OR SURPLUS	206	25	0	0	0
00-00	CONTRIB FROM PRIVATE SRCS	8,000	8,042	2,770	7,770	1,355
30-00	FOR POLICE DEPARTMENT	170	500	0	0	0
31-00	FIRE DEPARTMENT	4,326	5,128	0	365	0
32-00	URBAN DESIGN	742	1,064	0	2,248	0
30-00	REFUND OF PRIOR YR EXPEND	0	3,418	0	0	0
40-04	ADMIN CHGS P G I CANAL	111,422	103,630	103,630	103,630	116,380
40-05	ADMIN CHGS B S I CANAL	13,957	11,955	11,955	11,955	10,860
40-11	ADMIN CHGS CRA	0	0	13,000	13,000	13,500
40-15	ADMIN CHGS SIX CT GAS TAX	93,160	82,660	72,560	72,560	65,809
40-16	CHAR HBR NATL ESTUARY PRG	0	84,925	84,925	84,925	87,370
40-26	ADMIN CHGS UTIL O M & R	1,942,618	2,085,380	2,074,690	2,074,690	2,261,785
40-50	ADMIN CHGS REFUSE COLLECT	425,428	321,655	339,415	339,415	362,415
40-51	ADMIN CHGS BUILDING FUND	74,103	80,290	86,830	86,830	86,889
40-53	ADMIN CHGS MARINA	33,804	35,815	32,305	32,305	32,852
44-00	REIMBURSEMENT FROM CDBG	0	16,262	0	9,000	9,000
47-00	REIMB-CHARL CO SCHOOL BD	83,512	95,235	95,690	97,779	100,053
48-00	REIMBURSEMENT FROM COUNTY	20,107	24,000	24,000	24,000	24,000
70-02	LAW ENFORCEMENT TRUST	2,402	14,577	0	3,000	0
70-15	D A R E PROGRAM	60	0	0	0	0
70-16	CANINE PROGRAM	10,945	3,140	0	7,232	0
70-17	HISTORIC PRESERV TN ADV BD	0	575	0	0	0
70-18	INSURANCE RECOVERY	37,888	18,841	0	5,300	0
70-21	VOLUNTEERS IN POLICING	0	130	0	310	0
70-42	P G P D JAMMERS	17,171	9,780	0	4,425	0
90-00	MISCELLANEOUS REVENUE	45,493	40,426	10,000	32,000	10,200
91-00	CASH OVER/(SHORT)	-9	-5	0	0	0
	MISCELLANEOUS REVENUE	3,102,865	3,353,148	3,116,670	3,191,811	3,292,872
13-00	DAMAGE RECOVERY FUND	0	10,000	10,000	10,000	10,000
19-00	1% LOCAL OPTION SALES TAX	0	0	90,000	90,000	90,000
26-00	UTILITIES O M & R	0	26,592	0	1,508	0
	TRANSFER FROM OTHER FUNDS	0	36,592	100,000	101,508	100,000
90-01	PROJ CARRYOVER-BEGINNING	0	786,873	519,722	1,118,839	941,890
90-02	PRIOR YEAR ENCUMBRANCES	137,836	122,651	0	248,623	0
90-03	UNRESERVED FUND BALANCE	2,307,002	1,470,469	1,171,000	1,171,000	1,342,000
90-05	PRIOR YR RE-APPROPRIATION	252,042	181,036	0	314,956	0
90-13	BEG RESERVE-FLEET/EQPT	0	312,000	312,000	312,000	420,000
90-14	FUTURE YEAR BUDGET	0	186,999	464,000	464,000	426,626
	BEGINNING RESERVES	2,696,880	3,060,028	2,466,722	3,629,418	3,130,516
		21,849,844	21,556,496	20,203,272	21,591,445	21,679,506

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**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
GENERAL FUND SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	12,414,259	12,575,587	12,735,411	12,753,358	13,136,785
Operating	3,338,071	3,547,826	3,851,161	4,052,340	3,915,157
Capital Outlay	351,473	241,595	271,100	540,503	560,596
Fleet/Equip-Reserve Funding	0	0	108,000	0	89,405
Debt Service	0	0	0	0	0
Contingency	0	0	15,000	15,000	15,000
Operating Transfers	2,686,013	1,562,070	1,022,678	1,099,728	1,469,000
Reserve-Carryover & Reappr	303,687	563,579	0	0	0
Reserve-Fleet/Equip	0	312,000	312,000	420,000	420,000
Reserve-Future Years' Bdgt	1,285,872	581,899	568,000	1,338,579	678,626
Projected Carryover-End	1,470,469	2,171,940	1,319,922	1,371,937	1,394,937
Total	21,849,844	21,556,496	20,203,272	21,591,445	21,679,506

Position Summary

DEPARTMENT	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
City Council *	5	5	5	5	5
Administration	9	9	9	9	9
Finance	14	14.5	14.5	14.5	15.5
Public Works	33.8	33	33	33	33
Police	49	49	49	49	49
Fire	28	28	28	28	29
Urban Design	11	11	11	11	11
	149.8	149.5	149.5	149.5	151.5

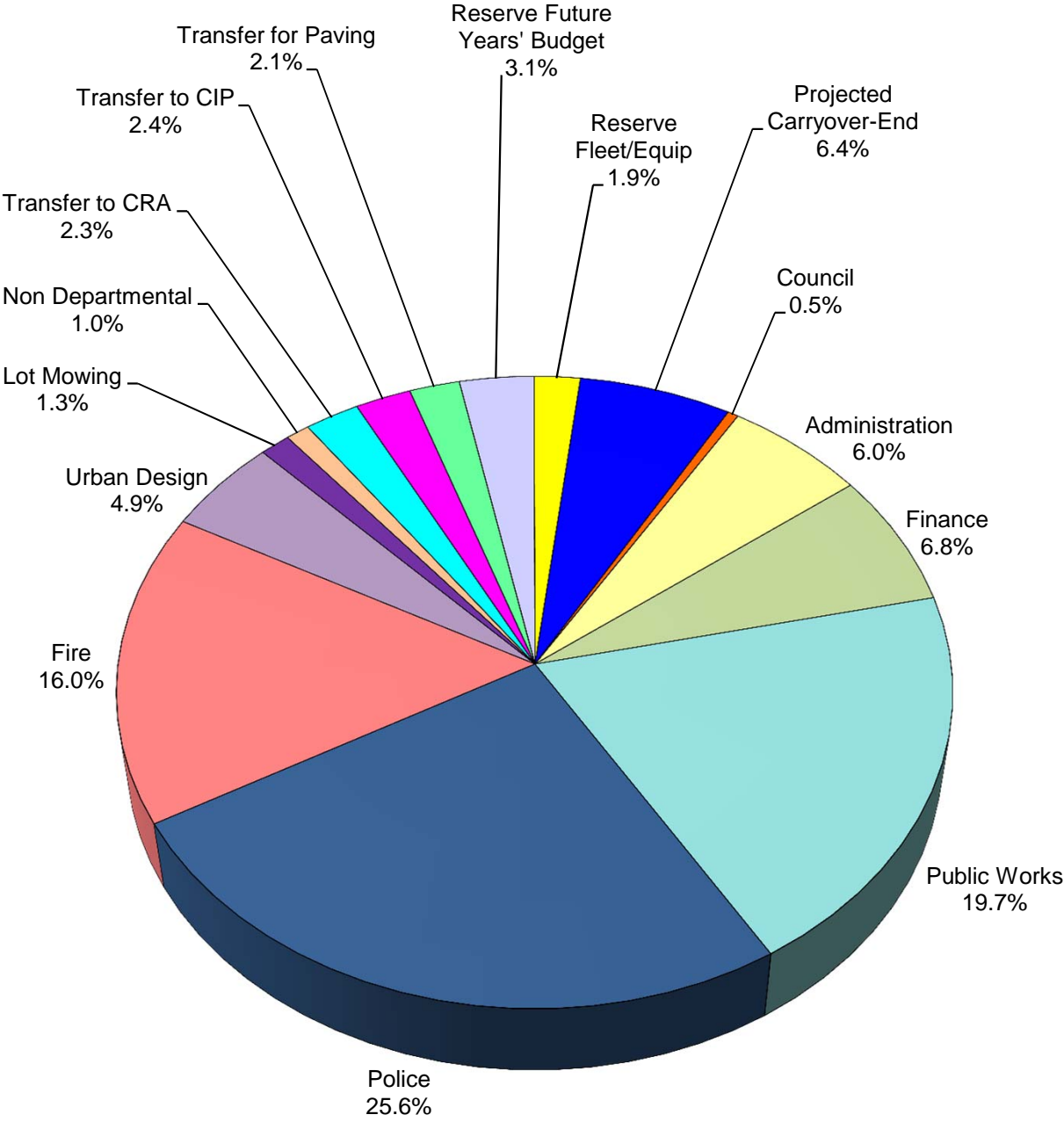
* General Fund employee count includes 5 City Council members as 5 FTEs

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
GENERAL FUND**

DEPARTMENTAL SUMMARY

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	BUDGET FY 2016	PROJECTED FY 2016	BUDGET FY 2017
CITY COUNCIL	102,108	99,390	106,367	100,589	98,442
CITY MANAGER	214,737	235,321	257,720	259,941	251,182
HUMAN RESOURCES	306,979	292,448	355,492	352,178	304,543
CITY CLERK	431,264	422,946	457,948	463,766	530,987
LEGAL COUNSEL	156,036	229,032	205,753	207,245	203,700
ADMINISTRATION	1,109,016	1,179,747	1,276,913	1,283,130	1,290,412
FINANCE	795,648	802,239	832,091	840,141	880,793
PROCUREMENT	434,424	486,369	504,762	506,884	592,583
FINANCE	1,230,072	1,288,608	1,336,853	1,347,025	1,473,376
PUBLIC WKS ADMINISTRATION	296,951	303,750	306,621	307,950	312,020
ENGINEERING	467,672	421,594	458,618	468,540	435,082
FACILITIES MAINTENANCE	704,060	693,866	757,483	787,539	771,601
RIGHT OF WAY MAINT DIV	973,648	1,033,132	1,078,783	1,077,020	1,254,571
PARKS & GROUNDS MAINT	1,264,672	1,376,947	1,417,403	1,523,368	1,499,740
PUBLIC WORKS	3,707,003	3,829,289	4,018,908	4,164,417	4,273,014
POLICE	5,322,280	5,363,016	5,412,144	5,568,480	5,560,536
FIRE	3,282,678	3,243,542	3,252,140	3,388,344	3,460,350
URBAN DESIGN	600,534	540,341	551,318	589,726	652,304
ZONING & CODE COMPLIANCE	448,993	502,333	481,509	488,462	410,944
URBAN DESIGN	1,049,527	1,042,674	1,032,827	1,078,188	1,063,248
LOT MOWING	236,537	233,949	299,520	282,000	280,000
OTHER NON-DEPARTMENTAL	64,582	84,793	245,000	149,028	217,565
TRANSFER TO CRA	458,101	448,578	468,678	470,728	500,000
TRANSFER TO DAMAGE RECOVERY FD	0	117,992	0	0	0
TRANSFER TO CIP	126,000	85,000	95,000	145,000	510,000
TRANSFER FOR PAVING	355,000	609,000	459,000	459,000	459,000
TRANSFER TO SIX CENT GAS TAX FUND	2,000	0	0	0	0
TRANSFER FOR 1% LOCAL SALES TAX	1,744,912	301,500	0	25,000	0
RESERVE-CARRYOVERS & REAPPROP.	303,687	563,579	0	0	0
RESERVE-FLEET/EQUIP	0	312,000	312,000	420,000	420,000
RESERVE-FUTURE YEARS' BUDGET	1,285,872	581,899	568,000	1,338,579	678,626
PROJECTED CARRYOVER-END	1,470,469	2,171,940	1,319,922	1,371,937	1,394,937
NON-DEPARTMENTAL	6,047,160	5,510,230	3,767,120	4,661,272	4,460,128
	21,849,844	21,556,496	20,203,272	21,591,445	21,679,506

General Fund by Functions FY 2017 - \$21,679,506



**CITY OF PUNTA GORDA
BUDGET FY 2017
GENERAL FUND**

PERSONNEL SERVICES

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	BUDGET FY 2016	PROJECTED FY 2016	BUDGET FY 2017
EXECUTIVE SALARIES	1,730,848	1,758,334	1,823,332	1,799,704	1,900,368
REGULAR SALARIES & WAGES	3,322,384	3,391,990	3,535,117	3,574,945	3,677,919
WAGES - UNION	2,510,044	2,579,813	2,715,249	2,778,551	2,765,103
SPECIAL DETAIL	-48,791	-44,661	0	-20,825	0
SICK ESCROW	0	0	20,000	15	5,000
PAY PLAN CHANGES	0	0	52,000	26,904	43,160
TEMPORARY EMPLOYEE WAGES	37,913	8,774	0	8,795	0
OVERTIME PAY	92,970	85,264	77,860	77,860	89,932
OVERTIME PAY - UNION	357,094	420,970	401,511	406,101	424,797
F I C A TAXES	580,256	595,202	648,262	653,656	650,365
RETIREMENT CONTRIBUTION	927,258	922,194	837,317	837,317	837,326
RETIREMT-POLICE OFFICERS	548,794	513,912	409,363	409,363	356,145
RETIREMENT-FIREFIGHTERS	460,347	399,158	238,589	238,589	272,066
RETIREMT-DEFINED CONTRIB	11,309	17,766	28,224	31,642	46,223
EMPLOYEE HLTH & LIFE INS	1,270,993	1,297,650	1,321,616	1,314,166	1,399,566
COBRA, RETIREE, H A INSUR	700	1	0	0	0
DEP HLTH + EMPL PD LIFE	401,693	405,337	418,186	412,790	443,660
WORKMEN'S COMP PREMIUMS	196,007	218,958	198,785	198,785	220,155
UNEMPLOYMENT COMPENSATION	14,440	4,925	10,000	5,000	5,000
PERSONNEL SERVICES	12,414,259	12,575,587	12,735,411	12,753,358	13,136,785

OPERATING EXPENSES

PROFESSIONAL SERVICES	9,602	68,769	51,295	77,803	30,214
CONTINGENT LEGAL SERVICES	107,560	147,649	150,000	150,000	150,000
EMPLOYEE TESTING	12,615	16,827	14,689	14,689	22,041
VETERINARY SERVICES	2,691	1,356	1,356	1,356	2,182
ACCOUNTING & AUDITING	14,130	14,407	14,490	14,490	15,940
CONTRACTUAL SERVICES	217,798	319,026	354,390	409,780	364,780
TREES	2,010	1,227	2,435	2,435	3,500
CONTRACT SVCS-LOT MOWING	236,537	233,949	299,520	282,000	280,000
DEMOLITION OF BUILDINGS	2,388	0	0	0	0
COMPREHENSIVE PLANNING	13,130	4,375	0	0	0
PEST CONTROL	2,774	2,613	3,110	3,110	3,110
JANITORIAL	35,575	38,425	54,000	54,000	54,000
PAINTING	19,163	11,091	16,000	16,450	16,000
AIR CONDITIONING	34,617	29,457	33,000	33,000	36,600
MANGROVE TRIMMING	20,880	13,869	16,875	16,875	26,875
EXOTIC TREE REMOVAL	9,525	11,212	12,520	12,520	15,000
DISTRESS PROPERTIES MAINT	4,258	7,562	6,000	10,500	8,000
TRAVEL & PER DIEM	39,627	31,694	38,505	39,210	37,152
COMMUNICATIONS SERVICES	79,084	75,420	88,229	88,229	88,985
POSTAGE & EXPRESS CHARGES	12,403	12,088	16,030	16,030	15,980
ELECTRICITY	163,121	149,247	160,750	160,750	172,750
WATER & SEWER	182,184	187,993	197,560	197,560	199,060

**CITY OF PUNTA GORDA
BUDGET FY 2017
GENERAL FUND**

OPERATING EXPENSES (continued)

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	BUDGET FY 2016	PROJECTED FY 2016	BUDGET FY 2017
WATER/SEWER P R W CTR WNS	2,136	2,073	2,260	2,260	2,260
COPYING EQUIPMENT	3,049	2,744	5,610	5,610	5,610
EQUIPMENT LEASES	33,515	31,655	35,303	35,303	29,921
VEHICLES - RENTAL & LEASE	0	4,647	0	0	0
CLOTHING & UNIFORMS	2,107	2,111	2,545	2,545	2,845
RIGHT-OF-WAY (R/R X'ING)	0	0	775	775	775
FIRE/GENERAL LIAB INSUR	316,347	364,231	322,920	322,920	338,945
REPAIR & MAINTENANCE SVCS	24,771	21,421	33,635	37,520	35,986
REPAIR/MAINT BUILDINGS	102,155	73,767	108,930	141,301	118,930
REPR/MAINT AIR CONDITION	0	135	0	0	0
R&M AUTOS/TRUCKS FLEET	127,636	150,269	159,880	180,533	180,736
REPAIR/MNT EQUIP FLEET	1,281	3,777	6,275	6,275	5,325
REPAIR/MNT VEH & EQP DEPT	26,652	19,631	40,120	40,120	38,120
PRINTING & BINDING	249	0	400	532	400
PROMOTIONAL ACTIVITIES	426	278	2,520	2,520	2,500
MEMBERSHIP - C H E C	8,500	8,500	8,500	8,500	8,500
MEMBERSHIP - CHAR HBR NEP	5,000	5,000	5,000	5,000	5,000
BUSINESS DEVELOPMENT	0	0	10,000	10,000	0
CONTRIB - UNITED WAY	25,000	25,000	25,000	25,000	25,000
ARBOR DAY ACTIVITIES	5,408	5,392	0	10,234	0
LEGAL ADVERTISING	10,009	9,793	13,200	13,200	13,200
ELECTION EXPENSES	33,891	0	15,000	15,000	50,000
VOLUNTEER FIREMEN	1,119	211	1,000	1,000	1,000
COMPUTER OVERHEAD	747,974	843,876	842,550	850,515	852,960
RECORDING FEES	37	366	100	100	100
CREDIT CARD CHARGES/FEES	1,094	1,087	900	900	370
OFFICE SUPPLIES	17,321	18,101	24,650	25,030	24,760
GASOLINE, OIL, LUBRICANTS	236,691	174,236	237,345	168,817	184,507
FIRE PREVENTION SUPPLIES	4,405	3,738	540	2,266	2,266
PRE-EMPLOYMENT COSTS	2,975	5,234	1,300	1,300	2,900
HOLIDAY DECORATIONS	2,473	28,998	24,855	38,355	30,000
RECORDS RETENTION SUPPL	409	0	500	500	500
DEPT MATERIALS & SUPPLIES	154,679	147,299	187,310	181,363	175,293
SAFETY SUPPLIES	7,831	17,195	12,626	12,626	13,057
CLOTHING & UNIFORMS	53,886	56,294	44,793	66,393	59,113
AGRIC & BOTANICAL SUPPLS	31,219	21,250	30,000	53,000	30,000
TRAINING MATERIALS & SUPP	11,774	12,486	17,343	17,343	20,141
EMERGENCY MGMT SUPPLIES	0	3,465	10,000	14,000	10,000
MEDICAL SUPPLIES	13,962	13,385	12,000	15,500	16,500
CRIME PREVENTION	10,019	7,786	9,660	9,660	9,393
HARDSCAPE/LANDSCAPE-PARKS	2,929	202	0	5,871	0
BOOKS/MEMBS/TRAINING/EDUC	60,679	66,488	65,062	68,172	76,075
LAW ENFORCEMENT TRUST	10,442	2,216	0	31,819	0
CANINE PROGRAM	12,273	3,902	0	5,566	0
HISTORIC PRESERVATION ADV BD	590	590	0	150	0
VOLUNTEERS IN POLICING	181	225	0	1,033	0
POLICE TRADING CARDS	0	0	0	598	0
P G P D JAMMERS	3,324	10,468	0	14,528	0
INVENTORY SHORT/OVER	-19	48	0	0	0
OPERATING EXPENSES	3,338,071	3,547,826	3,851,161	4,052,340	3,915,157

**CITY OF PUNTA GORDA
BUDGET FY 2017
GENERAL FUND**

ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	BUDGET FY 2016	PROJECTED FY 2016	BUDGET FY 2017
<u>CAPITAL OUTLAY</u>					
BLDGS-CONSTR AND/OR IMPRV	0	11,928	0	0	0
IMPROVE OTHER THAN BLDGS	0	17,370	0	0	0
FLEET/EQUIP-RESERVE FUNDING	0	0	108,000	0	89,405
AUTOS & ON-ROAD VEHICLES	295,936	164,285	190,000	405,835	336,000
EQUIPMENT	55,537	48,012	80,000	132,068	223,496
COMPUTER EQUIPMENT	0	0	1,100	2,600	1,100
CAPITAL OUTLAY	351,473	241,595	379,100	540,503	650,001
CONTINGENCY	0	0	15,000	15,000	15,000
<u>TRANSFERS</u>					
COMMUNITY REDEVEL AGENCY	458,101	448,578	468,678	470,728	500,000
DAMAGE RECOVERY FUND	0	117,992	0	0	0
ADDL FIVE CENT GAS TAX	355,000	609,000	459,000	459,000	459,000
SIX CENT GAS TAX FUND	2,000	0	0	0	0
1% LOCAL OPTION SALES TAX	0	0	0	25,000	0
GENERAL CONSTRUCTION	126,000	85,000	95,000	145,000	510,000
GEN CONST - INFRASTR SURTAX	470,253	301,500	0	0	0
DEBT FUND - INFRASTR SURTAX	1,274,659	0	0	0	0
TRANSFERS	2,686,013	1,562,070	1,022,678	1,099,728	1,469,000
<u>PROJECTED CARRYOVER-END</u>					
RESERVE-CARRYOVER & REAPPR	303,687	563,579	0	0	0
RESERVE-FLEET/EQUIP	0	312,000	312,000	420,000	420,000
RESERVE-FUTURE YRS BUDGET	1,285,872	581,899	568,000	1,338,579	678,626
PROJECTED CARRYOVER-END	1,470,469	2,171,940	1,319,922	1,371,937	1,394,937
PROJECTED CARRYOVER-END	3,060,028	3,629,418	2,199,922	3,130,516	2,493,563
TOTAL EXPENDITURES	21,849,844	21,556,496	20,203,272	21,591,445	21,679,506

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
NON DEPARTMENTAL SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	0	0	72,000	26,919	48,160
Operating	301,119	318,742	349,520	389,109	345,000
Capital Outlay	0	0	0	0	0
Fleet/Equip-Reserve Funding	0	0	108,000	0	89,405
Debt Service	0	0	0	0	0
Contingency	0	0	15,000	15,000	15,000
Operating Transfers	2,686,013	1,562,070	1,022,678	1,099,728	1,469,000
Reserve-Carryover & Reappr	303,687	563,579	0	0	0
Reserve-Fleet/Equip	0	312,000	312,000	420,000	420,000
Reserve-Future Years' Bdgt	1,285,872	581,899	568,000	1,338,579	678,626
Projected Carryover-End	1,470,469	2,171,940	1,319,922	1,371,937	1,394,937
Total	<u>6,047,160</u>	<u>5,510,230</u>	<u>3,767,120</u>	<u>4,661,272</u>	<u>4,460,128</u>

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
GENERAL FUND**

NON-DEPARTMENTAL EXPENSES

	ACCOUNT DESCRIPTION	ACTUAL FY 2014	ACTUAL FY 2015	BUDGET FY 2016	PROJECTED FY 2016	BUDGET FY 2017
12-05	SICK ESCROW	0	0	20,000	15	5,000
12-06	PAY PLAN CHANGES	0	0	52,000	26,904	43,160
13-03	BLOCK PARTY - CITY LABOR	0	0	0	0	0
*	PERSONNEL SERVICES	0	0	72,000	26,919	48,160
31-00	PROFESSIONAL SERVICES	4,230	25,668	0	25,000	25,000
48-00	PROMOTIONAL ACTIVITIES	95	0	1,500	1,500	1,500
48-05	MEMBERSHIP - C H E C	8,500	8,500	8,500	8,500	8,500
48-08	MEMBERSHIP - CHAR HBR NEP	5,000	5,000	5,000	5,000	5,000
48-22	BUSINESS DEVELOPMENT	0	0	10,000	10,000	0
48-23	CONTRIB - UNITED WAY	25,000	25,000	25,000	25,000	25,000
48-25	ARBOR DAY ACTIVITIES	5,408	5,392	0	10,234	0
34-03	CONTRACT SVCS-LOT MOWING	236,537	233,949	299,520	282,000	280,000
99-09	INVENTORY SHORT/OVER	-19	48	0	0	0
99-16	CANINE PROGRAM	12,273	3,902	0	5,566	0
99-17	HISTORIC PRESERVTN ADV BD	590	590	0	150	0
99-18	VOLUNTEERS IN POLICING	181	225	0	1,033	0
99-20	POLICE TRADING CARDS	0	0	0	598	0
99-42	P G P D JAMMERS	3,324	10,468	0	14,528	0
*	OPERATING EXPENSES	301,119	318,742	349,520	389,109	345,000
99-90	FLEET/EQUIP-RESERVE FUNDING	0	0	108,000	0	89,405
*	CAPITAL OUTLAY	0	0	108,000	0	89,405
90-01	RESERVE FOR CONTINGENCIES	0	0	15,000	15,000	15,000
*	CONTINGENCIES	0	0	15,000	15,000	15,000
91-11	COMMUNITY REDEVEL AGENCY	458,101	448,578	468,678	470,728	500,000
91-13	DAMAGE RECOVERY FUND	0	117,992	0	0	0
91-14	ADDL FIVE CENT GAS TAX	355,000	609,000	459,000	459,000	459,000
91-16	SIX CENT GAS TAX FUND	2,000	0	0	0	0
91-19	1% LOCAL OPTION SALES TAX	0	0	0	25,000	0
91-20	GENERAL CONSTRUCTION	126,000	85,000	95,000	145,000	510,000
91-22	GEN CONST-INFRASTR SURTAX	470,253	301,500	0	0	0
91-23	DEBT FUND-INFRASTR SURTAX	1,274,659	0	0	0	0
*	TRANSFERS	2,686,013	1,562,070	1,022,678	1,099,728	1,469,000
99-03	PROJECTED CARRYOVER - END	1,470,469	2,171,940	1,319,922	1,371,937	1,394,937
99-13	RESERVE-FLEET/EQPT	0	312,000	312,000	420,000	420,000
99-13	RESERVE-CARRYOVER & REAPPR.	303,687	563,579	0	0	0
99-14	RESERVE-FUTURE YRS BUDGET	1,285,872	581,899	568,000	1,338,579	678,626
*	ENDING RESERVES	3,060,028	3,629,418	2,199,922	3,130,516	2,493,563
		6,047,160	5,510,230	3,767,120	4,661,272	4,460,128

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
CITY COUNCIL - Dept. 0100**

FUNCTION:

City Council is the elected governing body of the City, providing policy direction to the Administration. Punta Gorda has a five-member Council elected at large for two-year terms to represent each of the City's five districts. Elections are on a staggered basis each November, with three seats being elected one year and the other two the following year. The City Council then appoints its own Mayor and Vice Mayor from among the five Councilmembers. City Council also appoints a City Attorney, City Clerk, and City Manager. Punta Gorda is a Council-Manager form of government where the City Council is the legislative arm and the City Manager is the administrative arm.

ACCOMPLISHMENTS:

City Council accomplished the following objectives during FY 2016:

- Achieved significant progress on implementation of capital projects to include Harborwalk behind marina building and Laishley Crab House; Harborwalk West seawall reconstruction between Bayfront Center and Gazebo; community garden adjacent to History Park; Fitness Zone Phase 2; Vietnam Veterans Memorial Wall; City website redesign; and Bailey Brothers neighborhood park
- Conducted a sixth Citizens Academy
- Annexed Keesling light industrial property between Cooper and US 41N
- Obtained cooperative funding agreement with Southwest Florida Water Management District for 50% funding of the Reverse Osmosis (RO) Water Treatment Plant
- Partnered with Punta Gorda Housing Authority and Charlotte County Housing Division to secure funding for Phase 2 senior income assisted housing
- Continued leadership role for the Alligator Creek Access to Charlotte Harbor (aka Bird Cut Through) project through selection of preferred route, approval of Phase 2 engineering and permitting, and contract for development of assessment methodology
- Approved land purchase agreement with Fishermen's Village which will pave the way for Phase 1 (entranceway, center deck, Scotty's Brewhouse, restrooms and harborwalk) and Phase 2 (mixed-use marina building, commercial, hotel, pool and beach) capital improvements
- Transferred City-owned land to Charlotte County for construction of new Punta Gorda Library

BUDGET NARRATIVE:

There are no program changes in the City Council's department budget.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
CITY COUNCIL SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	88,936	87,610	88,517	82,739	81,657
Operating	13,172	11,780	17,850	17,850	16,785
Capital Outlay	0	0	0	0	0
Total	102,108	99,390	106,367	100,589	98,442

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
Mayor	1	1	1	1	1
Vice-Mayor	1	1	1	1	1
Councilmember	3	3	3	3	3
Total	5	5	5	5	5

Service Costs



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
CITY MANAGER'S OFFICE – DEPT. 0200**

FUNCTION

The City Manager, as the Chief Operations Officer of the City, is responsible for various functions assigned by the City's Charter. These include overseeing the implementation and administration of policies set by the City Council, directing and supervising all departments, and overseeing the day-to-day activities of the municipality. Administrative duties include agenda preparation, coordination and review of the annual operating and capital improvement budgets, facilitation of city communications, and implementation of sound management practices. The office also coordinates the City's annual Strategic Plan and oversees the Divisions of Information Technology, Human Resources, Urban Design, Zoning & Code Compliance and Building. The City Manager's Office has the responsibility to ensure the needs and concerns of the community and the City organization are properly addressed. To accomplish this, the manager is involved in community, county, regional and state issues, as well as supporting and guiding the City organization.

ACCOMPLISHMENTS

- The office continued with enhanced communications among employees, Council, and citizens through social media, including a Facebook "question of the week", in effort to obtain feedback on pertinent City issues. The ongoing projects of staff were monitored through a follow-up program called the Action Register. Weekly communications continue to be published on the City's website.
- Status updates on the Strategic Plan were presented to Council throughout the year along with a refined Long Range Financial Plan. Provided leadership in completion of major capital projects – streets, utilities and Punta Gorda Pathways.

BUDGET NARRATIVE

The office continues to reduce non-core operating expenditures to meet budgetary constraints. There are no major program changes in the City Manager's office this year.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
CITY MANAGER'S OFFICE – DEPT. 0200
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: FINANCIAL/ECONOMIC SUSTAINABILITY

- Goal: Continue best management practices in financial planning
- Goal: Identify sustainable spending policies to support business operations
- Goal: Strengthen & diversify the City's tax base
- Goal: Support efforts to facilitate & nurture high priority economic development projects

PRIORITY: PARTNERSHIPS, COMMUNICATION & COLLABORATION

- Goal: Promote partnership opportunities with public, private and non-profit organizations
- Goal: Emphasize transparency in City operations, reporting, and activities
- Goal: Continue to seek community input in decision making process

PRIORITY: MARKETING

- Goal: Develop a cost effective marketing plan for the City
- Goal: Support and facilitate the marketing of Punta Gorda's assets as a core to a vibrant downtown
- Goal: Optimize expertise of regional and local partners (i.e. Charlotte Harbor Tourism Bureau, Chambers of Commerce, Realtor Association, tourism-oriented private sector) to achieve stated objectives

MISSION AND OBJECTIVES

To carry out the policies set by the City Council in an efficient and effective manner through oversight of all City departments and services.

INITIATIVES AND ACTION ITEMS

- Carry out the FY 2017 action items and develop the FY 2018 Strategic Plan
- Update Long Range Financial Plan as a framework for setting FY 2018 budget guidelines
- Prepare the FY 2018 budget through a series of workshops to begin with the Long Range Financial Plan and budget alternatives
- Achieve progress of annexations along US 41 & US 17 corridors, Jones Loop Road, and other areas as deemed appropriate
- Support public/private efforts that facilitate development of undeveloped commercial properties
- Provide leadership in completion of major capital projects
- Continue effective partnerships with Chambers of Commerce, private sector, downtown merchants and civic/neighborhood groups to promote business development, marketing of City's assets and quality of life
- Continue communications programs through Community Budget Conversations and/or neighborhood meetings, and weekly communications
- Optimize relationships at all levels (local, state, federal) with the City's partners through a proactive presence to achieve effective collaboration
- Continue participation/partnerships to enhance business development initiatives
- Emphasize transparency in operations through Citizen's Academy, aforementioned communications programs and posting financial information on the City's website

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
CITY MANAGER'S OFFICE – DEPT. 0200
Key Performance Measures**

INITIATIVES AND ACTION ITEMS (continued)

- Market City's assets to include private/public building and infrastructure improvements, downtown amenities, heritage tourism, and festivals by partnering with public, private & non-profit agencies. Market Punta Gorda as a waterfront destination
- Develop consistency throughout our community in all marketing and messaging strategies, including businesses, City and residents - One Community, One Message

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
Communications				
Information Sharing Report	38	48	49	52
Weekly Report	49	52	52	52
Action Register	46	49	48	52
Citywide Newsletter	2	0	0	0
Total Website Hits (annual)	601,977	599,933	477,330	600,000
Citizen Interaction through Social Media	-	127,486	376,880	400,000
Citizen's Academy (# of sessions / # of participants)	1 / 22	1 / 35	1 / 34	1 / 40
Marketing Pieces specific to Punta Gorda	19	19	19	19
Efficiency:				
Cost per capita	\$12.23	\$13.35	\$14.57	\$13.92
Service Quality:				
Council Review of City Manager's Performance out of 40.0 points	39.25	39.40	TBD	TBD
Outcome:				
# Action Register items completed	31	32	33	TBD
Citizen's Academy customer satisfaction rating	100%	100%	100%	100%
% Strategic Plan projects completed in established timeframe	100%	100%	95%	100%

RESULTS

Communication to City Council, employees and residents remains a high priority. Official City use of social media continues to broaden the reach of communication and engage the public and stakeholders in a real-time manner. Due to the volume of communication provided through the weekly reports, social media and website, distribution of the citywide semi-annual newsletter was eliminated. The Strategic Plan has continued to be the road map for City Services over the past year with a high percentage of completed projects.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
CITY MANAGER SUMMARY**

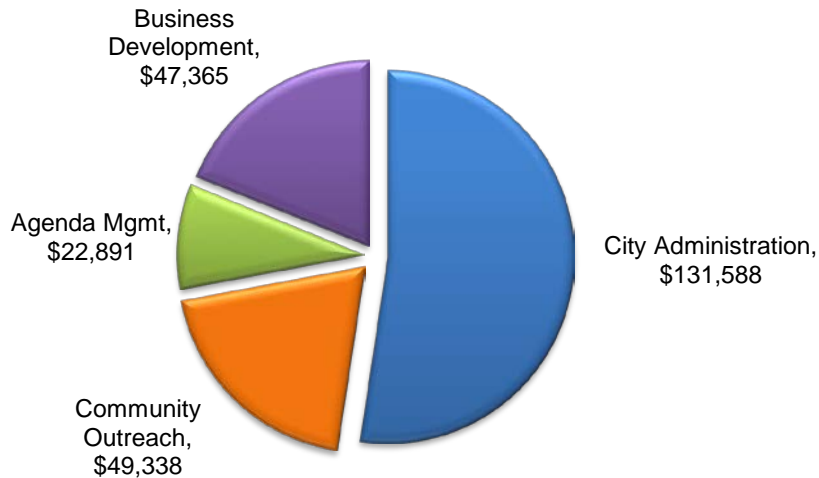
Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	195,825	216,447	236,605	238,826	232,122
Operating	18,912	18,874	21,115	21,115	19,060
Capital Outlay	0	0	0	0	0
Total	214,737	235,321	257,720	259,941	251,182

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
City Manager	1	1	1	1	1
Executive Assistant to City Manager	0.5	0.5	0.5	0.5	0.5
Total	1.5	1.5	1.5	1.5	1.5

Service Costs



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
HUMAN RESOURCES – Dept 0218**

FUNCTION:

As a Division of the City Manager's Office, Human Resources (HR) provides support to all departments of the City of Punta Gorda in developing and administering personnel policies and for risk management services. Human Resources is responsible for employment, recruitment, employee relations, labor relations, salary administration, training, benefits, workers compensation, safety & loss control and related activities.

ACCOMPLISHMENTS:

Human Resources

The benefits component had a very busy fiscal year 2016. The primary reasons were oncoming deadlines associated with the Affordable Care Act. The entire IRS reporting structure required revamping the employee data input process in order to comply with the ACA, and re-entering much of the data that was already in other systems. The City's health insurance broker, Gallagher Benefits Services, conducted a marketing effort to evaluate whether another dental plan may provide better coverage at competitive rates; the recommendation was to stay with the current carrier, Florida Combined Life. The City made no changes to its base health insurance plan. As a consequence, benefits enrollment was not particularly busy as many employees chose to continue coverage as is. The City held its second wellness and benefits fair since approximately seven years prior, and there are plans to hold one each year as funds are available.

Once again, every position title within the City's pay and classification system was reviewed to ensure that the pay for each position is appropriate. A three percent (3%) wage increase was approved for FY 2016. As necessary, job descriptions and pay ranges continue to be adjusted to reflect new realities as the financial picture has changed. As the economy continues to improve, it may be necessary to adjust the City's basic pay and classification plan to ensure that the City remains competitive in the market place, but targeting adjustments to specific positions and/or trades. The City's pay plan sustained major adjustments during FY 2016, increasing the bottom of each range by 3%, and expanding the range of each pay grade from 50% to 55%. The City is experiencing a 35% uptick in turnover, primarily due to a stronger economy and retirements. Utilities and Sanitation have seen the greatest increase in employees' leaving due to financial opportunities elsewhere.

Risk Management

Although the economy has improved, the City continues to receive notices of intent to sue, with many lawsuits alleging trips and falls. Many such claims have little or no merit, but are expensive to defend, and generally result in negotiated settlements that are reached after measuring the costs of litigation. Risk Management will continue to work closely with its insurance partners and relevant City Departments to ensure that the City is not exposing itself as an easy target.

City Council directed that a formal Request for Proposal (RFP) be undertaken during fiscal year 2015. As a consequence of the RFP, the City switched its insurance package from Public Risk Management (PRM) to Preferred Governmental Insurance Trust (PGIT). The transition became effective 10/01/2015, and is on-going.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
HUMAN RESOURCES – Dept 0218**

ACCOMPLISHMENTS: (continued)

Overall Employment Picture

The City's workforce continues to be reasonably stable, but it appears that the overall jobs picture and the competition for quality employees is gathering momentum in conjunction with the improving economy. Concurrent with outside economic pressures, many long-term City employees are making the decision to unwind their careers over the next five to seven years. There are over 30 employees currently in the pension DROP plan, and they will be required to leave within the allotted period of time. This includes four department heads and the City Manager, each of whom will likely not be with the City in three to five years. In Charlotte County, the unemployment rate has dropped from approximately 12% to under 4%. Position vacancies for the upcoming fiscal year are projected to increase with respect to the past couple of years, and become more difficult to fill. Certified positions, including public safety, and treatment plant and utility operations, are those for which the City should be most concerned. Although the public safety academies (Police and Fire) continue to turn out numerous candidates, the glut of qualified applicants for each vacancy has diminished; and many initially attractive candidates have been determined to not be a good fit for the City once their background is closely examined. As has been the case recently, each vacancy will be scrutinized carefully to determine if the position can be left vacant for a period of time, but with the reductions in staff over the past several years, this is less of a priority than it has been. For those positions that must be filled, the recruiting and pre-employment costs will continue to be borne by the hiring department utilizing funds that have been saved as a result of the vacancy.

Negotiations for a new collective bargaining agreement between the City and its Firefighters was completed and became effective 10/01/2015. The City will enter into negotiations with its Police union, and it is hoped that a new contract will be in place by September 30, 2016. If an agreement is not reached, the status quo under the current contract will continue until such time as a new agreement is reached.

BUDGET NARRATIVE:

The City will continue to encourage employees to participate in the new Career Progression Plan that was approved by Council. There are five measurable components to this Plan: years of service, CDL license, maintenance of traffic certification, equipment operation and/or trade-specific licenses; and safety training. The first pay increases related to this program will go into effect in March, 2016. Other Career Progression Plan opportunities, specifically in Code Compliance and Procurement, are scheduled to go into effect October 1, 2016. The Human Resources Manager will continue to closely monitor whether the City is falling behind other public agencies in terms of competitive compensation structure.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
HUMAN RESOURCES – Dept 0218
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: FINANCIAL/ECONOMIC SUSTAINABILITY

Goal: Enhance workforce development and diversity in the City organization

MISSION AND OBJECTIVES

To provide to City departments and divisions timely and effective recruiting and hiring services for filling vacancies within the City in order to ensure that services we provide to our citizens are not negatively impacted by the loss of an employee.

INITIATIVES AND ACTION ITEMS

To cost-effectively fill position vacancies within 60-days of receiving the personnel requisition from the affected department.

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
Total positions filled.	26	26	36	36
Efficiency:				
Cost per position filled	\$300	\$300	\$325	\$325
Service Quality:				
Average number of days to fill a vacancy	51	30	35	35
Outcome:				
Percentage of positions filled within 50 days	96%	100%	100%	100%
Minorities as a percentage of the City's workforce.	9.2%	9.1%	9.1%	9.1 %
Females in Non-traditional roles in the City's workforce	6.1%	6.1%	6.0%	6.0%

RESULTS

The City of Punta Gorda continues to make a high priority the hiring of women in non-traditional work classifications, and minorities. As positions become vacant, the applicant pool is scrutinized to ensure that candidates in these classes are included in the interview pool. The City saw an increase in minorities as a percentage of its workforce, and remained flat with respect to women who serve in non-traditional work classifications, once again as a percentage of the overall workforce. In terms of applicant mix, the City's applicant ratio of minorities is 16.2%; female to male applicants is 24.6%. This is for all positions.

As our workforce ages and begins transitioning to retirement, and vacancies are created, this practice will continue to be a high priority.

TOTAL POSITIONS FILLED: The City saw an increase of 35% in turnover. Turnover has been caused by a combination of retirements and employees seeking higher paying positions elsewhere. As the City's work force ages, long-term employees retire, and, as the economy improves, the City will experience increased turnover.

CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
HUMAN RESOURCES – Dept 0218
Key Performance Measures

COST PER POSITION FILLED: The costs for all pre-employment testing are paid out of the budget of the Department new employees will work in. The City realized a significant increase in pre-employment testing, up 25% for drug testing alone. Cost per position is variable due to the different pre-employment tests associated with various positions, ranging from \$285 to \$660 (roughly). Cost shown is an average. The preponderance of hiring this year has been in positions that required extensive pre-employment testing or background investigation, or both. This increase in pre-employment costs is reflected in the chart above.

AVERAGE DAYS TO FILL A POSITION: We have stabilized into a pattern of 50 days or less to fill a position. Variations are caused by the nature of the position, the level of pre-employment testing necessary, and background investigations.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
HUMAN RESOURCES SUMMARY**

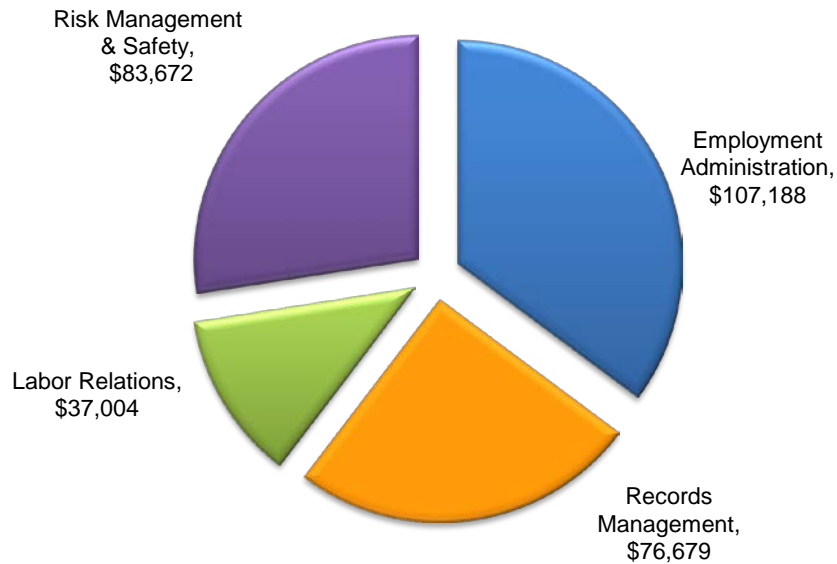
Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	278,330	259,044	268,247	264,543	265,721
Operating	28,649	32,643	87,245	87,635	38,822
Capital Outlay	0	761	0	0	0
Total	<u>306,979</u>	<u>292,448</u>	<u>355,492</u>	<u>352,178</u>	<u>304,543</u>

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
Human Resources Manager	1	1	1	1	1
Benefits Coordinator	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Total	3	3	3	3	3

Service Costs



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
CITY CLERK'S OFFICE - Dept. 0300**

FUNCTION:

The Office of the City Clerk provides administrative services to the Council; records minutes of City Council and all regular monthly and/or weekly Boards and Committees, any ad hoc or special boards, joint City/County boards and Special Workshops as designated by the City Council. The Clerk's Office manages City elections; issues and maintains Local Business Tax Receipts; coordinates advisory board member appointment process; processes Domestic Partnership Registrations; is responsible for advertising public hearings in addition to preparing public hearing notices to residents as required by Florida and Municipal law; maintains official minute books, ordinances, resolutions, contracts, deeds and easements; serves as Records Management Custodian; is custodian of the City seal, attests documents and affixes seal as required; obtains tag and titles for all City vehicles and equipment; general cashiering; responsible for mail room; researches and responds to public records requests from City Council, City staff, and general public; researches and assists with writing proclamations for presentation at City Council meetings; posts all Council and committee agendas and minutes to the web page; maintains meeting calendar on website.

ACCOMPLISHMENTS:

City Clerk will obtain Certified Municipal Clerk status by May/June timeframe.

The City Clerk staff attends approximately 160 meetings each year. Minutes provided are consistently accurate and timely with an overall 97% or better approval rate achieved; thereby exceeding the goal of 90%.

All Board/Committee member information now available under "Board Details" City's website, including current terms and officer information. Appointment Information form revised to improve applicant responses.

Staff reviewed 121 applications for business tax receipts in 2015 and has already processed 119 applications in 2016 with 50% of the year remaining. Staff has distributed 141 Business Satisfaction Surveys – 52.4% have been returned with a 99% "excellent" rating achieved.

Implemented enforcement of Local Business Tax Receipt (LBTR) requirements for home based business operators as well as vacation rentals. To date 25 home based businesses have applied, resulting in \$1,575 in revenue. Three vacation rental property owners have submitted LBTR applications which are pending for State licensing. Vacation rental brochure will be available in March/April. Contacted approximately 100 non-resident insurance companies doing business within the City limits to obtain email addresses in order to provide electronic renewal notice for LBTR.

Assistance is provided with regard to State requirements and implementation of departmental records management programs. Scanning of current City Ordinances, Resolutions, Contracts, Agreements, Deeds, Easements, City Council and Board/Committee minutes, City Council and Board/Committee agenda packets continues on a daily basis. The City Clerk's Office continues its comprehensive review of existing records in the archival library to determine eligibility for retention or destruction. Staff continues to gather data and sample policies from other municipalities to update the City's Public Records Policy.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
CITY CLERK'S OFFICE - Dept. 0300**

ACCOMPLISHMENTS (continued):

Domestic Partnership Registry is ongoing with 44 partnerships actively registered and 1 partnership application terminated.

Two technology improvement projects were identified for the current fiscal year: Converting manual indexing (cross referencing) of Council minutes to an electronic process which includes "optical character recognition" and "tagging" to help improve research efforts; Creating public hearing files only in electronic format utilizing existing Optiview (workflow) software. Staff is collaborating with IT on these projects and meetings are ongoing.

Transparency is realized and communications are streamlined through Council agendas and minutes being posted to the City's website as well as ordinance amendments being codified immediately following adoption and uploaded to the website for availability to staff and the public. Clerk staff received the necessary training and is now uploading Council meeting recordings to City YouTube Channel.

Continue to enhance communication with City Council including monthly report of Clerk's Office daily activities, weekly update on ribbon cutting assignments and weekly report of Local Business Tax Receipt activity.

BUDGET NARRATIVE:

Although, there are no major program changes in the City Clerk's office this year, election expenditures are budgeted at \$50,000 for FY 2017 to cover a primary and election.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
CITY CLERK'S OFFICE - Dept. 0300
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: PARTNERSHIPS, COMMUNICATION, AND COLLABORATION

Goal: Emphasize Transparency in City operations, reporting and activities

MISSION AND OBJECTIVES

The City Clerk's Office is responsible for attendance at and transcription of minutes for City Council, the Community Redevelopment Agency and fourteen boards and committees as well as being responsible for maintaining all associated documentation; therefore, the office's goal is to produce quality summarizations of pertinent actions taken at all meetings and provide city records in a timely and efficient manner.

INITIATIVES AND ACTION ITEMS

- Prepare City Council and Community Redevelopment Agency minutes within five days of completion of the meeting and achieve a 90% approval without amendments.
- Prepare all Board and Committee minutes for inclusion on the following month's agenda and achieve a 90% approval without amendments.

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
# Council/CRA Mtgs.	41	40	40	40
# Board Mtgs.	119	112	135	140
Efficiency:				
Cost per capita Council/CRA Mtgs.	\$0.36	\$0.56	\$0.54	\$0.55
Cost per capita Board Mtgs.	\$1.27	\$1.43	\$1.57	\$1.51
Annual cost produce Council/CRA Mtgs.	\$6,277	\$9,935	\$9,677	\$9,967
Annual cost produce Board Mtgs.	\$22,165	\$25,198	\$28,006	\$27,164
Service Quality:				
Hours to Produce Council/CRA	214	314	314	314
Hours to produce Boards	1,314	1,391	1,478	1,400
Outcome:				
% Minutes ready for approval without amendments for Council/CRA	100%	100%	100%	100%
% Minutes ready for approval without amendments for Boards	96%	95%	100%	100%

RESULTS

The objective for the preparation of minutes was met for City Council, CRA and all other Boards and Committees.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
CITY CLERK SUMMARY**

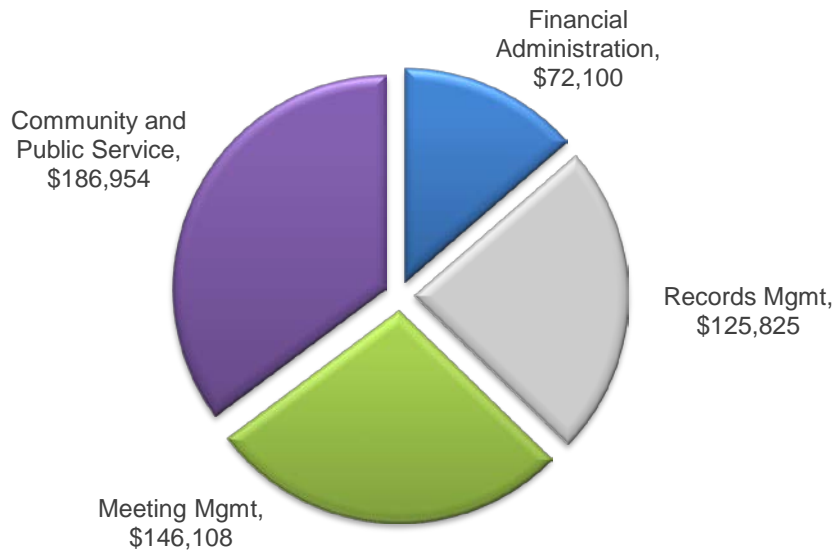
Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	290,574	308,460	317,822	323,640	332,877
Operating	140,690	114,486	140,126	140,126	198,110
Capital Outlay	0	0	0	0	0
Total	431,264	422,946	457,948	463,766	530,987

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
City Clerk	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1
Recording Secretary	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Total	4	4	4	4	4

Service Costs



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
LEGAL - Dept. 0600**

FUNCTION:

The function of the Legal Department is to provide lawful representation and advice to the City Council, Community Redevelopment Agency (CRA), City Manager, City departments and divisions, as well as City ad-hoc boards and committees in a high quality and cost-effective manner. Services are rendered by a part-time City Attorney contracted through a selected firm, along with the assistance of a part-time paralegal employed by the City. City Council employs special counsel for specific representation.

The City Attorney advises at all regular and special City Council and CRA meetings or any other meetings as directed by City Council; renders accurate and timely legal opinions; drafts and reviews legal instruments including Ordinances, Resolutions, Interlocal Agreements and Contracts; reviews documentation provided by City departments for legal form and sufficiency; performs legal research; files and defends routine litigation when necessary, assists in prosecution of Code Enforcement and Building Board matters. Additional services also include, but are not limited to, recordation of documents, orientation on The Sunshine Law, and advice to Council and City Staff with regard to current and updated laws and legislation.

ACCOMPLISHMENTS:

The department continued to provide thorough, efficient, quality and cost-effective services in order to provide guidance and protection of the City's interests from the legal perspective while the City provided core municipal services and pursued the timely completion of goals established by City Council.

Significant legal matters during the prior year included successful negotiation of the Construction Manager at Risk contract for Reverse Osmosis Grounds Water Project, a lease with Morgan Stanley for space in Herald Courte Centre, as well as an attainment of settlement relating to mining in Shell Creek Watershed litigation.

BUDGET NARRATIVE:

The proposed budget provides the funding for the department to continue to represent the City by providing a wide range of legal services. There are no major program changes in the Legal Department this year.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
LEGAL - Dept. 0600
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: FINANCIAL/ECONOMIC SUSTAINABILITY

- Goal: Strengthen & diversify the City's tax base to increase the commercial base
- Goal: Ensure the competitiveness of Punta Gorda's business climate

PRIORITY: QUALITY OF LIFE

- Goal: Support, promote & maintain the City's historic character
- Goal: Maintain the City's high safety rating and emergency response
- Goal: Improve the City's water quality
- Goal: Ensure a diversity of housing stock that is attainable for all income levels, racial backgrounds, life stages and abilities

MISSION AND OBJECTIVES

To efficiently and expeditiously provide a wide range of quality legal services to the City of Punta Gorda through the Mayor, City Council, City Manager, City Departments, and the Community Redevelopment Agency.

INITIATIVES AND ACTION ITEMS

- Continue to review and recommend amendments to the City's Code of Ordinances.
- Continue assessment of ordinances and land development regulations that impact business development.
- Continue efforts that ensure safety and attractiveness of downtown regarding litter and excessive noise.
- Assist in achieving additional annexation.

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
# of Resolutions drafted/reviewed	72	59	24	TBD
# of Ordinances drafted/reviewed	26	31	15	TBD
# of Documents drafted/reviewed	129	128	53	TBD
Efficiency:				
Cost per capita	\$8.89	\$12.99	\$11.62	\$11.29

RESULTS

The increased cost for operating the department per capita in FY 2015 and FY 2016 was the result of litigation and complex contract negotiations.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
LEGAL SUMMARY**

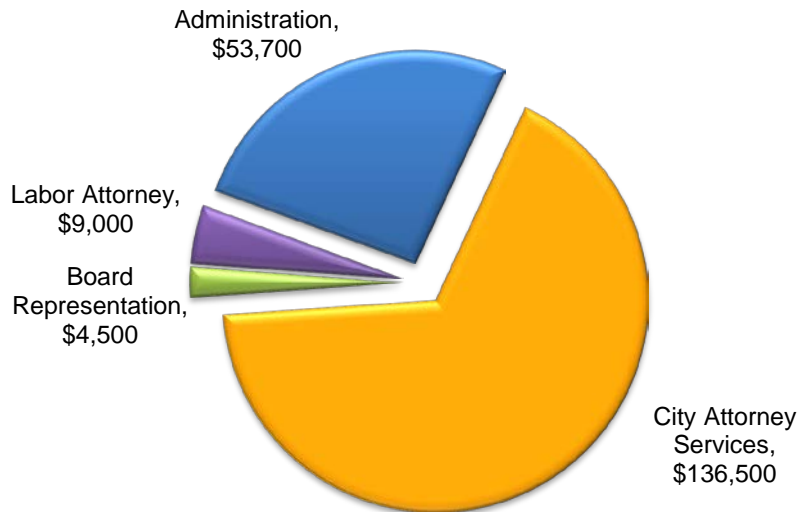
Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	36,131	40,594	43,378	43,362	43,340
Operating	119,905	188,438	162,375	163,883	160,360
Capital Outlay	0	0	0	0	0
Total	156,036	229,032	205,753	207,245	203,700

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
Paralegal	0.5	0.5	0.5	0.5	0.5
Total	0.5	0.5	0.5	0.5	0.5

Service Costs



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
FINANCE - Dept. 0400**

FUNCTION:

The Finance Department is responsible for the fiscal management of the City, Procurement, and Billing and Collections. It is a service department providing many functions including accounting, auditing, analysis, financial reporting, cash and debt management, accounts payable and payroll services to all of the City departments. The department is custodian of all City funds. Responsibilities include budget preparation, budget administration on a day-to-day basis and the preparation of periodic and annual financial statements.

ACCOMPLISHMENTS:

The City's Comprehensive Annual Financial Report (CAFR) was prepared by finance staff. For the thirtieth consecutive year, the City has received the Certificate of Achievement for Excellence in Financial Reporting award issued by the Government Finance Officers Association (GFOA).

The Finance Department received GFOA's Distinguished Budget Presentation Award for the City's budget document for the tenth year. The award represents a significant achievement by the City. It reflects commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the City had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as: a policy document, a financial plan, an operations guide and a communications device. Budget documents must be rated "proficient" in all four categories to receive the award. The City received an excellent rating in financial policies from all three reviewers. Finance is working on additional improvements and an eleventh submittal for the FY 2017 budget document.

Finance provided leadership in linking the City's strategic priorities to the FY 2017 Financial Plan. The division budget narratives include specific identification of the strategic priorities that they most contribute to, provide initiatives and actions items to be implemented and report performance measures met and projected.

Reviewed City Financial Policies and Council amended minimum levels of operating reserves and established reserves for replacement of fleet and equipment and seawalls, similar to General Fund, in the Canal Maintenance Funds, Sanitation Fund, and Utilities Fund.

Worked closely with Human Resources and Information Technology to meet new IRS reporting requirements for the Affordable Care Act (ACA).

During the City's website redesign, Finance added a budget page and a special assessments page separate from the financial information page where the information had previously been included.

BUDGET NARRATIVE:

There are no major program changes planned this year.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
FINANCE - Dept. 0400
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: FINANCIAL/ECONOMIC SUSTAINABILITY

Goal: Continue best management practices in financial planning

Goal: Identify sustainable spending policies and appropriate technologies to support business operations

PRIORITY: PARTNERSHIPS, COMMUNICATION & COLLABORATION

Goal: Emphasize transparency in City operations, reporting, and activities

MISSION AND OBJECTIVES

Safeguard the City's assets and provide accurate and timely financial information to all users; collect and disburse all funds while maintaining financial stability and full integrity; oversee development and implementation of the annual operating budget and 5-year capital improvement plan in conjunction with the strategic plan and conformance with the City's financial policies such that the revenues are maximized and expenditures minimized.

INITIATIVES AND ACTION ITEMS

- Prepare a Comprehensive Annual Financial Report (CAFR), to be submitted for the award program by GFOA which recognizes excellence in reporting
- Provide leadership in development of Long Range Plan, FY 2018 budget alternatives and FY 2018 annual budget
- Establish a budget preparation schedule to allow for adequate departmental planning, management review, public input and council discussion
- Prepare a budget that conforms to the GFOA guidelines for the distinguished budget award program
- Provide periodic financial updates
- Provide transparency by posting Long Range Plan, Budget documents, CAFRs, monthly financial reports for major funds, and other information on City's website
- Receive all revenues and process all payments in a timely and accurate manner
- Evaluate and update financial policies to meet the "best practices" criteria of the GFOA

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
Comprehensive Annual Financial Report	1	1	1	1
Financial Reports	12	12	12	12
Long Range Financial Plan	1	1	1	1
Annual Operating Budget and Capital Imprv. Plan	1	1	1	1
No. of Funds	28	29	29	29
General Fund Budget (excludes debt & transfers)	\$16.3 Million	\$16.8 Million	\$17.0 Million	\$17.7 Million
Efficiency: Population	17,556	17,632	17,835	18,040
Departmental Cost per Capita	\$45.32	\$45.50	\$47.11	\$48.82

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
FINANCE - Dept. 0400**

**Key Performance Measures
(continued)**

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Service Quality:				
GFOA CAFR Award	Yes	Submitted	To be submitted	To be submitted
GFOA Budget Award	Yes	Yes	Yes	To be submitted
Unqualified Audit Opinion	Yes	Yes	TBD	TBD
Outcome:				
% Financial Management policies met	100%	100%	100% to date	TBD
General Fund recurring revenues aligned with recurring expenditures	102% Revenue vs. Expense	103% Revenue vs. Expense	97% Revenue vs. Expense	97% Revenue vs. Expense

RESULTS

As in prior years the three major performance measures are to receive an unqualified audit opinion from the annual independent audit; receive the GFOA award for the City's Comprehensive Annual Financial Report (current application is for the fiscal year ended on September 30, 2015); and receive the "Distinguished Budget Presentation Award" from GFOA (current award is for the FY 2016 budget document.) We have submitted the FY 2015 CAFR and are waiting for the determination. We will also apply to the GFOA for award consideration for the FY 2017 Budget prior to the end of calendar year 2016.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
FINANCE SUMMARY**

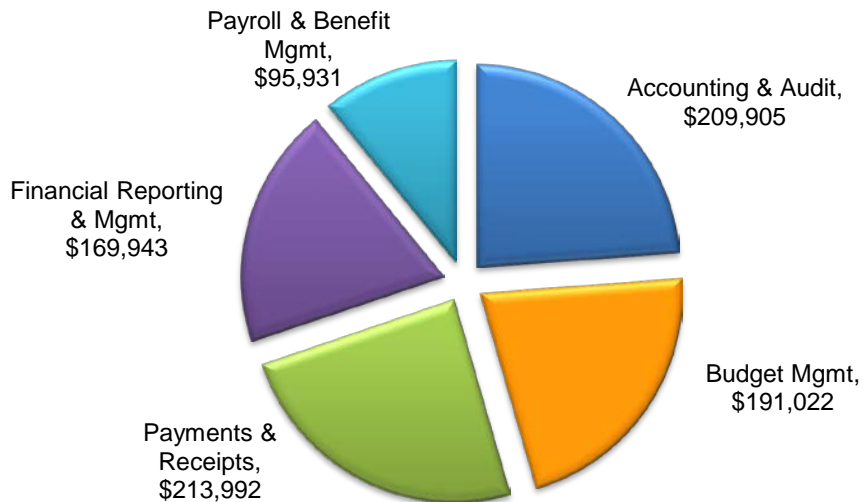
Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	722,187	710,773	750,471	754,121	798,308
Operating	73,461	91,466	81,620	84,520	81,485
Capital Outlay	0	0	0	1,500	1,000
Total	795,648	802,239	832,091	840,141	880,793

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
Finance Director	1	1	1	1	1
Controller	1	1	1	1	1
Financial Analyst	1	1	1	1	1
Senior Accountant	2	2	2	2	2
Payroll Coordinator	1	1	1	1	1
Senior Accounting Clerk	1	1	1	1	1
Accting. Clerk/Admin Asst.	0.5	1	1	0.5	0.5
Accting. Intern	0	0	0	0.5	0.5
Total	7.5	8	8	8	8

Service Costs



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PROCUREMENT - Dept. 0405**

FUNCTION:

The function of the Procurement Division is that of a service-oriented operation fulfilling the procurement, supply and disposal requirements of the various departments within the City. This division is organized into three (3) sections: Administration/Purchasing, Contracts/Construction and Materials Management Section. Administration/Purchasing is responsible for the procurement of suitable materials, supplies, equipment and services for departments and obtaining the maximum value for each tax dollar spent. The Contract/Construction section is responsible for managing the various services, commodities, consultant and construction contracts and ensuring that all services and construction projects are in compliance with the contract prices, terms and conditions. The Materials Management Section is responsible for receiving and issuing goods, controlling utility and maintenance/repair/operation materials and courier service and disposing of surplus property.

ACCOMPLISHMENTS:

Approximately 420 contracts are currently in effect and being managed by the division (2.5% decrease from FY 2015). These contracts allow Departments to increase efficiency when ordering required commodities and services at a substantial unit price savings.

Procurement continues to renegotiate annual contracts by requesting price reductions to current contract rates or a requested increase. A total of 47 contracts were renewed and the estimated annual negotiated savings to date is \$4,477. (FY 2015 total 43 contracts renewed – estimated annual negotiated savings \$5,704)

Procurement currently administrates four (4) contracts with revenue generating provisions for piggy-backing agencies. The administrative fee revenue to date for FY 2016 is \$20,429.

Procurement measures savings and cost avoidance through efficiencies measured in several categories. The total efficiencies to date for FY 2016 is \$792,627 (FY 2015 \$3,154,697 – 228 efficiencies).

The Procurement Team continues to utilize on-line auction as the City's main method for sale of surplus property. The City held two (2) auctions and the net proceeds to date are \$43,002 (FY 2015 held 6 auctions – net revenue \$19,978).

The City's Pcard program is in use by all Departments. The City received a rebate check in the amount of \$54,350 for FY 2015 spend of \$3,834,629, which was based on a 1.52% rebate on standard purchases and 0.50% on large purchases. A total of 5,796 transactions were processed through this program. As of May 2016, the City's total FY 2016 spend is \$2,419,381 and the projected consortium rebate is 1.51%, excluding large purchases.

The Procurement Division was awarded a Best Practice Award for Elimination of City's Local Vendor Preference Program by the Florida Association of Public Procurement Official's.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PROCUREMENT - Dept. 0405**

ACCOMPLISHMENTS: (continued)

The Procurement Division qualified for renewal of the NIGP Outstanding Agency Accreditation Achievement award, which recognizes those agencies that lead the public procurement profession,

BUDGET NARRATIVE:

The Procurement Division has been approved to increase staff by one (1) Administrative Assistant to address the increasing workload currently processed by Procurement staff.

In addition, a 1985 forklift is budgeted to be replaced at the warehouse in FY 2017. The new forklift will be shared with the Sanitation division who had also requested a forklift replacement. Based on estimated usage by each division, Sanitation is contributing 25% of the purchase price.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PROCUREMENT - Dept. 0405
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: FINANCIAL/ECONOMIC SUSTAINABILITY

- Goal: Continue best management practices in financial planning
- Goal: Identify sustainable spending policies and appropriate technologies to support business operations
- Goal: Ensure the competitiveness of Punta Gorda's business climate

PRIORITY: INFRASTRUCTURE SUSTAINABILITY

- Goal: Maintain and enhance the City's infrastructure to ensure efficient and effective service delivery and quality aesthetic appeal
- Goal: Complete the 18-mile ring around the city connecting all neighborhoods with a pedestrian/bicycle pathway
- Goal: Maximize use of new technology in applicable areas

PRIORITY: PARTNERSHIPS, COMMUNICATION & COLLABORATION

- Goal: Promote partnership opportunities with public, private and non-profit organizations
- Goal: Emphasize transparency in City operations, reporting, and activities

MISSION AND OBJECTIVES

The Procurement Division provides purchasing, competitive solicitation and contracting services to ensure efficient and effective procurement of specified goods and services at the best price, value, quality and timeliness as is required by our customers. The Procurement Team's goal is also to ensure fair and open competition to all interested vendors and transparency in all procurement activities.

INITIATIVES AND ACTION ITEMS

- Complete formal solicitations for Department requests received prior to September 30th of the budgeted fiscal year.
- Complete procurement activities in accordance with established policies and standards.
- Monitoring of the City's purchases to ensure compliance with contracts, best practices and policies.
- Provide assistance to Departments in planning their annual budgets.
- Negotiation of term contracts to reduce the cost of the City when prices are not within market range.
- Ensure fair and open competition for all vendors.
- Provide training sessions with all interested vendors relating to working with governments and conducting business on the City's eProcurement website.
- Participate in educational sessions with citizens and staff.
- Continue to coordinate procurement activities with staff relating to construction and operations to make every effort to maintain management's timeline.
- Provide transparency of Procurement's contract system for public viewing in addition to Purchase Orders on the City's website.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PROCUREMENT - Dept. 0405
Key Performance Measures**

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
Monthly Reports	12	12	12	12
Solicitations processed \$5,000+	194	218	225	230
Seminars/Events for Vendors	1	1	3	2
Efficiency:				
Cost per Capita	\$24.75	\$27.58	\$28.42	\$32.85
Value of Inventory issued	\$260,990	\$277,377	\$275,000	\$280,000
Service Quality:				
Maintaining NIGP Outstanding Agency Accreditation	Yes	Yes	Yes	Yes
Maintaining Professional Staff Certification	Yes	Yes	Yes	Yes
Outcome:				
% of Solicitations \$5,000+ awarded	91.0%	95.4%	90%	85%
% of inventory accuracy	100.0%	100%	100%	100%
# Purchase Orders issued	622	693	700	750
# Pcard Transactions	6,332	5,766	6,000	6,000
# of Vendor participants in seminars	200+	200+	200+	200+

RESULTS

Procurement's output is directly associated to the City's approved annual budget.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PROCUREMENT SUMMARY**

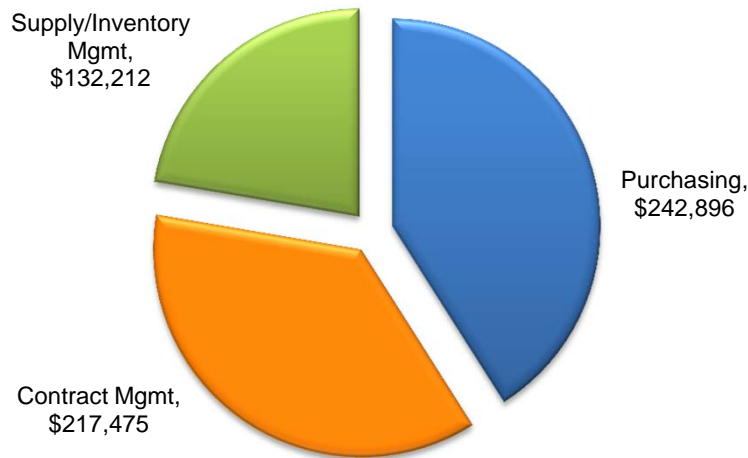
Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	378,102	424,794	432,127	433,544	501,263
Operating	56,322	61,575	72,635	73,340	56,320
Capital Outlay	0	0	0	0	35,000
Total	434,424	486,369	504,762	506,884	592,583

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
Procurement Manager	1	1	1	1	1
Senior Purchasing Agent	1	1	1	1	1
Purchasing Agent II	1	1	1	1	1
Purchasing Agent I	1	1	1	1	1
Assistant Buyer	1	1	1	1	1
Administrative Assistant	0	0	0	0	1
Warehouse Supervisor	1	1	1	1	1
Inventory Clerk	0.5	0.5	0.5	0.5	0.5
Total	6.5	6.5	6.5	6.5	7.5

Service Costs



**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	0405		Asset Tag	1773	Purchase Price (if Known)		\$ 14,207
Make	Hyster	Model	4,000#		Year	1985	Age 31 yrs
Current Mileage				Life to Date Maintenance Cost		\$ 16,008.61	
Description	Hydraulic Forklift use inside/outside of warehouse - Also used by other divisions						
Recent Major Repair(s) to extend life: Oil Leaks - Oil pan Rebuilt steering piston & all hyd lift pistons Brakes Rebuild hoist cylinder			Known Problems: Previous issues were repaired.				
Description of Requested Replacement: Like forklift for inside use with propane and side to side, requesting upgrade to 5000# as we have had problems with 4000# capacity.						Estimated Cost of Replacement	
						\$ 35,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				End of Life - Fiscal Year <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate -> Efficiency: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				Requested Fiscal Year for replacement <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
Provide explanation for requested fiscal year of replacement: The equipment's repairs keep getting more costly and is 30 years old. The replacement is safer to operate inside the warehouse because of it being propane.				If this vehicle or equipment is not replaced, what are the alternatives: Continue with current forklift until it no longer operates or no funding for repairs.			
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PUBLIC WORKS ADMINISTRATION DIVISION - Dept/Div 0901**

FUNCTION:

The Public Works Administration Division provides managerial, technical and clerical support to all divisions within the Public Works Department. This division develops service responsibilities, sets goals and objectives, formulates programs, and then organizes, directs and oversees these programs. Citizens' requests and inquiries are taken by the Administrative Staff and routed to the appropriate division for action.

The Public Works Department has a multitude of responsibilities throughout the City. The department is a diverse group of divisions responsible for maintenance, construction, operations and engineering support for the City's infrastructure (includes roads, canals, bridges, storm water systems, etc.), in addition to facilities management, solid waste and parks & recreation. It is also responsible for the preparation, implementation, execution and tracking of the capital improvement program. This department provides leadership necessary to carry out all such activities. Working as a team, the Public Works Department executes on a daily basis, services essential to the well-being of its residents and visitors, performing duties designed to provide pleasing results to all who come to Punta Gorda.

ACCOMPLISHMENTS:

Public Works Administration assisted with these FY 2016 projects listed below:

- Gilchrist Park seawall
- Bailey Brothers Community Park – East Virginia at Martin Luther King Jr. Blvd.
- Nature Park ADA / Sidewalk Improvements
- Laishley Park Sidewalk Yard Drains
- Boca Grande Area Drainage Study
- NPDES Services Year 4 Monitoring
- Swale Video Mapping and Assessment
- Thirteen Special Dock Permits
- Six City storm water pond recertifications
- Coordination with FDOT / City / County – Traffic Signals, Roadway Lights, Maintenance and ROW incident repair
- Coordination with MPO – MPO, Community Meetings as needed, CTST and TAC
- Harborwalk at Laishley Marina
- Pavement rejuvenation
- Roadway resurfacing – 5 miles
- 5 year Paving Program map, budget, utility department and construction coordination - ongoing
- FDOT ROW sidewalk repair coordination
- Herald Court Centre floor and roof leaks
- Laishley Park Marina building window leaks
- Public Safety building parking lot lighting
- US 41 SB Underpass scope review in prep of engineering, design plan review.
- Vietnam Veterans Memorial Wall Construction
- Boardwalk Widening at Justice Center

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PUBLIC WORKS ADMINISTRATION DIVISION - Dept/Div 0901**

ACCOMPLISHMENTS: (continued)

The Public Works Administrative Division organized and coordinated the sixth consecutive Citizens Academy successfully.

As a waterfront community, continued maintenance of seawalls and canals is essential to boating safety and property values. Work performed throughout the canal system includes:

- 8,070+ feet of seawall replacement
- 1,720+ feet of seawall cap replaced

The completion of the seventh consecutive year of the GIS Seawall Assessment task was accomplished. Through laser equipment, field lap tops and many hours of close inspection a thorough assessment was completed of the seawalls in Burnt Store Isles and Punta Gorda Isles.

Maintenance of the streets, storm sewers, swales and sidewalks remained a high priority for the department. This year, the department aggressively worked to replace damaged sidewalk throughout the City. Accomplishments include:

- Paving 5 miles of streets and applying asphalt rejuvenation to 5 miles of streets
- Replacing 1,500+ ft. of sidewalk, completing/repairing 145 drainage projects
- Inspecting/cleaning of 1,200 catch basins.
- Re-worked swales, installed drainage pipes and catch basins throughout the City

In addition to the annual maintenance programs, the Public Works Department has undertaken numerous projects citywide including Taylor / Cooper St. Sidewalk Extension and installation of Bicycle Sharrows.

With 130 acres of City parkland and amenities, accomplishments this year included:

- Maintenance of beautification on U.S. 41, U.S. 17, Streetscape & City entrance features including sites mowing maintenance for West Marion Avenue medians
- Maintaining Freeman House, Public Works/Utilities Campus, Government Center Parking Lot, Nesbit Street Parking Lot, Herald Ct. Centre, Laishley Park Interactive Fountain, restrooms & Open Air Market, Hector House Plaza, aka Pocket Park, Sculpture Garden, Linear Park, Herald Court West and courtyard, Herald Court East, Trabue Harborwalk, Cooper Street Recreational Center, Hounds on Henry Street, Dr. Martin Luther King Jr. Boulevard, Wood Street, U.S. 41 medians at Monaco Drive, Madrid Boulevard, Seminole Lakes Boulevard and Royal Poinciana
- Maintenance of all parks, playgrounds, nature trails, boardwalks, decorative fountains, ponds, lights and signs.
- Maintenance of 800+ street lights throughout the City and 70 confirmation lights
- Maintenance, repairs & alterations to 13 City-owned buildings

Sanitation continues to collect refuse & yard waste from residential accounts and provides service to commercial accounts. A 48-gallon cart single stream curbside recycling program has been implemented for all residential units and continues to be successful as residents divert recyclables from the waste stream. This is a positive reflection that the City and its residents

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PUBLIC WORKS ADMINISTRATION DIVISION - Dept/Div 0901**

ACCOMPLISHMENTS: (continued)

care about the environment. Efforts are being made to increase recycling among the City's commercial customers. Information on the businesses has been provided to both major recycling companies in the area, stressing the objective of increasing commercial recycling.

Public Works would play an important part in any hurricane recovery efforts by providing a wide range of services. Staff works as First-In team members, being on hand prior, during and immediately following any storm event. Through the coordinated efforts of Public Works, in the event of a storm event, debris is collected and removed from the City within days following a storm.

The Public Works Administrative Division continues to provide utility locates and customer service, in addition to managerial and clerical support to all divisions within the Public Works Department with a strong emphasis on service and teamwork.

BUDGET NARRATIVE:

Proposed budget request reflects normal operations which include operations for the Administration Division of Public Works:

- Create & administer work orders for the seven Public Works divisions
- Provide customer service to residents & business proprietors
- Oversee the department's records & records retention according to State guidelines.
- Coordinate and attend PGI and BSI Canal Advisory Committees

The budget includes an update to computer hardware.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PUBLIC WORKS ADMINISTRATION DIVISION - Dept/Div 0901
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: INFRASTRUCTURE SUSTAINABILITY

- Goal: Maximize use of new technology in applicable areas
- Goal: Apply best management practices & systems in infrastructure maintenance
- Goal: Establish a long-range plan that ensures infrastructure is in place to meet projected growth demands

PRIORITY: PARTNERSHIPS, COMMUNICATION & COLLABORATION

- Goal: Emphasize transparency in City operations, reporting and activities
- Goal: Continue to seek community input in decision making process

PRIORITY: QUALITY OF LIFE

- Goal: Support, promote & maintain the City's historic character

MISSION AND OBJECTIVES

The Public Works Administration Division provides managerial, technical and clerical support to all divisions within the Public Works Department. This division develops service responsibilities, sets goals and objectives, formulates programs and then organizes, directs and oversees these programs. Citizens' requests and inquiries are taken by the Administrative Staff and routed to the appropriate division for action.

INITIATIVES AND ACTION ITEMS

To ensure managerial & clerical support to all divisions in Public Works. To provide & ensure excellent customer service to citizens of Punta Gorda.

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
# of service requests taken from residents	2,292	2,590	2,720	2,410
# of Sanitation service requests taken from residents	3,167	3,201	3,269	3,307
Total	5,459	5,791	5,989	5,717
Efficiency:				
Cost per capita	\$16.92	\$17.23	\$17.27	\$17.30
Service Quality:				
# of service requests completed within established timeline	5,236	5,511	5,749	5,431
Outcome:				
% of service requests completed in fiscal year	96%	96%	96%	95%

RESULTS

The Administrative Division of Public Works has again met its goal of processing service requests with a high production percentage of completed service requests.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PUBLIC WORKS ADMINISTRATION SUMMARY**

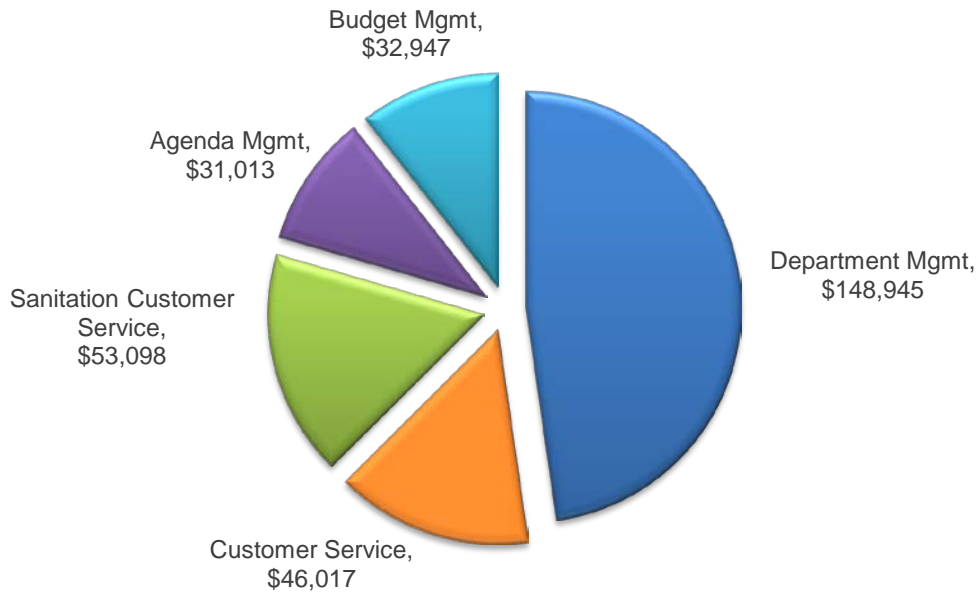
Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	264,725	268,301	267,496	270,275	265,025
Operating	32,226	35,449	38,025	36,575	45,895
Capital Outlay	0	0	1,100	1,100	1,100
Total	296,951	303,750	306,621	307,950	312,020

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
Public Works Director	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Total	3	3	3	3	3

Service Costs



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0901	Asset Tag	4392	Purchase Price (if Known)	\$ 24,866		
Make	FORD	Model	EXPEDITION XLT	Year	1998	Age	18
Current Mileage	176,877			Life to Date Maintenance Cost	\$ 22,340		
Description	FORD EXPEDITION XLT, 4 door Utility vehicle						
Recent Major Repair(s) to extend life: Air Conditioning repairs			Known Problems: None at this time				
Description of Requested Replacement: 4 DOOR MID-SIZE UTILITY VEHICLE					Estimated Cost of Replacement		
					\$ 34,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: Anticipated end of life: 20 years			If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	0901		Asset Tag	5467	Purchase Price (if Known)		\$ 18,978
Make	FORD	Model	EXPLORER XLS		Year	2005	Age 11
Current Mileage	41,605			Life to Date Maintenance Cost		\$ 5,785	
Description	FORD EXPLORER XLS, 4 DOOR UTILITY						
Recent Major Repair(s) to extend life: None to date			Known Problems: None at this time				
Description of Requested Replacement: 4 DOOR MID SIZE UTILITY VEHICLE						Estimated Cost of Replacement	
						\$ 34,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				End of Life - Fiscal Year <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate -> Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				Requested Fiscal Year for replacement <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
Provide explanation for requested fiscal year of replacement: Anticipated end of life: 14 years				If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs.			
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
ENGINEERING DIVISION - Dept/Div 0908**

FUNCTION:

The Engineering Division provides technical support & services to all City departments, designs, and serves as project management and inspects construction of Capital Improvement Projects (CIP), infrastructure improvements & maintenance projects, reviews & presents proposed canal construction applications for special permits to Punta Gorda Isles Canal Maintenance District, Burnt Store Isles Canal Maintenance District & City Council. Staff also serves as the point of contact relating to the NPDES Storm Water Permit.

ACCOMPLISHMENTS:

The Engineering Division has accomplished the following during FY 2016:

- Gilchrist Park seawall
- Bailey Brothers Community Park – East Virginia at Martin Luther King Jr. Blvd.
- Nature Park ADA / Sidewalk Improvements
- Laishley Park Sidewalk Yard Drains
- Boca Grande Area Drainage Study
- NPDES Services Year 4 Monitoring
- Swale Video Mapping and Assessment
- Thirteen Special Dock Permits
- Six City storm water pond recertifications
- Coordination with FDOT / City / County – Traffic Signals, Roadway Lights, Maintenance and ROW incident repair
- Coordination with MPO – MPO, Community Meetings as needed, CTST and TAC
- Harborwalk at Laishley Marina
- Pavement rejuvenation
- Roadway resurfacing – 5 miles
- 5 year Paving Program map, budget, utility department and construction coordination - ongoing
- FDOT ROW sidewalk repair coordination
- Herald Court Centre floor and roof leaks
- Laishley Park Marina building window leaks
- Public Safety building parking lot lighting
- US 41 SB Underpass scope review in prep of engineering, design plan review.
- Vietnam Veterans Memorial Wall Construction
- Boardwalk Widening at Justice Center

BUDGET NARRATIVE:

In FY 2017, the Engineering Division will continue to implement GIS based management systems to provide the most cost effective maintenance solutions for the infrastructure we oversee. Projects will include Harborwalk Area 1. The Engineering Division has assumed responsibility for the Roadway Resurfacing Program previously handled by the Right of Way Division. The Engineering Division will continue to maintain compliance with Florida Department of Environmental Regulation requirements (NPDES and TMDL issues) as well as administer the Debris Management and Monitoring contracts.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
ENGINEERING DIVISION - Dept/Div 0908
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: INFRASTRUCTURE SUSTAINABILITY

- Goal: Maintain and enhance the City's infrastructure to ensure efficient and effective service delivery and quality aesthetic appeal
- Goal: Connect existing sidewalk segments to Punta Gorda Pathways where possible.
- Goal: Continue moving management of infrastructure to GIS/GPS based systems. This includes Pavement, Sidewalks, Street Lights, Signs and Drainage.
- Goal: Maximize use of new technology in applicable areas.
- Goal: Apply best management practices & systems in infrastructure maintenance.
- Goal: Establish a long-range plan that ensures infrastructure is in place to meet projected growth demands.

PRIORITY: PARTNERSHIPS, COMMUNICATION & COLLABORATION

- Goal: Promote partnership opportunities with public, private and non-profit organizations.
- Goal: Emphasize transparency in City operations, reporting and activities.
- Goal: Continue to seek community input in decision making process.

PRIORITY: QUALITY OF LIFE

- Goal: Maintain the City's high safety rating and emergency response.
- Goal: Improve the City's water quality.
- Goal: Achieve status as a waterfront destination for land and water visitors.
- Goal: Support and promote a pedestrian & bicycle friendly community.

MISSION AND OBJECTIVES

The Engineering Division provides technical support and services to all departments of the City, designs, manages and inspects construction of Capital Improvement Projects (CIP), infrastructure improvements and maintenance projects in order for the City to grow and develop into an attractive community for the citizens of Punta Gorda.

INITIATIVES AND ACTION ITEMS

Complete projects managed by division's project managers within the fiscal year.

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
Total Capital Budget Oversight	\$3,600,000	\$3,600,000	\$2,000,000	\$4,800,000
Efficiency:				
Division Operating Cost per capita	\$26.64	\$23.91	\$26.27	\$24.12
Service Quality:				
Stormwater (NPDES) compliance with State standards	100% compliant	100% compliant	100% compliant	100% compliant
# projects completed within established timelines	11	11	9	10
Outcome:	91%	91%	95%	95%

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
ENGINEERING DIVISION - Dept/Div 0908
Key Performance Measures**

RESULTS

The Engineering Division continues to perform effective and efficient management of the City's capital improvement projects. The number of projects may vary as larger projects are being broken into smaller projects to address funding issues.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
ENGINEERING DIVISION SUMMARY**

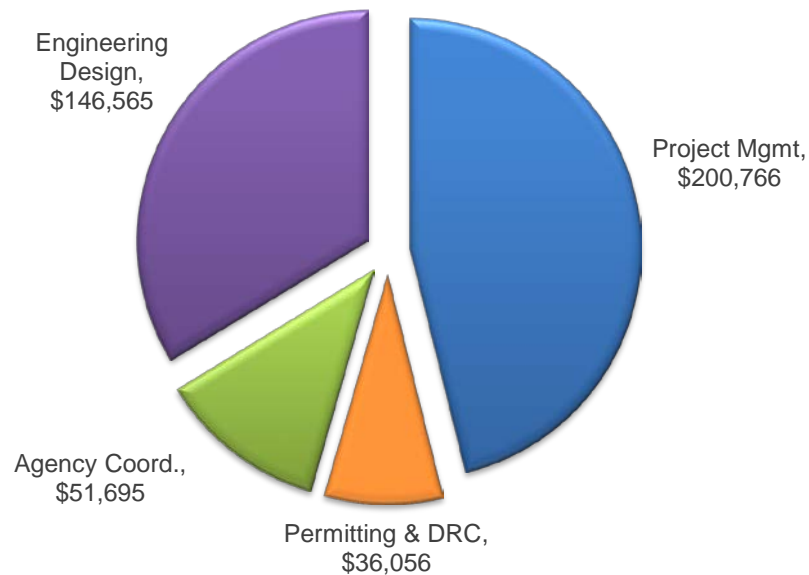
Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	431,469	383,234	394,393	405,715	398,372
Operating	36,203	38,360	43,225	40,935	36,710
Capital Outlay	0	0	21,000	21,890	0
Total	<u>467,672</u>	<u>421,594</u>	<u>458,618</u>	<u>468,540</u>	<u>435,082</u>

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
PW Engineering Manager	1	1	1	1	1
Senior Project Manager	1	1	1	1	1
Project Manager	1	1	1	1	1
Engineering Technician II	1.8	1	1	1	1
Total	4.8	4	4	4	4

Service Costs



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0908	Asset Tag	4494	Purchase Price (if Known)	\$ 18,558		
Make	Chevrolet	Model	Blazer LS	Year	2002	Age	14
Current Mileage	59,034			Life to Date Maintenance Cost	\$ 15,268		
Description	Chevrolet Blazer LS Auto Utility 4 door						
Recent Major Repair(s) to extend life:			Known Problems:				
None at this time							
Description of Requested Replacement:					Estimated Cost of Replacement		
Four door mid size utility vehicle							
					\$ 34,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: Outlived service life			If this vehicle or equipment is not replaced, what are the alternatives: Inefficiency and reduced reliability. It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	0908		Asset Tag	6813	Purchase Price (if Known)		\$ 18,978
Make	FORD	Model	Escape XLT FWD		Year	2008	Age 8
Current Mileage	54,386			Life to Date Maintenance Cost		\$ 5,192	
Description	FORD ESCAPE XLT 4 DOOR Utility						
Recent Major Repair(s) to extend life: None at this time			Known Problems:				
Description of Requested Replacement: FOUR DOOR MID SIZE UTILITY VEHICLE						Estimated Cost of Replacement	
						\$ 34,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5				End of Life - Fiscal Year <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate -> Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5				Requested Fiscal Year for replacement <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
Provide explanation for requested fiscal year of replacement: Outlived service life				If this vehicle or equipment is not replaced, what are the alternatives: Inefficiency and reduced reliability. It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs.			
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
FACILITIES MAINTENANCE - Dept. 1515**

FUNCTION:

The Facilities Maintenance Division provides routine maintenance for all City buildings. The Division prepares preventive maintenance programs that insure high serviceability of building infrastructures, provide contract administration and project management for City building rehabilitation or replacement and provides new electrical install and maintenance for buildings and street/park decorator lights.

ACCOMPLISHMENTS:

This year the Facilities Maintenance Division:

- Worked with Engineering Division with power issues around the City involving street lighting
- Completed multiple general facilities maintenance
- Painted Public Safety Building
- Repaired air conditioning unit at Public Safety Building
- Responded to and corrected numerous plumbing issues
- Performed a myriad of maintenance projects
- Acted in response to after hours call outs
- Worked with R.O.W. installing the adult fitness equipment at Linear Parks

BUDGET NARRATIVE:

The Facilities Maintenance Division working within the Public Works Department works in conjunction with the Parks & Grounds Division. This has helped facilitate movement of manpower within Parks & Grounds to cover all required activities. The proposed budget reflects the continued operation and maintenance performed by the Division with work to include:

- Maintenance of approximately 800 City street lights
- Maintenance of the 70 confirmation lights
- Oversee contracts for air conditioning units, fountain operations, janitorial, elevator, diesel tank, fire alarm, fire sprinklers and pest control services
- Install hurricane shutters on City buildings when threat of impending storm
- Perform maintenance, repairs & alterations to thirteen City-owned buildings including: Public Safety Building, Bayfront Center, Water Plant, City Hall, Annex, Freeman House, Laishley Park Municipal Marina, Cooper Street Recreation Center, Public Works & Utilities Campus and Fire Stations #2 & #3, and the Herald Court Centre.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
FACILITIES MAINTENANCE - Dept. 1515
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: INFRASTRUCTURE SUSTAINABILITY

Goal: Apply best management practices & systems in infrastructure maintenance

Goal: Establish a long-range plan that ensures infrastructure is in place to meet projected growth demands

PRIORITY: QUALITY OF LIFE

Goal: Support, promote & maintain the City's historic character

Goal: Maintain the City's high safety rating and emergency response

MISSION AND OBJECTIVES

The objective of City of Punta Gorda Facilities Division is to keep all City buildings operational, clean and in compliance with certifications for elevators, air conditioning, sprinklers and fire alarms for both employees and visitors in an efficient and cost-effective manner. We are also charged with maintaining EPA standards for various fuel tanks utilized by various City Departments.

INITIATIVES AND ACTION ITEMS

The Facilities Division will strive to continue providing a high level of service to the various City Departments while performing routine required maintenance to existing facilities.

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
# Emergency Calls & Repairs	43	36	40	40
# Standard Work Orders	1,396	1,338	1,400	1,400
# Special Projects	0	0	0	0
# Contracts supervised	10+	10+	10+	10+
Efficiency:				
Cost per capita	\$40.11	\$39.35	\$44.16	\$42.77
Service Quality:				
% customer satisfaction with response times and product completion	97%	97%	97%	97%
Outcome:				
% Same day response to calls	90%	90%	90%	90%
% Projects completed on time	90%	90%	90%	90%
% Projects completed within budget projections	96%	96%	96%	96%

RESULTS

City facilities were maintained in an efficient manner while they were kept clean and functional for their given city purpose. No special projects are being performed as a result of budgetary reductions.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
FACILITIES MAINTENANCE SUMMARY**

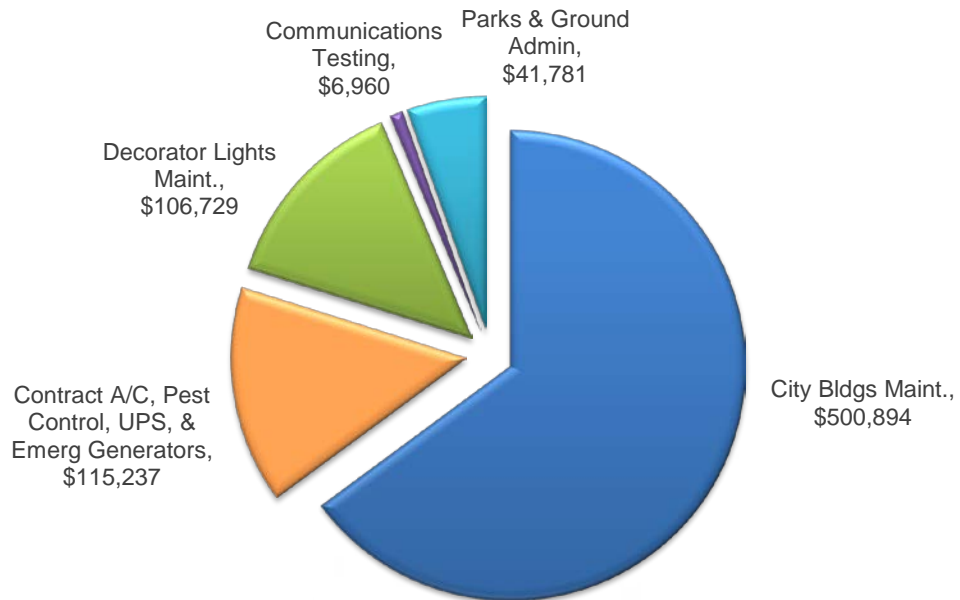
Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	221,475	233,234	241,523	241,594	246,196
Operating	482,585	456,532	515,960	536,945	525,405
Capital Outlay	0	4,100	0	9,000	0
Total	704,060	693,866	757,483	787,539	771,601

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
Public Works Supervisor	1	1	1	1	1
Electrician	1	1	1	1	1
Facilities Maintenance Worker III	1	1	1	1	1
Total	3	3	3	3	3

Service Costs



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	1515	Asset Tag	6810	Purchase Price (if Known)	\$ 14,388		
Make	FORD	Model	F150	Year	2007	Age	9
Current Mileage	32,392			Life to Date Maintenance Cost	\$ 6,190		
Description	FORD F150 1/2 TON 2 DOOR CAB PICK UP TRUCK						
Recent Major Repair(s) to extend life: NONE			Known Problems: NONE				
Description of Requested Replacement: 1/2 TON 2 DOOR CAB PICK UP TRUCK					Estimated Cost of Replacement		
					\$ 36,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: Outlived service life			If this vehicle or equipment is not replaced, what are the alternatives: Inefficiency and reduced reliability. It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	1515	Asset Tag	6812	Purchase Price (if Known)	\$ 113,198		
Make	FORD	Model	F750 XL S	Year	2006	Age	10
Current Mileage	18,501			Life to Date Maintenance Cost	\$ 13,094		
Description	FORD F750 XL S/DUTY UTILITY TRK 2 DOOR						
Recent Major Repair(s) to extend life:			Known Problems:				
NONE							
Description of Requested Replacement:					Estimated Cost of Replacement		
UTILITY TRUCK 2 DOOR							
					\$ 150,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: Outlived service life			If this vehicle or equipment is not replaced, what are the alternatives: Inefficiency and reduced reliability. It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
RIGHT-OF-WAY MAINTENANCE DIVISION - Dept/Div 0916**

FUNCTION:

The Right-of-Way Maintenance Division is responsible for maintenance of streets, storm sewers, swales, sidewalks and related appurtenances located within the right-of-ways. Normal operations include traffic sign maintenance and repair, storm sewer cleaning, right-of-way mowing, tree trimming, swale improvements and street sweeping. The scope of operations includes 115.4 miles of improved streets and 230.80 miles of stormwater drainage systems.

ACCOMPLISHMENTS:

The Right-of-Way Maintenance Division has worked on multitude of projects which include:

- 8 miles of paving City streets
- asphalt rejuvenation to 4 miles of City streets
- replacing 1,500 feet of sidewalk
- completion/repairing 145 drainage projects
- inspection and cleaning 2,188 catch basins
- performed restriping of 2.5 miles of City streets

In addition to the annual maintenance programs, the Right-of-Way Division has undertaken numerous projects citywide including:

- Cleaning of the railroad ditch as part of the Boca Grande drainage improvements
- Preparation for site development for Community Garden at History Park
- Performing ADA Improvements for Nature Park
- Installation of exercise equipment on the M.U.R.T. paths
- Historical re-bricking of Sullivan, Retta Esplanade, and Madrid Avenue

BUDGET NARRATIVE:

The Right-of-Way Division will continue its established program of work which includes:

- Paving City streets
- Rejuvenation throughout the City
- Inspection for street sweeping
- Replacement of sidewalks
- Removal of dead trees located in the City right-of-way
- Maintenance of railroad crossings located within the City
- Patch and repair City asphalt & brick streets
- Repair or replace drainage structures, road crossings & outfall pipes
- Re-work residential swales, open ditches at both existing and new construction sites
- Mow & trim City right-of-ways
- Inspect and repair bridges located within the City
- Maintain and replace traffic signage throughout the City
- Construction of special projects that arise during the fiscal year
- Traffic counting function

The FY 2017 budget includes the replacement of (2) dump trucks, (2) pickup trucks and a standup mower.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
RIGHT-OF-WAY MAINTENANCE DIVISION - Dept/Div 0916
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: INFRASTRUCTURE SUSTAINABILITY

Goal: Maintain and enhance the City's infrastructure to ensure efficient and effective service delivery and quality aesthetic appeal

Goal: Maximize use of new technology in applicable areas

Goal: Apply best management practices & systems in infrastructure maintenance

Goal: Establish a long-range plan that ensures infrastructure is in place to meet projected growth demands

PRIORITY: PARTNERSHIPS, COMMUNICATION & COLLABORATION

Goal: Emphasize transparency in City operations, reporting and activities

PRIORITY: QUALITY OF LIFE

Goal: Maintain the City's high safety rating and emergency response

Goal: Improve the City's water quality

MISSION AND OBJECTIVES

The Right-of-Way Maintenance Division is responsible for maintenance of 115.4 miles of improved streets which includes resurfacing, rejuvenation and microsurfacing allowing for the safe vehicular navigation throughout the City by citizens and visitors.

INITIATIVES AND ACTION ITEMS

Provide an effective street maintenance program through established pavement management program.

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
Total mileage of streets City maintains	115.4	115.4	115.4	115.4
Efficiency:				
Cost of miles resurfaced	\$176,000	\$1,384,000	\$721,000	\$724,000
Cost of miles rejuvenated	\$37,000	\$42,247	\$50,000	\$50,000
Service Quality:				
# of miles completed within established timeline	6.5	12	10	10
Outcome:				
% of miles maintained in fiscal year	6%	11%	9%	9%

RESULTS

The Right-of-Way Division continued its annual street maintenance program with paving of 8 miles of streets and applying asphalt rejuvenation to 2 miles of streets throughout the City.

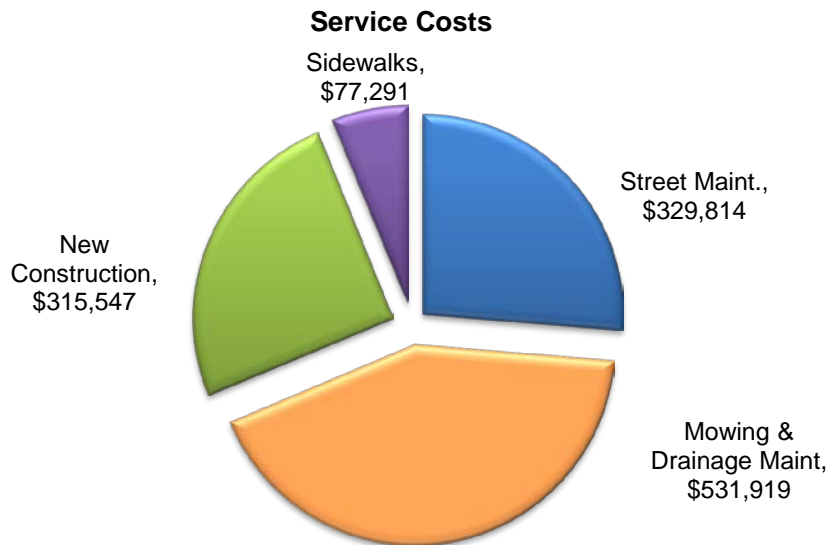
**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
RIGHT-OF-WAY MAINTENANCE DIVISION SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	903,003	946,809	959,243	959,470	991,771
Operating	70,645	72,325	72,540	70,550	68,800
Capital Outlay	0	13,998	47,000	47,000	194,000
Total	973,648	1,033,132	1,078,783	1,077,020	1,254,571

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
PW Supervisor	1	1	1	1	1
PW Crew Chief	2	2	2	2	2
Equipment Operator III	3	3	3	3	3
Equipment Operator II	4	4	4	4	4
Equipment Operator I	2	2	2	2	2
Traffic Control Technician	1	1	1	1	1
Total	13	13	13	13	13



See Gas Tax Funds in Section 7 for balance of services provided by Right of Way

City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0916	Asset Tag	4436	Purchase Price (if Known)	\$ 22,199		
Make	GMC	Model	Sierra 3500, 1T Dump Body	Year	2000	Age	16
Current Mileage	108,000			Life to Date Maintenance Cost	\$ 28,675		
Description	GMC Sierra 3500, Flat Bed 1 Ton Dump Body Truck						
Recent Major Repair(s) to extend life: AC repaired three times and the injector pump has been repaired. The door hinges have been replaced twice because door wouldn't close properly. Steering wheel had to be replaced			Known Problems: The dash is falling apart and has many holes in it. The vent falls out when you go over a bump. Unable to replace the dashboard due to the age of the vehicle. Mirrors vibrate making it difficult to see from them.				
Description of Requested Replacement: 1 Ton extended cab pick up, 6.5L engine with a dump body; truck will be hauling asphalt trailer which weighs 12,650 lbs. and travels the distance of 61 miles to haul this much weight					Estimated Cost of Replacement		
					\$ 56,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: The truck is sixteen years old and needs to be replaced.			If this vehicle or equipment is not replaced, what are the alternatives: Use other trucks that are not designed to haul heavy load which could cause transmission or engines to burn out. Increase the repair and maintenance budget to cover the anticipated higher repair costs or rent/lease truck.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0916	Asset Tag	5403	Purchase Price (if Known)	\$ 31,504		
Make	Ford	Model	F-350XL	Year	2002	Age	14
Current Mileage	165,348			Life to Date Maintenance Cost	\$ 37,160		
Description	Ford F-350XL 1 ton dump body truck						
Recent Major Repair(s) to extend life: Repaired fuel injector pump.			Known Problems: Vehicle maintenance costs have exceeded the purchase price.				
Description of Requested Replacement: Extended cab diesel truck with dump body					Estimated Cost of Replacement		
					\$ 56,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: Costs have exceeded purchase amount. End of service life.			If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the repair and maintenance budget to cover the anticipated higher repair costs or rent a truck with a dump bed.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	0916		Asset Tag	5440	Purchase Price (if Known)		\$ 14,096
Make	Ford	Model	F-150		Year	2004	Age 12
Current Mileage	147,583			Life to Date Maintenance Cost		\$ 12,233	
Description	Ford F-150 Pickup Truck						
Recent Major Repair(s) to extend life: Basic maintenance			Known Problems: None				
Description of Requested Replacement: 1/2 ton heavy duty pickup truck						Estimated Cost of Replacement	
						\$ 32,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				End of Life - Fiscal Year <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate -> Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				Requested Fiscal Year for replacement <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
Provide explanation for requested fiscal year of replacement: Expected end of service life				If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs or rent/lease a vehicle.			
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0916	Asset Tag	4495	Purchase Price (if Known)	\$ 15,886		
Make	Ford	Model	F-150	Year	2002	Age	14
Current Mileage	156,000			Life to Date Maintenance Cost	\$ 24,757		
Description	Ford F-150 pickup truck						
Recent Major Repair(s) to extend life:			Known Problems:				
			Blown engine - Estimated cost to replace \$6,000				
Description of Requested Replacement:					Estimated Cost of Replacement		
1/2 ton heavy duty pickup truck							
					\$ 32,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: End of service life has been reached. Blown engine which would cost \$6,000 to replace.			If this vehicle or equipment is not replaced, what are the alternatives: Rent or lease vehicle				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	0916		Asset Tag	4450	Purchase Price (if Known)		\$ 4,390
Make	Wright Stander	Model	WS-3617 KRE		Year	2000	Age 16
Current Mileage	1,680 Hours			Life to Date Maintenance Cost		\$ 4,583	
Description	Stander 17HP Kaw. stand-up mower with 36" cut						
Recent Major Repair(s) to extend life: New bearing and pulley in mower deck			Known Problems: Motor is wearing out and will not last much longer				
Description of Requested Replacement: Stand-up mower						Estimated Cost of Replacement	
						\$ 18,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				End of Life - Fiscal Year <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate -> Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				Requested Fiscal Year for replacement <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
Provide explanation for requested fiscal year of replacement: Has reached end of service life, needs to be replaced				If this vehicle or equipment is not replaced, what are the alternatives: Rent mower or reduced mowing of right of ways			
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0916	Asset Tag	2459	Purchase Price (if Known)	\$ 111,700		
Make	John Deere	Model	595D	Year	1991	Age	25
Current Mileage	6,423 hours			Life to Date Maintenance Cost	\$ 103,026		
Description	John Deere excavator 4 wheel						
Recent Major Repair(s) to extend life: Replaced fuel tank, brakes, and turn table			Known Problems: Air brake system not working properly and unable to find replacement parts. Hour meter does not work				
Description of Requested Replacement: 4 wheel tire rubber excavator					Estimated Cost of Replacement		
					\$ 269,650		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: Reaching end of service life, not expected to work much longer			If this vehicle or equipment is not replaced, what are the alternatives: Rent or lease excavator				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	0916		Asset Tag	4439	Purchase Price (if Known)		\$ 39,151
Make	International	Model	4700 Flat Bed		Year	2000	Age 16
Current Mileage	44,994			Life to Date Maintenance Cost		\$ 29,101	
Description	Navistar International 4700 Flat Bed, Dump Body						
Recent Major Repair(s) to extend life: Replaced the following: Fuel injector, radiator			Known Problems: Needs a new dump body				
Description of Requested Replacement: Flat bed, dump body truck						Estimated Cost of Replacement	
						\$ 65,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				End of Life - Fiscal Year <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate -> Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				Requested Fiscal Year for replacement <input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
Provide explanation for requested fiscal year of replacement: Dump bed can be patched to delay the need of replacement until FY 2018				If this vehicle or equipment is not replaced, what are the alternatives: Increase the repair and maintenance budget to cover the anticipated higher repair costs or rent/lease truck.			
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	0916		Asset Tag	5430	Purchase Price (if Known)		\$ 17,267
Make	FORD	Model	F-150		Year	2003	Age 13
Current Mileage	132,449			Life to Date Maintenance Cost		\$ 14,898	
Description	Ford F-150						
Recent Major Repair(s) to extend life: Basic maintenance			Known Problems: Burns oil				
Description of Requested Replacement: 1/2 ton pickup truck						Estimated Cost of Replacement	
						\$ 34,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				End of Life - Fiscal Year <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate -> Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				Requested Fiscal Year for replacement <input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
Provide explanation for requested fiscal year of replacement: End of service life				If this vehicle or equipment is not replaced, what are the alternatives: Increase the repair and maintenance budget to cover the anticipated higher repair costs or rent/lease truck.			
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	0916	Asset Tag	4470	Purchase Price (if Known)	\$	18,849	
Make	Dodge	Model	Ram 1500	Year	2001	Age	15
Current Mileage	83,000			Life to Date Maintenance Cost	\$	20,658	
Description	Dodge 4X4 1/2 ton pickup truck						
Recent Major Repair(s) to extend life: Replaced radiator and air conditioning	Known Problems:						
Description of Requested Replacement: 4x4 1/2 ton pickup truck	Estimated Cost of Replacement						
	\$					34,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			End of Life - Fiscal Year <input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate -> Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			Requested Fiscal Year for replacement <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: Truck is worn out and reaching end of service life			If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs or rent/lease a truck.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0916	Asset Tag	6863	Purchase Price (if Known)	\$ 10,869		
Make	Grasshopper	Model	325D	Year	2010	Age	6
Current Mileage	1,808 Hours		Life to Date Maintenance Cost		\$ 2,500		
Description	Grasshopper 24.8HP 60in deck riding lawn mower						
Recent Major Repair(s) to extend life:	None						
Known Problems:	None						
Description of Requested Replacement: 24.8HP 60in deck riding lawn mower					Estimated Cost of Replacement		
					\$ 18,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			End of Life - Fiscal Year <input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate -> Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			Requested Fiscal Year for replacement <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: Expected end of service life. Too many hours of use on mower.			If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover the anticipated higher repair costs.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PARKS AND GROUNDS - Dept/Div 0919**

FUNCTION:

The Parks and Grounds Division is responsible for maintaining approximately 122 acres of City park land and all amenities therein. The Division designs, installs, and repairs all irrigation systems throughout city parks, grounds, and 300 cul-de-sacs; maintains City playgrounds, tennis courts, nature trails, boardwalks, beautification sites, the U.S. 41 corridor, Dr. Martin Luther King Jr. Boulevard, Wood Street, entranceways to Punta Gorda Isles, Burnt Store Isles, Burnt Store Meadows and Seminole Lakes, medians on Marion Avenue, Monaco Drive and Madrid Boulevard, Hector House Plaza, Freeman House, Herald Court East and West, Government Center Parking Lot, Nesbit Street Parking Lot, Sculpture Garden, Colony Point Drive, Linear Park and Shreve Street to Airport Road Multi-Use Recreational Trail. Normal operations also include holiday decorating, herbicide spraying, tree-trimming and fertilizing.

ACCOMPLISHMENTS:

Accomplishments this year include:

- Installed cul-de-sac trees
- Hand-watering of transplanted trees in City rights-of-way and new plant material as needed throughout the City including at parks, right-of-ways, U.S. 41 and City facilities.
- The trimming and fertilizing of 700+ beautification trees in City rights-of-way
- Maintaining beautification sites on U.S. 41 and U.S. 17
- Maintaining streetscape and City entrance features
- Maintaining Freeman House, Public Works/Utilities Campus, Government Center Parking Lot, Nesbit Street Parking Lot, Herald Ct. Centre, Laishley Park Interactive Fountain, restrooms & Open Air Market, Hector House Plaza, aka Pocket Park, Sculpture Garden, Linear Park, Herald Court West and courtyard, Herald Court East, Trabue Harborwalk, Cooper Street Recreational Center, Hounds on Henry Street, Dr. Martin Luther King Jr. Boulevard, Wood Street, U.S. 41 medians at Monaco Drive, Madrid Boulevard, Seminole Lakes Boulevard and Royal Poinciana, Shreve Street to Airport Road Multi-use Recreational Trail
- Maintenance of all parks, playgrounds, nature trails, boardwalks, decorative fountains, ponds, lights and signs.
- Maintenance of 800+ street lights throughout the City and 70 confirmation lights
- Maintenance, repairs and alterations to 13 city-owned buildings.

The division also completed annual mangrove trimming and exotic plant removal programs, delivered trees, plants, mulch, fertilizer and weed spraying/removal to 300 cul-de-sacs and performed mowing maintenance for West Marion Avenue medians.

BUDGET NARRATIVE:

The proposed budget provides for the City's Parks and Grounds Division to continue its maintenance programs at a high standard level that will include:

- Beautification on U.S. 41
- City parks including Laishley Park, Gilchrist Park, Ponce de Leon Park, Nature Parks, Hounds on Henry Street Dog Park, Bailey Brothers Park and Punta Gorda Pathways
- U.S. 41 Bike Path, Dr. Martin Luther King Jr. Boulevard, Herald Court East and Wood St.
- Government Center, Nesbit Street, and Open Air Market Parking Lots
- Streetscape throughout the downtown area

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PARKS AND GROUNDS - Dept/Div 0919**

BUDGET NARRATIVE (continued):

- Freeman House
- Herald Court Centre

The Parks & Grounds Division, working in conjunction with Facilities Maintenance, distributes manpower throughout the two divisions.

The FY 2017 budget includes the replacement of 2 pickup trucks and a riding mower.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PARKS AND GROUNDS - Dept/Div 0919
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

- PRIORITY:** INFRASTRUCTURE SUSTAINABILITY
 Goal: Maintain and enhance the City's infrastructure to ensure efficient and effective service delivery and quality aesthetic appeal
 Goal: Apply best management practices & systems in infrastructure maintenance
- PRIORITY:** PARTNERSHIPS, COMMUNICATION & COLLABORATION
 Goal: Emphasize transparency in City operations, reporting and activities
- PRIORITY:** QUALITY OF LIFE
 Goal: Support, promote & maintain the City's historic character
 Goal: Maintain the City's high safety rating and emergency response
 Goal: Achieve status as a waterfront destination for land and water visitors
 Goal: Support and promote a pedestrian & bicycle friendly community

MISSION AND OBJECTIVES

The Parks & Grounds Division is responsible for the maintenance of approximately 122 acres of park land that are broken down into 12 named parks: Gilchrist, Laishley, Linear Parks, Ponce de Leon, Punta Gorda Nature Park, Punta Gorda Pathways, Hounds on Henry Street, Elizabeth, Wilson, Alice, Pitman, Shreve and Bailey Brothers; 7 park areas: Marion Avenue downtown, Hector House Plaza, Cooper Street Recreation Center, Freeman House, Colony Point Drive, the Sculpture Garden, and MURTs (Multi-Use Recreational Trails). Maintenance includes mowing, weed control, sidewalk and plant bed edging, pruning & trimming, tree & plant replacement, mulching, painting structures, furnishings, playground equipment and decorator lights, designing, installing and repairing irrigation systems. The Division also maintains 4 playgrounds, 4 fishing piers, 2 beaches and 3 boardwalks within the parks.

INITIATIVES AND ACTION ITEMS

To efficiently and effectively maintain approximately 130 acres of park land, all the amenities therein, and contribute to the enjoyment of leisure time for residents and visitors to the City of Punta Gorda.

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
# of park acres	104	111	122	122
Efficiency:				
Cost per acre (excl. capital)	\$11,339	\$11,807	\$12,278	\$11,621
Service Quality:				
# of acres maintained	104	111	122	122
Outcome:				
% of acreage maintained	100%	100%	100%	100%

RESULTS

Maintenance of the parks throughout the City continues to be a primary focus of staff's attention. Contracting with outside sources continues to serve as an efficient way to care for 122 acres of park land, although contract prices will increase in FY 2017 as outcome of new bid.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
PARKS AND GROUNDS SUMMARY**

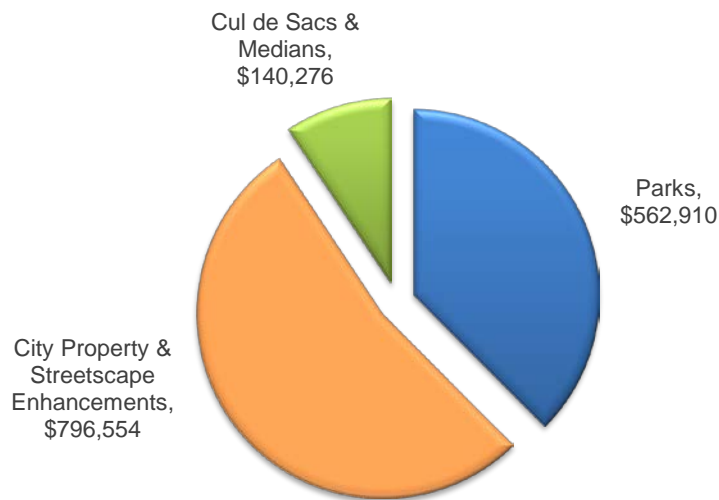
Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	614,156	640,203	633,843	675,573	652,935
Operating	565,112	670,418	766,560	822,295	764,805
Capital Outlay	85,404	66,326	17,000	25,500	82,000
Total	<u>1,264,672</u>	<u>1,376,947</u>	<u>1,417,403</u>	<u>1,523,368</u>	<u>1,499,740</u>

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
PW Crew Chief	1	1	1	1	1
Landscape Technician	1	1	1	1	1
Equipment Operator III	1	1	1	1	1
Equipment Operator II	3	3	3	3	3
Equipment Operator I	4	4	4	4	4
Total	10	10	10	10	10

Service Costs



**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	0919	Asset Tag	4479	Purchase Price (if Known)	\$	6,191	
Make	John Deere	Model	M653	Year	2001	Age	15
Current Mileage	1,407 hours		Life to Date Maintenance Cost		\$	2,594	
Description	John Deere riding mower, 54" deck, zero turn radius, hydrostatic transmission						
Recent Major Repair(s) to extend life:	None		Known Problems:				
			None				
Description of Requested Replacement:					Estimated Cost of Replacement		
Riding mower, zero turn, 54" deck							
					\$		
					18,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: End of service life			If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0919	Asset Tag	5441	Purchase Price (if Known)	\$ 14,096		
Make	Ford	Model	F150 XL	Year	2004	Age	12
Current Mileage	82,000			Life to Date Maintenance Cost	\$ 11,359		
Description	Ford F150 XL 1/2 ton pickup truck						
Recent Major Repair(s) to extend life:			Known Problems:				
None			Lower body and frame has substantial rust.				
Description of Requested Replacement:					Estimated Cost of Replacement		
1/2 ton, 2 door, pickup truck							
					\$ 32,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: End of service life.			If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs or rent/lease truck.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	0919		Asset Tag	5429	Purchase Price (if Known)		\$ 16,223
Make	Ford	Model	F150 XL		Year	2003	Age 13
Current Mileage	94,643			Life to Date Maintenance Cost		\$ 19,980	
Description	Ford F150 XL 1/2 ton pickup						
Recent Major Repair(s) to extend life: Repaired right front fender and grill area, replaced lower ball joints and idler arm, replaced upper control arm assembly			Known Problems: Lower body and frame has substantial rust, the doors jam and don't open, rough running upon acceleration				
Description of Requested Replacement: 1/2 ton, 2 door, pickup truck						Estimated Cost of Replacement	
						\$ 32,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				End of Life - Fiscal Year <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate -> Efficiency: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				Requested Fiscal Year for replacement <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
Provide explanation for requested fiscal year of replacement: End of service life.				If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs or rent/lease truck.			
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	0919	Asset Tag	5445	Purchase Price (if Known)	\$	9,415				
Make	Grasshopper	Model	725-G2	Year	2003	Age	13			
Current Mileage	600 Hours		Life to Date Maintenance Cost		\$	1,060				
Description	Grasshopper riding mower, zero turning radius, G2 hydrostatic drive									
Recent Major Repair(s) to extend life:	None									
Known Problems:	None									
Description of Requested Replacement: Riding mower 61" deck, rear discharge belly mount					Estimated Cost of Replacement					
					\$	18,000				
Scoring Criteria										
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year							
Safety:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 2017	<input type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020	<input type="checkbox"/> 2021
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement							
Efficiency:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 2017	<input checked="" type="checkbox"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020	<input type="checkbox"/> 2021
Provide explanation for requested fiscal year of replacement: Mower will have to many hours of usage and prone to more repairs.					If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs.					
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO										
If No, Requested use?										

Photo (s):



**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	0919		Asset Tag	5474	Purchase Price (if Known)		\$ 14,559
Make	Ford	Model	F150 XL		Year	2005	Age 11
Current Mileage	78,000			Life to Date Maintenance Cost		\$ 18,347	
Description	Ford F150 XL super cab, 4X4 1/2 ton pickup						
Recent Major Repair(s) to extend life: Replaced front sway bar links, replaced transmission, replaced windshield and replaced pinion seal.			Known Problems: Body has substantial rust spots and holes.				
Description of Requested Replacement: 1/2 ton pickup, super cab, 4x4						Estimated Cost of Replacement	
						\$ 36,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				End of Life - Fiscal Year <input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate -> Efficiency: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				Requested Fiscal Year for replacement <input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
Provide explanation for requested fiscal year of replacement: End of service life				If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs.			
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0919	Asset Tag	5513	Purchase Price (if Known)	\$ 21,890		
Make	Ford	Model	F150 XL	Year	2006	Age	10
Current Mileage	111,365			Life to Date Maintenance Cost	\$ 13,094		
Description	Ford F150 XL 1/2 ton super cab pickup						
Recent Major Repair(s) to extend life: Replaced front sway bar links.			Known Problems: None				
Description of Requested Replacement: 1/2 ton super cab, 2 door pickup					Estimated Cost of Replacement		
					\$ 38,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: End of service life			If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0919	Asset Tag	5412	Purchase Price (if Known)	\$ 40,212		
Make	Navistar Int'l.	Model	4200	Year	2003	Age	13
Current Mileage	25,303			Life to Date Maintenance Cost	\$ 23,336		
Description	4x2 flat bed, dump body						
Recent Major Repair(s) to extend life:			Known Problems:				
None			Rust all over				
Description of Requested Replacement:					Estimated Cost of Replacement		
Flat bed truck, 3 ton					\$ 100,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: End of service life			If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover the anticipated higher repair costs or rent/lease truck.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0919	Asset Tag	6841	Purchase Price (if Known)	\$ 12,670		
Make	Ford	Model	RANGER	Year	2008	Age	8
Current Mileage	42,048			Life to Date Maintenance Cost	\$ 4,663		
Description	Ford Ranger compact pickup						
Recent Major Repair(s) to extend life:			Known Problems:				
None			None				
Description of Requested Replacement:					Estimated Cost of Replacement		
Compact pickup					\$ 28,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: Anticipated end of service life			If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover the anticipated higher repair costs.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0919	Asset Tag	6840	Purchase Price (if Known)	\$ 12,870
Make	Ford	Model	Ranger XLT	Year	2008
				Age	8
Current Mileage	68,171			Life to Date Maintenance Cost	\$ 12,019
Description	Ford Ranger XLT 1/4 ton compact pickup				
Recent Major Repair(s) to extend life:	None		Known Problems:	None	
Description of Requested Replacement: 1/4 ton compact pickup				Estimated Cost of Replacement	
				\$ 28,000	
Scoring Criteria					
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year		
Safety: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021		
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement		
Efficiency: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021		
Provide explanation for requested fiscal year of replacement: Anticipated end of service life			If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover the anticipated higher repair costs.		
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO					
If No, Requested use?					

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0919	Asset Tag	5974	Purchase Price (if Known)	\$ 10,325		
Make	Kubota	Model	All Terrain Vehicle	Year	2006	Age	10
Current Mileage	500			Life to Date Maintenance Cost	\$ 1,444		
Description	Kubota ATV						
Recent Major Repair(s) to extend life:			Known Problems:				
None			Rust all over				
Description of Requested Replacement:					Estimated Cost of Replacement		
Diesel 4X4 dump bed ATV					\$ 20,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: Anticipated end of service life			If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover the anticipated higher repair costs.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
POLICE - Dept. 1200**

FUNCTION:

The function of the police department is to provide for the security, safety, and well-being of the community through a partnership with the citizens of Punta Gorda and the delivery of law enforcement services including enforcement of federal, state, and local statutes and ordinances. The Police Department provides deterrence against criminal activity through progressive law enforcement and investigative efforts as well as problem-oriented policing. The Department must also fulfill all other official responsibilities mandated by the State Constitution, Florida Statutes, and City Ordinances.

ACCOMPLISHMENTS:

Our goal continues to be the efficient and effective delivery of law enforcement services to the citizens of Punta Gorda with an emphasis on extraordinary customer service. Our emphasis on customer connectivity continues to provide the foundation for the way we do business and all new employees and volunteers receive this essential training. The program emphasizes a contemporary business model approach to police management, with customers viewed as stakeholders, in lieu of the typical law enforcement paramilitary command management model. This is the core of our customer-centric approach in providing law enforcement services.

The department continues to provide a full array of service delivery channels to include uniform patrol, bike patrol, marine patrol, motorcycle patrol, canine patrol, dive team, traffic homicide investigators, and more. In FY 2015 our police reserves provided our citizens with 823 hours of non-paid law enforcement services. In addition, during FY 2015 our Volunteer in Policing (VIP) members contributed 10,017 hours to the city of Punta Gorda at minimal cost to the tax payer.

An emphasis on the aggressive pursuit of criminal activity compliments our crime prevention efforts. This has resulted in the department achieving a 42% Uniform Crime Report (UCR) clearance rate in 2015. Punta Gorda obtained the second lowest index crime rate among Florida municipal agencies with a similar service population (15,000 – 20,000).

We continue to emphasize crime prevention through public education. The department continues to provide a number of essential crime prevention programs to the City to include Neighborhood Watch, our Bank Security Network, Do the Right Thing of Charlotte County, Inc., Drug Abuse Resistance Education (DARE) training, Gang Resistance Education and Training (GREAT) and our Jammers Youth Basketball League, among others. In fact, the Jammers program continues to be so successful that the number of children who participated in this program had to be capped at 72. Finally, the Self Defense Familiarization and Exchange (SAFE) class which was offered throughout the year to provide basic self-defense and awareness for women at the high school level and beyond continues to be popular.

The City's School Resource Officer (SRO) program remains a tremendous success. We continue to effectively serve approximately 3,668 students with three School Resource Officers. DARE training is delivered annually to 126 5th grade students at Sallie Jones Elementary School and GREAT training is provided annually to 400 7th grade students at Punta Gorda Middle School.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
POLICE - Dept. 1200**

ACCOMPLISHMENTS: (continued)

Over the past year, the department continues to benefit from a number of product upgrades to enhance our service delivery and increase officer safety. This includes the following: (1) online training program for police officers, (2) purchased an equipment trailer for the DIVE Team (grant funded), (3) transitioned to the Ford Interceptor Utility vehicle, (4) online training program for dispatchers, (5) upgraded police department video security system (grant funded), (6) purchased a message / radar board for community events (grant funded), (7) upgraded Public Safety Communications Center with new technology and furniture, (8) upgraded Marine Unit technology (grant funded), (9) received reaccredited status by the Commission for Florida Law Enforcement Accreditation (CFA) and (10) upgraded the Public Safety Training Room with new technology (partially grant funded). The police department continues to be the lead component in the multiyear city 800 mhz radio project upgrade.

A strong connection to the community continues to be an emphasis for department members. The police department launched the Coffee with the Chief program, launched our first social media application – Facebook, and launched an outreach program on student safety. Police hosted the Punta Gorda Citizen's Academy, Leadership Charlotte, and several community gun safety, fraud, and bicycle / pedestrian safety seminars.

Members participated in the American Cancer Society fundraiser, several Special Olympics fundraisers and events as well as the "Shop with a Cop" program. We partnered with the Florida Bicycle Association and with Drug Free Punta Gorda raising community awareness. Our membership also sponsored two school classes at the Baker Center during Christmas and our dispatchers provided holiday meals to several families during both Thanksgiving and Christmas.

Our sports team *The Force*, which is staffed entirely by off duty members, participated in numerous events to raise money for charity and to connect with our youth. The events included the annual State Attorney's Office Law Enforcement Appreciation Day Softball Tournament and basketball against the Special Olympics Basketball team *The Cougars*. Thousands of dollars were raised for charity events.

BUDGET NARRATIVE:

No sworn or civilian positions have been requested this year. Equipment upgrades and infrastructure have been implemented with maximum efficiency and an emphasis on cost savings and grant funding. \$196,000 has been allocated for the replacement of police vehicles through the 1% sales tax and the general fund. A taser replacement program of \$10,496 annually has been established to replace 8 tasers per year. The replacement of a police marine vessel is also budgeted in FY 2017, although a grant will be applied for as an alternative funding source.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
Police - Dept. 1200
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

- PRIORITY:** FINANCIAL/ECONOMIC SUSTAINABILITY
 Goal: Ensure the competitiveness of Punta Gorda’s business climate
 Goal: Enhance workforce development & diversity in the City organization
 Goal: Identify sustainable spending policies and appropriate technologies to support business operations
- PRIORITY:** Partnerships, Communication & Collaboration Strategic Priority
 Goal: Emphasize transparency in City operations, reporting, and activities
- PRIORITY:** Quality of Life Strategic Priority
 Goal: Maintain the City’s high safety rating and emergency response

MISSION AND OBJECTIVES

Protect the lives and property of our citizens through proactive enforcement of local, state and federal laws. This service will be provided in the most efficient and effective means possible, with a high regard for professionalism and customer service.

INITIATIVES AND ACTION ITEMS

- Respond and be on scene of all calls for service within an average of **3:30** minutes of dispatch.
- For Communications personnel to answer all telephone calls for service within a ring time of **3** seconds.
- Achieve the second lowest index crime rate among Florida municipal agencies with a similar service population (15,000 – 20,000).
- Recruitment efforts to fill sworn vacancies should be directed towards the goal of racial, ethnic and gender diversity (Accreditation Chapter 12).
- Complete annual Cost of Services project and complete a comprehensive business plan.
- Maintain established procedures compatible with generally accepted accounting principles. Maintain written directives describing the agency’s accounting system, cash handling procedures, and inventory control process. Perform regular audits (Accreditation Chapter 7).
- Maintain an updated Traffic Safety and Enforcement Plan.
- Enhance quality of life amenities through the Jammers Youth Basketball League Program, the Interactive Youth Center, and the Punta Gorda Community Garden.
- Achieve a monthly Quality Assurance Survey approval rating of 95%.*

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
Total Calls for Service	11,858	13,151	13,167	12,932
Total No. of ring events on administrative lines	30,291	30,756	32,406	32,068
Total No. of ring events on emergency 911 lines	6,968	7,939	8,241	8,703
Efficiency:				
Cost per capita (Excl. Capital)	\$291.88	\$297.69	\$292.24	\$296.79
City Population est.	17,556	17,632	17,835	18,040

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
Police - Dept. 1200
Key Performance Measures**

(continued)

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Service Quality:				
Average patrol response time for calls for service	3:20	3:27	3:25	3:50
Monthly Quality Assurance Survey Rating of 95%	98.7%	99.3%	99.4%	99.1%
Average administrative line ring duration in seconds	3	3	3	3
Average emergency 911 line ring duration in seconds	3	3	3	3
Outcome:				
Uniform Crime Rate**	1,687.0	1,425.7	1,370.1	1246.5
Total Index Crimes	295	252	247	230
Clearance Rates	39.0%	42.1%	42.5%	44.5%
UCR Population est.***	17,487	17,675	17,863	18,051

RESULTS

Efforts have resulted in patrol response times of **3:27**. For the ninth consecutive year the average telephone line answering time goal achievement for Telecommunicators is **3 seconds**. We believe that the attainment of these objectives reflects positively on our emphasis on exceptional service to our citizens.

Calls for services that are not included in response time calculations include Telecommunicator reports, citizen fingerprinting requests, traffic stops, community foot patrols, directed patrols, and cancelled calls for service. Each of these Calls for Service categories do not involve a police officer response.

Monthly Quality Assurance Survey results indicate a 99.3% approval rating.

Ring time statistics are derived from the agency's Public Safety Answering Point (PSAP) computerized data collection system which is administered by the Charlotte County E-911 Administrator.

We are also encouraged by an analysis of Florida municipal law enforcement agencies with a service population between 15,000 and 20,000. In 2015 Punta Gorda again had the 2nd lowest crime index crime rate when compared to 19 other law enforcement agencies with a similar service population. We have maintained this distinction 6 out of the past 7 years (2009, 2010, 2011, 2012, 2014 and 2015).

The police department has completed the annual Cost of Services project and continues to post the updated Traffic Safety Plan to the website.

The agency has taken numerous steps in an effort of meeting the racial, ethnic and gender diversity of the community the agency serves. Department members have attended various NAACP events and police academy graduations. Results of these actions appear positive as higher number of minorities are applying to the agency.

The police department continues to maintain established procedures compatible with generally acceptable accounting principles. This was validated during the 2016 accreditation process.

The police department continues to run a successful Jammers Youth Basketball League, deploys the Interactive Youth Center at community events, and has 27 garden plots available to the community in the City of Punta Gorda's Community Garden at the public safety building.

**The Quality Assurance Program is designed to obtain feedback from customers who have been in contact with the Punta Gorda Police Department. On a monthly basis eight questions and their corresponding answers are reported in the Quality Assurance Reviews of the Monthly Activity Report which is furnished to the City Manager.*

***The Uniform Crime Rate provides a measure of index crimes per 100,000 service population.*

****UCR population figures are based on data provided by the Florida Legislature's Office of Economic and Demographic Research, the same database utilized by the Florida Department of Law Enforcement for Uniform Crime Reporting purposes.*

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
POLICE SUMMARY**

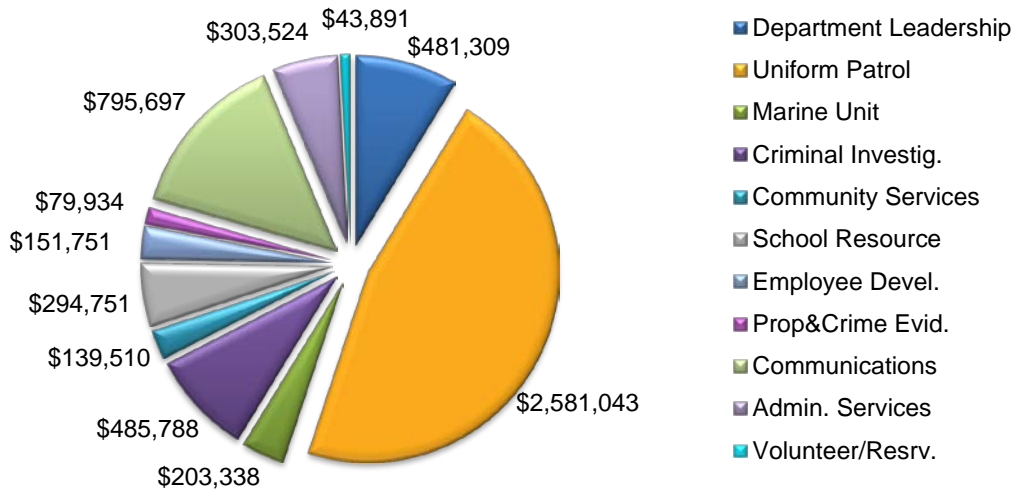
Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	4,218,035	4,359,319	4,335,369	4,294,550	4,363,300
Operating	906,225	889,615	930,775	917,617	990,740
Capital Outlay	198,020	114,082	146,000	356,313	206,496
Total	5,322,280	5,363,016	5,412,144	5,568,480	5,560,536


Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
Police Chief	1	1	1	1	1
Captain	2	2	2	2	2
Lieutenant	7	7	7	7	7
Police Accreditation Mgr	1	1	1	1	1
Police Officer	21	21	21	21	21
School Resource Officer	3	3	3	3	3
Evid./Crime Scene Tech.	1	1	1	1	1
Communications Supv.	1	1	1	1	1
Dispatcher	8	8	8	8	8
Police Records Specialist	3	3	3	3	3
Executive Assistant	1	1	1	1	1
Total	49	49	49	49	49

Service Costs



Capital Outlay Program Project Detail

Project Title: Police Fleet Replacements																														
Acct #: 001-1200-521-64-01			Project Code: PDCAR																											
Strategic Priority: Infrastructure Sustainability – Maintain and enhance the City’s capital assets and quality municipal services.			Goal: Maintain and enhance the City’s infrastructure to ensure efficient and effective service delivery and quality aesthetic appeal. Maximize use of new technology in applicable areas. Apply best management practices & systems in infrastructure maintenance.																											
Previous Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Cost																								
\$ 0	\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000	\$ 220,000	\$ 604,000																								
1. Land Cost: _____ Acres _____ Front Ft _____ Sq Ft N/A		5. Status of Project: _____ x Preliminary Estimate _____ Survey in Progress _____ Plans in Preparation _____ Completed		Department: Police Contact Person: Jason Ciaschini																										
2. Building Construction Cost: _____ Sq. Ft. _____ Equipment N/A		6. Status of Land Acquisition: _____ Not Yet Acquired _____ Partly Acquired _____ Publicly Owned _____ x No Land Involved _____ Gift		Project Description: Planned replacement of police fleet vehicles FY 2017 – FY 2020: Replacement of 5 vehicles per year - \$196,000 per year Funding Sources: \$96,000/yr - General Fund Revenues \$100,000/yr - 1% Sales Tax Fund																										
3. Estimated Costs: In Previous CIP \$ _____ 0 In Present CIP \$ _____ 604,000 Engineering \$ _____ Land \$ _____ Site \$ _____ Improvement \$ _____ Construction \$ _____ Landscaping \$ _____ Equipment \$ _____ 604,000		7. Effect of Operating Cost (+ or -): \$ _____ Personal Services \$ _____ Contractual for Services \$ _____ Equipment \$ _____ Other Costs: Replacements - No additional operating costs \$ _____ 0 Total		FY 2021: Replacement of 5 vehicles \$220,000 - General Fund Revenues 																										
4. Sources of Financing: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Local</th> <th style="text-align: center;">State</th> <th style="text-align: center;">Federal</th> </tr> </thead> <tbody> <tr> <td>1st Yr.</td> <td style="text-align: center;">GF _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>2nd Yr.</td> <td style="text-align: center;">GF _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>3rd Yr.</td> <td style="text-align: center;">GF _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>4th Yr.</td> <td style="text-align: center;">GF _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>5th Yr.</td> <td style="text-align: center;">GF _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>			Local	State	Federal	1 st Yr.	GF _____	_____	_____	2 nd Yr.	GF _____	_____	_____	3 rd Yr.	GF _____	_____	_____	4 th Yr.	GF _____	_____	_____	5 th Yr.	GF _____	_____	_____	8. Effect on income (+ or -): _____ Loss of Taxes _____ Gain From Sale of Previous Facility _____ New Revenues _____ x No Effect \$ _____ Total		Project Justification: The Police Department maintains extensive records on its fleet. Replacement recommendations are made based upon age, mileage, and maintenance costs. The majority of the fleet operates under patrol operations and vehicle safety is paramount to our employees.		
	Local	State	Federal																											
1 st Yr.	GF _____	_____	_____																											
2 nd Yr.	GF _____	_____	_____																											
3 rd Yr.	GF _____	_____	_____																											
4 th Yr.	GF _____	_____	_____																											
5 th Yr.	GF _____	_____	_____																											

* FUNDING SOURCES (SEE PAGE 8.05)

**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	Police		Asset Tag	5451	Purchase Price (if Known)		\$ 22,812
Make	Ford	Model	Crown Victoria		Year	2004	Age 12
Current Mileage	93,833			Life to Date Maintenance Cost		\$ 11,819	
Description	Unmarked Police Vehicle (Line Car)						
Recent Major Repair(s) to extend life: N/A			Known Problems: N/A				
Description of Requested Replacement: Patrol Vehicle - Recommended Ford Interceptor Utility						Estimated Cost of Replacement	
						\$ 44,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->				End of Life - Fiscal Year			
Safety: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate ->				Requested Fiscal Year for replacement			
Efficiency: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
Provide explanation for requested fiscal year of replacement: The Police Department maintains extensive records on its fleet. Replacement recommendations are made based upon age, mileage, and maintenance costs. The majority of the fleet operates under patrol operations and vehicle safety is paramount to our employees.				If this vehicle or equipment is not replaced, what are the alternatives: Increased expenses of the police department's repair and maintenance accounts.			
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):

**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	Police	Asset Tag	5507	Purchase Price (if Known)	\$ 24,992		
Make	Ford	Model	Crown Victoria	Year	2006	Age	10
Current Mileage	89,038			Life to Date Maintenance Cost	\$ 18,568		
Description	Police Volunteer Vehicle						
Recent Major Repair(s) to extend life: N/A			Known Problems: N/A				
Description of Requested Replacement: Police Volunteer Vehicle					Estimated Cost of Replacement		
					\$ 20,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
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If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):

**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	Police		Asset Tag	5520	Purchase Price (if Known)		\$ 25,670
Make	Ford	Model	Crown Victoria		Year	2007	Age 9
Current Mileage	69,390			Life to Date Maintenance Cost		\$ 12,178	
Description	Patrol Vehicle						
Recent Major Repair(s) to extend life: N/A			Known Problems: N/A				
Description of Requested Replacement: Patrol Vehicle - Recommended Ford Interceptor Utility						Estimated Cost of Replacement	
						\$ 44,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				End of Life - Fiscal Year <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate -> Efficiency: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				Requested Fiscal Year for replacement <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
Provide explanation for requested fiscal year of replacement: The Police Department maintains extensive records on its fleet. Replacement recommendations are made based upon age, mileage, and maintenance costs. The majority of the fleet operates under patrol operations and vehicle safety is paramount to our employees.				If this vehicle or equipment is not replaced, what are the alternatives: Increased expenses of the police department's repair and maintenance accounts.			
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):

**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	Police	Asset Tag	6804	Purchase Price (if Known)	\$ 22,169		
Make	Ford	Model	Crown Victoria	Year	2007	Age	9
Current Mileage	88,654			Life to Date Maintenance Cost	\$ 16,137		
Description	Patrol Vehicle						
Recent Major Repair(s) to extend life: N/A			Known Problems: N/A				
Description of Requested Replacement: Patrol Vehicle - Recommended Ford Interceptor Utility					Estimated Cost of Replacement		
					\$ 44,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: The Police Department maintains extensive records on its fleet. Replacement recommendations are made based upon age, mileage, and maintenance costs. The majority of the fleet operates under patrol operations and vehicle safety is paramount to our employees.			If this vehicle or equipment is not replaced, what are the alternatives: Increased expenses of the police department's repair and maintenance accounts.				
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO							
If No, Requested use?							

Photo (s):

**City of Punta Gorda
Fleet/Equipment Replacement Review**


Dept/Div	Police		Asset Tag	6806	Purchase Price (if Known)		\$ 22,169
Make	Ford	Model	Crown Victoria		Year	2007	Age 9
Current Mileage	86,267			Life to Date Maintenance Cost		\$ 16,456	
Description	Patrol Vehicle						
Recent Major Repair(s) to extend life: N/A			Known Problems: N/A				
Description of Requested Replacement: Patrol Vehicle - Recommended Ford Interceptor Utility						Estimated Cost of Replacement	
						\$ 44,000	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				End of Life - Fiscal Year <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate -> Efficiency: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				Requested Fiscal Year for replacement <input checked="" type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
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If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):

Capital Outlay Program Project Detail


Project Title: Police Taser Replacements																														
Acct #: 001-1200-521-64-03			Project Code: TASER																											
Strategic Priority: Infrastructure Sustainability – Maintain and enhance the City’s capital assets and quality municipal services.			Goal: Maintain and enhance the City’s infrastructure to ensure efficient and effective service delivery and quality aesthetic appeal. Maximize use of new technology in applicable areas. Apply best management practices & systems in infrastructure maintenance.																											
Previous Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Cost																								
\$ 0	\$ 10,496	\$ 10,496	\$ 10,496	\$ 10,496	\$ 10,496	\$ 52,480																								
1. Land Cost: _____ Acres _____ Front Ft _____ _____ Sq Ft _____ N/A		5. Status of Project: _____ x Preliminary Estimate _____ Survey in Progress _____ Plans in Preparation _____ Completed		Department: Police Contact Person: Jason Ciaschini																										
2. Building Construction Cost: _____ Sq. Ft. _____ Equipment N/A		6. Status of Land Acquisition: _____ Not Yet Acquired _____ Partly Acquired _____ Publicly Owned _____ x No Land Involved _____ Gift		Project Description: Planned replacement of tasers FY 2017 – FY 2021: Replacement of 8 tasers per year - \$10,496 per year																										
3. Estimated Costs: In Previous CIP \$ _____ 0 In Present CIP \$ _____ 52,480 Engineering \$ _____ Land \$ _____ Site \$ _____ Improvement \$ _____ Construction \$ _____ Landscaping \$ _____ Equipment \$ _____ 52,480		7. Effect of Operating Cost (+ or -): \$ _____ Personal Services \$ _____ Contractual for Services \$ _____ Equipment \$ _____ Other Costs: Replacements - No additional operating costs \$ _____ 0 Total		Project Justification: In 2010, the police department was one of the last agencies in the Southwest Florida area that implemented the usage of the Taser which is a less lethal weapon system. This program was implemented through a grant. This program has been in existence for the past five years and has proven successful. The equipment is beginning to age and the typical expense to repair a Taser has been deemed cost prohibitive. The department needs to implement a replacement program for this effective tool. This will allow the purchase of 8 replacement Tasers with extended warranties each year.																										
4. Sources of Financing: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Local</th> <th style="text-align: center;">State</th> <th style="text-align: center;">Federal</th> </tr> </thead> <tbody> <tr> <td>1st Yr.</td> <td style="text-align: center;">GF _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>2nd Yr.</td> <td style="text-align: center;">GF _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>3rd Yr.</td> <td style="text-align: center;">GF _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>4th Yr.</td> <td style="text-align: center;">GF _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>5th Yr.</td> <td style="text-align: center;">GF _____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>			Local	State	Federal	1 st Yr.	GF _____	_____	_____	2 nd Yr.	GF _____	_____	_____	3 rd Yr.	GF _____	_____	_____	4 th Yr.	GF _____	_____	_____	5 th Yr.	GF _____	_____	_____	8. Effect on income (+ or -): _____ Loss of Taxes _____ Gain From Sale of _____ Previous Facility _____ New Revenues _____ x No Effect \$ _____ Total				
	Local	State	Federal																											
1 st Yr.	GF _____	_____	_____																											
2 nd Yr.	GF _____	_____	_____																											
3 rd Yr.	GF _____	_____	_____																											
4 th Yr.	GF _____	_____	_____																											
5 th Yr.	GF _____	_____	_____																											

Capital Outlay Program Project Detail

Project Title: Police Vessel																														
Acct #: 001-1200-521-6403			Project Code: PDVESS																											
Strategic Priority: Infrastructure Sustainability – Maintain and enhance the City’s capital assets and quality municipal services Quality of life -- Enhance and promote Punta Gorda’s attractive neighborhoods and working environment, heritage tourism, cultural opportunities, healthy eco-system and outdoor lifestyle, and its vibrant, safe City Status				Goal: Apply best management practices & systems in infrastructure maintenance. Maintain the City’s high safety rating and emergency response.																										
Previous Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Cost																								
\$ 0	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 100,000																								
1. Land Cost: _____ Acres _____ Front Ft _____ Sq Ft N/A		5. Status of Project: _____ x Preliminary Estimate _____ Survey in Progress _____ Plans in Preparation _____ Completed			Department: Police Contact Person: Jason Ciaschini																									
2. Building Construction Cost: _____ Sq. Ft. _____ Equipment N/A		6. Status of Land Acquisition: _____ Not Yet Acquired _____ Partly Acquired _____ Publicly Owned _____ x No Land Involved _____ Gift			Project Description: Purchase of a police vessel which is fully equipped with all emergency equipment (\$75,000), the associated trailer (\$5,000), and the motor (\$20,000) = \$100,000. An alternative funding source may be the Charlotte County Marine Advisory Committee (MAC). Will apply for grant.																									
3. Estimated Costs: In Previous CIP \$ _____ 0 In Present CIP \$ _____ 100,000 Engineering \$ _____ Land \$ _____ Site \$ _____ Improvement \$ _____ Construction \$ _____ Landscaping \$ _____ Equipment \$ _____ 100,000		7. Effect of Operating Cost (+ or -): \$ _____ Personal Services \$ _____ Contractual for Services \$ _____ Equipment \$ _____ Other Costs: No additional cost \$ _____ 0 Total																												
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	Local	State	Federal																											
1 st Yr.	GF	_____	_____																											
2 nd Yr.	_____	_____	_____																											
3 rd Yr.	_____	_____	_____																											
4 th Yr.	_____	_____	_____																											
5 th Yr.	_____	_____	_____																											


* FUNDING SOURCES (SEE PAGE 8.05)

Capital Outlay Program Project Detail

Project Title: Police Vessel Refurbishment																														
Acct #: 001-1200-521-6403			Project Code: TBD																											
Strategic Priority: Infrastructure Sustainability – Maintain and enhance the City’s capital assets and quality municipal services Quality of life -- Enhance and promote Punta Gorda’s attractive neighborhoods and working environment, heritage tourism, cultural opportunities, healthy eco-system and outdoor lifestyle, and its vibrant, safe City Status				Goal: Apply best management practices & systems in infrastructure maintenance. Maintain the City’s high safety rating and emergency response.																										
Previous Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Cost																								
\$ 0	\$ 0	\$ 18,000	\$ 0	\$ 0	\$ 0	\$ 18,000																								
1. Land Cost: _____ Acres _____ Front Ft _____ Sq Ft N/A		5. Status of Project: _____ x Preliminary Estimate _____ Survey in Progress _____ Plans in Preparation _____ Completed			Department: Police Contact Person: Jason Ciaschini																									
2. Building Construction Cost: _____ Sq. Ft. _____ Equipment N/A		6. Status of Land Acquisition: _____ Not Yet Acquired _____ Partly Acquired _____ Publicly Owned _____ x No Land Involved _____ Gift			Project Description: Refurbishment of police vessel (Boston Whaler) which will be 13 years old in FY 2018. The vessel is structurally sound but is showing its age. We believe we can get another 8-10 years of life out of this vessel through refurbishment in lieu of replacement. An alternative funding source may be the Charlotte County Marine Advisory Committee (MAC).																									
3. Estimated Costs: In Previous CIP \$ _____ 0 In Present CIP \$ _____ 18,000 Engineering \$ _____ Land \$ _____ Site \$ _____ Improvement \$ _____ Construction \$ _____ Landscaping \$ _____ Equipment \$ _____ 18,000		7. Effect of Operating Cost (+ or -): \$ _____ Personal Services \$ _____ Contractual for Services \$ _____ Equipment \$ _____ Other Costs: \$ _____ 0 Total																												
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	Local	State	Federal																											
1 st Yr.	_____	_____	_____																											
2 nd Yr.	GF	_____	_____																											
3 rd Yr.	_____	_____	_____																											
4 th Yr.	_____	_____	_____																											
5 th Yr.	_____	_____	_____																											

* FUNDING SOURCES (SEE PAGE 8.05)

Capital Outlay Program Project Detail

Project Title: Police Vessel Motor Replacement																														
Acct #: 001-1200-521-6403			Project Code: TBD																											
Strategic Priority: Infrastructure Sustainability – Maintain and enhance the City’s capital assets and quality municipal services Quality of life -- Enhance and promote Punta Gorda’s attractive neighborhoods and working environment, heritage tourism, cultural opportunities, healthy eco-system and outdoor lifestyle, and its vibrant, safe City Status				Goal: Apply best management practices & systems in infrastructure maintenance. Maintain the City’s high safety rating and emergency response.																										
Previous Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Cost																								
\$ 0	\$ 0	\$ 0	\$ 13,000	\$ 0	\$ 0	\$ 13,000																								
1. Land Cost: _____ Acres _____ Front Ft _____ Sq Ft N/A		5. Status of Project: _____ x Preliminary Estimate _____ Survey in Progress _____ Plans in Preparation _____ Completed			Department: Police Contact Person: Jason Ciaschini																									
2. Building Construction Cost: _____ Sq. Ft. _____ Equipment N/A		6. Status of Land Acquisition: _____ Not Yet Acquired _____ Partly Acquired _____ Publicly Owned _____ x No Land Involved _____ Gift			Project Description: Replacement of boat motor on Boston Whaler police vessel. The vessel is recommended for refurbishment in FY 2018. The motor is recommended for replacement in FY 2019. An alternative funding source may be the Charlotte County Marine Advisory Committee (MAC).																									
3. Estimated Costs: In Previous CIP \$ _____ 0 In Present CIP \$ _____ 13,000 Engineering \$ _____ Land \$ _____ Site \$ _____ Improvement \$ _____ Construction \$ _____ Landscaping \$ _____ Equipment \$ _____ 13,000		7. Effect of Operating Cost (+ or -): \$ _____ Personal Services \$ _____ Contractual for Services \$ _____ Equipment \$ _____ Other Costs: No additional cost \$ _____ 0 Total																												
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	Local	State	Federal																											
1 st Yr.	_____	_____	_____																											
2 nd Yr.	_____	_____	_____																											
3 rd Yr.	GF	_____	_____																											
4 th Yr.	_____	_____	_____																											
5 th Yr.	_____	_____	_____																											

* FUNDING SOURCES (SEE PAGE 8.05)

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
FIRE - Dept. 1300**

FUNCTION:

The function of the Fire Department is to protect lives and property through fire prevention, basic and advanced life support, fire suppression, hazardous materials response/identification, and other emergency incidents during both natural and man-made emergencies in the most effective, professional and efficient manner possible.

The Fire Suppression Division personnel are highly trained in the latest methods of basic and advanced life support, fire suppression, hazardous materials response/identification, vehicular extrication and other rescue situations. They are also very involved with the fire prevention aspect of the Fire Department operations through pre-fire planning of commercial and multi-family occupancies and the annual in-service inspection program.

The Fire Prevention Division is charged with the responsibility of keeping the citizens of Punta Gorda and their property safe from fire and other life threatening incidents. This is accomplished by staying current with the Local, State and Federal codes, rules, ordinances, etc. relating to life, safety and building construction. The Fire Prevention Division is also responsible for reviewing all commercial and multi-family fire protection system plans prior to the awarding of a building permit. The Fire Marshal is the Department's representative and serves as an integral member of the Punta Gorda Development Review Committee (DRC).

ACCOMPLISHMENTS:

- The Department continues to utilize a wide array of service delivery models to provide both fire and EMS services to the community. One successful example is the Department's Bike Medic Program which allows paramedics the ability to quickly reach patients during special details and large events. Medics have the capability to treat patients for anything from a simple scrape to full cardiac arrest. Funding for this project was provided by several Community Resources.
- The Department currently provides Advanced Life Support to all 3 districts throughout the City. Additionally we continue to facilitate two Charlotte County ambulances which respond from our Stations 1 and 3. This arrangement continues to be successful and provides a high level of patient care for our residents.
- We continue to emphasize Fire Prevention through public education. All members of the Department are involved with our public education and community training opportunities. We continue to offer fire extinguisher training several times throughout the year. Additionally, we have developed several "focused" presentations as requested such as fire and medical emergencies while cruising and smoke/CO detector programs (new install or battery replacement). We continue to see several hundred children from the Charlotte County School system that are bussed in for fire and injury prevention training sessions which occur during Fire Prevention month.
- To fill a need within the community the Department offers a monthly Family and Friends® CPR course of instruction. Developed by the American Heart Association, this course is for residents who want to learn CPR but do not need a course completion card. It is free to the community and is taught by certified instructors from within the Department thereby keeping it budget neutral.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
FIRE - Dept. 1300**

ACCOMPLISHMENTS (continued):

- The Fire Department continues to see a high volume of participants in multiple ongoing programs. The “Household Sharps Disposal Program” and “Operation Medicine Cabinet” continue to be utilized by residents from all of Charlotte County. The Department has been successful in maintaining several community partners (PGPD, Drug Free Charlotte, Charlotte Solid Waste and Charlotte County Health Department) which have helped to minimize any additional cost or budget impact. The Department also installs child car seats using certified technicians from within the organization. The “Red Dot Program”, in conjunction with Charlotte County Fire/EMS, Charlotte County Sheriff’s Office and local hospitals, continues to provide residents with the means to have important medical information available to first responders in the event of an emergency.
- The Department continues to aggressively market our smoke/CO detector program. The department successfully submitted and received grant funding totaling \$5,000.00 which will be utilized to provide residents who cannot afford a smoke/CO detector a new 10 yr. life unit. The Department continues to experience increased participation in the Smoke Detector Battery Change Out program.
- The Department is continuing its program of pre-planning and inspecting approximately 1,200 commercial addresses within the City that require annual or semi-annual inspections. Each address receives an inspection, a drawing of the layout of the structure as well as a pre-fire survey detailing elements of construction, egress, occupancy and any hazards that would impede rescue/firefighting operations. This program was enhanced by utilizing all electronic documentation for pre-plans as well as in service inspections. Local business owners now receive all inspection forms and follow up documentation electronically. This program was developed and written internally at minimal expense and continues to create efficiencies as well as improve communication with the business community.

BUDGET NARRATIVE:

Department costs continue to be monitored and evaluated to ensure that the primary delivery of service is not affected.

As part of its ongoing training efforts, the Department has taken the opportunity to develop in-house certified instructors for CPR, BLS, ACLS and Dive Rescue. By utilizing on duty personnel, rather than outsourcing, the department has been able to increase training and comply with all required recertifications without the added expense of hiring outside agencies.

With the City’s proximity to Charlotte Harbor and over 70 miles of canals there exists the potential for many water-related emergencies. Currently, dive/rescue operations are accomplished utilizing land-based fire apparatus and on duty personnel. We have identified a potential increase for water related emergencies which can not be mitigated solely from land-based units. Through a partnership with the Marine Division of PGPD, Department personnel have been cross-trained to employ available PGPD marine resources for marine responses.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
FIRE - Dept. 1300**

BUDGET NARRATIVE (continued):

The FY 2017 budget includes increased funding for apparatus repair and maintenance. As our current fleet continues to age, we are experiencing an increase in the duration and frequency of repairs and downtime to our frontline apparatus. We are anticipating delivery of a new fire apparatus in FY 2017 (ordered in FY 2016 – 1% Sales Tax Fund). Engine 3 will be reassigned as the rotational truck and will replace the current 19 yr. old reserve apparatus.

Replacement programs have been developed for personal protective equipment, suppression equipment, and medical equipment to funded annually beginning in FY 2017. It is intended that funds not spent will be carried over to the next fiscal year.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
FIRE - Dept. 1300
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: QUALITY OF LIFE

Goal: Maintain the City's high safety rating and emergency response

MISSION AND OBJECTIVES

The Fire Department is responsible for the protection of the lives and property of the citizens of Punta Gorda. This is achieved through fire prevention, basic/advanced life support, fire suppression, hazardous materials response/identification, and other emergency incidents during both natural and man-made emergencies in the most effective, professional and efficient manner possible. This will minimize the damage caused by fire and other hazards along with ensuring the most successful outcomes of accidental injuries and/or medical emergencies.

INITIATIVES AND ACTION ITEMS

To respond to, and be on scene of, 90% of all emergency calls within the City in 5 minutes or less of dispatch, as stated in the National Fire Protection Association Standards (NFPA), Standard #1710.

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output:				
Total number of calls	3,236	3,590	3,651	3,804
Emergency Calls	2,639	2,959	2,979	3,095
Non-Emergency Calls	597	631	672	709
Efficiency:				
Cost per capita (excl. capital)	\$184	\$183	\$186	\$190
Service Quality:				
Average fire response time for calls for service	3:57	3:54	3:47	3:42
Number of emergency calls with a response time of less than 5 minutes	2,033	2,320	2,347	2,491
Outcome:				
Percentage of emergency calls with a response time of less than 5 minutes	77.1%	78.9%	81.4%	83.6%

RESULTS

Currently, the Fire Department responds within the City of Punta Gorda in 5 minutes or less of dispatch on 81.4% of emergency calls. The department has identified and implemented changes to the process which we predict will improve results.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
FIRE SUMMARY**

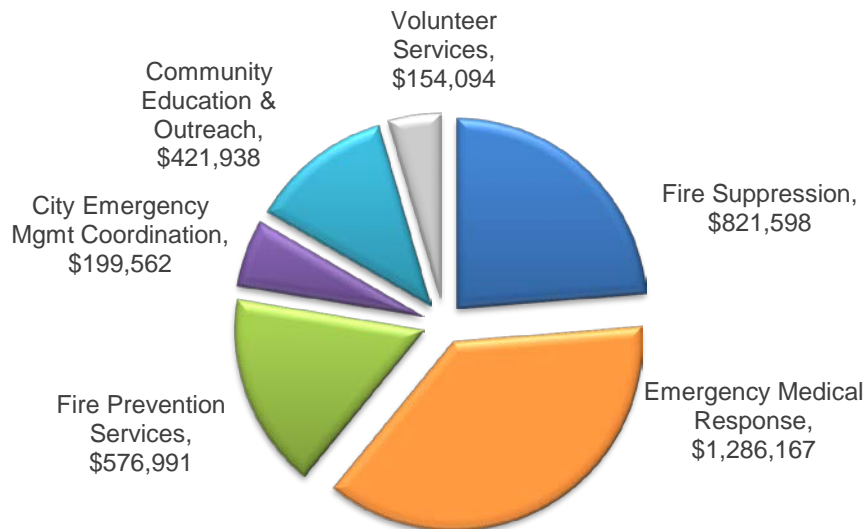
Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017
Personnel Services	2,881,808	2,832,512	2,807,625	2,844,457	2,977,510
Operating	350,576	394,368	405,515	467,887	441,840
Capital Outlay	50,294	16,662	39,000	76,000	41,000
Total	<u>3,282,678</u>	<u>3,243,542</u>	<u>3,252,140</u>	<u>3,388,344</u>	<u>3,460,350</u>

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017
Fire Chief	1	1	1	1	1
Fire Operations Chief	1	1	1	1	1
Fire Battalion Chief	3	3	3	3	3
Fire Lieutenant	9	9	9	9	9
Fire Marshall	1	1	1	1	1
Firefighter/EMT	12	12	12	12	12
Fire Inspector	0	0	0	0	1
Executive Assistant	1	1	1	1	1
Total	28	28	28	28	29

Service Costs



Capital Outlay Program Project Detail

Project Title: Personal Protective Equipment																														
Acct #: 001-1300-522-6403			Project Code: PPGEAR																											
Strategic Priority: Quality of Life- Enhance and promote Punta Gorda's attractive neighborhoods and working environment, heritage tourism, cultural opportunities, healthy Eco-system and outdoor lifestyle, and its vibrant, safe city status. Infrastructure Sustainability- Maintain and enhance the City's capital asset and quality municipal services.				Goal: Maintain the City's high safety rating and emergency response. Maintain and enhance the City's infrastructure to ensure efficient and effective service delivery and quality aesthetic appeal.																										
Previous Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Cost																								
\$ 0	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000																								
1. Land Cost: _____ Acres _____ Front Ft _____ _____ Sq Ft N/A		5. Status of Project: _____ X Preliminary Estimate _____ Survey in Progress _____ Plans in Preparation _____ Completed			Department: Fire Contact Person: Ray Briggs																									
2. Building Construction Cost: _____ Sq. Ft. _____ Equipment N/A		6. Status of Land Acquisition: _____ Not Yet Acquired _____ Partly Acquired _____ Publicly Owned _____ X No Land Involved _____ Gift			Project Description: Structural Fire Gear: Coat, Pants, Gloves, Boots, Helmets, Hoods. Dive Equipment: BC, Tanks, Regulators, Gloves, Fins, Mask, Lights, Alert System, Knife, Safety Rope																									
3. Estimated Costs: In Previous CIP \$ _____ 0 In Present CIP \$ _____ 50,000 Engineering \$ _____ Land \$ _____ Site \$ _____ Improvement \$ _____ Construction \$ _____ Landscaping \$ _____ Equipment \$ _____ 50,000		7. Effect of Operating Cost (+ or -): \$ _____ Personal Services \$ _____ Contractual for Services \$ _____ Equipment \$ _____ Other Costs: No additional costs \$ _____ 0 Total			Carryover funds unspent																									
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	Local	State	Federal																											
1 st Yr.	GF	_____	_____																											
2 nd Yr.	GF	_____	_____																											
3 rd Yr.	GF	_____	_____																											
4 th Yr.	GF	_____	_____																											
5 th Yr.	GF	_____	_____																											

Capital Outlay Program Project Detail

Project Title: Suppression Equipment																														
Acct #: 001-1300-522-6403			Project Code: SUPEQ																											
Strategic Priority: Quality of Life- Enhance and promote Punta Gorda's attractive neighborhoods and working environment, heritage tourism, cultural opportunities, healthy Eco-system and outdoor lifestyle, and its vibrant, safe city status. Infrastructure Sustainability- Maintain and enhance the City's capital asset and quality municipal services.				Goal: Maintain the City's high safety rating and emergency response. Maintain and enhance the City's infrastructure to ensure efficient and effective service delivery and quality aesthetic appeal.																										
Previous Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Cost																								
\$ 0	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000																								
1. Land Cost: _____ Acres _____ Front Ft _____ Sq Ft N/A		5. Status of Project: <input checked="" type="checkbox"/> Preliminary Estimate _____ Survey in Progress _____ Plans in Preparation _____ Completed			Department: Fire Contact Person: Ray Briggs																									
2. Building Construction Cost: _____ Sq. Ft. _____ Equipment N/A		6. Status of Land Acquisition: _____ Not Yet Acquired _____ Partly Acquired _____ Publicly Owned <input checked="" type="checkbox"/> No Land Involved _____ Gift			Project Description: Suppression Equipment: Hose, Nozzles, Ladders, Adapters, Rescue Tools, Pike Poles, Ventilation Fans, Ventilations Saws, K12, Thermal Imaging Camera, Lighting, Portable Generator, Portable Pump Carryover funds unspent																									
3. Estimated Costs: In Previous CIP \$ _____ 0 In Present CIP \$ _____ 75,000 Engineering \$ _____ Land \$ _____ Site \$ _____ Improvement \$ _____ Construction \$ _____ Landscaping \$ _____ Equipment \$ _____ 75,000		7. Effect of Operating Cost (+ or -): \$ _____ Personal Services \$ _____ Contractual for Services \$ _____ Equipment \$ _____ Other Costs: No additional costs \$ _____ 0 Total			Project Justification: Replace equipment as needed due to normal wear and tear or damage. Aging equipment is showing signs of wear.																									
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	Local	State	Federal																											
1 st Yr.	GF	_____	_____																											
2 nd Yr.	GF	_____	_____																											
3 rd Yr.	GF	_____	_____																											
4 th Yr.	GF	_____	_____																											
5 th Yr.	GF	_____	_____																											

Capital Outlay Program Project Detail

Project Title: Medical Equipment																														
Acct #: 001-1300-522-6403			Project Code: ALSEQ																											
Strategic Priority: Quality of Life- Enhance and promote Punta Gorda's attractive neighborhoods and working environment, heritage tourism, cultural opportunities, healthy Eco-system and outdoor lifestyle, and its vibrant, safe city status. Infrastructure Sustainability- Maintain and enhance the City's capital asset and quality municipal services.				Goal: Maintain the City's high safety rating and emergency response. Maintain and enhance the City's infrastructure to ensure efficient and effective service delivery and quality aesthetic appeal.																										
Previous Years	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total Cost																								
\$ 0	\$ 16,000	\$ 39,000	\$ 16,000	\$ 39,000	\$ 16,000	\$ 126,000																								
1. Land Cost: _____ Acres _____ Front Ft _____ _____ Sq Ft _____ N/A		5. Status of Project: _____ X Preliminary Estimate _____ Survey in Progress _____ Plans in Preparation _____ Completed			Department: Fire Contact Person: Ray Briggs																									
2. Building Construction Cost: _____ Sq. Ft. _____ Equipment N/A		6. Status of Land Acquisition: _____ Not Yet Acquired _____ Partly Acquired _____ Publicly Owned _____ X No Land Involved _____ Gift			Project Description: Advanced Life Support equipment: Monitors, AutoPulses Carryover funds unspent																									
3. Estimated Costs: In Previous CIP \$ _____ 0 In Present CIP \$ _____ 126,000 Engineering \$ _____ Land \$ _____ Site \$ _____ Improvement \$ _____ Construction \$ _____ Landscaping \$ _____ Equipment \$ _____ 126,000		7. Effect of Operating Cost (+ or -): \$ _____ Personal Services \$ _____ Contractual for Services \$ _____ Equipment \$ _____ Other Costs: No additional costs \$ _____ 0 Total			Project Justification: Equipment is used on a daily basis during life saving procedures. As our equipment continues to age, we anticipate the need for replacement.																									
4. Sources of Financing: <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">Local</td> <td style="text-align: center;">State</td> <td style="text-align: center;">Federal</td> </tr> <tr> <td>1st Yr.</td> <td style="text-align: center;">GF</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>2nd Yr.</td> <td style="text-align: center;">GF</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>3rd Yr.</td> <td style="text-align: center;">GF</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>4th Yr.</td> <td style="text-align: center;">GF</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>5th Yr.</td> <td style="text-align: center;">GF</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>			Local	State	Federal	1 st Yr.	GF	_____	_____	2 nd Yr.	GF	_____	_____	3 rd Yr.	GF	_____	_____	4 th Yr.	GF	_____	_____	5 th Yr.	GF	_____	_____	8. Effect on income (+ or -): _____ Loss of Taxes _____ Gain From Sale of _____ Previous Facility _____ New Revenues _____ X No Effect \$ _____ Total				
	Local	State	Federal																											
1 st Yr.	GF	_____	_____																											
2 nd Yr.	GF	_____	_____																											
3 rd Yr.	GF	_____	_____																											
4 th Yr.	GF	_____	_____																											
5 th Yr.	GF	_____	_____																											

**City of Punta Gorda
Fleet/Equipment Replacement Review**

Dept/Div	1300		Asset Tag	5511	Purchase Price (if Known)		\$ 19,490
Make	Ford	Model	Escape		Year	2006	Age 10
Current Mileage	46,900			Life to Date Maintenance Cost		\$ 3,550	
Description	Small SUV						
Recent Major Repair(s) to extend life: None recent			Known Problems: Driver door locking system is temperamental and occasionally will not open or unlock from the inside and occupant has to crawl out the passenger door. The dash light goes on occasionally indicating a tire pressure sensor is bad. The emergency lights have stopped working so now use the four ways at incident scenes. It also has a mild to moderate vibration at higher speeds. Vehicle has been in a previous accident to drivers door.				
Description of Requested Replacement: Compact Crew Cab pickup						Estimated Cost of Replacement \$ 30,100	
Scoring Criteria							
<- Highest Concern -- Lowest Concern -> Safety: <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				End of Life - Fiscal Year <input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
<- Most Costly -- Least Costly to Operate -> Efficiency: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5				Requested Fiscal Year for replacement <input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021			
Provide explanation for requested fiscal year of replacement: End of service life				If this vehicle or equipment is not replaced, what are the alternatives: It would be necessary to increase the equipment repair and maintenance budget to cover anticipated higher repair costs.			
If vehicle or equipment is replaced – will it be auctioned: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> NO If No, Requested use?							

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	1300	Asset Tag	5432	Purchase Price (if Known)	\$ 222,747		
Make	E-One	Model	Typhoon	Year	2003	Age	13
Current Mileage	57,685			Life to Date Maintenance Cost	\$ 60,563		
Description	E-2 Front line Fire Engine covering Zone 2, BSI, Seminole Lakes and BSM. 5815 Hours						
Recent Major Repair(s) to extend life: Replaced exhaust brakes, Air leaks. AC repair.			Known Problems: E-2 has progressive Frame Rail rust that will need to be repaired. Making noise from turbo during exhaust brake application. Needs front axle springs replaced.				
Description of Requested Replacement: Similar Rescue Pumper rated for a minimum of 1250 GPM and holding 750+ gallons of water with additional storage to carry vital emergency equipment.					Estimated Cost of Replacement		
					\$ 450,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement: Due to high capital costs, we would like to spread out the replacement of our fleet. With age and usage being a factor, we expect Engine 2 will meet the needs of our department for another 2 years.			If this vehicle or equipment is not replaced, what are the alternatives: Continue to repair and maintain with increasing cost.				
If vehicle or equipment is replaced – will it be auctioned: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO							
If No, Requested use? E-2 would become a reserve Engine, used when other apparatus are out of service for repairs and maintenance.							

Photo (s):



City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	1300	Asset Tag	5463	Purchase Price (if Known)	\$ 486,838		
Make	E-One	Model	Typhoon Ladder Quint	Year	2004	Age	12
Current Mileage	75,745			Life to Date Maintenance Cost	\$ 120,357		
Description	Typhoon Ladder Quint with 11,226 hours						
Recent Major Repair(s) to extend life:			Known Problems:				
Pressure relief valve rebuilt, Antifreeze in the oil repair \$4,818.77 Engine: new head, pistons, sleeves, rods \$12,360.09			Damage from an accident needs repair, seats are torn, Corrosion noted in paint. Exterior Scene Light needs to be replaced. Repair aerial communication system. Replace front axle springs. Repair leaking differential. Replace aerial swivel.				
Description of Requested Replacement:					Estimated Cost of Replacement		
75' Aerial Quint Ladder Truck					\$ 750,000		
Scoring Criteria							
<- Highest Concern -- Lowest Concern ->			End of Life - Fiscal Year				
Safety: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021				
<- Most Costly -- Least Costly to Operate ->			Requested Fiscal Year for replacement				
Efficiency: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5			<input type="checkbox"/> 2017 <input type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021				
Provide explanation for requested fiscal year of replacement:			If this vehicle or equipment is not replaced, what are the alternatives:				
The soonest it is anticipated to replace is five years, due to the large capital expense for replacement and the anticipated annexation.			Ladder truck is necessary for commercial buildings to protect the community and assist in maintaining ISO rating.				
If vehicle or equipment is replaced – will it be auctioned: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> NO If No, Requested use? Apparatus will be considered for reserve.							

Photo (s):



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
URBAN DESIGN DIVISION - Dept. 1500**

FUNCTION:

Urban Design oversees the administration of Long-Range Planning, Development Review, Permitting and Building Divisions, Planning & Code Compliance, and Geographic Information Systems. The administrative functions include the implementation of the Comprehensive Plan as it relates to growth. The staff implements the Council's vision for Zoning and Code Compliance while supporting residential and commercial development through the planning, permitting and construction process. Equally, Urban Design is responsible for the development and implementation of enhancement projects which increase property values, protect natural resources and encourage tourism and business development. Urban Design guides the City's growth in keeping with the vision expressed by the citizens of enhancing the quality of life in a manner that recognizes the importance of the City's historic, waterfront and bicycle friendly environment while ensuring Punta Gorda's competitive business climate. It is the responsibility of Urban Design to develop and maintain the City's Comprehensive Plan; provide efficient plan reviews; process all public hearings; and provide quality staff support to the Planning Commission, Board of Zoning Appeals, the Development Review Committee, the Historic Preservation Advisory Board, City Council and promote partnership opportunities with public, private and non-profit organizations.

ACCOMPLISHMENTS:

In an effort to meet the needs of the citizens of Punta Gorda and the short term goals of the City Council, major activities/goals were accomplished during the fiscal year to include:

- Completed improvements to underpass on US 41 SB
- Completed conceptual design for regeneration of Ponce de Leon Park
- Completed Phase II Fitness Zone
- 18 Proposed Zoning Amendment to the Land Development Regulations for City Council Discussion and Review
- Completed design for rehabilitation of 4 affordable living units
- Completed ADA Transition Plan, citywide
- Completed Harborwalk at Laishley Municipal Marina, Laishley Pavilions to US 41 NB
- Completed Mary Street Overlook
- Completed design for Mary Street Connection to Harborwalk East
- Completed design for restroom facility and playground for Gilchrist Park
- Completed Nature Park Phase 1

BUDGET NARRATIVE:

Urban Design continues to develop strategies to allow for the continual growth of the City with opportunity of additional tax revenue through annexation and continued development of infrastructure; seek outside grants as a revenue source to fund projects; continue to provide efficient plans process & permitting; and continue to evaluate and prioritize opportunities that provide value, quality and sustainability to increase tourism and economic development.

A restructuring of the Urban Design division and Zoning & Code Compliance division has resulted in the shift of one employee from Zoning & Code Compliance to Urban Design.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
URBAN DESIGN DIVISION - Dept. 1500**

BUDGET NARRATIVE(continued):

Urban Design will pursue:

- Construction of Harborwalk West, Harvey Street to Gill Street
- Completion of Harborwalk West, Area 2 and 3, Gill Street to Fisherman's Village
- Development of Community Garden, 512-514 E. Grace Street
- Construction of Affordable Housing, Multifamily
- Construction of New Playground and Restroom Facility in Gilchrist Park
- Construction of Mary Street to Harborwalk East
- Improvements to Nature Park Phase 2
- Complete Streets Program
- Improvements to the Carmelita /US 41 intersections
- Implementation of Citywide ADA Transition Plan
- Decorative lighting along US 41 Aqui Esta to Airport Road, Westside
- Continue to seek partnerships with various organizations for the public benefit
- Continue to seek grant funds for design and development of various projects
- Continue to work with the property owners of to facilitate annexations

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
URBAN DESIGN DIVISION - Dept. 1500
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: FINANCIAL/ECONOMIC SUSTAINABILITY

Goal: Ensure the competitiveness of Punta Gorda's business climate

PRIORITY: INFRASTRUCTURE SUSTAINABILITY

Goal: Complete the 18-mile ring around the City connecting all neighborhoods with a pedestrian/bicycle pathway

Goal: Maximize use of new technology in applicable areas

Goal: Establish a long-range plan that ensures infrastructure is in place to meet projected growth demands

PRIORITY: PARTNERSHIPS, COMMUNICATION & COLLABORATION

Goal: Promote Partnership opportunities with public, private and non-profit organizations

Goal: Support and assist community efforts to address City priorities through recognition and process initiatives

Goal: Emphasize transparency in City operations, reporting, and activities

PRIORITY: MARKETING

Goal: Coordinate with stakeholders in promoting Punta Gorda as a boating, fishing and bicycle friendly destination

Goal: Optimize waterfront, bicycle and pedestrian assets of the City

Goal: Support and facilitate the marketing of Punta Gorda's assets as a core to a vibrant downtown

Goal: Optimize expertise of regional and local partners (i.e. Charlotte Harbor Tourism Bureau, Chambers of Commerce, Realtor Association, tourism-oriented private sector) to achieve stated objectives

PRIORITY: QUALITY OF LIFE

Goal: Support, promote & maintain the City's historic character

Goal: Maintain the City's high safety rating and emergency response

Goal: Achieve status as a waterfront destination for land and water visitors

Goal: Support and promote a pedestrian & bicycle friendly community

Goal: Ensure a diversity of housing stock that is attainable for all income levels, racial backgrounds, life stages and abilities

MISSION AND OBJECTIVES

To be proactive in a growth strategy that protects the City's character and environment; provide guidance and cooperation to business and individuals looking to settle in Punta Gorda; and provide core growth management administrative functions that support internal operations of the City increasing property values, protecting natural resources and encouraging tourism and business. To administer, maintain and enforce the Comprehensive Plan, Local Land Development Regulations and related codes; process development proposals and applications to ensure that property is developed and used in accordance with local codes, special studies and identify surface enhancement projects and acquire alternative funding sources for design and construction.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
URBAN DESIGN DIVISION - Dept. 1500
Key Performance Measures**

INITIATIVES AND ACTION ITEMS

- Coordinate County/City Zoning Overlay
- Promote Annexation
- Develop Stormwater Bank
- Further Development of Tourism and Destination Marketing
- Enhance Recreational Facilities
- Improve and Expand on the City's Sidewalk Program
- Replace Playground at Gilchrist Park
- Complete Construction on Harborwalk West
- Complete Punta Gorda Pathway Connections (i.e. Laishley Park Marina; Virginia Avenue; Cooper Street).
- Expand Public/Private Partnerships
- Advance Punta Gorda as a Vibrant and Desirable Place to Work and Live
- Pursue Alternative Funding for Capital Projects
- Oversee Design and Construction of Capital Projects for Federal/State Compliance and Interdepartmental Coordination
- Administer the City's Comprehensive Plan
- Process development requests
- Schedule Public Hearings

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Output				
Development Applications (DRC) Received/Processed	1	4	5	6
Planning Application Processed	125	130	135	140
Planning Permits/Applications Reviewed/Approved	122	90	100	110
Board & Committee Support	95	174	174	174
Intergovernmental Board Meetings & Support (MPO, PGHI, School Board, Etc.)	50	48	50	50
Completed CIP Projects (design/construction)	11	24	13	8
Efficiency:				
Cost per Capita	\$34.21	\$30.65	\$33.07	\$36.16
UD staff reports prepared	52	56	58	60
Required training/instruction regarding legislative updates, federal compliance, grant requirements, and other certifications	25	30	35	35
DRC & CIP Plans Reviewed	5	4	5	6
Agenda Packages prepared (UD & Zoning)	54	60	64	66
Design Studio Appointments	45	58	60	65

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
URBAN DESIGN DIVISION - Dept. 1500
Key Performance Measures**

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY 2017
Service Quality:				
% of planning applications/permits (UD) processed within standard	99%	99%	99%	99%
Outcome:				
Public Hearings Scheduled (UD)	62	42	50	50
Number of Grants Awarded/Received				
Number of Public Meeting & Public Outreach	12	14	14	14
Number of Projects funded by alternative sources	5	2	6	5

RESULTS

- Created/Revised 6 brochures/booklets for various organizations and City Departments/Divisions; received over 100 requests for printed materials which totaled approximate printing of 6000+ units
- Completed and Adopted the City's Park and Recreation Master Plan Update
- Continue to pilot Design Studios to assist in identifying solutions to the design challenges and to assist in site design for prospective development. Staff has assisted developers, engineers and/or owners with approximately 58 (19% increase from last FY) proposed projects.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
URBAN DESIGN SUMMARY**

Operating Budget

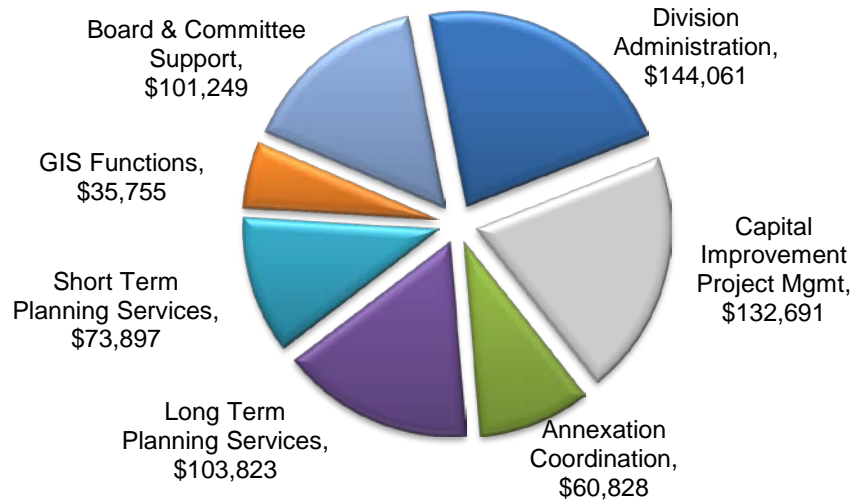
Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017*
Personnel Services	507,254	447,459	462,513	467,338	582,289
Operating	93,280	92,882	88,805	120,188	70,015
Capital Outlay	0	0	0	2,200	0
Total	600,534	540,341	551,318	589,726	652,304

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017*
Urban Design Manager	1	1	1	1	1
Chief Planner	1	1	1	1	2
Urban Design Planner	1	1	1	1	1
Planner	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Total	5	5	5	5	6

* FY 2017 Urban Design and Zoning & Code Compliance were restructured resulting in a shift of one f.t.e to Urban Design

Service Costs



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
ZONING AND CODE COMPLIANCE – Dept. 1510**

FUNCTION:

Zoning and Code Compliance are a Division of the Urban Design. Zoning, develops, updates, and maintains Land Development Regulations (LDR); provides efficient plan reviews; reviews all public hearing requests; processes Special Event permits; updates the City land file database; and provides quality staff support to the Planning Commission, Board of Zoning Appeals, the Development Review Committee, City Council and promotes partnership opportunities with public, private and non-profit organizations.

Code Compliance performs proactive inspections through-out the City on a daily basis to ensure compliance with the City Code. Within the multi-disciplined aspects of this Division, the Code Compliance officers perform inspections for zoning violations, nuisance code violations to include overgrown grass, visual blight, water restriction violations, local business tax receipt enforcement, distressed property registration and maintenance, performs inspections and oversees daily operation of the lot mowing program, violations in the City right-of-ways and other engineering violations. Code Compliance also enforces violations for failure to pay false alarm fees and processes requests to contest said fees. Additionally Code Compliance is the appeal mechanism for violations of Chapter 5, Animals and Fowl; and for appealing revocation of lot mowing exemptions, Chapter 10, Solid waste, Yard Waste and Public Nuisances.

The Code Compliance Division issues various no-charge permits to include:

- Business promotions, events, grand opening and temporary event permits. In FY 2016 approximately 161 permits were issued.
- Special parking permits within the Special Residential Overlay District which includes boat permits, moving permits, ROW parking and RV parking permits, and canal equipment parking permits. In FY 2016 approximately 931 permits were issued.
- Garage Sale permits in FY 2016 approximately 344 permits were issued.

ACCOMPLISHMENTS:

- Issued approximately 161 Business Permits
- Issued 1,436 Code Permits
- Resolved over 2,382 Code Violations without Code Enforcement intervention

BUDGET NARRATIVE:

Zoning develops strategies to allow the continued growth of the City of Punta Gorda with the opportunity of additional tax revenues through annexations, continued development in infrastructure and enhancements. The Code documentation process continues to be improved to expedite the paperwork and research of properties to optimize the officer's time in the field. Notices are updated and amended to reflect amendments within the Code and to meet Florida State Statutory requirements. This continual monitoring allows for more efficient processing time and a reduction in paper resulting in a cost savings to the City. The collection of distressed property registration fees and Code Compliance liens which are paid help off-set this budget.

A restructuring of the Urban Design division and Zoning & Code Compliance division has resulted in the shift of one employee from Zoning & Code Compliance to Urban Design. In addition, duties and positions have been restructured to improve service levels.

In keeping with the Council's budget criteria, Code is proactive in communicating with citizens and addressing many violations prior to receiving a complaint.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
ZONING AND CODE COMPLIANCE - Dept. 1510
Key Performance Measures**

STRATEGIC PRIORITIES AND GOALS

PRIORITY: FINANCIAL/ECONOMIC SUSTAINABILITY

Goal: Strengthen & diversify the City's tax base to achieve 75% residential and 25% commercial

Goal: Ensure the competitiveness of Punta Gorda's business climate

PRIORITY: PARTNERSHIPS, COMMUNICATIONS & COLLABORATION

Goal: Emphasize transparency in City operations, reporting and activities

Goal: Continue to seek community input in decision making process

PRIORITY: QUALITY OF LIFE

Goal: Support, promote & maintain the City's historic character

MISSION AND OBJECTIVES

To administer, maintain and enforce the Land Development Regulations and related codes; review development proposals and applications to ensure that property is developed and used in accordance with local codes; and to proactively engage citizens in the education of the City's Code of Ordinances to reduce the number of potential violations and respond to code related complaints within 24 hours, resolving these complaints prior to the involvement of the Code Enforcement Board resulting in an aesthetically pleasing City that encourages community pride, preserves neighborhood integrity, protects the public health and well being, and maintains property values.

INITIATIVES AND ACTION ITEMS

- Review development requests
- Review Plans/Permits/Events
- Attend Public Hearings
- Maintain and Update Land Development Regulations
- Enforce City Code of Ordinances
- Field inspections and case presentation before the Code Enforcement Board
- Schedules mowing and enforces the City's lot mowing program
- Process City parking citation and False Alarm fee appeals
- False Alarm fee payment violations and exempt lot mowing revocations for the Code Enforcement Board.
- Issue No-charge permits for recreational vehicle parking, short term boat maintenance, residential yard/garage sales, business promotions, business events, grand opening, and temporary promotional events.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
ZONING AND CODE COMPLIANCE - Dept. 1510
Key Performance Measures**

Zoning

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY2016	FY2017
Output (processed):				
Development Applications (DRC) Received/Processed	2	5	6	8
Zoning Application Received Processed	53	56	60	64
Sign Permit	93	96	100	110
Event Permit	126	112	115	120
Park Rental Bookings	300	246	210*	230
Permits Reviewed (Building/Fire/etc.)	992	1,082	1,100	1,150
Local Business Tax Receipt (LBT) reviewed	103	115	120	125
Board & Committee Support	106	122	125	128
Efficiency:				
Zoning Staff reports prepared	70	93	102	110
Zoning Applications/Permits reviewed/Approved	53	56	60	64
Development Applications (DRC) Reviewed	2	5	6	8
Design Studio Appointments	47	75	90	100
Service Quality:				
% of applications processed within standard	99%	100%	100%	100%
% of permits reviewed within 2 business days	99%	99%	99%	99%
Outcome:				
Public Hearings Attended	56	148	150	150
LDR Updates (Zoning Amendments)	13	15	18	15

*Projection has been reduced to accommodate anticipated construction in Gilchrist Park

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
ZONING AND CODE COMPLIANCE - Dept. 1510
Key Performance Measures**

Code Compliance

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2014	FY 2015	FY 2016	FY2017
Output:				
Total Inspections:	7,756**	10,993	11,268	11,550
Total Violations Cited:	1,817	2,447	2,508	2,570
Single Family Final Inspections	179	300	305	315
Annual Landscape Inspections	14	75	80	85
Vacant Lot Mowing Inspections	30,294	30,077	29,800	29,500
Vacant Lot Mowing Violations**	**	193	185	175
Distressed property Maintenance-Mowing	88	56	50	45
Distressed property landscape clean-up	3	2	2	2
Code Board Public Meetings processed/attended	49	49	50	50
Efficiency:				
Inspections per officer:	3,878	5,496	5,634	5,775
Violations per officer:	909	1,223	1,254	1,285
Staff Reports/Code Bd Agendas	62	64	65	65
Service Quality:				
# Resolved w/o Code Enforcement Board intervention	1,775	2,382	2,443	2,505
# of Code permits issued	1,206	1,436	1,488	1,526
# of Business permits issued	138	161	165	169
Outcome:				
% resolved within 90% target	100%	100%	100%	100%

***Note: Code Compliance reports previously did not include vacant lot mowing violation, which was commenced in FY15 and separated from Code inspection numbers*

RESULTS

- Staff conducts regular meetings with Civic Organizations and works closely with the business community to keep the public apprised of changes and/or additions to the City's LDRs in 18 adopted Zoning Amendments.
- The Division continues to conduct Design Studios to assist in identifying solutions to design challenges and to assist in site design for prospective development. Staff has assisted developers, engineers and/or owners with approx. 58 proposed projects.
- Event Coordinator booked 115 events
- Received \$6,200 from Bank Registration of Distressed Properties;
- Received \$9,942 in payment of Distressed property maintenance fees;
- Attained compliance for violations and collected \$57,470. in payment of citations and fines for Code Board Orders, including interest;
- Continue to address foreclosed property violations with property registration and improved response from most agents;
- Code Compliance continues to be pro-active working directly with citizens and financial institutions responsible for foreclosed properties.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2017
ZONING & CODE COMPLIANCE SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2014	Actual FY 2015	Budget FY 2016	Projected FY 2016	Budget FY 2017*
Personnel Services	382,249	416,794	424,239	426,692	355,939
Operating	48,989	59,873	57,270	61,770	55,005
Capital Outlay	17,755	25,666	0	0	0
Total	448,993	502,333	481,509	488,462	410,944

Position Summary

Job Title	Amended Authorized FY 2014	Amended Authorized FY 2015	Authorized FY 2016	Amended Authorized FY 2016	Budget FY 2017*
Chief Code Compliance Officer	0	0	0	1	1
Code Compliance Officer	2	2	2	1	1
Code Compliance Coordinator	1	1	1	1	1
Zoning Official	1	1	1	1	0
Code Compliance Supervisor	0	0	0	1	1
Zoning Coordinator	1	1	1	0	0
Lot Mowing Coordinator	1	1	1	1	1
Total	6	6	6	6	5

* FY 2017 Urban Design and Zoning & Code Compliance were restructured resulting in a shift of one f.t.e to Urban Design

Service Costs

