

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 2015 through Budget FY 2018

	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
General Fund Revenues:					
Ad Valorem Taxes	\$ 7,443,942	\$ 7,762,213	\$ 8,224,800	\$ 8,228,000	\$ 8,847,000
Other Taxes	3,191,082	3,245,992	3,137,828	3,346,256	3,392,450
Permits, Fees, & Spec Assmts	1,394,799	1,426,201	1,433,610	1,355,320	1,383,790
1% Local Sales Tax	625,501				
Intergovernmental Revenue	1,964,660	2,122,576	1,981,770	2,208,200	2,195,520
Charges for Services, Fines & Forfeits	177,585	169,043	76,110	161,275	140,620
Lot Mowing	309,159	325,011	302,000	315,000	315,000
Administrative Charges	2,806,310	2,819,310	3,037,860	3,037,860	3,128,987
Other Miscellaneous Revenue	546,838	494,793	255,012	3,905,280	365,670
Transfers	36,592	101,508	100,000	233,735	309,335
	<u>18,496,468</u>	<u>18,466,647</u>	<u>18,548,990</u>	<u>22,790,926</u>	<u>20,078,372</u>
Prior Year Encumbrances & Reappropriations	303,687	563,579			
General Fund Reserve-Used for Operations			336,953		376,950
-Used for Capital, Paving, & Drainage			300,000	281,269	534,505
General Fund Reserve	2,756,341	3,065,839	2,493,563	4,025,018	3,113,563
Total General Fund	<u>\$ 21,556,496</u>	<u>\$ 22,096,065</u>	<u>\$ 21,679,506</u>	<u>\$ 27,097,213</u>	<u>\$ 24,103,390</u>
General Fund Expenditures:					
City Council	\$ 99,390	\$ 92,881	\$ 98,442	\$ 122,630	\$ 129,311
City Manager	235,321	257,489	251,182	250,939	474,808
Human Resources	292,448	322,100	304,543	329,057	346,560
City Clerk	422,946	437,391	530,987	512,068	514,803
Legal	229,032	177,329	203,700	206,351	255,794
Finance	802,239	811,097	880,793	871,642	927,959
Procurement	486,369	494,886	592,583	571,486	571,939
Public Works Admin	303,750	303,476	312,020	312,759	351,303
Engineering	421,594	442,108	435,082	414,482	469,099
Facilities Maint	693,866	715,928	771,601	805,133	798,453
Right of Way Maint	1,033,132	1,062,640	1,254,571	1,243,159	1,548,578
Parks & Grounds	1,376,947	1,362,313	1,499,740	1,531,982	1,465,069
Police	5,363,016	5,497,735	5,560,536	5,667,174	5,766,363
Fire	3,243,542	3,275,981	3,460,350	3,483,549	3,661,532
Urban Design	540,341	547,683	652,304	692,283	619,990
Zoning & Code Compliance	502,333	489,119	410,944	433,575	500,272
Non-Departmental:					
Lot Mowing	233,949	237,043	280,000	306,225	274,000
Other Non-Departmental	84,793	162,851	217,565	309,220	89,994
Subtotal Operations	<u>16,365,008</u>	<u>16,690,050</u>	<u>17,716,943</u>	<u>18,063,714</u>	<u>18,765,827</u>
Transfer to CRA Fund	448,578	470,728	500,000	501,481	575,000
Transfer for Capital Projects	85,000	145,000	10,000	38,000	690,000
Transfer for Drainage			500,000	500,000	500,000
Transfer for Paving	609,000	459,000	459,000	459,000	459,000
Transfer to Special Use Fund	117,992			3,510,000	
Transfer for 1% Local Sales Tax	301,500	25,000			
Subtotal Operations & Transfers	<u>17,927,078</u>	<u>17,789,778</u>	<u>19,185,943</u>	<u>23,072,195</u>	<u>20,989,827</u>
Reserve-Carryovers & Reappropriations	563,579	327,620			
Reserve-Fleet/Equip	312,000	420,000	420,000	534,505	
Reserve-Future Years' Budget	581,899	1,063,579	678,626	1,048,645	671,695
Projected Carryover - End	2,171,940	2,495,088	1,394,937	2,441,868	2,441,868
Total General Fund	<u>\$ 21,556,496</u>	<u>\$ 22,096,065</u>	<u>\$ 21,679,506</u>	<u>\$ 27,097,213</u>	<u>\$ 24,103,390</u>

City of Punta Gorda, FL
General Fund
Proforma Schedule of Revenues and Expenditures
FY 2015 through FY 2022

	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018	Proforma FY 2019	Proforma FY 2020	Proforma FY 2021	Proforma FY 2022
Revenues:									
Millage Rate					3.1969				
Ad Valorem Taxes	\$ 7,443,942	\$ 7,762,213	\$ 8,224,800	\$ 8,228,000	\$ 8,847,000	\$ 9,377,820	\$ 9,940,490	\$ 10,536,920	\$ 11,169,135
Other Taxes	3,191,082	3,245,992	3,137,828	3,346,256	3,392,450	3,451,449	3,511,540	3,572,742	3,635,079
Permits, Fees, & Spec.Assmts	1,394,799	1,426,201	1,433,610	1,355,320	1,383,790	1,411,466	1,439,696	1,468,489	1,497,858
Intergovernmental Revenues	1,964,660	2,122,576	1,981,770	2,208,200	2,195,520	2,260,582	2,283,688	2,307,037	2,330,631
1% Sales Tax	625,501								
Charges for services, Fines & Forfeits	486,744	494,054	378,110	476,275	455,620	456,696	457,793	458,913	460,055
Administrative Charges	2,806,310	2,819,310	3,037,860	3,037,860	3,128,987	2,950,969	2,980,834	3,010,992	3,040,947
Other Misc. Revenue	546,838	494,793	255,012	3,905,280	365,670	366,315	372,636	379,107	385,730
Transfers	36,592	101,508	100,000	233,735	309,335	90,000	90,000	90,000	90,000
Subtotal Current Revenues	18,496,468	18,466,647	18,548,990	22,790,926	20,078,372	20,365,297	21,076,677	21,824,200	22,609,435
Use of Operating Reserves/(Incr. to Reserves)	(569,390)	(676,869)	336,953		376,950	671,695			
Use of Op. Rsrvs for Capital & Drainage			300,000	281,269	534,505				
Total General Revenues	17,927,078	17,789,778	19,185,943	23,072,195	20,989,827	21,036,992	21,076,677	21,824,200	22,609,435
Expenditures:									
Personnel Expenditures	12,575,587	12,586,729	13,136,785	13,076,437	13,681,151	14,177,709	14,698,768	15,242,730	15,810,776
Operating Expenditures	3,547,826	3,543,417	3,915,157	4,339,059	4,249,176	4,376,283	4,542,419	4,637,723	4,742,340
Contingency			15,000	15,000	15,000	15,000	15,000	15,000	15,000
Capital Outlay	241,595	559,904	560,596	633,218	820,500	399,000	1,110,000	525,000	974,000
5 Yr. Capital Outlay, net funding*			89,405			357,000	(357,000)	228,000	(228,000)
Transfers to other Funds	419,492	25,000		3,510,000					
Transfer for Capital Projects	85,000	145,000	10,000	38,000	690,000	155,000	155,000	155,000	155,000
Transfer to CRA for TIF	448,578	470,728	500,000	501,481	575,000	598,000	621,920	646,797	672,669
Transfer for Drainage			500,000	500,000	500,000	500,000	500,000	500,000	500,000
Transfer for Paving	609,000	459,000	459,000	459,000	459,000	459,000	459,000	459,000	459,000
Total General Expenditures	17,927,078	17,789,778	19,185,943	23,072,195	20,989,827	21,036,992	21,745,107	22,409,250	23,100,785
Expenditures in Excess of Revenues (Shortfall)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ (668,430)	\$ (585,050)	\$ (491,350)
Estimated Operating Reserve - Beg	\$2,748,028	\$3,317,418	\$1,921,516	\$3,886,287	\$3,490,513	\$3,113,563	\$2,441,868	\$2,441,868	\$2,441,868
Estimated Capital Outlay Reserve - Beg	\$312,000	\$312,000	\$420,000	\$420,000	\$534,505	\$0	\$0	\$0	\$0
Estimated Operating Reserve - End	\$3,317,418	\$3,886,287	\$1,284,563	\$3,490,513	\$3,113,563	\$2,441,868	\$2,441,868	\$2,441,868	\$2,441,868
Estimated Capital Outlay Reserve - End	\$312,000	\$420,000	\$420,000	\$534,505	\$0	\$0	\$0	\$0	\$0
Information:									
7.5%-9.5% Minimum Operating Reserve					\$1,575,000	\$1,683,000	\$1,849,000	\$2,017,000	\$2,195,000

* 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 2015 through FY 2022**

Assumptions:

Revenue:

FY 2018 Ad Valorem Taxes based on net 7.4% increase in taxable values and millage rate of 3.1969
FY 2019-2022 6% est. increase in Ad Valorem Taxes
Other Taxes - FY 2018 based on current trends, FY 2019-2022 1%-2% est. increases
Permits, Fees and Special Assessments - FY 2018 based on current trends, FY 2019-2022 2% est. increase
Intergovernmental Revenues - FY 2018 per projections, FY 2019-2022 0%-3% 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 2018 per projections, FY 2019-2022 minimal increases
Admin Charges - interfund charges for services FY 2018 per schedule, FY 2019-2022 0%-1% est. increase
Other Misc. Revenues - FY 2018 per projections, FY 2019-2022 0%-3% est. increases
Transfers - FY 2018 from Special Use Fund for community branding program, FY 2018-2022 from 1% Local Option Sales Tax Fund for project management

Personnel Expense:

FY 2018 - Increase of 1.5 FTEs from operating departments
3% merit increases
Overtime per departments
Health Insurance - increase 3%
Fire and Police pension contributions per actuarial requirements. General pension contributions flat with FY 2017, which is above current actuarial requirements
Workers Compensation per schedule, est. 10% increase
FY 2019-2022 - 3% merit wage incr, pension est 5% incr, health insurance est 6% incr, & workers comp insurance est 10% incr

Operating Expense:

FY 2018 - Per Departmental approved requests, Computer Overhead per schedule, Fire/General Liability per schedule est. 5% increase
FY 2019-2022 - Election Expenses \$35,000 - additional elections will be appropriated with carryover requests, Comprehensive Planning per 5 year schedule, and all other operating expenses 3% est. incr except Fire/General Liability 5% est incr

Capital Expense:

FY 2018 Police, Fire, and Public Works vehicle and equipment replacements
FY 2019-2022 \$753,000 average 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 \$575,000 for FY 2018 (9.7% valuation increase from FY 2017 & millage rate of 3.1969); FY 2019-2022 est. 4% increases
Transfer to General Construction Fund for capital projects (excluding Drainage Improvements) is \$690,000 for FY 2018 which includes fire apparatus and \$155,000 in future years per 5 year CIP plan
Transfer to General Construction Fund for Drainage Improvements is \$500,000 for FY 2018-2022
Transfer to Gas Tax Fund for Paving is \$459,000 for FY 2018-2022
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

City of Punta Gorda, FL General Fund

Budget Overview

The proposed FY 2018 General Fund Revenue Budget is \$24,103,390 with two components:

- Current revenues which are estimated at \$20,078,032
- Carryover of prior year's fund balance which is estimated at \$4,025,018.

The estimated fund balance carryover is comprised of:

- \$376,950 designated for use to balance the FY 2018 equation of matching current revenues to current operating expenditures;
- \$534,505 designated for use to balance the FY 2018 equation of smoothing the funding of the 5 year capital outlay for current capital outlay expenditures.
- \$671,695 designated for use in balancing the anticipated shortfall in the FY 2019 budget based on the current proforma;
- \$2,441,868 is the remaining fund balance of which \$1,575,000 is designated by financial policy as the minimum operating reserve required (7.5%) at end of FY 2018. The minimum increases to 8% at end of FY 2019, which based on the proforma would be \$1,683,000.

The proposed FY 2018 General Fund planned current expenditures of \$20,989,827 are \$1,803,884 or 9.4% more than the FY 2017 budgeted expenditures. See pg. 6.02 for the FY 2018 budget by category provided in the 5 year proforma and see next page for the graphic portrayal of categories.

Changes in expenditures include:

Personnel increase of \$544,366 or 4.1% including addition of 2.5 full time equivalent (f.t.e.) staff (1 was approved at beginning of FY 2017); annual merit increases of up to 3%; continued career progression increases within certain operations of 5% to 8%; overtime increase of \$23,000, primarily in public safety; health insurance premium increase of 3%; 12% pension increase of \$175,000 which is allocated 53% to Police, 32% to Fire and 15% to the newer General Defined Contribution Plan.

Operating increase of \$334,018 or 8.5% including \$131,000 for initiation of a communication branding program; \$35,000 for a comprehensive pay plan review; \$30,000 for a climate adaptation study, which is a component of the comprehensive master plan; remaining contractual, commodities and supplies are estimated at an average of 3% increase.

Capital Outlay increase of \$170,500 based on the 5 year capital outlay replacement plan (pg. 6.08).

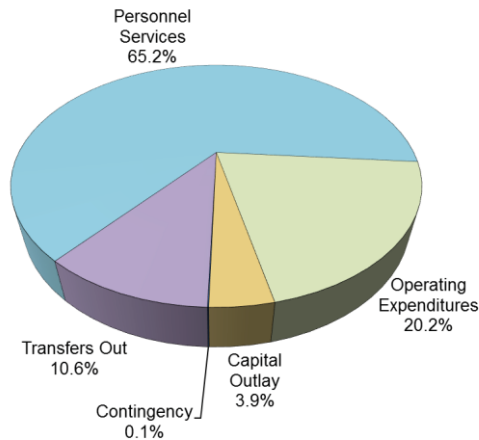
Transfers for Capital Projects increase of \$850,500 includes funding for a \$475,000 fire truck, \$105,000 for routine public works infrastructure not funded in FY 2017, \$50,000 for Trabue Woods projects (formerly paid from community development block grant), \$60,000 for Cooper St. roof replacement.

Transfer for TIF to CRA increase of \$75,000 due to increased valuation of CRA district.

Transfer for Drainage there is no change. However the funding is now intended to be the general fund ad valorem revenue, rather than general fund reserves. This year the funding is approximately 50% from each.

Transfer for Paving there is no change. This infrastructure work is also intended to be funded by general fund ad valorem revenue and currently is.

General Fund Expenditures FY 2018 - \$20,989,827



Expenditure Discussion

Total current expenditures discussed above, are also budgeted by department and division. See summary on pg. 6.01. The Budget Message highlights the division program changes. Major areas of expenditure are identified as departments with a common work program. Within a department, separate divisions are identified if staffing and complexity warrant the breakout of accounting. See page 6.23 for a summary of the category spending and position summary for the entire general fund. See page 6.24 for the department/division itemization and see page 6.25 for the graphic portrayal. Department/divisions are presented with the stated function, accomplishments, budget narrative, initiatives and action items as they relate to the City's five strategic priorities, and key performance measures for purposes of transparency, along with summaries of expenditure by category, staffing history and service costs (beginning on pg. 6.31).

Revenue Discussion

Categories of revenue are determined by the State of Florida and are also compliant with the Governmental Accounting Standards Board (GASB) and therefore can be compared with other municipal governmental entities. For purposes of transparency to our stakeholders, Ad Valorem tax is identified separately, although included in the tax category.

Total Current Revenues for FY 2018 are \$20,078,372 and are identified on pg. 6.01 and graphically portrayed on the next page. Line item detail is on pgs. 6.21-6.22.

Ad Valorem Taxes of \$8,847,000 represents 42.1% of the necessary funding for the FY 2018 budget. Taxable property values increased Citywide by 7.4%, which is the fifth straight year of increasing property values, reversing a previous trend of six straight decreases in overall value. Increased value from new construction, annexations and other adjustments in the City is \$50.6 million, up from \$38.4 million the previous year. The change in Consumer Price Index (CPI) as reflected in the State "Save Our Homes" Legislation is 2.1%. Homestead property assessed values can only rise to the CPI - 2.1% (detail pages 6.09-6.12).

Other Taxes of \$3,392,450 include a utilities tax on electricity, water, and gas; a communications tax on telecommunications, cable, satellite, data, and other related transmissions (detail pgs. 6.14-6.17).

Permits, Fees, & Special Assessments of \$1,383,790 include primarily electric (detail pg. 6.13) and gas franchise fees of \$1,362,190; sign and fire prevention permits are the balance of the revenues

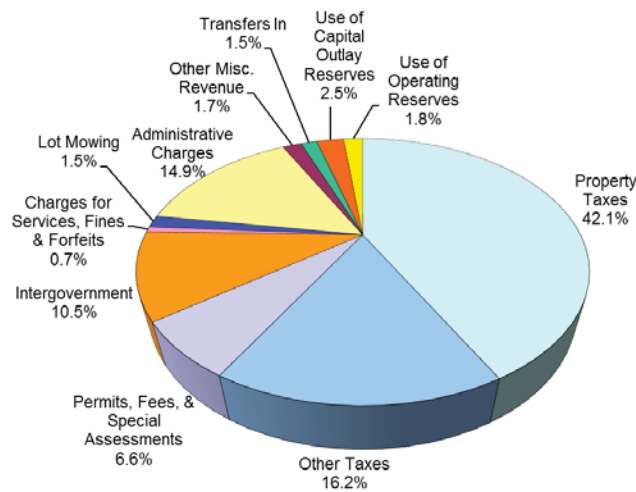
Intergovernmental Revenues of \$2,195,520 include State Revenue Sharing and Local Government ½ Cent Sales Tax (detail pgs. 6.18 and 6.19). The 1% Local Option Sales Tax is now accounted for in a separate special projects fund (pg. 6.20, pg. 8.03). Due to State practice of revised projections at various times during a fiscal year, the City budgets approximately 92% of State estimates.

Charges for Services, Fines & Forfeits of \$455,620 includes \$315,000 assessment to vacant lot owners to provide mowing and trim services to meet City code; various fees for specific planning, zoning and engineering and event applications, finger print fees, procurement contract use fees, fines and forfeits awarded by the County court, code enforcement violations and fines awarded by the City code enforcement board, false alarms, and parking violations issued by the City police department.

Administrative Charges and Miscellaneous Revenue of \$3,494,657 includes \$3,128,987 for the interfund charges to other City funds for their respective share of the services provided including general government, legal, human resources, procurement, payroll, accounting, budgeting, financing, engineering, zoning and planning. Other miscellaneous revenues are rental income of \$111,630, investment income of \$70,000, cost sharing program of \$103,055 with Charlotte County School Board for school resource officers, and another with Charlotte County for sharing space at City fire stations for \$24,000.

Transfers from other Funds of \$309,335 include a one-time payment from the Special Use fund to assist in the initial costs for the strategic communications program; and the ongoing annual \$90,000 contribution from the Sales Tax fund to assist in funding project managers for the sales tax projects.

General Fund Revenues FY 2018 - \$20,989,827



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 smooth out the funding of the costs of the five year capital outlay plan. In FY 2018 the amount required is \$756,000. The annual average amount for FY 2018-FY 2022 is \$753,000.

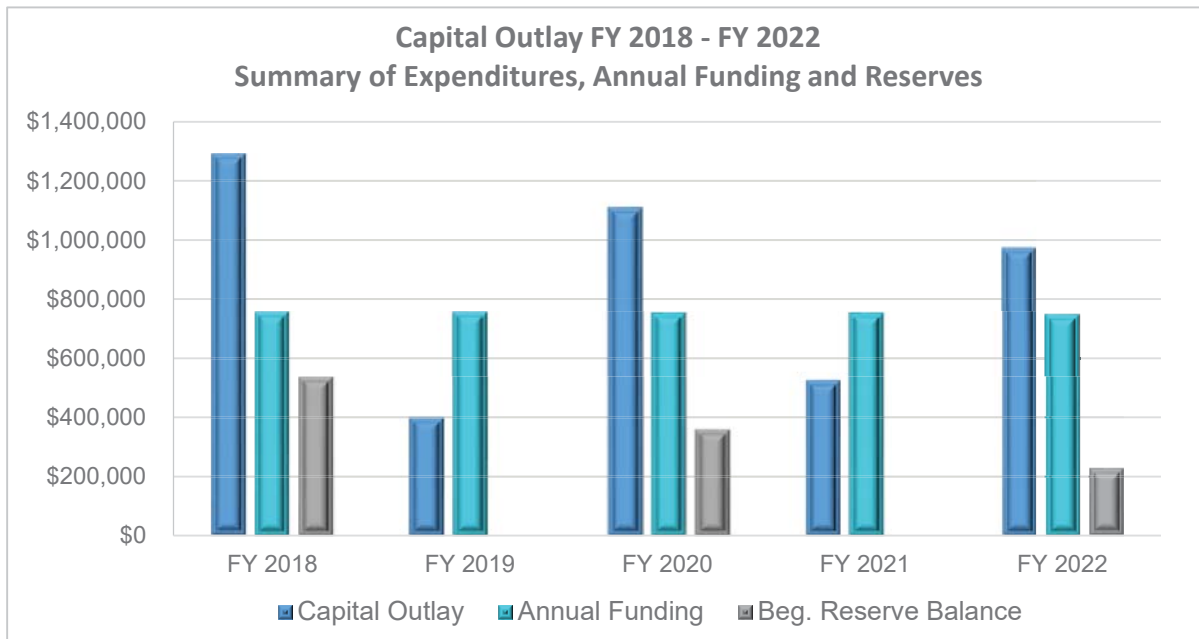
History

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 and resulting in ineffective repairs and maintenance costs as well as lower service levels due to lack of equipment. With the beginning of a turnaround in the economy, the City instituted a method to plan for replacement of necessary fleet and equipment to avoid the future ineffective measures.

Goal

The new method will result in a funding plan to provide adequate and timely 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.

The added benefit of the new method was the flexibility provided by the reserve to allow for timing and cost adjustments to fleet and equipment replacement. Case in point is the \$125,000 boom mower planned for replacement in FY 2018. In recent months, the mower has been non-performing and since funds were available to move up the bid and procurement process, the mower will be delivered with minimal downtime and avoidance of costly rentals. The funds budgeted in FY 2018 for the mower will replace the reserve funds used early.



**GENERAL FUND
VEHICLE & EQUIPMENT REPLACEMENT DETAIL
FY 2018 - FY 2022
(All figures in thousands of dollars)**

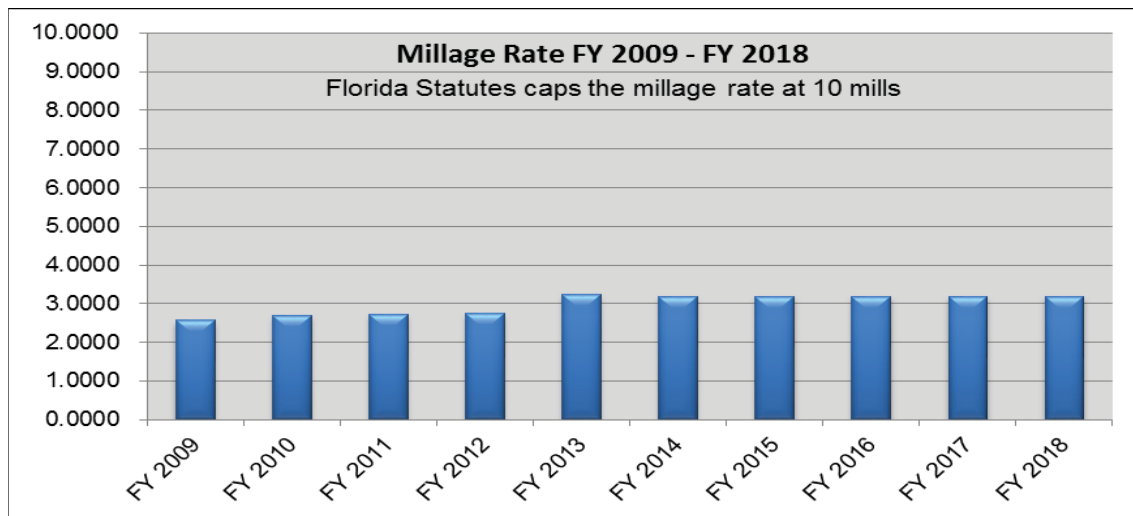
Capital Outlay Replacement Plan	Page#	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022+
		(All figures in thousands of dollars)				
Public Works Admin:						
1998 SUV (4392)	6.61	34				
2005 SUV (5467)	6.62		34			
Engineering:						
2002 SUV (4494)	6.67	34				
2008 4 Door Utility Vehicle (6813)	6.68		34			
Facilities:						
2007 1/2 ton pickup truck (6810)	6.72				36	
2006 F750 XL Utility truck 2 door (6812)	6.73				150	
Right of Way:						
2003 Tractor side-arm mower (5435)	6.77	125				
1991 4 wheel tire rubber excavator (2459)	6.78	270				
2000 flatbed dump truck (4439)	6.79	75				
2003 1/2 ton pickup truck (5430)	6.80	35				
2001 1/2 ton pickup truck (4470)	6.81			35		
2001 3/4 ton pickup truck (4458)	6.82			40		
2010 Riding mower (6863)	6.83			18		
2008 3/4 ton pickup truck (6826)	6.84					45
2002 Grader (5411)	6.85					175
1999 Flatbed Dump Truck (4409)	6.86					80
2002 Front End Loader (5413)	6.87					225
2007 Dump Truck (5977)	6.88					125
2003 All-terrain vehicle (5434)	6.89					20
Parks & Grounds:						
2004 riding mower (5445)	6.94	18				
2005 1/2 ton pickup truck (5474)	6.95		35			
2006 1/2 ton extended cab pickup truck (5513)	6.96		38			
2003 3 ton flatbed truck (5412)	6.97			100		
2008 compact pickup truck (6841)	6.98			28		
2008 1/4 ton pickup truck (6840)	6.99			28		
2006 all-terrain vehicle (5974)	6.100				20	
2005 1/2 ton extended cab pickup truck (5472)	6.101				38	
Police:						
Police Fleet (\$100,000 in 1% Sales Tax until FY2020)	6.108	96	96	125	225	225
FY 2018 Replacements:						
2006 Patrol Vehicle	6.109					
2007 Patrol Vehicle	6.110					
2005 F150 Tow vehicle	6.111					
2010 Patrol Vehicle	6.112					
2010 Patrol Vehicle	6.113					
Replace Tasers & Radar Equipment	6.114-6.115	15	15	15	15	15
Police Vessel Refurbishment (5468)	6.116	18				
Replace Police Vessel Motor	6.117		13			
Fire:						
Personal Protective Equipment	6.123	10	10	10	10	10
Suppression Equipment	6.124	15	15	15	15	15
Medical Equipment	6.125	39	16	39	16	39
2006 Fire Marshall 1/4 pu, new fire inspector	6.126	32				
Fire Apparatus (5432, 5463)	6.127-6.128	475		750		
TOTAL		\$1,291	\$399	\$1,110	\$525	\$974
Revised annual level Capital Outlay reserve		756	756	753	753	746
Capital Outlay Reserve - Beg		535	0	357	0	228
Capital Outlay Reserve - End		\$0	\$357	\$0	\$228	\$0

**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; in each subsequent month through February, the discount is reduced 1%. In March the full payment is due. 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. Based on recent payment history, the City is budgeting FY 2018 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 tax on the 1989 base year of \$80.6 million. This tax revenue is transferred and accounted for in the Community Redevelopment Agency (CRA), rather than being retained in the General Fund.

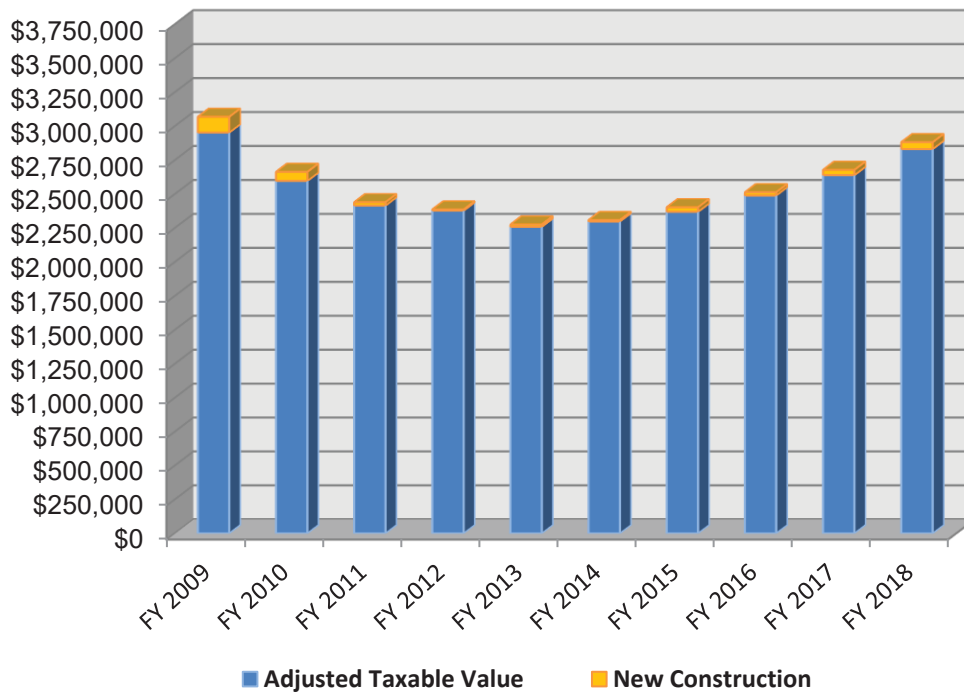
Fiscal Year	Gross Taxable Original Value (DR 420)	Millage Rate	Ad Valorem Revenue Original Budget	Transfer to CRA Original Budget
FY 2009	\$3,069,446,172	2.5689	\$7,609,122	\$583,878
FY 2010	\$2,664,115,626	2.6996	\$6,922,345	\$540,742
FY 2011	\$2,440,885,926	2.7251	\$6,319,075	\$437,090
FY 2012	\$2,387,114,422	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
FY 2018	\$2,882,634,481	3.1969	\$8,847,000	\$575,000



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 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
FY 2018	\$2,832,084	\$50,550	\$2,882,634

Gross Taxable Value (in thousands)



City of Punta Gorda, FL
Analysis of Estimated Taxable Value and Tax Revenues
FY 2017 compared to FY 2018

	DR 420 Original Budget FY 2017	Recapitulation Final FY 2017	DR 420 Original Budget FY 2018
Current Year Adjusted Taxable Value	\$2,640,586,113	\$2,646,945,229	\$2,832,084,719
Prior Year Final Gross Taxable Value	<u>\$2,513,363,249</u>	<u>\$2,513,363,249</u>	<u>\$2,685,303,159</u>
Estimated Incr/(Decr) (without new construction/annex)	\$127,222,864	\$133,581,980	\$146,781,560
Percent Incr/(-)Decr (without new construction/annex)	5.06%	5.31%	5.47%
Net New Taxable Value of New Construction/Annex	\$38,357,930	\$38,357,930	\$50,549,762
Total Estimated Current Year Taxable Value	\$2,678,944,043	\$2,685,303,159	\$2,882,634,481
Net Incr/(Decr) from Prior Year Final Gross Taxable Value	\$165,580,794	\$171,939,910	\$197,331,322
Net Percent Incr/(-)Decr from Prior Year Final Gross Taxable Value	6.59%	6.84%	7.35%

	FY 2017	FY 2017	FY 2018
Taxable Value	\$2,678,944,043	\$2,685,303,159	\$2,882,634,481
	x 96.0%	x 96.0%	x 96.0%
Budget Value of a Mill	<u>\$2,571,786</u>	<u>\$2,577,891</u>	<u>\$2,767,329</u>
Operating Mills	3.1969	3.1969	3.1969
Revenue from Base Properties	\$8,107,078	\$8,123,538	\$8,691,862
Revenue from New Construction	\$117,722	\$117,722	\$155,138
Total Estimated Ad Valorem Tax Revenue	<u>\$ 8,224,800</u>	<u>\$ 8,241,260</u>	<u>\$ 8,847,000</u>

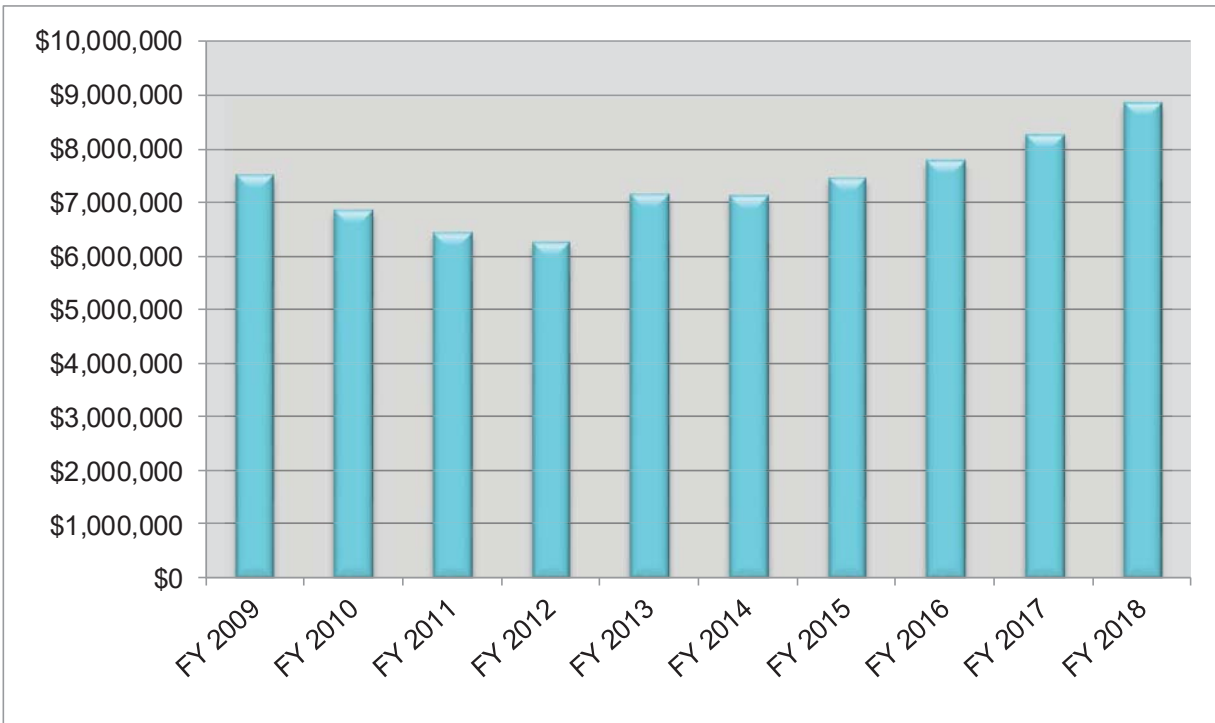
Calculation of City Ad Valorem Tax on various assessed values:

	Homestead		Non-Homestead	
	Single Family		Vacant Land	Commercial
Assessed Value	\$150,000	\$300,000	\$110,000	\$1,000,000
Less Homestead Exemption	<u>\$50,000</u>	<u>\$50,000</u>		
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
General Fund
Ad Valorem Revenue
001-0000-311-1000**

Section 9, Article VII, Florida Constitution and Chapters 192-197 and 200, Florida Statutes provides the authorization of up to 10 mills for municipal purposes; limits the ability of the City to raise revenue (above 10 mills) except for a voted debt service millage and a voted millage not to exceed two years. An annual City Resolution approved during the second budget hearing of September, authorizes the ensuing fiscal year millage, which is levied on the assessed value of real estate and tangible personal property. Various exemptions and discounts are applied per Florida State Statute. All Florida State truth in millage reporting and notice requirements are fully met.

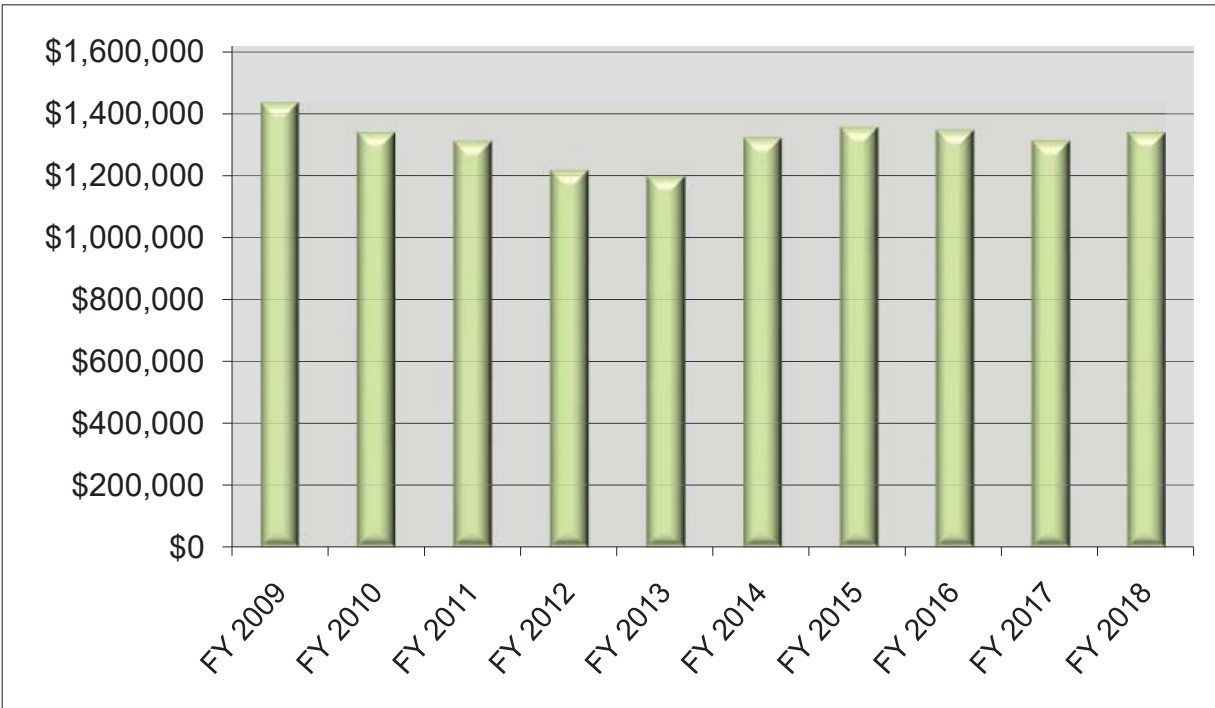
Fiscal Year	Revenue	Percentage Change
FY 2009	\$7,495,907	2.41%
FY 2010	\$6,829,121	-8.90%
FY 2011	\$6,424,928	-5.92%
FY 2012	\$6,239,901	-2.88%
FY 2013	\$7,126,709	14.21%
FY 2014	\$7,113,559	-0.18%
FY 2015	\$7,443,084	4.63%
FY 2016	\$7,762,136	4.29%
FY 2017	\$8,228,000	6.00%
FY 2018	\$8,847,000	7.52%



**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.

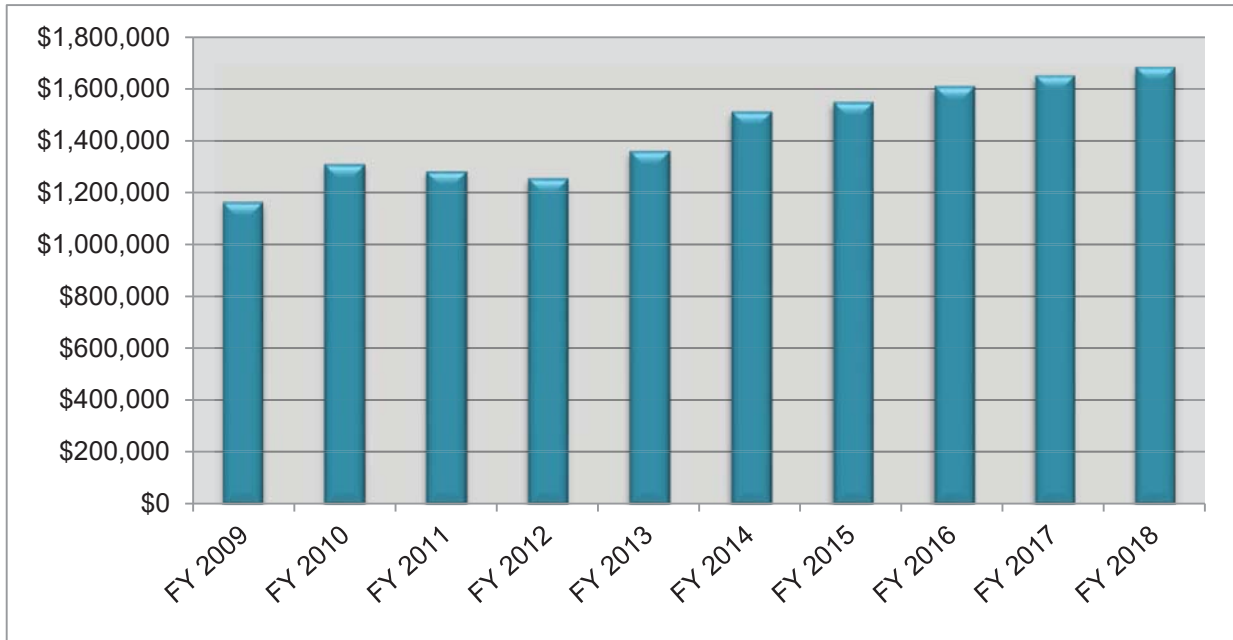
Fiscal Year	Revenue	Percentage Change
FY 2009	\$1,435,888	6.31%
FY 2010	\$1,340,371	-6.65%
FY 2011	\$1,311,752	-2.14%
FY 2012	\$1,217,206	-7.21%
FY 2013	\$1,198,571	-1.53%
FY 2014	\$1,322,464	10.34%
FY 2015	\$1,356,841	2.60%
FY 2016	\$1,347,826	-0.66%
FY 2017	\$1,312,500	-2.62%
FY 2018	\$1,340,550	2.14%



**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.

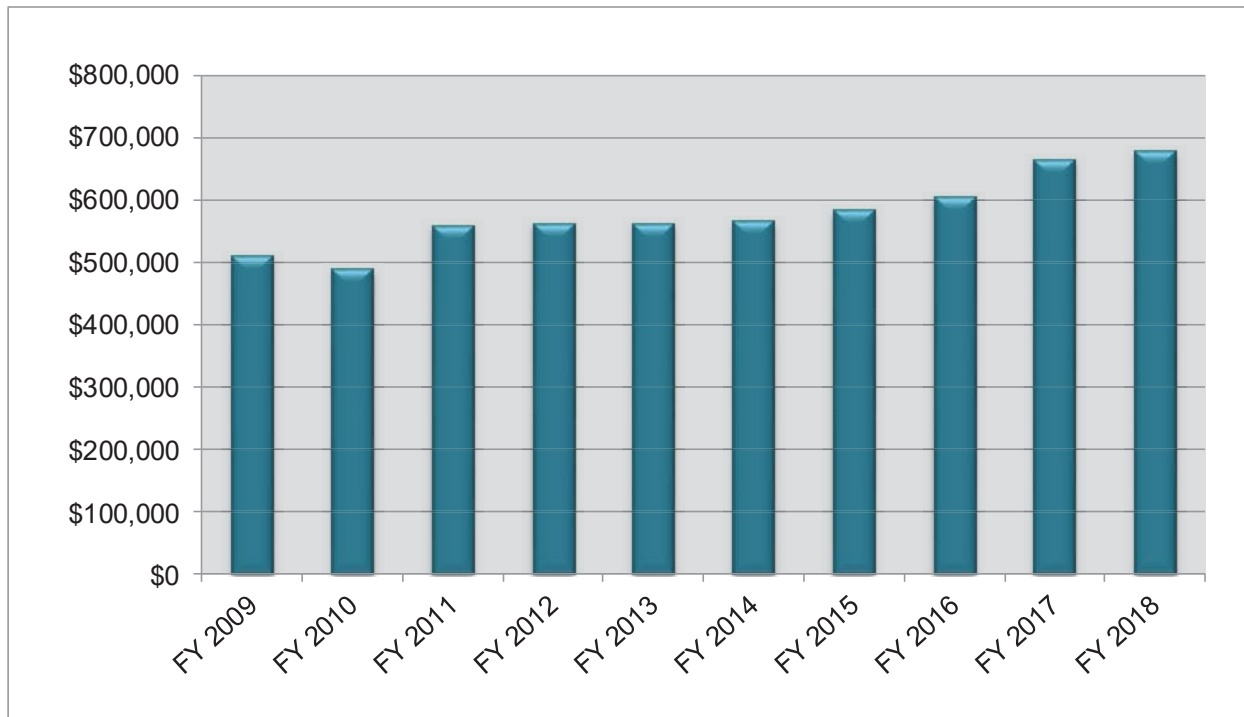
Fiscal Year	Revenue	Percentage Change
FY 2009	\$1,163,039	4.53%
FY 2010	\$1,308,911	12.54%
FY 2011	\$1,281,050	-2.13%
FY 2012	\$1,252,996	-2.19%
FY 2013	\$1,358,740	8.44%
FY 2014	\$1,510,856	11.20%
FY 2015	\$1,547,257	2.41%
FY 2016	\$1,608,098	3.93%
FY 2017	\$1,650,000	2.61%
FY 2018	\$1,683,000	2.00%



**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.

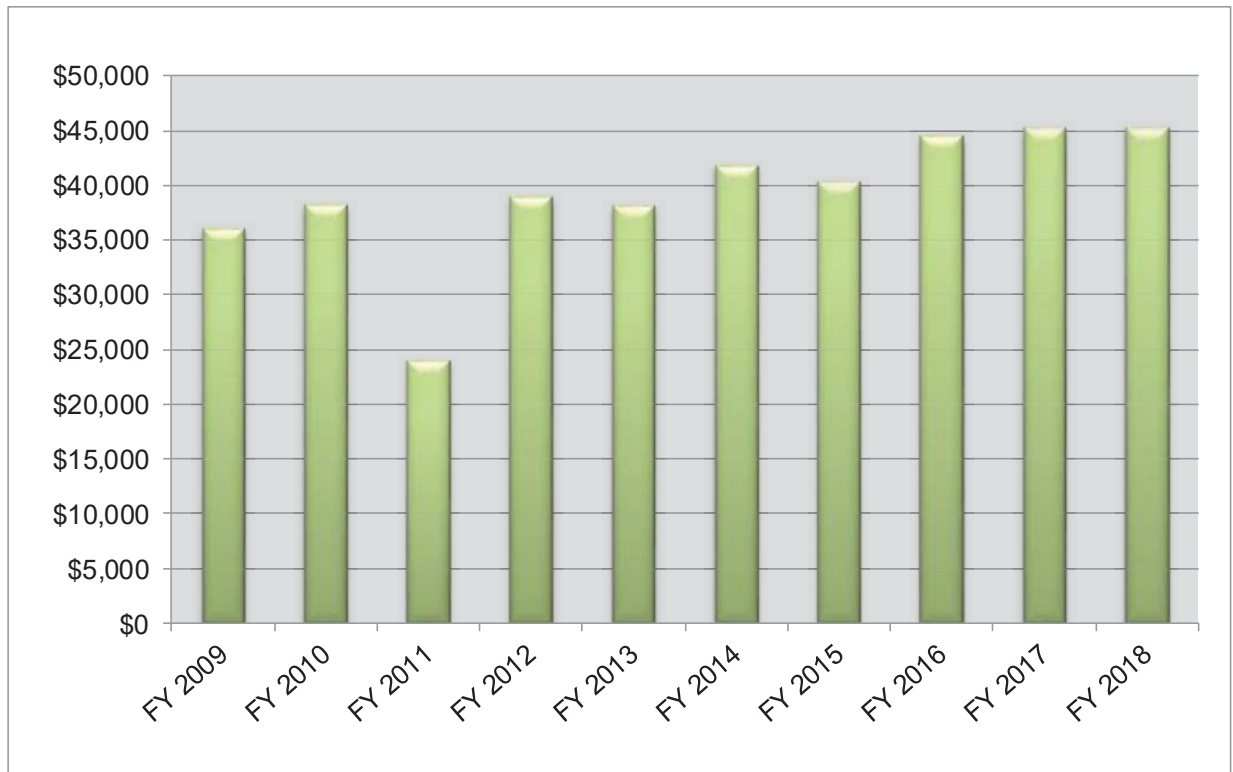
Fiscal Year	Revenues	Percentage Change
FY 2009	\$509,574	17.00%
FY 2010	\$488,620	-4.11%
FY 2011	\$559,587	14.52%
FY 2012	\$561,307	0.31%
FY 2013	\$561,844	0.10%
FY 2014	\$566,320	0.80%
FY 2015	\$584,089	3.14%
FY 2016	\$604,273	3.46%
FY 2017	\$664,700	10.00%
FY 2018	\$678,000	2.00%



**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.

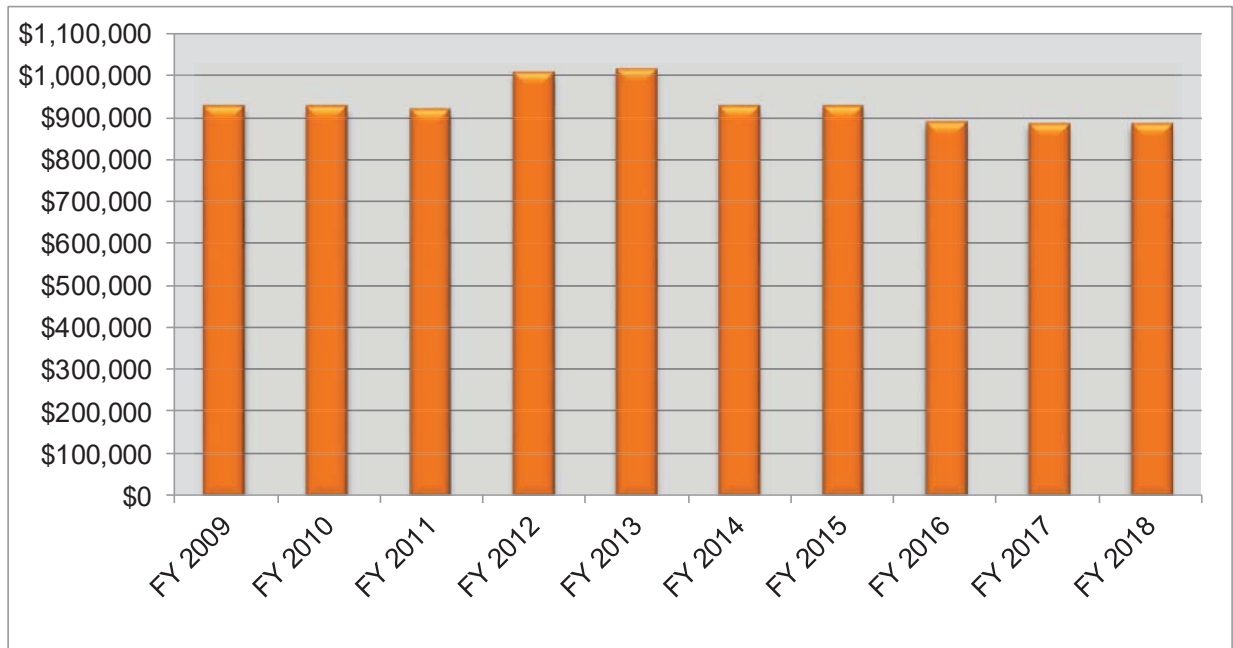
Fiscal Year	Revenue	Percentage Change
FY 2009	\$36,046	-4.85%
FY 2010	\$38,212	6.01%
FY 2011	\$23,965	-37.28%
FY 2012	\$38,929	62.44%
FY 2013	\$38,146	-2.01%
FY 2014	\$41,734	9.41%
FY 2015	\$40,329	-3.37%
FY 2016	\$44,458	10.24%
FY 2017	\$45,300	1.89%
FY 2018	\$45,300	0.00%



**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.

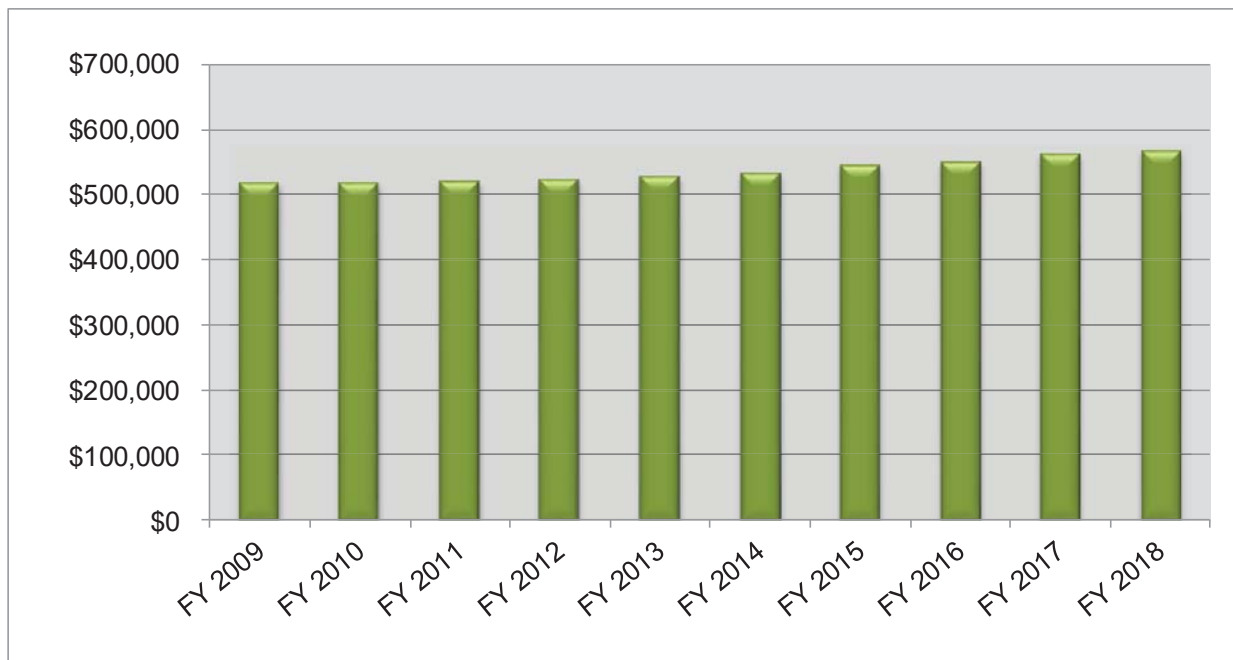
Fiscal Year	Revenue	Percentage Change
FY 2009	\$ 929,263	-0.25%
FY 2010	\$ 929,000	-0.03%
FY 2011	\$ 921,390	-0.82%
FY 2012	\$ 1,006,250	9.21%
FY 2013	\$ 1,013,519	0.72%
FY 2014	\$ 928,610	-8.38%
FY 2015	\$ 927,585	-0.11%
FY 2016	\$ 890,406	-4.01%
FY 2017	\$ 885,000	-0.61%
FY 2018	\$ 885,000	0.00%



**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.

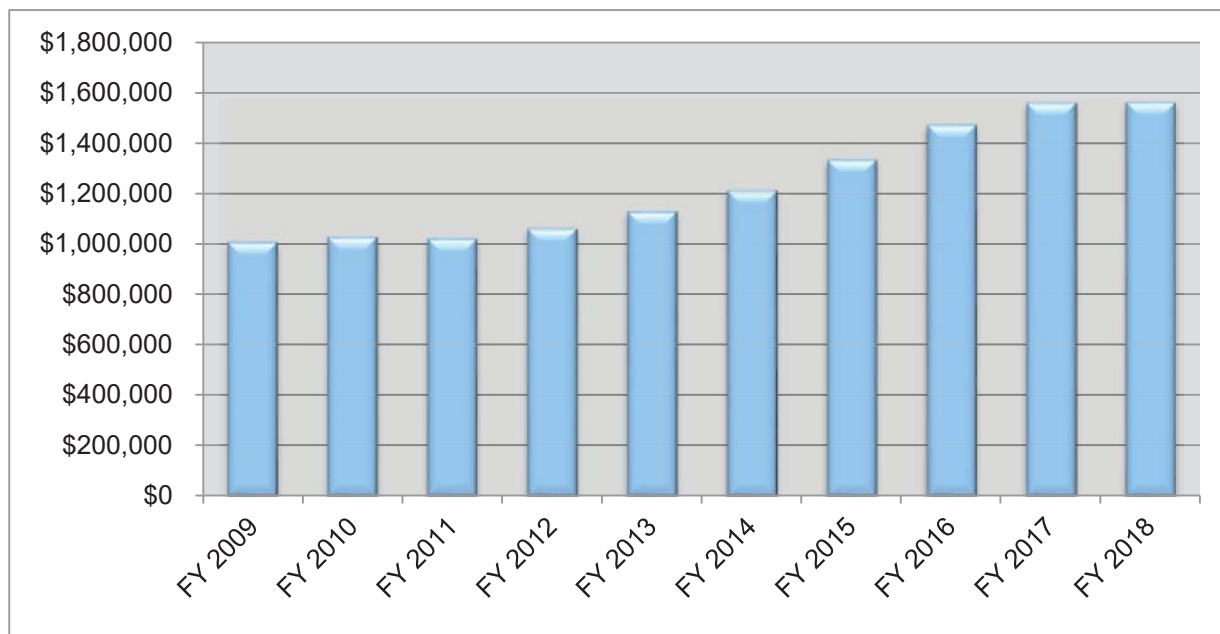
Fiscal Year	Revenue Sharing	Percentage Change
FY 2009	\$519,672	-3.53%
FY 2010	\$518,721	-0.18%
FY 2011	\$523,112	0.85%
FY 2012	\$524,702	0.30%
FY 2013	\$528,353	0.70%
FY 2014	\$535,203	1.30%
FY 2015	\$546,498	2.11%
FY 2016	\$551,672	0.95%
FY 2017	\$562,700	2.00%
FY 2018	\$568,000	0.94%



**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.

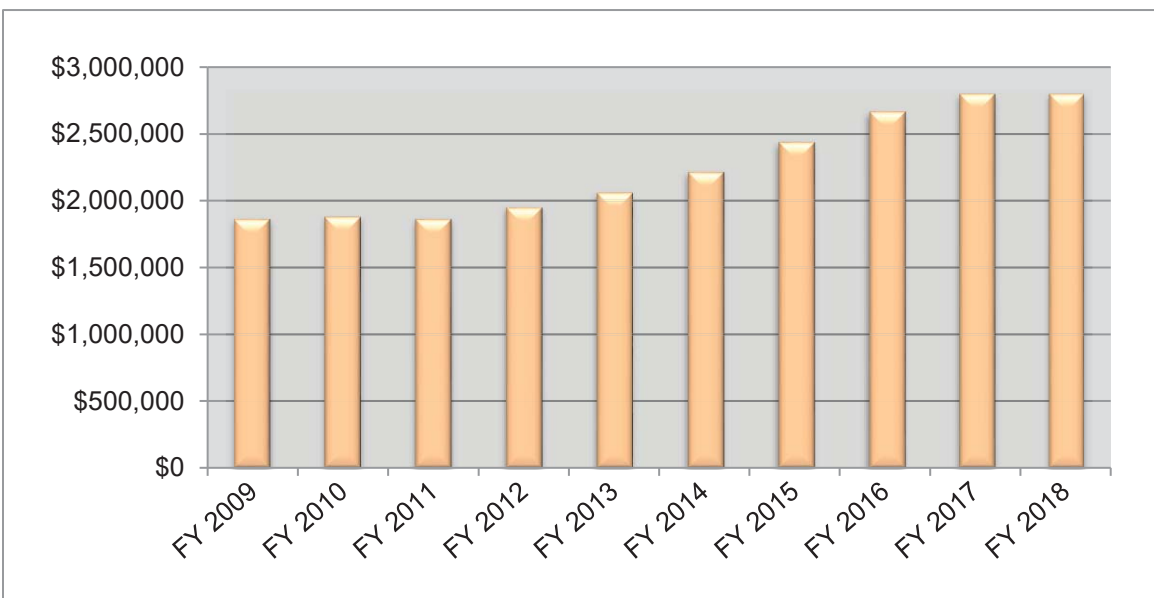
Fiscal Year	Revenue	Percentage Change
FY 2009	\$1,006,494	-11.52%
FY 2010	\$1,026,747	2.01%
FY 2011	\$1,020,622	-0.60%
FY 2012	\$1,061,493	4.00%
FY 2013	\$1,129,071	6.37%
FY 2014	\$1,212,049	7.35%
FY 2015	\$1,335,030	10.15%
FY 2016	\$1,473,400	10.36%
FY 2017	\$1,560,300	5.90%
FY 2018	\$1,562,900	0.17%



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 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		
FY 2018	See page 8.03	1% Sales Tax		



**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
GENERAL FUND**

REVENUE

	ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	BUDGET FY 2018
10-00	CURRENT AD VALOREM TAXES	7,443,942	7,762,213	8,224,800	8,228,000	8,847,000
10-00	ELECTRICITY UTILITY TAX	1,547,257	1,608,098	1,518,000	1,650,000	1,683,000
30-00	WATER UTILITY TAX	584,089	604,273	601,800	664,700	678,000
80-00	BOTTLED GAS UTILITY TAX	40,329	44,458	42,656	45,300	45,300
10-99	COMMUNICATION SERVICE TAX	927,585	890,406	885,000	885,000	885,000
01-00	OCCUPATIONAL LICENSES	89,651	94,976	88,740	96,800	98,750
01-01	PENALTIES	1,824	3,368	1,326	4,150	2,100
01-02	TRANSFERS	347	413	306	306	300
	TAXES	10,635,024	11,008,205	11,362,628	11,574,256	12,239,450
10-00	FLORIDA POWER FRANCHISE	1,356,841	1,347,826	1,402,500	1,312,500	1,340,550
40-00	PEOPLES GAS FRANCHISE FEE	20,885	21,010	18,870	21,220	21,640
01-00	SIGN PERMITS	4,150	4,650	3,060	4,500	4,500
02-00	RIGHTS OF WAY PERMITS	0	20,499	0	0	0
03-00	DOCK PERMITS	0	14,300	0	0	0
04-00	FIRE PREVENTION PERMITS	12,923	17,916	9,180	17,100	17,100
	PERMITS,FEES & SPEC ASSMT	1,394,799	1,426,201	1,433,610	1,355,320	1,383,790
20-02	FDLE BYRNE GRANT	19,689	22,113	0	21,320	0
39-10	USDA - FORESTRY GRANT	2,775	2,500	0	0	0
12-99	STATE REVENUE SHARING	546,498	551,672	545,400	562,700	568,000
14-00	MOBILE HOME LICENSES	13,373	13,870	12,240	13,870	14,010
15-00	ALCOHOLIC BEVERAGE LICENS	15,451	19,467	15,300	17,520	17,700
18-00	LOCAL GOVT SALES TAX	1,335,030	1,473,400	1,378,000	1,560,300	1,562,900
18-01	1% LOCAL OPTION SALES TAX	625,501	0	0	0	0
23-00	FIREFIGHTER SUPPLMTL COMP	3,720	3,720	3,720	3,720	3,720
49-01	MOTOR FUEL TAX REBATE	21,966	21,222	20,910	20,910	21,330
21-00	MARINE ADVISORY BD-WCIND	0	6,753	0	0	0
20-00	COUNTY OCCUP LICENSES	1,685	1,746	1,200	1,750	1,750
01-00	HOUSING AUTH - P I L O T	4,473	6,113	5,000	6,110	6,110
	INTERGOVERNMENTAL REVENUE	2,590,161	2,122,576	1,981,770	2,208,200	2,195,520
30-01	PROC CONTRACT ADMIN FEE	21,358	35,972	12,400	18,400	18,400
90-01	ENGINEERING VARIANCE FEES	4,950	8,150	1,800	8,000	8,000
90-02	PLANNING & ZONING FEES	31,943	33,046	24,480	35,000	35,700
90-03	SALE OF PUBLICATIONS/MAPS	0	0	200	0	0
90-05	POLICE DEPT	7,970	8,435	7,800	8,400	8,400
89-00	DISTRESSED PROPERTY REIMB	4,468	4,907	3,000	4,000	4,000
90-00	LOT MOWING FEES	309,159	325,011	302,000	315,000	315,000
91-00	LIEN INTEREST	3,795	2,010	0	6,500	2,000
40-01	EVENT APPLICATION FEE	4,125	4,350	2,550	4,000	3,000
	CHARGES FOR SERVICES	387,768	421,881	354,230	399,300	394,500
10-00	FINES & FORFEITURES	18,153	13,184	14,280	13,200	13,465
30-00	POLICE EDUCATION	2,020	1,611	1,600	1,600	1,630
40-00	UNSAFE EQUIPMENT	16	4	0	0	0
02-00	FINES - CODE ENFORCEMENT	64,537	47,924	1,000	32,500	30,000
02-01	CODE CITATIONS	100	25	0	0	0
03-00	FALSE ALARMS - POLICE	7,500	4,900	3,000	4,000	4,000
04-00	FALSE ALARMS - FIRE	400	0	0	19,050	5,400
06-00	PARKING VIOLATIONS	6,250	4,525	4,000	6,625	6,625
	FINES & FORFEITS	98,976	72,173	23,880	76,975	61,120

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
GENERAL FUND**

REVENUE

	ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	BUDGET FY 2018
10-00	INTEREST ON INVESTMENTS	15,390	29,157	6,500	70,000	70,000
00-00	RENTAL INCOME	136,792	138,723	81,056	89,000	90,000
20-01	RENT - GILCHRIST PARK	3,459	5,901	7,854	1,600	3,200
20-02	RENT - LAISHLEY PARK	8,180	14,320	10,710	15,200	15,500
20-03	RENT - PONCE DE LEON PARK	3,400	2,875	2,244	2,875	2,930
10-00	SALE OF LAND	117,992	0	0	3,510,000	0
41-00	SURPLUS FURN, FIXT, EQPT	20,487	34,737	2,040	2,040	2,080
90-00	OTHER SCRAP OR SURPLUS	25	371	0	320	320
00-00	CONTRIB FROM PRIVATE SRCS	8,042	7,710	1,355	1,355	1,355
30-00	FOR POLICE DEPARTMENT	500	0	0	0	0
31-00	FIRE DEPARTMENT	5,128	465	0	10,840	0
32-00	URBAN DESIGN	1,064	2,798	0	2,800	0
30-00	REFUND OF PRIOR YR EXPEND	3,418	0	0	0	0
40-04	ADMIN CHGS P G I CANAL	103,630	103,630	116,380	116,380	119,870
40-05	ADMIN CHGS B S I CANAL	11,955	11,955	10,860	10,860	11,185
40-11	ADMIN CHGS CRA	0	13,000	13,500	13,500	14,000
40-15	ADMIN CHGS SIX CT GAS TAX	82,660	72,560	65,809	65,809	67,785
40-16	CHAR HBR NATL ESTUARY PRG	84,925	84,925	87,370	87,370	89,888
40-26	ADMIN CHGS UTIL O M & R	2,085,380	2,074,690	2,261,785	2,261,785	2,329,640
40-50	ADMIN CHGS REFUSE COLLECT	321,655	339,415	362,415	362,415	373,287
40-51	ADMIN CHGS BUILDING FUND	80,290	86,830	86,889	86,889	89,495
40-53	ADMIN CHGS MARINA	35,815	32,305	32,852	32,852	33,837
44-00	REIMBURSEMENT FROM CDBG	16,262	8,288	9,000	0	0
47-00	REIMB-CHARL CO SCHOOL BD	95,235	97,779	100,053	100,053	103,055
48-00	REIMBURSEMENT FROM COUNTY	24,000	38,803	24,000	24,000	24,000
70-02	LAW ENFORCEMENT TRUST	14,577	3,780	0	2,247	0
70-16	CANINE PROGRAM	3,140	7,413	0	20,600	20,600
70-17	HISTORIC PRESERVTDN ADV BD	575	415	0	150	150
70-18	INSURANCE RECOVERY	18,841	8,633	0	10,000	10,000
70-21	VOLUNTEERS IN POLICING	130	367	0	0	0
70-42	P G P D JAMMERS	9,780	16,300	0	1,450	1,450
70-50	DEFINED CONTRIB REFUNDS	0	0	0	15,250	5,530
90-00	MISCELLANEOUS REVENUE	40,421	75,958	10,200	25,500	15,500
	MISCELLANEOUS REVENUE	3,353,148	3,314,103	3,292,872	6,943,140	3,494,657
13-00	DAMAGE RECOVERY FUND	10,000	10,000	10,000	143,735	219,335
19-00	1% LOCAL OPTION SALES TAX	0	90,000	90,000	90,000	90,000
26-00	UTILITIES O M & R	26,592	1,508	0	0	0
	TRANSFER FROM OTHER FUNDS	36,592	101,508	100,000	233,735	309,335
90-01	PROJ CARRYOVER-BEGINNING	786,873	1,118,839	941,890	1,790,041	1,243,818
90-02	PRIOR YEAR ENCUMBRANCES	122,651	248,623	0	41,320	0
90-03	UNRESERVED FUND BALANCE	1,470,469	1,171,000	1,342,000	1,342,000	1,575,000
90-05	PRIOR YR RE-APPROPRIATION	181,036	314,956	0	286,300	0
90-13	BEG RESERVE-FLEET/EQPT	312,000	312,000	420,000	420,000	534,505
90-14	FUTURE YEAR BUDGET	186,999	464,000	426,626	426,626	671,695
	BEGINNING RESERVES	3,060,028	3,629,418	3,130,516	4,306,287	4,025,018
		21,556,496	22,096,065	21,679,506	27,097,213	24,103,390

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
GENERAL FUND SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	12,575,587	12,586,729	13,136,785	13,076,437	13,681,151
Operating	3,547,826	3,543,417	3,915,157	4,338,759	4,249,176
Capital Outlay	241,595	559,904	560,596	633,518	820,500
Fleet/Equip-Reserve Funding	0	0	89,405	0	0
Debt Service	0	0	0	0	0
Contingency	0	0	15,000	15,000	15,000
Operating Transfers	1,562,070	1,099,728	1,469,000	5,008,481	2,224,000
Reserve-Carryover & Reappr	563,579	327,620	0	0	0
Reserve-Fleet/Equip	312,000	420,000	420,000	534,505	0
Reserve-Future Years' Bdgt	581,899	1,063,579	678,626	1,048,645	671,695
Projected Carryover-End	2,171,940	2,495,088	1,394,937	2,441,868	2,441,868
Total	21,556,496	22,096,065	21,679,506	27,097,213	24,103,390

Position Summary

DEPARTMENT	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
City Council *	5	5	5	5	5
Administration	9	9	9	9	10
Finance	14.5	14.5	15.5	15.5	16
Public Works	33	33	33	33	33
Police	49	49	49	50	50
Fire	28	28	29	29	29
Urban Design	11	11	11	11	11
	149.5	149.5	151.5	152.5	154

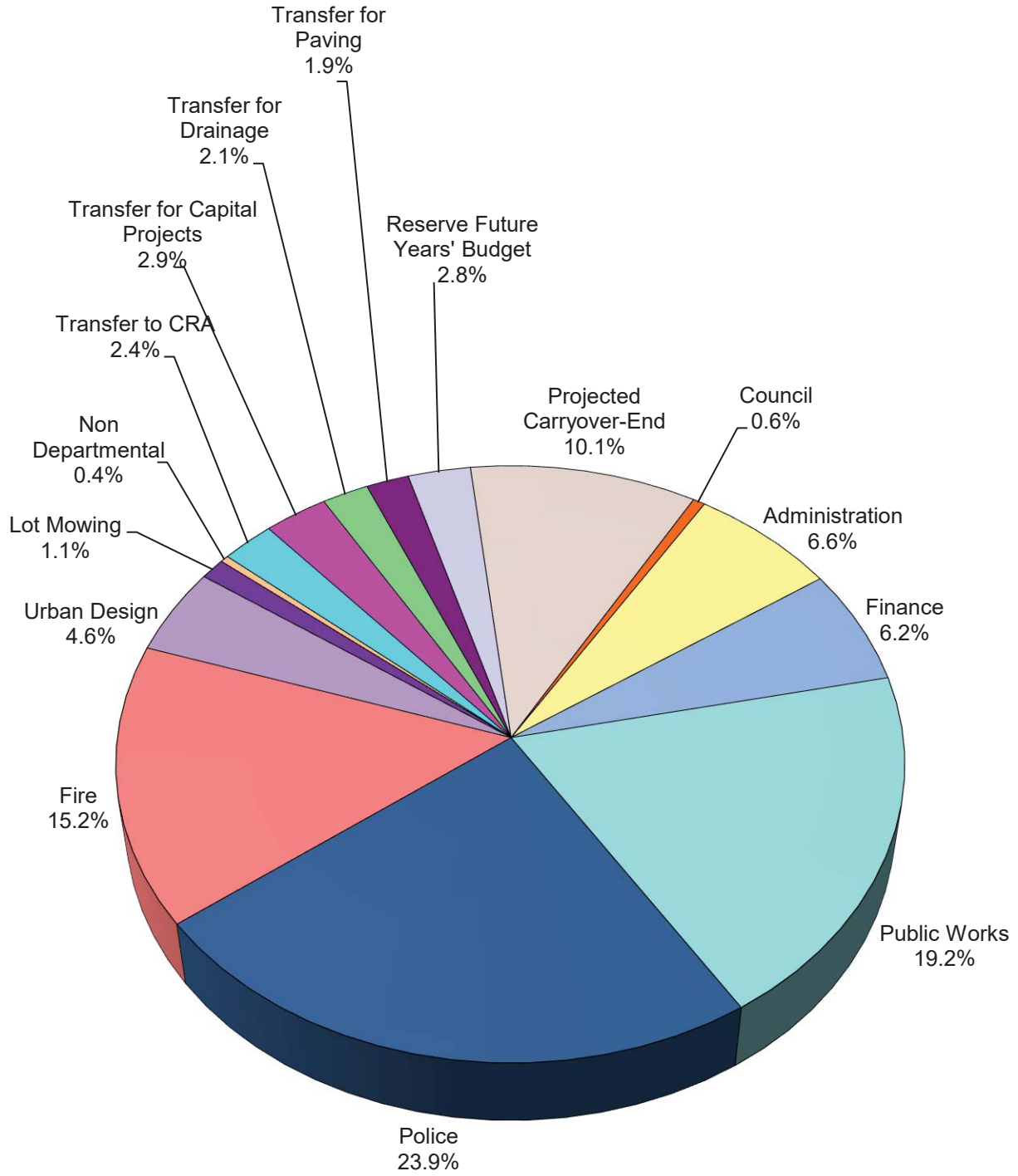
* General Fund employee count includes 5 City Council members as 5 FTEs

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
GENERAL FUND**

DEPARTMENTAL SUMMARY

ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	BUDGET FY 2018
CITY COUNCIL	99,390	92,881	98,442	122,630	129,311
CITY MANAGER	235,321	257,489	251,182	250,939	474,808
HUMAN RESOURCES	292,448	322,100	304,543	329,057	346,560
CITY CLERK	422,946	437,391	530,987	512,068	514,803
LEGAL COUNSEL	229,032	177,329	203,700	206,351	255,794
ADMINISTRATION	1,179,747	1,194,309	1,290,412	1,298,415	1,591,965
FINANCE	802,239	811,097	880,793	871,642	927,959
PROCUREMENT	486,369	494,886	592,583	571,486	571,939
FINANCE	1,288,608	1,305,983	1,473,376	1,443,128	1,499,898
PUBLIC WKS ADMINISTRATION	303,750	303,476	312,020	312,759	351,303
ENGINEERING	421,594	442,108	435,082	414,482	469,099
FACILITIES MAINTENANCE	693,866	715,928	771,601	805,133	798,453
RIGHT OF WAY MAINT DIV	1,033,132	1,062,640	1,254,571	1,243,159	1,548,578
PARKS & GROUNDS MAINT	1,376,947	1,362,313	1,499,740	1,531,982	1,465,069
PUBLIC WORKS	3,829,289	3,886,465	4,273,014	4,307,515	4,632,502
POLICE	5,363,016	5,497,735	5,560,536	5,667,174	5,766,363
FIRE	3,243,542	3,275,981	3,460,350	3,483,549	3,661,532
URBAN DESIGN	540,341	547,683	652,304	692,283	619,990
ZONING & CODE COMPLIANCE	502,333	489,119	410,944	433,575	500,272
URBAN DESIGN	1,042,674	1,036,802	1,063,248	1,125,858	1,120,262
LOT MOWING	233,949	237,043	280,000	306,225	274,000
OTHER NON-DEPARTMENTAL	84,793	162,851	217,565	309,220	89,994
TRANSFER TO CRA	448,578	470,728	500,000	501,481	575,000
TRANSFER TO SPECIAL USE FD	117,992	0	0	3,510,000	0
TRANSFER FOR CAPITAL PROJECTS	85,000	145,000	10,000	38,000	690,000
TRANSFER FOR DRAINAGE	0	0	500,000	500,000	500,000
TRANSFER FOR PAVING	609,000	459,000	459,000	459,000	459,000
TRANSFER FOR 1% LOCAL SALES TAX	301,500	25,000	0	0	0
RESERVE-CARRYOVERS & REAPPROP.	563,579	327,620	0	0	0
RESERVE-FLEET/EQUIP	312,000	420,000	420,000	534,505	0
RESERVE-FUTURE YEARS' BUDGET	581,899	1,063,579	678,626	1,048,645	671,695
PROJECTED CARRYOVER-END	2,171,940	2,495,088	1,394,937	2,441,868	2,441,868
NON-DEPARTMENTAL	5,510,230	5,805,909	4,460,128	9,648,944	5,701,557
	21,556,496	22,096,065	21,679,506	27,097,213	24,103,390

General Fund by Functions FY 2018 - \$24,103,390



**CITY OF PUNTA GORDA
BUDGET FY 2018
GENERAL FUND**

PERSONNEL SERVICES

ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	BUDGET FY 2018
EXECUTIVE SALARIES	1,758,334	1,794,768	1,900,368	1,877,331	1,904,910
REGULAR SALARIES & WAGES	3,391,990	3,525,756	3,677,919	3,658,273	3,936,759
WAGES - UNION	2,579,813	2,751,658	2,765,103	2,800,422	2,804,857
SPECIAL DETAIL	-44,661	-50,845	0	-26,051	0
SICK ESCROW	0	0	5,000	5,000	0
PAY PLAN CHANGES	0	0	43,160	43,160	4,994
TEMPORARY EMPLOYEE WAGES	8,774	11,624	0	16,084	0
OVERTIME PAY	85,264	77,176	89,932	120,142	92,235
OVERTIME PAY - UNION	420,970	432,879	424,797	429,472	445,439
F I C A TAXES	595,202	620,757	650,365	640,539	663,914
RETIREMENT CONTRIBUTION	922,194	837,317	837,326	837,326	837,326
RETIREMT-POLICE OFFICERS	513,912	409,363	356,145	356,145	449,219
RETIREMENT-FIREFIGHTERS	399,158	238,589	272,066	272,066	327,844
RETIREMT-DEFINED CONTRIB	17,766	28,567	46,223	41,024	72,754
EMPLOYEE HLTH & LIFE INS	1,297,650	1,305,684	1,399,566	1,376,417	1,461,407
COBRA, RETIREE, H A INSUR	1	62	0	0	0
DEP HLTH + EMPL PD LIFE	405,337	404,192	443,660	404,068	427,156
WORKMEN'S COMP PREMIUMS	218,958	195,816	220,155	220,019	247,337
UNEMPLOYMENT COMPENSATION	4,925	3,366	5,000	5,000	5,000
PERSONNEL SERVICES	12,575,587	12,586,729	13,136,785	13,076,437	13,681,151

OPERATING EXPENSES

PROFESSIONAL SERVICES	68,769	72,324	30,214	69,278	70,604
CONTINGENT LEGAL SERVICES	147,649	118,571	150,000	150,000	200,000
SETTLEMENT COSTS	0	60,234	0	0	0
EMPLOYEE TESTING	16,827	11,094	22,041	22,041	21,049
VETERINARY SERVICES	1,356	1,256	2,182	2,182	5,360
ACCOUNTING & AUDITING	14,407	14,473	15,940	15,940	16,500
CONTRACTUAL SERVICES	319,026	306,699	364,780	404,780	496,480
TREES	1,227	3,805	3,500	3,500	3,500
CONTRACT SVCS-LOT MOWING	233,949	237,043	280,000	306,225	274,000
COMPREHENSIVE PLANNING	4,375	0	0	60,000	30,000
PEST CONTROL	2,613	3,150	3,110	3,110	3,200
JANITORIAL	38,425	48,643	54,000	54,000	54,000
PAINTING	11,091	16,450	16,000	16,000	16,000
AIR CONDITIONING	29,457	35,436	36,600	36,600	36,600
MANGROVE TRIMMING	13,869	15,182	26,875	26,875	30,000
EXOTIC TREE REMOVAL	11,212	10,160	15,000	17,360	15,000
DISTRESS PROPERTIES MAINT	7,562	6,196	8,000	8,000	8,240
TRAVEL & PER DIEM	31,694	27,202	37,152	38,552	39,597
COMMUNICATIONS SERVICES	75,420	77,280	88,985	88,205	90,532
POSTAGE & EXPRESS CHARGES	12,088	12,554	15,980	15,950	15,980
ELECTRICITY	149,247	144,045	172,750	172,750	172,750
WATER & SEWER	187,993	194,960	199,060	199,060	226,000

**CITY OF PUNTA GORDA
BUDGET FY 2018
GENERAL FUND**

OPERATING EXPENSES (continued)

ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	BUDGET FY 2018
WATER/SEWER P R W CTR WNS	2,073	2,550	2,260	2,260	2,260
COPYING EQUIPMENT	2,744	2,744	5,610	5,610	5,610
EQUIPMENT LEASES	31,655	26,017	29,921	32,471	31,799
VEHICLES - RENTAL & LEASE	4,647	312	0	0	750
CLOTHING & UNIFORMS	2,111	2,244	2,845	2,845	2,895
RIGHT-OF-WAY (R/R X'ING)	0	0	775	775	775
FIRE/GENERAL LIAB INSUR	364,231	298,822	338,945	338,945	366,062
REPAIR & MAINTENANCE SVCS	21,421	30,486	35,986	36,436	48,726
REPAIR/MAINT BUILDINGS	73,767	79,456	118,930	164,220	119,000
REPR/MAINT AIR CONDITION	135	0	0	0	0
R&M AUTOS/TRUCKS FLEET	150,269	158,482	180,736	180,736	174,998
REPAIR/MNT EQUIP FLEET	3,777	3,557	5,325	5,325	5,325
REPAIR/MNT VEH & EQP DEPT	19,631	22,924	38,120	42,201	37,858
PRINTING & BINDING	0	487	400	400	2,522
PROMOTIONAL ACTIVITIES	278	756	2,500	76,000	2,530
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	846	0	9,000	0
CONTRIB - UNITED WAY	25,000	25,000	25,000	25,000	27,500
ARBOR DAY ACTIVITIES	5,392	5,902	0	6,832	0
LEGAL ADVERTISING	9,793	11,026	13,200	13,100	14,103
ELECTION EXPENSES	0	0	50,000	30,000	25,000
VOLUNTEER FIREMEN	211	366	1,000	1,000	2,200
COMPUTER OVERHEAD	843,876	850,515	852,960	852,960	878,544
RECORDING FEES	366	0	100	0	100
CREDIT CARD CHARGES/FEES	1,087	1,265	370	216	0
OFFICE SUPPLIES	18,101	16,013	24,760	24,010	23,386
GASOLINE, OIL, LUBRICANTS	174,236	135,059	184,507	185,807	179,735
FIRE PREVENTION SUPPLIES	3,738	1,165	2,266	4,136	2,333
PRE-EMPLOYMENT COSTS	5,234	2,248	2,900	3,088	3,222
HOLIDAY DECORATIONS	28,998	37,172	30,000	30,000	30,000
RECORDS RETENTION SUPPL	0	27	500	500	500
DEPT MATERIALS & SUPPLIES	147,299	163,258	175,293	186,668	176,590
SAFETY SUPPLIES	17,195	9,215	13,057	13,707	13,628
CLOTHING & UNIFORMS	56,294	62,397	59,113	64,723	61,660
AGRIC & BOTANICAL SUPPLS	21,250	46,312	30,000	36,600	30,000
TRAINING MATERIALS & SUPP	12,486	10,848	20,141	20,141	22,654
EMERGENCY MGMT SUPPLIES	3,465	1,125	10,000	17,875	10,300
MEDICAL SUPPLIES	13,385	23,765	16,500	16,500	16,995
CRIME PREVENTION	7,786	8,903	9,393	9,393	8,596
HARDSCAPE/LANDSCAPE-PARKS	202	2,448	0	7,728	0
BOOKS/MEMBS/TRAINING/EDUC	66,488	50,983	76,075	84,025	82,128
LAW ENFORCEMENT TRUST	2,216	3,425	0	34,390	0
CANINE PROGRAM	3,902	4,478	0	26,000	0
HISTORIC PRESERVATION ADV BD	590	0	0	565	0
VOLUNTEERS IN POLICING	225	195	0	1,205	0
POLICE TRADING CARDS	0	0	0	598	0
P G P D JAMMERS	10,468	9,969	0	20,860	0
INVENTORY SHORT/OVER	48	398	0	0	0
OPERATING EXPENSES	3,547,826	3,543,417	3,915,157	4,338,759	4,249,176

**CITY OF PUNTA GORDA
BUDGET FY 2018
GENERAL FUND**

ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	BUDGET FY 2018
<u>CAPITAL OUTLAY</u>					
BLDGS-CONSTR AND/OR IMPRV	11,928	0	0	0	32,000
IMPROVE OTHER THAN BLDGS	17,370	0	0	0	0
FLEET/EQUIP-RESERVE FUNDING	0	0	89,405	0	0
AUTOS & ON-ROAD VEHICLES	164,285	387,838	336,000	363,800	608,000
EQUIPMENT	48,012	172,066	223,496	228,618	180,500
COMPUTER EQUIPMENT	0	0	1,100	1,100	0
TRABUE WOODS INITIATIVES	0	0	0	40,000	0
CAPITAL OUTLAY	241,595	559,904	650,001	633,518	820,500
CONTINGENCY	0	0	15,000	15,000	15,000
<u>TRANSFERS</u>					
COMMUNITY REDEVEL AGENCY	448,578	470,728	500,000	501,481	575,000
SPECIAL USE FUND	117,992	0	0	3,510,000	0
ADDL FIVE CENT GAS TAX	609,000	459,000	459,000	459,000	459,000
1% LOCAL OPTION SALES TAX	0	25,000	0	0	0
GENERAL CONSTRUCTION	85,000	145,000	510,000	538,000	1,190,000
GEN CONST - INFRASTR SURTAX	301,500	0	0	0	0
TRANSFERS	1,562,070	1,099,728	1,469,000	5,008,481	2,224,000
<u>PROJECTED CARRYOVER-END</u>					
RESERVE-CARRYOVER & REAPPR	563,579	327,620	0	0	0
RESERVE-FLEET/EQUIP	312,000	420,000	420,000	534,505	0
RESERVE-FUTURE YRS BUDGET	581,899	1,063,579	678,626	1,048,645	671,695
PROJECTED CARRYOVER-END	2,171,940	2,495,088	1,394,937	2,441,868	2,441,868
PROJECTED CARRYOVER-END	3,629,418	4,306,287	2,493,563	4,025,018	3,113,563
TOTAL EXPENDITURES	21,556,496	22,096,065	21,679,506	27,097,213	24,103,390

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
NON DEPARTMENTAL SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	0	0	48,160	48,160	4,994
Operating	318,742	399,894	345,000	512,285	344,000
Capital Outlay	0	0	0	40,000	0
Fleet/Equip-Reserve Funding	0	0	89,405	0	0
Debt Service	0	0	0	0	0
Contingency	0	0	15,000	15,000	15,000
Operating Transfers	1,562,070	1,099,728	1,469,000	5,008,481	2,224,000
Reserve-Carryover & Reappr	563,579	327,620	0	0	0
Reserve-Fleet/Equip	312,000	420,000	420,000	534,505	0
Reserve-Future Years' Bdgt	581,899	1,063,579	678,626	1,048,645	671,695
Projected Carryover-End	2,171,940	2,495,088	1,394,937	2,441,868	2,441,868
Total	<u>5,510,230</u>	<u>5,805,909</u>	<u>4,460,128</u>	<u>9,648,944</u>	<u>5,701,557</u>

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
GENERAL FUND**

NON-DEPARTMENTAL EXPENSES

	ACCOUNT DESCRIPTION	ACTUAL FY 2015	ACTUAL FY 2016	BUDGET FY 2017	PROJECTED FY 2017	BUDGET FY 2018
12-05	SICK ESCROW	0	0	5,000	5,000	0
12-06	PAY PLAN CHANGES	0	0	43,160	43,160	4,994
*	PERSONNEL SERVICES	0	0	48,160	48,160	4,994
31-00	PROFESSIONAL SERVICES	25,668	42,329	25,000	27,500	27,500
31-10	SETTLEMENT COSTS	0	60,234	0	0	0
48-00	PROMOTIONAL ACTIVITIES	0	0	1,500	75,000	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	846	0	9,000	0
48-23	CONTRIB - UNITED WAY	25,000	25,000	25,000	25,000	27,500
48-25	ARBOR DAY ACTIVITIES	5,392	5,902	0	6,832	0
34-03	CONTRACT SVCS-LOT MOWING	233,949	237,043	280,000	306,225	274,000
99-09	INVENTORY SHORT/OVER	48	398	0	0	0
99-16	CANINE PROGRAM	3,902	4,478	0	26,000	0
99-17	HISTORIC PRESERVTN ADV BD	590	0	0	565	0
99-18	VOLUNTEERS IN POLICING	225	195	0	1,205	0
99-20	POLICE TRADING CARDS	0	0	0	598	0
99-42	P G P D JAMMERS	10,468	9,969	0	20,860	0
*	OPERATING EXPENSES	318,742	399,894	345,000	512,285	344,000
65/20	TRABUE WOODS INITIATIVES	0	0	0	40,000	0
99-90	FLEET/EQUIP-RESERVE FUNDING	0	0	89,405	0	0
*	CAPITAL OUTLAY	0	0	89,405	40,000	0
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	448,578	470,728	500,000	501,481	575,000
91-13	SPECIAL USE FUND	117,992	0	0	3,510,000	0
91-14	ADDL FIVE CENT GAS TAX	609,000	459,000	459,000	459,000	459,000
91-19	1% LOCAL OPTION SALES TAX	0	25,000	0	0	0
91-20	GENERAL CONSTRUCTION	85,000	145,000	510,000	538,000	1,190,000
91-22	GEN CONST-INFRASTR SURTAX	301,500	0	0	0	0
*	TRANSFERS	1,562,070	1,099,728	1,469,000	5,008,481	2,224,000
99-03	PROJECTED CARRYOVER - END	2,171,940	2,495,088	1,394,937	2,441,868	2,441,868
99-13	RESERVE-FLEET/EQPT	312,000	420,000	420,000	534,505	0
99-13	RESERVE-CARRYOVER & REAPPR.	563,579	327,620	0	0	0
99-14	RESERVE-FUTURE YRS BUDGET	581,899	1,063,579	678,626	1,048,645	671,695
*	ENDING RESERVES	3,629,418	4,306,287	2,493,563	4,025,018	3,113,563
		5,510,230	5,805,909	4,460,128	9,648,944	5,701,557

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 2017:

- Approved plan to automate sanitation collection.
- Approved moving forward with process to automate utility meter reading.
- Adopted ordinance to require pre-annexation agreements for new water and/or sewer service with commitment to annex into City once contiguous.
- Reached voluntary annexation agreement with Walmart/Murphy Oil along Jones Loop Road.
- Initiated discussion of revised regulations that allow for increased building height in City Center zoning district in conjunction with pedestrian and architectural amenities.
- Initiated design of Jones Loop Road sewer forcemain,
- Incorporated enhanced stormwater drainage program in General Fund budget in amount of \$500,000.
- Approved interlocal agreement with Charlotte County to use County consulting engineer to develop plan for transition from septic to sewer in City utility service area.
- Partnered with FPL in its Solar Now program, which will construct solar canopies in Laishley Park, Hector House Plaza, Bailey Brothers Park and City Hall parking area.
- Partnered with Vietnam Wall committee to complete construction of and hold dedication ceremony for Vietnam Memorial Wall in Veterans Park.
- Secured services of marketing consultant to conduct branding process for City strategic communications positioning.
- Partnered with Charlotte County, Airport Authority, Florida Southwestern State College (FSW) and Western Michigan University (WMU) to initiate aviation program at Airport.

BUDGET NARRATIVE:

The charter review committee recommended that City Council Members' salaries be a percentage (Mayor 22.5%, Council Members 20%) of the Charlotte County Commissioners salaries which are regulated by the State Legislature. This recommendation was placed on the November 2016 ballot and was approved by the voters. The change took effect immediately during FY 2017.

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

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
CITY COUNCIL SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	87,610	82,325	81,657	105,845	112,030
Operating	11,780	10,556	16,785	16,785	17,281
Capital Outlay	0	0	0	0	0
Total	<u>99,390</u>	<u>92,881</u>	<u>98,442</u>	<u>122,630</u>	<u>129,311</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
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

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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.
- Secured services of marketing consultant to conduct branding process for City strategic communications positioning. Presented Report of Findings and recommendation to initiate communications position with City organization. Development of brand and communications plan in process.

BUDGET NARRATIVE

The office continues to reduce non-core operating expenditures to meet budgetary constraints. The City will enhance its strategic communications program by adding a communications manager to staff. The City has engaged the services of a marketing consultant to assist in developing a marketing/branding communications strategy for positioning the City residents, visitors, and commercial and industrial businesses. The FY 2018 budget includes \$219,000 for the estimated program start-up. The first year of full funding is being transferred from the special use fund. In subsequent years the salary and benefits for the manager are included as general fund revenue supported.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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: STRATEGIC COMMUNICATIONS POSITIONING

- Goal: Develop a cost effective strategic communications/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 FY 2018 Strategic Plan Action Items and develop FY 2019 Strategic Plan
- Update Long Range Financial Plan as a framework for setting FY 2019 budget guidelines
- Prepare the FY 2019 budget through a series of workshops to begin with the Long Range Financial Plan and budget alternatives
- Achieve progress of annexations along US41 & US17 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 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 reports
- 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 2018
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 working with public, private and non-profit agencies/organizations to develop a consistent strategy and approach that can be leveraged across all community channels.
- Develop consistency throughout our community in all marketing and messaging strategies, including businesses, City and residents through implementation of a strategic communications/marketing plan.

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2015	FY 2016	FY 2017	FY 2018
Output:				
Communications				
Information Sharing Report	48	44	29	26
Weekly Report	52	52	52	52
Action Register	49	40	37	52
Total Website Hits (annual)	599,933	740,257	825,000	875,000
Citizen Interaction through Social Media	7,077 (2 months only)	51,518	48,996	50,000
Citizen's Academy (# of sessions / # of participants)	1 / 35	1 / 34	1 / 23	1 / 30
Marketing Pieces specific to Punta Gorda	19	19	19	19
Efficiency:				
Cost per capita	\$13.35	\$14.44	\$13.91	\$13.64
Service Quality:				
Council Review of City Manager's Performance out of 40.0 points	39.40	39.26	40.00	40.00
Outcome:				
# Action Register items completed	32	28	30	TBD
Citizen's Academy customer satisfaction rating	100%	100%	100%	100%
% Strategic Plan projects completed in established timeframe	100%	95%	100%	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 2018
CITY MANAGER SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	216,447	239,587	232,122	231,879	324,102
Operating	18,874	17,902	19,060	19,060	150,706
Capital Outlay	0	0	0	0	0
Total	<u>235,321</u>	<u>257,489</u>	<u>251,182</u>	<u>250,939</u>	<u>474,808</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
City Manager	1	1	1	1	1
Communications Mgr	0	0	0	0	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	2.5

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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

Once again, every benchmark 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 has been proposed for FY 2018. 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%. In spite of these modifications, the HR Division's budget request for FY 2018 contains an amount earmarked for a pay and classification study to be conducted by an outside consultant. The City continues to struggle with retaining highly skilled and trained individuals, and the common reason as stated in exit interviews is the pay. It appears that although the base pay in key positions is competitive, other agencies either move people more quickly through the pay ranges or they are recruiting the City's two or three-year tenured employees who are now fully trained and offering these individuals significant pay increases. It has been over ten years since the last formal pay and classification study.

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 almost 40 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, 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.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
HUMAN RESOURCES – Dept 0218**

BUDGET NARRATIVE:

The City will continue to encourage employees to participate in the career progression planning that was approved by Council. In order to maintain the median position, the budget includes an annual merit of up to 3% for eligible employees. In FY 2018, \$35,000 is budgeted to enable hiring a consulting firm for a comprehensive pay plan review. The budget does not currently provide any changes that may be proposed as a result of the comprehensive pay plan review.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 2015	FY 2016	FY 2017	FY 2018
Output:				
Total positions filled.	26	41	30	35
Efficiency:				
Cost per position filled	\$300	\$325	\$325	\$325
Service Quality:				
Average number of days to fill a vacancy	30	29	30	30
Outcome:				
Percentage of positions filled within 50 days	100%	100%	100%	100%
Minorities as a percentage of the City's workforce.	9.1%	8.8%	9.0%	9.0%
Females in Non-traditional roles in the City's workforce	6.1%	7.3%	7.0%	7.0%

RESULTS

The City of Punta Gorda continues to make a high priority the hiring of minorities, and women in non-traditional work classifications. As positions become vacant, the applicant pool is scrutinized to ensure that candidates in these classes are included in the interview pool. Minorities and women who serve in non-traditional work classifications as a percentage of its workforce essentially remained unchanged.

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 a decrease of 27% in turnover. With a couple of notable exceptions, turnover continues to be 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 continues its improvement, the City will continue to experience turnover. At this time there are almost 40 employees in varying stages of the DROP, ranging from less than a year to seven years of service left.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 in which the new employees will work. 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.

AVERAGE DAYS TO FILL A POSITION: We have stabilized into a pattern of 30 days or less to fill a position. Variations are caused by the nature of the position, the level of pre-employment testing necessary, and the depth of background investigations.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
HUMAN RESOURCES SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	259,044	262,395	265,721	263,555	271,711
Operating	32,643	59,705	38,822	65,502	74,849
Capital Outlay	761	0	0	0	0
Total	<u>292,448</u>	<u>322,100</u>	<u>304,543</u>	<u>329,057</u>	<u>346,560</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
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

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
CITY CLERK'S OFFICE - Dept. 0300**

FUNCTION:

Provide administrative services to the Council; record 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 City Council; manage City elections; oversee Local Business Tax Receipt process; coordinate advisory board member appointment process; process Domestic Partnership Registrations; advertise public hearings and prepare public hearing notice mailings to residents as required by Florida and Municipal law; maintain official minute books, ordinances, resolutions, contracts, deeds and easements; serve as Records Management Custodian; custodian of the City seal, attest documents and affix seal as required; obtain tag and titles for all City vehicles and equipment; general cashiering; responsible for mail room; research and respond to public records requests from City Council, staff, and general public; write proclamations and coordinate presentation at City Council meetings and events; maintain City Clerk's web pages.

ACCOMPLISHMENTS:

City Clerk staff attends approximately 160 meetings annually. Minutes provided are consistently accurate and timely with an overall 96% or better approval rate achieved for FY 2016; thereby exceeding the goal of 90%.

Oversaw Charter Review Committee process and coordinated with County Supervisor of Elections to include referendum questions on November 2016 ballot.

Staff processed 146 Local Business Tax receipt applications in FY 2016 with 52 applications reviewed as of February 2017, with almost 60% of FY 2017 remaining. 68 completed Business Satisfaction Surveys (representing a return of 47%) were received in FY 2016 with a 91% rating of "excellent" achieved and the remaining 9% rating the process as "good".

Manual indexing (cross referencing) of Council minutes has been converted to an electronic process which includes "optical character recognition" and "tagging" to help improve research efforts. Staff is in the process of transitioning existing indexes to the new process.

Collaboration with IT to identify possible technology improvement projects is ongoing. Several items have been discussed including the purchase of redaction software to be used in conjunction with public records requests as well as creating optiworkflow processes for board member application tracking, records disposition and storage tracking and the creation and retention of public hearing files. City Clerk staff is proposing the purchase of voice recognition software to reduce the number of hours spent transcribing meeting minutes.

A comprehensive review of existing records in the archival library to determine eligibility for retention or destruction is being performed – this is a multi-year project. The City's Public Records Policy is in the process of being updated.

BUDGET NARRATIVE:

Although there are no major program changes in the City Clerk's office this year, the budget includes \$25,000 for a possible primary election in the summer of 2018. There will be no need for a November 2017 election.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 the necessary timeframe for approval at the next regularly scheduled meeting and achieve a 90% approval rate 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 2015	FY 2016	FY 2017	FY 2018
Output:				
# Council/CRA Mtgs.	40	41	40	40
# Board Mtgs.	112	112	127	136
Efficiency:				
Cost per capita Council/CRA Mtgs.	\$0.56	\$0.65	\$0.66	\$0.67
Cost per capita Board Mtgs.	\$1.43	\$1.38	\$1.30	\$1.34
Annual cost produce Council/CRA Mtgs.	\$9,935	\$11,897	\$12,252	\$12,618
Annual cost produce Board Mtgs.	\$25,198	\$25,296	\$24,180	\$25,121
Service Quality:				
Hours to Produce Council/CRA	314	374	374	374
Hours to produce Boards	1,391	1,306	1,231	1,242
Outcome:				
% Minutes ready for approval without amendments for Council/CRA	100%	100%	100%	100%
% Minutes ready for approval without amendments for Boards	95%	96%	98%	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 2018
CITY CLERK SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	308,460	323,620	332,877	331,862	337,687
Operating	114,486	113,771	198,110	180,206	177,116
Capital Outlay	0	0	0	0	0
Total	<u>422,946</u>	<u>437,391</u>	<u>530,987</u>	<u>512,068</u>	<u>514,803</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
City Clerk	1	1	1	1	1
Deputy City Clerk	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Recording Secretary	1	1	1	1	1
Total	4	4	4	4	4

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 acquisition agreement for sale of Fisherman's Village lands, reached settlement agreement with DesertMicro relating to sanitation route management software dispute, foreclosed upon liens recorded against 412 Allen Street, review of Additional Harbor Access methodology, as well as extensive legal research on medical marijuana, building security, wireless communications, and special assessments for BSI utility undergrounding and other potential projects.

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 2018
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 2015	FY 2016	FY 2017	FY 2018
Output:				
# of Resolutions drafted/reviewed	59	77	38	TBD
# of Ordinances drafted/reviewed	31	32	18	TBD
# of Documents drafted/reviewed	128	135	57	TBD
Efficiency:				
Cost per capita	\$12.99	\$9.65	\$11.10	\$13.60

RESULTS

The increased cost for operating the department per capita in FY 2017 and FY 2018 is the result of litigation and complex contract negotiations.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
LEGAL SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	40,594	43,046	43,340	43,557	45,086
Operating	188,438	134,283	160,360	162,794	210,708
Capital Outlay	0	0	0	0	0
Total	229,032	177,329	203,700	206,351	255,794

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
Paralegal	0.5	0.5	0.5	0.5	0.5
Total	0.5	0.5	0.5	0.5	0.5

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 thirty-first 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 eleventh 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. Finance is working on additional improvements and a twelfth submittal for the FY 2018 budget document.

Finance provided leadership in linking the City's strategic priorities to the FY 2018 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.

For the second year, successfully submitted under the new IRS reporting requirements for the Affordable Care Act (ACA).

Created automated workflow process for budget process submissions for improved tracking of submittals and communication.

BUDGET NARRATIVE:

The accumulated increase in receiving state and federal grants as well as the major changes to the federal requirements for administering and documentation of grants has increased time spent in this area. A half-time accounting intern position will now be increased to a full-time staff accountant, to free up senior accounting staff for complex and proactive grant accounting. Training funds are allocated to ensure knowledge of the federal grant accounting and auditing requirements.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 2019 budget alternatives and FY 2019 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 2015	FY 2016	FY 2017	FY 2018
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	26	26	26	26
General Fund Budget (excludes debt & transfers)	\$16.8 Million	\$17.0 Million	\$17.7 Million	\$18.8 Million
Efficiency: Population	17,632	18,368	18,588	18,811
Departmental Cost per Capita	\$45.50	\$44.16	\$46.89	\$49.33

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
FINANCE - Dept. 0400**

**Key Performance Measures
(continued)**

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2015	FY 2016	FY 2017	FY 2018
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	103% Revenue vs. Expense	104% Revenue vs. Expense	98% Revenue vs. Expense	96% 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, 2016); and receive the "Distinguished Budget Presentation Award" from GFOA (current award is for the FY 2017 budget document.) We have submitted the FY 2016 CAFR and are waiting for the determination. We will also apply to the GFOA for award consideration for the FY 2018 Budget prior to the end of calendar year 2017.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
FINANCE SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	710,773	734,991	798,308	775,499	840,024
Operating	91,466	76,106	81,485	94,843	85,935
Capital Outlay	0	0	1,000	1,300	2,000
Total	<u>802,239</u>	<u>811,097</u>	<u>880,793</u>	<u>871,642</u>	<u>927,959</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
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
Accountant	0	0	0	0	1
Payroll Coordinator	1	1	1	1	1
Senior Accounting Clerk	1	1	1	1	1
Accting. Clerk/Admin Asst.	1	0.5	0.5	0.5	0.5
Accting. Intern	0	0.5	0.5	0.5	0
Total	8	8	8	8	8.5

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 554 contracts are currently in effect and being managed by the division (24% increase from FY 2016). The increase is partially due to new software for tracking maintenance/subscription agreements and warranty periods. 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 to reduce contract pricing or maintain existing prices. A total of 60 contracts were renewed. (FY 2016 total 47 contracts renewed)

Procurement currently administrates four (4) contracts with revenue generating provisions for piggy-backing agencies. The projected administrative fee revenue to date for FY 2017 is \$20,000.

Procurement measures savings and cost avoidance through efficiencies measured in several categories. The total efficiencies as of May 2017 is \$741,862 (FY 2016 \$1,217,034 – 175 efficiencies).

The Procurement Team continues to utilize on-line auction as the City's main method for sale of surplus property. The City held eight (8) auctions and the net proceeds to date are \$66,515 (FY 2016 held 5 auctions – net revenue \$57,286).

The City's Pcard program is in use by all Departments. The City received a rebate check in the amount of \$59,635 for the FY 2016 spend of \$3,711,403, which was based on a 1.51% and 1.52% rebate on standard purchases and 0.50% on large purchases. A total of 5,648 transactions were processed through this program. As of May 2017, the City's total FY 2017 spend is \$2,347,194 and the projected consortium rebate is 1.52%, excluding large purchases.

BUDGET NARRATIVE:

There is no change in budgeted staffing for FY 2018.

CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 to ensure fair and open competition is afforded to all interested vendors and maintain 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 2018
PROCUREMENT - Dept. 0405
Key Performance Measures**

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2015	FY 2016	FY 2017	FY 2018
Output:				
Monthly Reports	12	12	12	12
Contracts and solicitations \$5,000+ processed	218	239	270	250
Seminars/Events for Vendors	1	1	33	40
Efficiency:				
Cost per Capita	\$27.58	\$26.94	\$30.74	\$30.40
Value of Inventory issued	\$277,377	\$265,840	\$270,000	\$265,000
Service Quality:				
Maintaining NIGP Outstanding Agency Accreditation	Yes	Yes	Yes	Yes
Maintaining Professional Staff Certification	Yes	Yes	Yes	Yes
Outcome:				
% of Contracts and Solicitations \$5,000+ processed	95.4%	96.2%	95%	95%
% of inventory accuracy	100%	100%	99%	99%
# Purchase Orders issued	693	752	800	800
# Pcard Transactions	5,766	5,648	5,300	5,200
# 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 2018
PROCUREMENT SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	424,794	430,699	501,263	486,266	512,508
Operating	61,575	64,187	56,320	59,220	59,431
Capital Outlay	0	0	35,000	26,000	0
Total	486,369	494,886	592,583	571,486	571,939

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
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
Warehouse Supervisor	1	1	1	1	1
Administrative Assistant	0	0	1	1	1
Assistant Buyer	1	1	1	1	1
Inventory Clerk	0.5	0.5	0.5	0.5	0.5
Total	6.5	6.5	7.5	7.5	7.5

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 2017 projects listed below:

- Trabue-Woods Community Garden / Fresh Market Design and Construction
- Year 1 of City-wide Swale Regrading project (drainage program)
- ADA / Sidewalk Improvements – W. Olympia Ave. at Goldstein St.
- Veteran's Park Redesign
- Boca Grande Area Drainage Study & Design
- Swale Video Mapping and Assessment
- Twenty One Special Dock Permits
- Seven SWFWMD storm water pond re-certifications
- 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
- Library Site Soil Remediation
- Pavement Rejuvenation
- Roadway Resurfacing – 5 miles
- 5 year Paving Program map, budget, utility department and construction coordination - ongoing
- FDOT ROW sidewalk repair coordination
- Harborwalk Area 1 - Gilchrist Park construction
- Goldstein Street concrete curb and street bricking
- Gilchrist Park Playground
- Harborwalk at US 41 SB Underpass
- City Property Mangrove Trimming Plan

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

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
PUBLIC WORKS ADMINISTRATION DIVISION - Dept/Div 0901**

ACCOMPLISHMENTS: (continued)

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:

- 8,370+ feet of seawall replacement
- 1,180+ feet of seawall cap replaced

The completion of the eighth 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:

- 5 miles of paving City streets
- asphalt rejuvenation to 5 miles of City streets
- replacing 1,500 feet of sidewalk
- completion/repairing 75 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 Public Works Department has undertaken numerous projects citywide including Veteran's Park Redesign and City-wide Swale Regrading Project (drainage program).

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. Waste Management is the contracted provider for the "single stream" curbside recycling program 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 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

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
PUBLIC WORKS ADMINISTRATION DIVISION - Dept/Div 0901**

ACCOMPLISHMENTS: (continued)

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 replacement of a vehicle.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 2015	FY 2016	FY 2017	FY 2018
Output:				
# of service requests taken from residents	2,590	2,379	2,600	2,700
# of Sanitation service requests taken from residents	3,201	3,297	3,537	3,760
Total	5,791	5,676	6,137	6,460
Efficiency:				
Cost per capita	\$17.23	\$16.52	\$16.83	\$18.68
Service Quality:				
# of service requests completed within established timeline	5,511	5,449	5,892	6,137
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 2018
PUBLIC WORKS ADMINISTRATION SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	268,301	270,507	265,025	266,364	270,735
Operating	35,449	32,969	45,895	45,295	46,568
Capital Outlay	0	0	1,100	1,100	34,000
Total	<u>303,750</u>	<u>303,476</u>	<u>312,020</u>	<u>312,759</u>	<u>351,303</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
Public Works Director	1	1	1	1	1
Administrative Service Specialist	0	0	0	1	1
Executive Assistant	1	1	1	0	0
Administrative Assistant	1	1	1	1	1
Total	3	3	3	3	3

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	19
Current Mileage	185,091			Life to Date Maintenance Cost	\$ 23,057		
Description	FORD EXPEDITION XLT, 4 door Utility vehicle						
Recent Major Repair(s) to extend life: Replaced battery and rear view mirror, 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 checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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 12
Current Mileage	44,605			Life to Date Maintenance Cost		\$ 6,684	
Description	FORD EXPLORER XLS, 4 DOOR UTILITY						
Recent Major Repair(s) to extend life: Replaced battery and fuel cap, repaired roof lining that was falling down, repaired left sun visor			Known Problems: None at this time				
Description of Requested Replacement: 4 DOOR 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"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
<- 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"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
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 2018
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 2017:

- Trabue-Woods Community Garden / Fresh Market Design and Construction
- Year 1 of City-wide Swale Regrading project (drainage program)
- ADA / Sidewalk Improvements – W. Olympia Ave. at Goldstein St.
- Veteran’s Park Redesign
- Boca Grande Area Drainage Study & Design
- Swale Video Mapping and Assessment
- Twenty One Special Dock Permits
- Seven SWFWMD storm water pond re-certifications
- 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
- Library Site Soil Remediation
- Pavement Rejuvenation
- Roadway Resurfacing – 5 miles
- 5 year Paving Program map, budget, utility department and construction coordination - ongoing
- FDOT ROW sidewalk repair coordination
- Harborwalk Area 1 - Gilchrist Park construction
- Goldstein Street concrete curb and street bricking
- Gilchrist Park Playground
- Harborwalk at US 41 SB Underpass
- City Property Mangrove Trimming Plan

BUDGET NARRATIVE:

In FY 2018, the Engineering Division will continue to implement GIS based management systems to provide the most cost effective maintenance solutions for the infrastructure overseen by the division. Major projects will include Harborwalk West Area 1 and Year 2 of City-wide Swale Regrading (drainage program). 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.

Replacement of a vehicle is scheduled.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 2015	FY 2016	FY 2017	FY 2018
Output:				
Total Capital Budget Oversight	\$3,600,000	\$2,000,000	\$4,800,000	\$3,000,000
Efficiency:				
Division Operating Cost per capita	\$23.91	\$24.07	\$22.30	\$24.94
Service Quality:				
Stormwater (NPDES) compliance with State standards	100% compliant	100% compliant	100% compliant	100% compliant
# projects completed within established timelines	11	9	6	8
Outcome:	91%	95%	95%	99%

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 2018
ENGINEERING DIVISION SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	383,234	385,340	398,372	377,772	398,455
Operating	38,360	34,758	36,710	36,710	36,644
Capital Outlay	0	22,010	0	0	34,000
Total	<u>421,594</u>	<u>442,108</u>	<u>435,082</u>	<u>414,482</u>	<u>469,099</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
PW Engineering Manager	1	1	1	1	1
Senior Project Manager	1	1	1	1	1
PW Project Manager	1	1	1	1	1
Engineering Technician II	1	1	1	1	1
Total	4	4	4	4	4

City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0908	Asset Tag	4494	Purchase Price (if Known)	\$ 18,558		
Make	Chevy	Model	Blazer LS	Year	2002	Age	15
Current Mileage	62,517			Life to Date Maintenance Cost	\$ 16,056		
Description	Chevrolet Blazer LS, Utility 4 door						
Recent Major Repair(s) to extend life: Replace battery and brakes			Known Problems: None at this time				
Description of Requested Replacement: Small 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 checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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	9
Current Mileage	58,386			Life to Date Maintenance Cost	\$ 5,507		
Description	FORD ESCAPE XLT 4 DOOR Utility						
Recent Major Repair(s) to extend life: Replaced engine, repaired right rear tire			Known Problems: None at this time				
Description of Requested Replacement: Small Utility vehicle, 4 door					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 checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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 2018
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:

- Completed multiple general facilities maintenance
- Painted Public Safety Building interior
- Inspected and made repairs to Freeman House
- Repaired air conditioning units at City Facilities
- Responded to and corrected numerous plumbing issues
- Performed a myriad of maintenance projects
- Acted in response to afterhours call outs

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.

The replacement of the Cooper Street Recreation Center roof is budgeted in the general construction fund funded by a general fund transfer.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 2015	FY 2016	FY 2017	FY 2018
Output:				
# Emergency Calls & Repairs	36	38	40	40
# Standard Work Orders	1,338	1,456	1,400	1,400
# Special Projects	0	0	0	1
# Contracts supervised	10+	10+	10+	10+
Efficiency:				
Cost per capita	\$39.35	\$38.98	\$43.31	\$42.45
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. There will be one special project in FY 2018 to replace the roof at the Cooper Street Recreation Center.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
FACILITIES MAINTENANCE SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	233,234	241,819	246,196	246,022	261,188
Operating	456,532	461,855	525,405	559,111	537,265
Capital Outlay	4,100	12,254	0	0	0
Total	<u>693,866</u>	<u>715,928</u>	<u>771,601</u>	<u>805,133</u>	<u>798,453</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
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

**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	10
Current Mileage	36,000			Life to Date Maintenance Cost	\$	6,372	
Description	FORD F150 1/2 TON 2 DOOR CAB PICK UP TRUCK						
Recent Major Repair(s) to extend life: Replaced drive shaft, front sway bars	Known Problems: None at this time						
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 -> 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"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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/DUTY	Year	2006	Age	11
Current Mileage	18,967			Life to Date Maintenance Cost	\$ 18,256		
Description	FORD F750 XL S/DUTY UTILITY TRK 2 DOOR/ BUCKET TRUCK						
Recent Major Repair(s) to extend life: Rebuild lift cylinder, replace circuit breaker for bucket, replace pressure gauge on dash panel, rebuild left front stabilizer cylinder			Known Problems: None at this time				
Description of Requested Replacement: UTILITY TRK 2 DOOR/ BUCKET TRUCK					Estimated Cost of Replacement		
					\$ 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"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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 2018
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 230.8 miles of stormwater drainage systems.

ACCOMPLISHMENTS:

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

- 5 miles of paving City streets
- asphalt rejuvenation to 5 miles of City streets
- replacing 1,500 feet of sidewalk
- completion/repairing 75 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:

- Preparation for site development for Punta Gorda Library
- Historical re-bricking of Goldstein and Sullivan Streets

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

Due to an increase in gas tax funds, the balance of the repair and maintenance for fleet budget of \$21,000 has been transferred from the general fund to the gas tax fund.

The FY 2018 budget includes the replacement of a dump truck, a pickup truck, an excavator and a tractor sidearm mower.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 2015	FY 2016	FY 2017	FY 2018
Output:				
Total mileage of streets City maintains	115.4	115.4	115.4	115.4
Efficiency:				
Cost of miles resurfaced	\$1,405,431	\$718,409	\$759,300	\$740,000
Cost of miles rejuvenated	\$42,247	\$25,040	\$50,000	\$50,000
Service Quality:				
# of miles completed within established timeline	12	7	10	10
Outcome:				
% of miles maintained in fiscal year	11%	6%	9%	9%

RESULTS

The Right-of-Way Division continued its annual street maintenance program with paving of 5 miles of streets, applying asphalt rejuvenation to 5 miles of streets throughout the City.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
RIGHT-OF-WAY MAINTENANCE DIVISION SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	946,809	955,076	991,771	980,359	995,214
Operating	72,325	64,197	68,800	68,800	45,864
Capital Outlay	13,998	43,367	194,000	194,000	507,500
Total	<u>1,033,132</u>	<u>1,062,640</u>	<u>1,254,571</u>	<u>1,243,159</u>	<u>1,548,578</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
PW Supervisor	1	1	1	1	1
Traffic Control Technician	1	1	1	1	1
PW Crew Chief	2	2	2	2	2
ROW Maint Worker III	3	3	3	3	3
ROW Maint Worker II	4	4	4	6 *	6 *
ROW Maint Worker I	2	2	2	0 *	0 *
Total	13	13	13	13	13

* FY 2017 Council authorized the Career Progression Program. Changes in ROW Maint Worker positions indicate the use of the program.

City of Punta Gorda Fleet/Equipment Replacement Review

Dept/Div	0916	Asset Tag	5435	Purchase Price (if Known)	\$ 79,820		
Make	FORD	Model	TS 110	Year	2003	Age	14
Current Mileage	4376 HOURS		Life to Date Maintenance Cost		\$ 91,427		
Description	FORD NEW HOLLAND TS110 TRACTOR ROTARY SIDEARM MOWER						
Recent Major Repair(s) to extend life: Repaired weld frame behind left rear tire, replaced hydraulic hoses on deck and boom and A/C shreader, replaced coil & cartridge for hydraulic pump			Known Problems: Unable to secure parts for the sidearm mower due to age.				
Description of Requested Replacement: TRACTOR ROTARY SIDEARM MOWER					Estimated Cost of Replacement		
					\$ 125,000		
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
Provide explanation for requested fiscal year of replacement: Outlived service life			If this vehicle or equipment is not replaced, what are the alternatives: Rent or lease equipment				
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 EXCAVATOR	Year	1992	Age	26
Current Mileage	6,723 hours			Life to Date Maintenance Cost	\$ 104,603		
Description	JOHN DEERE 595D EXCAVATOR WHEELED						
Recent Major Repair(s) to extend life: Replaced the following: fuel pump, 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: EXCAVATOR WHEELED					Estimated Cost of Replacement		
					\$ 270,000		
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
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	17
Current Mileage	46,191			Life to Date Maintenance Cost	\$ 30,976		
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		
					\$ 75,000		
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
Provide explanation for requested fiscal year of replacement: Outlived service life			If this vehicle or equipment is not replaced, what are the alternatives: Rent or 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)	\$ 17,268		
Make	FORD	Model	F -150XL	Year	2003	Age	14
Current Mileage	142,156			Life to Date Maintenance Cost	\$ 15,116		
Description	FORD F-150 XL 1/2 TON 2 DOOR CONVENTIONAL CAB TRUCK						
Recent Major Repair(s) to extend life: Replaced front and rear brakes, pads and oil seals			Known Problems: None at this time				
Description of Requested Replacement: 1/2 TON 2 DOOR CONVENTIONAL CAB TRUCK					Estimated Cost of Replacement		
					\$ 35,000		
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
Provide explanation for requested fiscal year of replacement: Outlived 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	16
Current Mileage	90,001			Life to Date Maintenance Cost	\$ 21,082		
Description	DODGE RAM 1500 CONVENTIONAL CAB 2 DOOR 1/2 TON TRUCK						
Recent Major Repair(s) to extend life: Repair vacuum leak at blend door, replaced radiator and air conditioning			Known Problems: None at this time				
Description of Requested Replacement: CONVENTIONAL CAB 2 DOOR 1/2 TON TRUCK					Estimated Cost of Replacement		
					\$ 35,000		
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
Provide explanation for requested fiscal year of replacement: Outlived 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	4458	Purchase Price (if Known)		\$ 22,089
Make	FORD	Model	F250 XL		Year	2001	Age 16
Current Mileage	210,084			Life to Date Maintenance Cost		\$ 20,321	
Description	FORD F250 XL 3/4 TON, 4 DOOR, CREW CAB TRUCK						
Recent Major Repair(s) to extend life: Replaced front & rear shocks, replaced front sway bar links, replaced lower ball joints and tie rods			Known Problems: None at this time				
Description of Requested Replacement: 3/4 TON, 4 DOOR, CREW CAB TRUCK						Estimated Cost of Replacement	
						\$ 40,000	
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
<- 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"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
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	0916	Asset Tag	6863	Purchase Price (if Known)	\$ 10,869		
Make	GRASSHOPPER	Model	325D	Year	2010	Age	7
Current Mileage	1831 HOURS		Life to Date Maintenance Cost		\$ 2,053		
Description	Grasshopper 24.8HP 60in deck riding lawn mower						
Recent Major Repair(s) to extend life:			Known Problems:				
None at this time			None at this time				
Description of Requested Replacement: 24.8HP 60in deck riding lawn mower					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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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.				
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	6826	Purchase Price (if Known)		\$ 29,567
Make	FORD	Model	F250 XL		Year	2008	Age 9
Current Mileage	93,001			Life to Date Maintenance Cost		\$ 18,363	
Description	FORD F250 XL SUPER CAB TRUCK UTILITY 3/4 TON						
Recent Major Repair(s) to extend life: Replaced steering gear box and brakes			Known Problems: None at this time				
Description of Requested Replacement: Extended cab utility pickup truck, 3/4 ton						Estimated Cost of Replacement	
						\$ 45,000	
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2022			
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input checked="" type="checkbox"/> 2022			
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 Fleet/Equipment Replacement Review

Dept/Div	0916	Asset Tag	5411	Purchase Price (if Known)	\$ 84,384		
Make	LeeBoy	Model	685B	Year	2002	Age	15
Current Mileage	1,473 hours			Life to Date Maintenance Cost	\$ 10,150		
Description	LeeBoy Motor Grader 685B 4-Wheel drive						
Recent Major Repair(s) to extend life: Replaced hydraulic hose, rebuilt 4 Hyd cylinders, rebuilt mill board cylinder			Known Problems: None at this time				
Description of Requested Replacement: Motor Grader 4-Wheel drive					Estimated Cost of Replacement		
					\$ 175,000		
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input checked="" type="checkbox"/> 2022				
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 or rent/lease grader.				
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	4409	Purchase Price (if Known)	\$ 36,800		
Make	International	Model	4700 FLAT BED	Year	1999	Age	18
Current Mileage	46,191			Life to Date Maintenance Cost	\$ 30,349		
Description	NAVISTAR INTERNATIONAL 4700 FLAT BED 2 DOOR CAB						
Recent Major Repair(s) to extend life: Replaced the instrument panel, repaired exhaust system			Known Problems: Dump body rusted				
Description of Requested Replacement: FLAT BED TRUCK, 2 DOOR CAB					Estimated Cost of Replacement		
					\$ 80,000		
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input checked="" type="checkbox"/> 2022				
Provide explanation for requested fiscal year of replacement: Anticipated end of life: 23 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 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	5413	Purchase Price (if Known)	\$	104,541	
Make	Caterpillar	Model	924GZ	Year	2002	Age	15
Current Mileage	1,947 hours		Life to Date Maintenance Cost		\$	41,937	
Description	Caterpillar articulated loader (2.7 Y)						
Recent Major Repair(s) to extend life:	Steering repairs						
Known Problems:	Compressor going bad						
Description of Requested Replacement:					Estimated Cost of Replacement		
Articulated Loader (2.7 Y)					\$		
					225,000		
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input checked="" type="checkbox"/> 2022				
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 or rent/lease loader.				
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	5977	Purchase Price (if Known)	\$ 94,408					
Make	STERLING	Model	LT9500	Year	2007	Age	10			
Current Mileage	55,283			Life to Date Maintenance Cost	\$ 36,071					
Description	STERLING TRUCK/OX DUMP(17/19)2 DOOR CONVENTIONAL CAB									
Recent Major Repair(s) to extend life: Replaced dash panel, repaired broken air line, repaired wiring for tail lights			Known Problems: None at this time							
Description of Requested Replacement: TRUCK/OX DUMP(17/19), 2 DOOR CONVENTIONAL CAB					Estimated Cost of Replacement					
					\$ 125,000					
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"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020	<input checked="" type="checkbox"/> 2021	<input type="checkbox"/> 2022
<- 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"/> 2018	<input type="checkbox"/> 2019	<input type="checkbox"/> 2020	<input type="checkbox"/> 2021	<input checked="" type="checkbox"/> 2022
Provide explanation for requested fiscal year of replacement: Anticipated end of life: 15 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 or rent/lease dump 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	5434	Purchase Price (if Known)	\$ 6,674		
Make	KAWASAKI	Model	KAF620G3	Year	2003	Age	14
Current Mileage	621 HOURS		Life to Date Maintenance Cost		\$ 6,021		
Description	KAWASAKI ALL TERRAIN VEHICLE MULE 3000						
Recent Major Repair(s) to extend life: Replaced: Battery, convertible belt, fuel line hose and filter			Known Problems: None at this time				
Description of Requested Replacement: KAWASAKI ALL TERRAIN UTILITY VEHICLE					Estimated Cost of Replacement		
					\$ 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input checked="" type="checkbox"/> 2022				
Provide explanation for requested fiscal year of replacement: Anticipated end of life: 19 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 2018
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 2018
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 2018 budget includes the replacement of a riding mower.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 122 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 2015	FY 2016	FY 2017	FY 2018
Output:				
# of park acres	111	122	122	122
Efficiency:				
Cost per acre (excl. capital)	\$11,807	\$11,005	\$12,000	\$11,861
Service Quality:				
# of acres maintained	111	122	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 2018 as outcome of new bid.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
PARKS AND GROUNDS SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	640,203	647,158	652,935	642,742	657,513
Operating	670,418	695,499	764,805	821,240	789,556
Capital Outlay	66,326	19,656	82,000	68,000	18,000
Total	<u>1,376,947</u>	<u>1,362,313</u>	<u>1,499,740</u>	<u>1,531,982</u>	<u>1,465,069</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
PW Crew Chief	1	1	1	1	1
Landscape Technician	1	1	1	1	1
P&G Maint Worker III	1	1	1	1	1
P&G Maint Worker II	3	3	3	3	3
P&G Maint Worker I	4	4	4	4	4
Total	10	10	10	10	10

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	14
Current Mileage	2000 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: Replace: front caster wheels and tires, left/ right drive belts			Known Problems: None at this time				
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
Provide explanation for requested fiscal year of replacement: Mower will have too many hours of usage and be 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 12
Current Mileage	84,000			Life to Date Maintenance Cost		\$ 19,108	
Description	FORD F150 XL SUPER CAB 4X4 1/2 TON PICK UP						
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	
						\$ 35,000	
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
<- 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"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
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	11
Current Mileage	120,000			Life to Date Maintenance Cost	\$ 14,002		
Description	FORD F150 XL SUPER CAB 1/2 TON PICK UP						
Recent Major Repair(s) to extend life: Replaced #3 coil, still not running well			Known Problems: None at this time				
Description of Requested Replacement: 1/2 ton super cab 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 checked="" type="checkbox"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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	14
Current Mileage	44,000			Life to Date Maintenance Cost	\$ 25,845		
Description	NAVISTAR INTERNATIONAL FLAT BED DUMP TRUCK 3 TON						
Recent Major Repair(s) to extend life: Replaced glow plug solenoid, replaced both batteries, replaced roll up tarp			Known Problems: None at this time				
Description of Requested Replacement: Flat bed dump truck, 3 ton					Estimated Cost of Replacement		
					\$ 100,000		
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"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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	6841	Purchase Price (if Known)	\$ 12,670
Make	FORD	Model	RANGER	Year	2008
				Age	9
Current Mileage	47,000			Life to Date Maintenance Cost	\$ 5,660
Description	FORD RANGER COMPACT PICK UP				
Recent Major Repair(s) to extend life:	Known Problems:				
Replaced battery, replaced front sway bar links	None at this time				
Description of Requested Replacement: COMPACT PICK UP				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"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022		
<- 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"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022		
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 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	9
Current Mileage	71,000			Life to Date Maintenance Cost	\$ 12,190		
Description	FORD RANGER XLT 1/4 TON COMPACT PICK UP						
Recent Major Repair(s) to extend life: Replaced front brake pads and rotors, replaced rear brake shoes and turn drums, replaced lower ball joints			Known Problems: None at this time				
Description of Requested Replacement: 1/4 TON COMPACT PICK UP					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"/> 2018 <input checked="" type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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 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 RTV900W6-H	Year	2006	Age	11
Current Mileage	440 hours			Life to Date Maintenance Cost	\$ 1,522		
Description	KUBOTA ATV						
Recent Major Repair(s) to extend life: None at this time			Known Problems: None at this time				
Description of Requested Replacement: Diesel 4x4 dump bed ATV					Estimated Cost of Replacement		
					\$ 20,000		
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"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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 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	5472	Purchase Price (if Known)	\$ 14,559		
Make	FORD	Model	F150 XL	Year	2005	Age	12
Current Mileage	70,000			Life to Date Maintenance Cost	\$ 10,376		
Description	FORD F150 XL SUPER CAB 1/2 TON PICK UP, 2 DOOR						
Recent Major Repair(s) to extend life: Replaced front hubs and differential brakes			Known Problems: Bad vacuum valve				
Description of Requested Replacement: SUPER CAB 1/2 TON PICK UP, 2 DOOR					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"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input checked="" type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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 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 2018
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. 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 2016 our police reserves provided our citizens with 2032 hours of non-paid law enforcement services. In addition, during FY 2016 our Volunteer in Policing (VIP) members contributed 10,266 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 44.2% Uniform Crime Report (UCR) clearance rate in 2016. 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 3,792 students with three School Resource Officers. DARE training is delivered annually to 94 5th grade students at Sallie Jones Elementary School and GREAT training is provided annually to 372 7th grade students at Punta Gorda Middle School.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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) online training program for dispatchers, (3) upgraded Public Safety Communications Center with new technology and furniture and (4) Florida Council Against Sexual Assault program implementation. 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 our first Instagram and Twitter accounts and launched an outreach program called Watch DOGS (Dads of Great Students). 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, Tarpon High School Varsity Baseball Team charity fundraiser, the Ladies Remembered Mural 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.

BUDGET NARRATIVE:

A ninth dispatcher was added in FY 2017 to provide additional depth to alleviate onerous overtime resulting from high turnover and required training time. The situation will be monitored for improvement and a pending request for a tenth dispatcher position, currently not funded, may be considered.

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 \$11,000 annually has been established to replace 8 tasers per year. A radar replacement program of \$4,000 annually has been established to replace 2 radars per year. Refurbishment of a marine vessel is also budgeted. The department was successful in obtaining a grant through the Charlotte County Marine Advisory Committee for the replacement of a marine vessel budgeted in FY 2017. The purchase has been delayed to FY 2018 to coincide with the grant term.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 and connect the City with the community
- 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

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 **4:00** minutes of dispatch.
- For Communications personnel to answer all telephone calls for service within a ring time of **5** 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 2015	FY 2016	FY 2017	FY 2018
Output:				
Total Calls for Service	13,151	12,894	12,150	12,678
Total No. of ring events on administrative lines	30,756	33,420	32,478	34,068
Total No. of ring events on emergency 911 lines	7,939	7,877	7,438	8,159
Efficiency:				
Cost per capita (Excl. Capital)	\$297.69	\$278.46	\$292.50	\$299.68
City Population est.	17,632	18,368	18,588	18,811

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
Police - Dept. 1200
Key Performance Measures**

(continued)

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2015	FY 2016	FY 2017	FY 2018
Service Quality:				
Average patrol response time for calls for service	3:27	3:37	3:53	4:13
Monthly Quality Assurance Survey Rating of 95%	99.3%	99.1%	98.6%	98.5%
Average administrative line ring duration in seconds	3	3.5	3.5	3.5
Average emergency 911 line ring duration in seconds	3	3.5	3.5	3.5
Outcome:				
Uniform Crime Rate**	1,425.7	1,219.5	1,159.6	1,020.3
Total Index Crimes	252	224	217	198
Clearance Rates	42.1%	44.2%	46.0%	48.3%
UCR Population est.***	17,675	18,368	18,527	18,863

RESULTS

Efforts have resulted in patrol response times of **3:37**. Phone answering times are being achieved in approximately **3.5 seconds** on average. 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 99.1% 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 2016 Punta Gorda again had the 2nd lowest crime index crime rate when compared to 13 other law enforcement agencies with a similar service population. We have maintained this distinction 7 out of the past 8 years (2009, 2010, 2011, 2012, 2014, 2015 and 2016).

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.

CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
Police - Dept. 1200
Key Performance Measures

(continued)

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 2018
POLICE SUMMARY**


Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	4,359,319	4,288,580	4,363,300	4,409,916	4,618,246
Operating	889,615	826,123	990,740	1,027,140	1,019,117
Capital Outlay	114,082	383,032	206,496	230,118	129,000
Total	<u>5,363,016</u>	<u>5,497,735</u>	<u>5,560,536</u>	<u>5,667,174</u>	<u>5,766,363</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
Police Chief	1	1	1	1	1
Captain	2	2	2	2	2
Lieutenant	7	7	7	7	7
Police Officer	21	21	21	21	21
School Resource Officer	3	3	3	3	3
Police Accreditation Mgr	1	1	1	1	1
Communications Supv.	1	1	1	1	1
Evid./Crime Scene Tech.	1	1	1	1	1
Dispatcher	8	8	8	9	9
Executive Assistant	1	1	1	1	1
Police Records Specialist	3	3	3	3	3
Total	49	49	49	50	50

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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total Cost																								
\$ 0	\$ 96,000	\$ 96,000	\$ 125,000	\$ 225,000	\$ 225,000	\$ 767,000																								
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: 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 <input checked="" type="checkbox"/> No Land Involved _____ Gift		Project Description: Planned replacement of police fleet vehicles (5 vehicles per year) FY 2018 – FY 2019: \$196,000 per year Funding Sources: \$96,000/yr - General Fund Revenues \$100,000/yr - 1% Sales Tax Fund FY 2020 – FY 2022: \$225,000 per year FY 2020 - \$125,000 General Fund Rev. & \$100,000 1% Sales Tax Fund FY 2021-2022 \$225,000 General Fd Rev.																										
3. Estimated Costs: In Previous CIP \$ _____ 0 In Present CIP \$ _____ 767,000 Engineering \$ _____ Land \$ _____ Site \$ _____ Improvement \$ _____ Construction \$ _____ Landscaping \$ _____ Equipment \$ _____ 767,000		7. Effect of Operating Cost (+ or -): \$ _____ Personal Services \$ _____ Contractual for Services \$ _____ Equipment \$ _____ Other Costs: Replacements - No additional operating costs \$ _____ 0 Total																												
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 <input checked="" type="checkbox"/> 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	_____	_____																											

* FUNDING SOURCES (SEE PAGE 8.05)

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

Dept/Div	Police		Asset Tag	5505	Purchase Price (if Known)		\$ 24,992
Make	Ford	Model	Crown Victoria		Year	2006	Age 11
Current Mileage	52,483			Life to Date Maintenance Cost		\$ 10,998	
Description	Marked police 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	
						\$ 47,500	
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
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 10
Current Mileage	87,661			Life to Date Maintenance Cost		\$ 17,065	
Description	Marked 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	
						\$ 47,500	
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
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	6858	Purchase Price (if Known)		\$
Make	Ford	Model	F150		Year	2005	Age 12
Current Mileage	59,260			Life to Date Maintenance Cost		\$	8,645
Description	Marked police vehicle (tow vehicle)						
Recent Major Repair(s) to extend life: N/A			Known Problems: N/A				
Description of Requested Replacement: Pick up truck						Estimated Cost of Replacement	
						\$ 6,000	
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022			
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	6873	Purchase Price (if Known)	\$ 25,769		
Make	Ford	Model	Crown Victoria	Year	2010	Age	7
Current Mileage	113,060			Life to Date Maintenance Cost	\$ 11,313		
Description	Marked police 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		
					\$ 47,500		
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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	6871	Purchase Price (if Known)	\$ 25,769		
Make	Ford	Model	Crown Victoria	Year	2010	Age	7
Current Mileage	81,730			Life to Date Maintenance Cost	\$ 8,167		
Description	Marked police 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		
					\$ 47,500		
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total Cost																								
\$ 0	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 55,000																								
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: 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 <input checked="" type="checkbox"/> No Land Involved _____ Gift		Project Description: Planned replacement of tasers FY 2018 – FY 2022: Replacement of 8 tasers per year - \$11,000 per year																										
3. Estimated Costs: In Previous CIP \$ _____ 0 In Present CIP \$ _____ 55,000 Engineering \$ _____ Land \$ _____ Site \$ _____ Improvement \$ _____ Construction \$ _____ Landscaping \$ _____ Equipment \$ _____ 55,000		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 six 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 needed 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 <input checked="" type="checkbox"/> 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 Radar Replacements																														
Acct #: 001-1200-521-64-03			Project Code: RADAR																											
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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total Cost																								
\$ 0	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 20,000																								
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: 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 <input checked="" type="checkbox"/> No Land Involved _____ Gift		Project Description: Planned replacement of radars FY 2018 – FY 2022: Replacement of 2 radars per year - \$4,000 per year																										
3. Estimated Costs: In Previous CIP \$ _____ 0 In Present CIP \$ _____ 20,000 Engineering \$ _____ Land \$ _____ Site \$ _____ Improvement \$ _____ Construction \$ _____ Landscaping \$ _____ Equipment \$ _____ 20,000		7. Effect of Operating Cost (+ or -): \$ _____ Personal Services \$ _____ Contractual for Services \$ _____ Equipment \$ _____ Other Costs: Replacements - No additional operating costs \$ _____ 0 Total		Project Justification: Radar units are an intricate part of law enforcement's ability to conduct traffic enforcement. The department needs to implement a replacement program for this effective tool. \$4,000 per year will allow the Police Department to replace a total of 2 radar units each year, thus phasing out the outdated and limited ranged technology currently utilized which has an average age of 15 years.																										
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 <input checked="" type="checkbox"/> 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 _____	_____	_____																											


* 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total Cost																						
\$ 0	\$ 18,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 18,000																						
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: 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 <input checked="" type="checkbox"/> 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																										
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;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>3rd Yr.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>4th Yr.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>5th Yr.</td> <td style="text-align: center;">_____</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.	_____	_____	_____	3 rd Yr.	_____	_____	_____	4 th Yr.	_____	_____	_____	5 th Yr.	_____	_____	_____	8. Effect on income (+ or -): _____ Loss of Taxes _____ Gain From Sale of _____ Previous Facility _____ New Revenues <input checked="" type="checkbox"/> No Effect \$ _____ Total
	Local	State	Federal																									
1 st Yr.	GF	_____	_____																									
2 nd Yr.	_____	_____	_____																									
3 rd Yr.	_____	_____	_____																									
4 th Yr.	_____	_____	_____																									
5 th Yr.	_____	_____	_____																									
Project Justification: The police department is assigned two vessels for law enforcement marine operations. The two vessels are operated by a full time Marine Officer and a cadre of Marine Volunteers who provide patrols and respond to emergencies in the city’s waterways including Charlotte Harbor and the 50 miles of canals in Punta Gorda Isles and 7.5 miles of canals in Burnt Store Isles.																												

* 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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total Cost																					
\$ 0	\$ 0	\$ 13,000	\$ 0	\$ 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																									
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;">_____</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;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>4th Yr.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>5th Yr.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>			Local				State	Federal	1 st Yr.	_____	_____	_____	2 nd Yr.	_____ GF _____	_____	_____	3 rd Yr.	_____	_____	_____	4 th Yr.	_____	_____	_____	5 th Yr.	_____	_____
	Local	State	Federal																								
1 st Yr.	_____	_____	_____																								
2 nd Yr.	_____ GF _____	_____	_____																								
3 rd Yr.	_____	_____	_____																								
4 th Yr.	_____	_____	_____																								
5 th Yr.	_____	_____	_____																								
Project Justification: The police department is assigned two vessels for law enforcement marine operations. The two vessels are operated by a full time Marine Officer and a cadre of Marine Volunteers who provide patrols and respond to emergencies in the city’s waterways including Charlotte Harbor and the 50 miles of canals in Punta Gorda Isles and 7.5 miles of canals in Burnt Store Isles. It is anticipated that mower will reach life expectancy (4,000 hours) in FY 2019.																											

* FUNDING SOURCES (SEE PAGE 8.05)

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 Partners.
- 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 2018
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 provides 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 1,500 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.
- The Punta Gorda Fire Department and the Punta Gorda Historic Mural Society have partnered to preserve and display the rich heritage of the department by painting two large murals inside the bay at Fire Station 1. Funding for the project has been raised through generous donations made by local residents and businesses.

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 2018
FIRE - Dept. 1300**

BUDGET NARRATIVE (continued):

The FY 2018 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. In addition, the replacement of a frontline fire-fighting apparatus is budgeted in the general construction fund as a transfer from the general fund. Engine 2 will be replaced thus reducing down time and future repair cost.

Replacement programs have been developed and funding has been established for personal protective equipment, suppression equipment, and medical equipment. It is intended that funds not spent will be carried over to the next fiscal year.

FY 2018 budget includes replacing the Fire Inspector's vehicle due to age and current condition of the vehicle. The vehicle will be replaced with a small pickup truck to better suit the needs of the department.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 2015	FY 2016	FY 2017	FY 2018
Output:				
Total number of calls	3,590	3,730	3,963	4,179
Emergency Calls	2,959	2,944	3,149	3,300
Non-Emergency Calls	631	786	840	906
Efficiency:				
Cost per capita (excl. capital)	\$183	\$174	\$183	\$190
Service Quality:				
Average fire response time for calls for service	3:54	4:01	4:01	4:01
Number of emergency calls with a response time of less than 5 minutes	2,266	2,621	2,472	2,621
Outcome:				
Percentage of emergency calls with a response time of less than 5 minutes	78.9%	79.3%	79.3%	80.2%

RESULTS

Currently, the Fire Department responds within the City of Punta Gorda in 5 minutes or less of dispatch on 79.3% 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 2018
FIRE SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017	Projected FY 2017	Budget FY 2018
Personnel Services	2,832,512	2,787,740	2,977,510	2,937,249	3,072,277
Operating	394,368	410,856	441,840	473,300	493,255
Capital Outlay	16,662	77,385	41,000	73,000	96,000
Total	<u>3,243,542</u>	<u>3,275,981</u>	<u>3,460,350</u>	<u>3,483,549</u>	<u>3,661,532</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017	Amended Authorized FY 2017	Budget FY 2018
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
Firefighter/EMT	12	12	12	12	12
Fire Marshall	1	1	1	1	1
Fire Inspector	0	0	1	1	1
Executive Assistant	1	1	1	1	1
Total	28	28	29	29	29

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 2018	FY 2019	FY 2020	FY 2021	FY 2022	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 FY 2018: 1 set replacement bunker gear, 6 self-contained breathing apparatus (SCBA) masks, 6 replacement self-contained underwater breathing apparatus (SCUBA) equipment and other items as needed. Carryover funds unspent	
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			Project Justification: Structural Fire Gear: NFPA compliance 10 year replacement, normal wear and tear. Dive Equipment: Rapid Entry packs are outdated and provide no buoyancy control. Current packs are a safety concern. Normal wear and tear on full scuba equipment due to age.	
4. Sources of Financing: 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				

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 2018	FY 2019	FY 2020	FY 2021	FY 2022	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 FY 2018: Replacement fire hose, thermal imaging camera, positive-pressure fan.																									
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			Carryover funds unspent																									
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 <input checked="" type="checkbox"/> No Effect \$ _____ Total			Project Justification: Replace equipment as needed due to normal wear and tear or damage. Aging equipment is showing signs of wear.	
	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 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total Cost																								
\$ 0	\$ 39,000	\$ 16,000	\$ 39,000	\$ 16,000	\$ 39,000	\$ 149,000																								
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: Advanced Life Support equipment: Monitors, AutoPulses FY 2018: AutoPulse and LifePak-15 service plans; replacement of auto-pulse if it becomes necessary. Carryover funds unspent																									
3. Estimated Costs: In Previous CIP \$ _____ 0 In Present CIP \$ _____ 149,000 Engineering \$ _____ Land \$ _____ Site \$ _____ Improvement \$ _____ Construction \$ _____ Landscaping \$ _____ Equipment \$ _____ 149,000		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;"> <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 <input checked="" type="checkbox"/> 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	11
Current Mileage	49,100			Life to Date Maintenance Cost	\$ 3,951		
Description	Small SUV						
Recent Major Repair(s) to extend life: Replaced ignition coils			Known Problems: Driver door locking system 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. Vibration coming from the motor or transmission. Vehicle has been in a previous accident to drivers door.				
Description of Requested Replacement: Compact Crew Cab pickup					Estimated Cost of Replacement		
					\$ 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022	
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022	
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 Pumper	Year	2003	Age	14
Current Mileage	61,603			Life to Date Maintenance Cost	\$ 68,068		
Description	E-2 Front line Fire Engine covering Zone 2, BSI, Seminole Lakes and BSM. 6,259 hours						
Recent Major Repair(s) to extend life: Replaced exhaust brakes, Air leaks. AC repair. Fixed noise from turbo during exhaust brake application. Front axle springs replaced.			Known Problems: E-2 has progressive Frame Rail rust that will need to be repaired. Need to replace tie rod ends from steering gear box. Power steering leaking, Engine Oil leak. Replace Front brakes. Seat belts are frayed. Out of pump trans is leaking.				
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		
					\$ 475,000		
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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
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 year.			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	13
Current Mileage	82,713			Life to Date Maintenance Cost	\$ 139,903		
Description	Typhoon Ladder Quint with 12,195 hours						
Recent Major Repair(s) to extend life: Pressure relief valve rebuilt, antifreeze in the oil repair, engine repairs: new head, pistons, sleeves, rods. Seat cushion replaced, aerial communications fixed, replaced front axle springs and repaired leaking differential.			Known Problems: Damage from an accident needs repair, corrosion noted in paint. Exterior scene light needs to be replaced. Aerial swivel needs replacement and hydraulic pump leak needs repair. Manual cab tilt pump leaking, cab cylinders both leaking. Cab mounted cab lock plate bushing torn on officer side. Generator pressure gauge broken.				
Description of Requested Replacement: 75' Aerial Quint Ladder Truck					Estimated Cost of Replacement		
					\$ 750,000		
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"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
<- 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"/> 2018 <input type="checkbox"/> 2019 <input checked="" type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/> 2022				
Provide explanation for requested fiscal year of replacement: Due to the large capital expense for replacement, this apparatus was placed in the 5 year capital outlay plan so that funds could be accumulated over time in a reserve to smooth the cost to the general fund. Additionally replacement year is based on anticipated future annexation.			If this vehicle or equipment is not replaced, what are the alternatives: 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 2018
URBAN DESIGN DIVISION - Dept. 1500**

FUNCTION:

Urban Design oversees the administration of Long-Range Planning, Development Review, Permitting and Building Divisions, and Planning & Code Compliance. 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:

- City of Punta Gorda Comprehensive Plan 2040
- 8 Proposed Zoning Amendment to the Land Development Regulations for City Council Discussion and Review
- Completed design & construction for rehabilitation of 4 affordable living units
- Completed ADA Transition Plan, citywide

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 Urban Design and Zoning & Code Compliance has shifted one f.t.e. from Urban Design to Zoning & Code Compliance. A vacant planner position has been reduced in Urban Design. Duties and positions have been restructured to improve service levels.

The FY 2018 budget includes \$30,000 for a climate adaptation study, a component of the required City comprehensive plan.

Urban Design will pursue:

- Construction of Harborwalk West Phase II - Berry Street to Shreve Street
- Construction of two (2) Restroom Facilities in Gilchrist Park
- Complete Streets Program
- Implementation of Citywide ADA Transition Plan
- Decorative lighting along US 41 Aqui Esta to Airport Road, Westside

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
URBAN DESIGN DIVISION - Dept. 1500**

BUDGET NARRATIVE (continued):

- North Alligator Creek pedestrian bridge
- Royal Poinciana MURT – US 41 SB to Burnt Store Road
- Pocket Park at Tropicana & W Marion Avenue
- Complete design for Trabue Woods Park
- Phase I Sidewalk Plan
- Taylor Street Bricking
- Shreve Street Trailhead
- Partnership with the Punta Gorda Housing Authority for a 5-year Analysis of Impediments to Fair Housing
- 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 2018
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 pedestrian/bicycle pathway connecting all neighborhoods

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: STRATEGIC COMMUNICATIONS POSITIONING

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 2018
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. Virginia Avenue; Cooper Street).
- Expand Public/Private Partnerships
- Continue Partnership with Punta Gorda Housing Authority, Improving Affordable Housing
- 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 2015	FY 2016	FY 2017	FY 2018
Output				
Development Applications (DRC) Received/Processed	4	5	6	8
Planning Application Processed	130	135	140	160
Planning Permits/Applications Reviewed/Approved	90	100	110	130
Board & Committee Support	174	174	174	174
Intergovernmental Board Meetings & Support (MPO, PGHI, School Board, Etc.)	48	50	50	50
Completed CIP Projects (design/construction)	24	13	9	10
Efficiency:				
Cost per Capita	\$30.65	\$29.82	\$37.24	\$32.96
UD staff reports prepared	56	58	60	71
Required training/instruction regarding legislative updates, federal compliance, grant requirements, and other certifications	30	35	35	35
DRC & CIP Plans Reviewed	4	5	6	6
Agenda Packages prepared (UD & Zoning)	60	64	66	68
Design Studio Appointments	58	60	65	68

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
URBAN DESIGN DIVISION - Dept. 1500
Key Performance Measures**

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2015	FY 2016	FY 2017	FY 2018
Service Quality:				
% of planning applications/permits (UD) processed within standard	99%	99%	99%	98%
Outcome:				
Public Hearings Scheduled (UD)	42	46	50	48
Number of Public Meeting & Public Outreach	14	14	14	14
Number of Projects funded by alternative sources	2	6	9	10

RESULTS

- Created/Revised 2 brochures/booklets for various organizations and City Departments/Divisions; received over 100 requests for printed materials which totaled approximate printing of 6,500+ units
- 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 60 proposed projects.
- Completed the City of Punta Gorda Comprehensive Plan 2040

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
URBAN DESIGN SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017*	Projected FY 2017	Budget FY 2018
Personnel Services	447,459	458,783	582,289	553,915	516,657
Operating	92,882	86,700	70,015	138,368	103,333
Capital Outlay	0	2,200	0	0	0
Total	<u>540,341</u>	<u>547,683</u>	<u>652,304</u>	<u>692,283</u>	<u>619,990</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017*	Amended Authorized FY 2017	Budget FY 2018
Urban Design Manager	1	1	1	1	1
Chief Planner	1	1	2	2	2
Urban Design Planner	1	1	1	1	1
Planner	1	1	1	0	0
Administrative Svc Specialist	0	0	0	1	1
Executive Assistant	1	1	1	0	0
Total	5	5	6	5	5

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

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
ZONING AND CODE COMPLIANCE – Dept. 1510**

FUNCTION:

Zoning and Code Compliance are a Division of 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 and address 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, assists with canal maintenance and other engineering violations. Code Compliance performs final inspections for new single-family, multi-family and commercial construction. 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 146 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 913 permits were issued.
- Garage Sale permits in FY 2016 approximately 322 permits were issued.

ACCOMPLISHMENTS:

- Issued approximately 146 Business Permits
- Issued 1,254 Code Permits
- Resolved over 1,619 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. Costs have been closely scrutinized to ensure continued delivery of expected levels of service. 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 adjustments within the Zoning and Code Compliance proposed budget reflect actual anticipated costs of service, which are off-set by the collection of distressed property registration fees, distressed property maintenance liens and Code Compliance liens which are paid.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
ZONING AND CODE COMPLIANCE – Dept. 1510**

BUDGET NARRATIVE (continued):

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

A restructuring of Urban Design and Zoning & Code Compliance has shifted 1 f.t.e. from Urban Design to Zoning & Code Compliance. A zoning official position has been reinstated. This responsibility was previously handled by the recently retired Urban Design manager.

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
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 increase the commercial base
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 2018
ZONING AND CODE COMPLIANCE - Dept. 1510
Key Performance Measures**

Zoning

Indicator	Prior Year Actuals		Proposed	Proposed
	FY 2015	FY 2016	FY2017	FY2018
Output (processed):				
Development Applications (DRC) Received/Processed	5	6	8	10
Zoning Application Received Processed	56	60	64	70
Sign Permit	96	106	110	115
Event Permit	112	114	120	130
Park Rental Bookings	246	272	230*	280
Permits Reviewed (Building/Fire/etc.)	1,082	2,040	2,050	2,100
Local Business Tax Receipt (LBT) reviewed	115	146	155	165
Board & Committee Support	122	125	128	132
Efficiency:				
Zoning Staff reports prepared	93	102	110	115
Zoning Applications/Permits reviewed/Approved	56	116	120	125
Development Applications (DRC) Reviewed	5	6	8	12
Design Studio Appointments	75	90	95	100
Service Quality:				
% of applications processed within standard	100%	100%	100%	100%
% of permits reviewed within 2 business days	99%	99%	99%	99%
Outcome:				
Public Hearings Attended	148	150	150	150
LDR Updates (Zoning Amendments)	15	18	15	15

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

Code Compliance

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2015	FY 2016	FY 2017	FY2018
Output:				
Total Inspections:	10,993	6,256	11,550	9,600
Total Violations Cited:	2,447	1,629	2,570	2,215
Single Family Final Inspections	300	132	315	249
Annual Landscape Inspections	75	59	85	73
Vacant Lot Mowing Inspections	30,077	20,335	29,500	26,637
Vacant Lot Mowing Violations	193	123	175	164
Distressed property Maintenance-Mowing	56	52	45	51
Distressed property landscape clean-up	2	1	2	2
Code Board Public Meetings processed/attended	49	12	50	37

**CITY OF PUNTA GORDA, FLORIDA
BUDGET FY 2018
ZONING AND CODE COMPLIANCE - Dept. 1510
Key Performance Measures**

Code Compliance (continued)

Indicator	Prior Year Actuals		Projected	Proposed
	FY 2015	FY 2016	FY 2017	FY2018
Efficiency:				
Inspections per officer:	5,496	2,085	5,775	4,452
Violations per officer:	1,223	732	1,285	1,080
Staff Reports/Code Board Agendas	64	12	65	47
Service Quality:				
# Resolved w/o Code Enforcement Board intervention	2,382	1,619	2,505	2,169
Number of Code permits issued	1,436	1,254	1,526	1,405
Number of Business permits issued	161	146	169	159
Outcome:				
% resolved within 90% target	100%	100%	100%	100%

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 15 adopted Zoning Amendments.
- The Division continues to conduct 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 proposed projects.
- Event Coordinator booked 114 events
- Received \$2,400.00 from Bank Registration of Distressed Properties;
- Received \$10,102.67 in payment of Distressed property maintenance fees;
- Attained compliance for violations and collected \$48,833.89 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 2018
ZONING & CODE COMPLIANCE SUMMARY**

Operating Budget

Expenditure Category Summary	Actual FY 2015	Actual FY 2016	Budget FY 2017*	Projected FY 2017	Budget FY 2018
Personnel Services	416,794	435,063	355,939	375,475	442,724
Operating	59,873	54,056	55,005	58,100	57,548
Capital Outlay	25,666	0	0	0	0
Total	<u>502,333</u>	<u>489,119</u>	<u>410,944</u>	<u>433,575</u>	<u>500,272</u>

Position Summary

Job Title	Amended Authorized FY 2015	Amended Authorized FY 2016	Authorized FY 2017*	Amended Authorized FY 2017	Budget FY 2018
Zoning Official	1	1	0	1	1
Code Compliance Supv.	0	1	1	1	1
Chief Code Compl. Officer	0	1	1	1	1
Code Compliance Officer	2	1	1	1	1
Lot Mowing Coordinator	1	1	1	1	1
Executive Assistant	0	0	0	1	1
Code Compliance Coord.	1	1	1	0	0
Zoning Coordinator	1	0	0	0	0
Total	6	6	5	6	6

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