



City of Palm Coast
Agenda
CITY COUNCIL SPECIAL
WORKSHOP-BUDGET

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoastgov.com

Mayor Milissa Holland
Vice Mayor Robert G. Cuff
Council Member Nick Klufas
Council Member Vincent Lyon
Council Member Heidi Shipley

Tuesday, September 4, 2018

4:30 PM

CITY HALL

City Staff

Jim Landon, City Manager

William Reischmann, City Attorney

Virginia A. Smith, City Clerk

> Public Participation shall be in accordance with Section 286.0114 Florida Statutes.

> Other matters of concern may be discussed as determined by City Council.

> If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.

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> City Council Meetings are televised on Charter Spectrum Networks Channel 495 and on AT&T U-verse Channel 99.

> All pagers and cell phones are to remain OFF while City Council is in session.

A CALL TO ORDER

B PLEDGE OF ALLEGIANCE TO THE FLAG

C ROLL CALL

D PRESENTATIONS

1 PRESENTATION OF FINAL PROPOSED FISCAL YEAR 2018-2019 BUDGET AND REVISED FISCAL YEAR 2017-2018 BUDGET

E PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. After the Mayor calls for public participation each member of the audience interested in speaking on any topic or proposition not on the agenda or which was discussed or agendaed at the previous City Council Workshop, shall come to the podium and state their name. Each speaker will have up to three (3) minutes each to speak. The Mayor will advise when the

three (3) minutes are up and the speaker will be asked to take a seat and wait until all public comments are finished to hear answers to all questions. Once all members of the audience have spoken, the Mayor will close public participation and no other questions/comments shall be heard. Council and staff will then respond to questions posed by members of the audience. Should you wish to provide Council with any material, all items shall be given to the City Clerk and made part of the record. If anyone is interested in discussing an issue further or ask additional questions, individual Council Members and staff will be available after the meeting to discuss the matter and answer questions.

F ADJOURNMENT

2 ATTACHMENTS TO MINUTES

City of Palm Coast, Florida Agenda Item

Agenda Date: 09/04/2018

Department Item Key	FINANCE DEPARTMENT 4116	Amount Account
Subject	PRESENTATION OF FINAL PROPOSED FISCAL YEAR 2018-2019 BUDGET AND REVISED FISCAL YEAR 2017-2018 BUDGET	
Background :	Staff will provide City Council with a presentation on the final proposed Fiscal Year 2018-2019 Budget and revised Fiscal Year 2017-2018 budget. This will also include a discussion regarding funding additional options. The detail budget worksheets may be found here: http://docs.palmcoastgov.com/downloads/budget/default.aspx or available in the City Clerk's office.	
Recommended Action :	For presentation only.	

City of Palm Coast, Florida Agenda Item

Agenda Date : 09/04/2018

Department CITY CLERK Item Key 4195	Amount Account #
Subject ATTACHMENTS TO MINUTES	
Background :	
Recommended Action :	

Fiscal Year 2019 Final Budget Workshop

Tuesday, September 4th 2018

Helena P. Alves, CGFO, CIA, MBA
Finance Director

Lina Williams
Central Services Manager, Budget Coordinator



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Budget Preparation Timeline

January - March

- First Quarter Review
- Annual Financial Audit
- Presentation of Annual Progress Report
- Survey Results to City Council
- Annual Update of the Strategic Action Plan

April - May

- Review 10 Year Infrastructure Plan
- Departments Begin FY 2019 Budget Preparation
- Second Quarter Review
- Year to Date Budget Results Presentation



Budget Preparation Timeline

May – June

- Fund Accounting & Long Term Planning Presentation
- Property Tax & Other Revenues Presentation

July - August

- General Fund Budget Workshop
- Adopt Maximum Millage Rate (August 4th deadline)
- Third Quarter Review
- Proprietary & Special Revenue Budget Workshop
- Internal Services & Capital Funds Budget Workshop
- Final Proposed Budget Presentation



Budget Preparation Timeline

September

- Public Hearing to Tentatively Adopt Millage Rate & Budget
- Public Hearing to Adopt Final Millage Rate & Budget

October – December

- FY 2018 Year End Close-out
- End of Year Review with Departments



2019 Personnel

➤ Administration:

- Safety Coordinator (start June 2019)
- Public Relations Coordinator (PT to FT)

➤ Finance:

- Business Tax Inspector

➤ Streets Maintenance:

- Equipment Operator (Mowing)
- Signal/Traffic Technician

➤ Construction Management & Engineering:

- Transportation Project Coordinator
- Construction Site Inspector (Utility)

➤ Information Technology:

- Project Manager (Operations) (start April 2019)
- Project Manager (Broadband)

➤ Utility:

- Utility System Supervisor
- Utility System Manager
- Utility System Foreman
- Utility System Technician (2)
- Utility System Operator

➤ Building:

- Building Inspector
- Plans Examiner

➤ Fleet/Facilities Maintenance:

- Staff Assistant
- Mechanic
- Facilities Supervisor
- Lead Equipment Operator (start March 2019)

Budget includes 3% average merit raise and 2.9% adjustment to starting salaries in January.



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General Fund

	Budget 2018	Estimated 2018	Budget 2019	Change 2018-2019	Percentage Change
Property Taxes*	19,393,041	19,368,041	22,204,799	2,811,758	14.5%
Communication Services Tax	2,373,966	2,289,875	2,279,670	(94,296)	-4.0%
State Shared Revenue	4,055,947	4,028,047	4,216,396	160,449	4.0%
Charges for Services	6,178,740	6,016,074	5,541,317	(637,423)	-10.3%
Other Revenue	2,990,744	3,175,205	3,182,180	191,436	6.4%
Appropriated Fund Balance	-	360,380	-		
Total Revenues	34,992,438	35,237,622	37,424,362	2,431,924	6.9%
<i>*Includes \$500,000 funding for technology improvements</i>					
Operating Expenditures	34,855,992	35,237,622	36,520,118	1,664,126	4.8%
Reserves	136,446	-	154,244	17,798	13.0%
Transfer to IT Fund*	-	-	750,000	750,000	n/a
Total Expenditures	34,992,438	35,237,622	37,424,362	2,431,924	6.9%

**To support operational needs and technology improvements*

	Actual 2018	Proposed 2019	*Change 2018-2019
General Fund Personnel (FTEs)	234.00	239.00	5.00

*Public Relations Coordinator (PT to FT), Safety Coordinator, Move 50% Compliance Manager to Building Fund, Local Business Tax Inspector, EO II, Signal/Traffic Tech, Transportation Project Coordinator



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Fleet Fund

	Budget 2018	Estimated 2018	Budget 2019	Change 2018-2019	Percentage Change
Internal Charges	3,607,987	3,607,987	3,454,307		
Internal/External Fuel Charges	784,100	750,287	766,304		
Misc. Revenue	45,000	82,700	45,000		
Auction Proceeds	200,000	149,000	200,000		
Transfers for New Equipment	327,300	313,700	595,515		
Appropriated Fund Balance	-	-	823,397		
Total Revenues	4,964,387	4,903,674	5,884,523	920,136	18.5%
Operating Expenditures	2,169,381	2,226,029	2,489,606		
Capital Outlay	2,007,900	1,919,552	3,070,417		
Transfer to Communications			324,500		
Replacement Reserves	787,106	758,093	-		
Total Expenditures	4,964,387	4,903,674	5,884,523	920,136	18.5%

	Budget 2018	Budget 2019	*Change 2018-2019
Personnel (FTE)	7.5	9.5	2

*Mechanic, Staff Assistant



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Facilities Maintenance Fund

	Budget 2018	Estimated 2018	Budget 2019	Change 2018-2019	Percentage Change
Internal Service Charges	678,599	678,599	936,329		
Appropriated Fund Balance	-	-	74,279		
Total Revenues	678,599	678,599	1,010,608	332,009	48.9%
Operating Expenditures	627,922	654,835	1,010,608		
Replacement Reserves	50,677	23,764	-		
Total Expenditures	678,599	678,599	1,010,608	332,009	48.9%

	Budget 2018	Budget 2019	*Change 2018-2019
Personnel (FTE)	2	4	2

*Facilities Supervisor, Lead Equipment Operator (March 2019 start date)



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Information Technology Fund – Internal Services

	Budget 2018	Estimated 2018	Budget 2019	Change 2018-2019	Percentage Change
Internal Service Charges	2,107,594	2,107,594	1,953,225	(154,369)	-7.3%
Misc. Revenue	2,000	2,418	500	(1,500)	-75.0%
Transfers from Other Funds*	-	-	56,602	56,602	n/a
Transfer from Enterprise Fund	237,239	254,044	200,000	(37,239)	-15.7%
Transfer from General Fund**	-	-	750,000	750,000	n/a
Appropriated Fund Balance	108,053	90,733	226,454	118,401	109.6%
Total Revenues	2,454,886	2,454,789	3,186,781	731,895	30%

*Transfer from departments for the purchase of new IT equipment

**Transfer of Property Tax revenue for technology improvements and to support operational changes

Operating Expenditures	2,392,886	2,361,789	3,065,781	672,895	28.1%
Capital Outlay	62,000	93,000	121,000	59,000	95.2%
Total Expenditures	2,454,886	2,454,789	3,186,781	731,895	30%

	2018	2019	**2018-2019
Personnel (FTE)	13	13.5	0.5

**Project Manager (start April 2019)

**Move 50% of Shared Staff Assistant to CM&E



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Information Technology Fund – Enterprise

	Budget 2018	Estimated 2018	Budget 2019	Change 2018-2019	Percentage Change
Fiber Optic Charges	230,000	286,440	288,440	58,440	25.4%
Cell Tower Consulting	21,000	35,000	20,000	(1,000)	-4.8%
Cell Tower Rentals	275,000	227,684	204,317	(70,683)	-25.7%
Misc. Revenue	-	5,421	-		
Total Revenues	526,000	554,545	512,757	(13,243)	-2.5%
Operating Expenditures	151,630	209,370	225,669	74,039	48.8%
Cell Tower Consulting	21,000	35,000	20,000	(1,000)	-4.8%
Transfer to Internal Service Fund	237,239	254,044	200,000	(37,239)	-15.7%
Other	16,131	16,131	17,088	957	n/a
Capital Outlay	100,000	40,000	50,000	(50,000)	-50.0%
Total Expenditures	526,000	554,545	512,757	(13,243)	-3%
	2018	2019	2018-2019		
Personnel (FTE)	0	1	1		

*Broadband Project Manager



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Building Permits Fund

	Budget 2018	Estimated 2018	Budget 2019	Change 2018-2019	Percentage Change
Permits, Fees and Miscellaneous	2,318,000	2,318,000	2,318,000		
Interest	15,000	15,000	15,000		
Total Revenues	2,333,000	2,333,000	2,333,000	-	0.0%
Operating Expenditures	1,861,675	1,852,707	2,172,291		
Reserves	471,325	480,293	160,709		
Total Expenditures	2,333,000	2,333,000	2,333,000	-	0.0%
	2018	2019	2018-2019		
Personnel (FTE)	17.55	20.05	2.50		

*Building Inspector, Plans Examiner, 50% of Compliance Manager



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Utility Operating Fund

	Budget 2018	Estimated 2018	Budget 2019	Change 2018-2019	Percentage Change
Revenue*	39,767,034	40,042,310	42,395,540	2,628,506	6.6%
Fund Balance Appropriation	1,500,000	2,071,493	-	(1,500,000)	-100.0%
Total Revenues	41,267,034	42,113,803	42,395,540	1,128,506	2.7%
<i>*2019 assumes 2.9% CPI, 3.1% increase in rates, conservative growth</i>					
Customer Service	1,586,297	1,578,776	1,649,507	63,210	4.0%
Administration	860,149	829,256	876,337	16,188	1.9%
Wastewater Operations	6,615,613	8,059,811	7,741,443	1,125,830	17.0%
Water Operations	9,742,136	9,609,420	10,791,150	1,049,014	10.8%
Construction Management	-	-	530,292	530,292	N/A
Non-Departmental	22,037,153	22,036,540	20,545,811	(1,491,342)	-6.8%
Subtotal	40,841,348	42,113,803	42,134,540	1,293,192	3.2%
Contingency	425,686	-	261,000	(164,686)	-38.7%
Total Expenditures	41,267,034	42,113,803	42,395,540	1,128,506	2.7%

	2018	2019	2018-2019
Personnel (FTE)	137	144	7

Utility System Manager, Utility System Supervisor, Utility System Foreman, Utility Systems Operator, Utility System Technician(2), Construction Site Inspector



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Stormwater Fund

	Budget 2018	Estimated 2018	Budget 2019	Change 2018-2019	Percentage Change
Charges for Services*	7,270,000	7,265,627	7,287,423		
Ad Valorem Taxes	502,590	502,590	520,000		
SJRWMD Grant	700,000	700,000	-		
Transfer from General Fund	-	200,000	-		
Appropriated Fund Balance	278,956	261,380	294,361		
Total Revenues	8,751,546	8,929,597	8,101,784	(649,762)	-7.4%
Operating Expenses	4,711,638	4,802,998	5,063,979		
System R&R	1,580,000	1,715,000	1,282,664		
Capital Projects	1,100,000	1,056,691	400,000		
Debt Service	1,359,908	1,354,908	1,355,142		
Total Expenditures	8,751,546	8,929,597	8,101,784	(649,762)	-7.4%

*Based on current rates



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2019 Budget Summary

General Fund	\$37,424,362	Enterprise Funds	\$87,655,934
Special Revenue Funds	\$20,054,367	Utility Fund	42,395,540
CDBG fund	811,673	Utility Capital Projects Fund	25,862,557
Police Education Fund	5,500	Solid Waste Fund	8,450,296
Special Events Fund	187,170	Stormwater Management Fund	8,101,784
Streets Improvement Fund	5,246,100	Building Permits Fund	2,333,000
Recreation Impact Fee Fund	735,800	IT Enterprise Fund	512,757
Fire Impact Fee Fund	207,252	Internal Service Funds	\$17,063,206
Transportation Impact Fee Fund	2,254,735	Self Insured Health Fund	5,356,294
Old Kings Road Special Assessment Fund	427,475	Fleet Management Fund	5,884,523
BAC Fund	16,500	Communications Fund	1,625,000
SR100 Community Redevelopment Fund	2,202,162	Facilities Maintenance Fund	1,010,608
Capital Projects Fund	7,960,000	IT Internal Service Fund	3,186,781

2019 Total Proposed Budget \$162,197,869

Includes \$500,000 funding for Technology Improvements & \$5,000 increase to RSVP.



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Millage Rate Consideration

2018 Millage Rate 4.5937

2019 TRIM Rate 4.7000

2019 Proposed Millage Rate 4.6989

Increase in Millage FY 18-19	Impact to Avg Tax Bill
0.1052	\$11



Looking Ahead

Sept. 4th

Business Meeting - Approval of Water/Wastewater Utility Adjustments

Sept. 5th

Public Hearing to adopt tentative millage rate and Budget

Sept. 11th

Workshop - Final Stormwater Rate Study

Sept. 18th

Business Meeting - Stormwater Rate Consideration

Sept. 19th

Final Public Hearing to adopt final millage and budget

Future

Amend Budget based on action regarding Stormwater rate



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