

Annual Budget

Plant City, Florida

Fiscal Year 2020-2021





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Plant City
Florida**

For the Fiscal Year Beginning

October 1, 2019

Christopher P. Morill
Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Plant City, Florida for its annual budget for the fiscal year beginning October 1, 2019 for the fourth consecutive year.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device. The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

Fiscal Year 2020-2021

October 1, 2020 to September 30, 2021



Preserving the Past • Embracing the Future

City Commission

Rick A. Lott, Mayor

Nathan A. Kilton, Vice Mayor

Mary Thomas Mathis, City Commissioner

Michael S. Sparkman, City Commissioner

William D. Dodson, City Commissioner

City Manager

Bill McDaniel

Chief Financial Officer

Diane Reichard

City Attorney

Kenneth W. Buchman

City Clerk

Kerri J. Miller

Table of Contents

Budget Book	1
Distinguished Budget Award	2
Commission	3
Table of Contents	
Department and Division Managers	8
Citywide Organizational Chart	9
Budget Message	10
Core Strategies	14
City Overview	15
Introductory	21
Mission	22
Values	23
Executive Summary	24
Revenue Projections	32
Debt Summary	37
Financial Policy	39
Overall Budgeted Revenues and Expenditures	51
General Fund	55
General Fund Revenues and Expenditures	56
City Commission	62
Office of the City Attorney	64
Office of the City Manager	67
Professional Standards	70
Office of the City Clerk	75
Human Resources & Risk Management	79
Information Technology	83
Special Appropriations	88
Accounting	89
Procurement	93
Fleet Management	97
Fire Rescue	100
Fire Rescue - Administration	100
Fire Rescue - Prevention	103
Fire Rescue - Operations	105
Fire Rescue - EMS	108
Police	111
Police - Office of the Chief	111
Police - Uniform Patrol	114
Police - Support Services	116

Police - Administrative Services	119
Police - Criminal Investigation	122
Planning & Zoning	124
Recreation	128
Parks	134
Parks - Park Maintenance	134
Parks - Cemetery	137
Parks - Stadium	140
Library	144
Building	148
Code Enforcement	152
Engineering	156
General Services	160
Special Revenue Funds	165
Special Revenues Funds Revenues and Expenses	166
Law Enforcement Trust	169
Federal Equitable Sharing	170
Ticket Surcharge	171
Community Investment Tax	172
Cemetery Escrow	173
Library Donations	174
Community Services - CDBG	175
Special Revenues Funds Debt Service Schedules	179
Street Fund	181
Street Fund Revenues and Expenditures	182
Traffic Maintenance	186
Street Maintenance	191
Transportation Surtax	195
Water Sewer Fund	197
Water Sewer Fund Revenues and Expenditures	198
Utility Billing	202
Utility Billing - Office	205
Utility Billing - Field Representatives	206
Water Resource Management	207
Water Resource Management - Water Conservation	207
Water Resource Management - Cross Connection Control	211
Water Resource Management - Industrial Pretreatment	214
Water Resource Management - Environmental Compliance	217
Utilities Maintenance	220
Utilities Maintenance - Line Maintenance	220
Utilities Maintenance - Mechanical and Electrical	225
Utilities Maintenance - Inventory Stores	228
Utilities Operations	230

Utilities Operations - Water Treatment	230
Utilities Operations - Water Reclamation Treatment	234
Water Sewer Debt Service Schedules	237
Solid Waste Fund	241
Solid Waste Fund Revenues and Expenditures	242
Residential Collection	246
Commercial Collection	250
Recycling	252
Disposal	254
Stormwater Fund	257
Stormwater Fund Revenues and Expenditures	258
Stormwater	261
Fleet Replacement Fund	265
Fleet Replacement Fund Revenues and Expenditures	266
Fleet Replacement	268
Community Redevelopment Agency	271
Community Redevelopment Agency Revenues and Expenditures	272
Capital Improvement Plan	281
Five Year Capital Improvement Plan Summary	282
Operating Impact Summary	283
Fund Summaries	284
General Fund Five Year Summary	285
Community Investment Tax Fund Five Year Summary	286
CDBG Five Year Summary	287
Street Fund Five Year Summary	288
Water Sewer Fund Five Year Summary	289
Solid Waste Five Year Summary	290
Stormwater Fund Five Year Summary	291
Community Redevelopment Agency Five Year Summary	292
Department Detail	293
Fire	294
Police	296
Recreation	298
Parks	301
General Services	316
Street	321
Traffic	327
Water Resource Management	332
Utilities Maintenance	334
Utilities Operations	346
Stormwater	354
Community Services	356
Community Redevelopment Agency	358

Other Information 361
 Budget Summary 362
 Property Tax Rolls 363
 Fund Balances 364
 Interfund Transfers 365
 Three Year Budget Positions Summary by Department/Function 366
 Three Year Budget Positions Summary by Department 368
 Glossary 373
 Acronyms 378

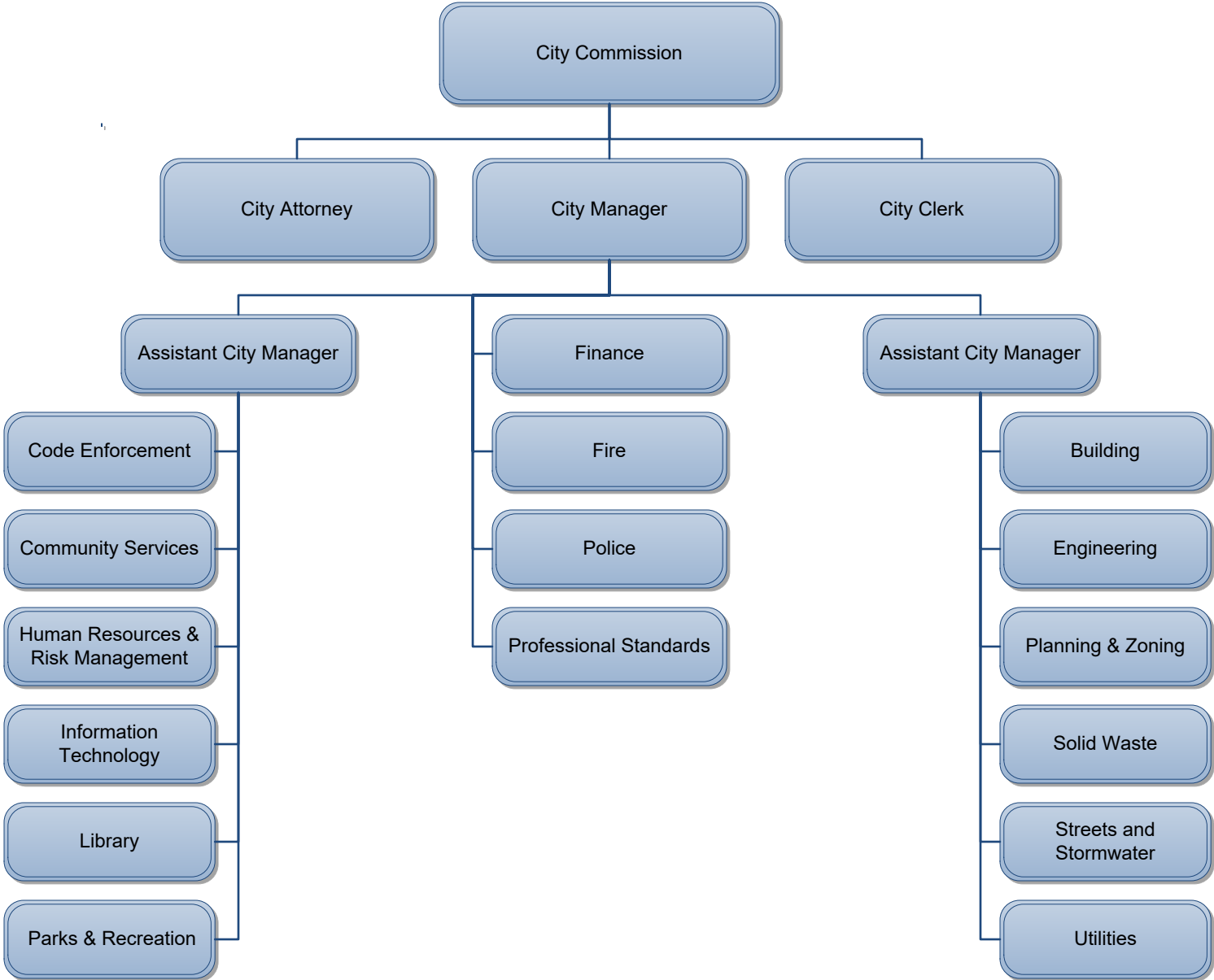


CITY OF PLANT CITY DEPARTMENT AND DIVISION MANAGERS

City Manager - Bill McDaniel

Assistant City Manager	Mercedes Perez
Assistant City Manager	Vacant
Chief Financial Officer	Diane Reichard
Budget Manager	Lauren Shatto
Chief Accountant	Amy Clark
Fleet Coordinator	Mark Emery
Procurement Manager	Buddy Storey
Utility Billing Manager	Denise McDaniel
Professional Standards Director	Tray Towles
Fire Chief	David Burnett
Human Resources & Risk Management Director	George Williams
Police Chief	Ed Duncan
Building Official	Jesse Carr
Interim Code Enforcement Manager	Tina Barber
Community Services Manager	Michael Karr
General Services Coordinator	Carla Lancaster
Information Technology Manager	Kent Andrel
Parks & Recreation Director	Jack Holland
Parks Superintendent	Wayne Meyer
Cemetery Superintendent	Jeffrey Black
Recreation Program Manager	Deborah Haldane
Athletic Program Manager	Tim Hanlon
Planning & Zoning Manager	Julie Ham
Library Director	Paul Shaver
Interim City Engineer	Frank Coughenour
Streets and Stormwater Director	Wayne Everhart
Solid Waste Director	Jill Sessions
Utilities Director	Lynn Spivey
Project Development & Implementation Manager	Tonya Grant
CIP Engineering Manager	Vacant
Interim Utilities Maintenance Superintendent	Wayne Abercrombie
Utilities Operations Superintendent	Mike Darrow

City of Plant City – Organizational Chart – Citywide





OFFICE OF THE CITY MANAGER

September 28, 2020

Honorable Mayor, City Commissioners, and Citizens:

The Fiscal Year 2020-21 Budget is a balanced, responsible budget with a proactive spending plan that will benefit Plant City taxpayers for years to come. All funds are considered to be in a fiscally positive and prudent position. The General Fund Budget for Fiscal Year 2020-21 is \$39,926,225, while the total budget (including Water/Sewer, Solid Waste, Stormwater, Streets, and several special revenue funds) is \$94,814,360. The millage rate is set at 5.7157 mills, which includes 1.0 mil dedicated solely to street resurfacing and related maintenance. With an increase of 8.5 employees, the City’s total workforce will be 464 employees.

This budget serves as a spending plan and investment in our community and our workforce. The CRA has dedicated funds to Downtown and Midtown to encourage private sector development and business improvements to revitalize the area. The following core strategies are emphasized in this budget:

- Facilitate Economic Development
- Foster Community Engagement
- Empower Outstanding Customer Service
- Engage in Effective Communication with Internal and External Stakeholders
- Maximize Organizational Effectiveness

ECONOMIC DEVELOPMENT

Plant City is the second largest city in Hillsborough County and is located along the I-4 corridor. The City provides funding to the Plant City Economic Development Corporation for creating new jobs, investment of new capital, and expansion of the local tax base in Plant City. Therefore, \$150,000 is included in the Fiscal Year 2020-21 Budget for the Plant City Economic Development Corporation to market Plant City on a full-time basis, which includes a \$10,000 annual investment fee to the Tampa Hillsborough Economic Development Corporation to furnish leads and identify incentive programs for new business recruitment and existing business expansion.

Financial aid is budgeted for the following organizations: Plant City Chamber of Commerce (\$65,000); Boys and Girls Club of Plant City (\$20,000); Railroad Museum Society (\$25,000); Economic Incentive QTI Program (\$20,080); 1914 Building (\$50,000); Plant City Main Street (\$50,000); Arts Council of Plant City (\$6,000); and, \$2,000 each to Black Heritage Celebration, Improvement League of Plant City, and the Christmas Parade.

INVESTING IN OUR WORKFORCE

The employees of the City of Plant City are our greatest asset, just like in the private sector. As such, the following have been included:

- A 3% cost-of-living adjustment for all employees on October 1 and maintain the public safety step plans which provides for a step increase on their anniversary date.
- Increased the workforce to 464 by adding 8.5 new positions at a cost of \$335,590, which includes six General Fund employees and 2.5 Enterprise Fund employees.
- \$10,000 to continue the tuition reimbursement program for employees seeking a degree.
- A cost increase of \$347,000 across all funds to cover the 8.5% health insurance premium increase.

INVESTING IN CAPITAL OUTLAY

The City has some major Capital Improvement Projects on the horizon as an investment in our community to maintain the utility system, improve travel on roads throughout the City, provide aesthetically pleasing park areas, and increase property values.

- Invest \$2.5 million to resurface arterial roads and neighborhood streets: \$2.2 million is generated from the 1.0 mil property tax and \$320,000 will be funded from a Community Development Block Grant.
- Several recreation projects: rebuild the Dort Street Basketball and Tennis Courts for \$350,000; research and design a Spray Park for \$100,000; provide additional \$350,000 to design and construct a new Tennis Center that includes restrooms, showers, and other amenities; install a playground at the Sadye Gibbs Martin Community Center for \$175,000; and other playground improvements for \$150,000.
- Water and sewer infrastructure improvements of \$1,650,000 to repair lift stations, replace waterlines, gravity sewer lines, generators, pumps, water storage tanks, meters and force mains to improve water quality and provide a more efficient system. Invest an additional \$4.35 million to construct Water Treatment Plant 5; \$100,000 toward the pilot program for the McIntosh Indirect Potable Reuse (IPR) project; and \$287,175 to design the McIntosh Park Wetland Expansion.
- Invest \$200,000 towards the rehabilitation and repair of stormwater drainage pipes and inlets.

FUND DISCUSSION

The **General Fund** budget is projected to rise by \$2.87 million over Fiscal Year 2019-20 mainly due to the additional \$1,502,155 in ad valorem tax revenue, \$163,250 in franchise fees, \$387,301 for cost allocation, and \$100,000 for ambulance fees. Due to other economic development growth factors and the effects of COVID-19, several of the General Fund revenues are projected to decline such as: State Revenue Sharing, ½ Cent Sales Tax, and Recreation Fees. The 1.0 mil of the ad valorem millage rate will generate revenue of \$2,540,494 which is dedicated solely for street resurfacing (\$2,215,494) and related maintenance (\$325,000).

The **Water and Sewer Fund** budget of \$23.2 million will increase by \$3.3 million due to growth in revenue and allocation of funds to the capital improvement plan. The budget will use \$2,764,049 of fund balance for current projects such as Water Treatment Plant 5 and Reclaimed Water Recharge. Revenue projections include a rate increase of 0.6% based on the deflator index as specified in the code, but there is no change in the rate structure.

The **Solid Waste Fund** budget of \$9.6 million will increase by \$2 million related to investment into an automated collection system for residential customers and an increase in revenues. The automation investment includes the purchase of approximately 12,000 roll carts (\$684,000) and three automated refuse trucks (\$993,000). Residential customers will not see a rate increase in the coming year.

The **Stormwater Fund** will see a slight decrease of \$248,363 to a total budget of \$3.3 million primarily due to a decrease in capital expenditures. The rates will increase 3% per code to address drainage improvements.

The **Street Fund** remained stable at \$2.7 million. Due to the projected decline in some revenue sources, \$325,000 was transferred from the dedicated 1.0 mil directly to be used for street maintenance.

The **Community Redevelopment Agency** assessed valuation increased by 7.8% to \$238.6 million, with a tax increment value of \$169.7 million over the base value of \$68.9 million. The Plant City millage rate remained at 5.7157 and growth generated an additional \$93,567 of the \$187,653 total revenue increase to be used in the district. Some main projects are: parking lot improvements (\$175,000), street resurfacing generated from the 1.0 mil (\$161,236), Midtown utility improvements (\$200,000), brick road restoration (\$90,000), ballfield and court lighting (\$20,000), and Cooper Park Fitness Trail Equipment (\$165,000).

ORGANIZATION-WIDE POSITIONS

There were 8.5 new positions added to the budget for Fiscal Year 2020-21; specifically, an increase of six positions to the General Fund, 1.5 to the Water/Sewer Fund and one to the Stormwater Fund, as seen below:

General Fund

- Building Department will add one Building Inspector position by transitioning a current temporary position into a full-time position. This position's expense is offset by the reduction in the temporary pay budget.
- Add an Administrative Assistant to the Cemetery Office to provide additional capabilities to achieve operational goals, such as the core strategy of "Empowering Outstanding Customer Service".
- Parks will add three Groundskeeper positions to help maintain our parks.
- Add an additional Planner to Planning and Zoning to "Empower Outstanding Customer Service" and "Maximize Organizational Effectiveness".

Water/Sewer Fund

- Utility Billing increased the part-time customer service clerk position to full-time.
- Add a Maintenance Mechanic position to Utilities Maintenance to assist in the various projects deployed by Water/Sewer.

Stormwater Fund

- Stormwater will add one Stormwater Operator II position to provide a better street sweeping service by converting from the current outsourced program to an in-house program.

SPECIAL RECOGNITION

The City received several awards throughout various department; below are a few of these special recognitions:

The Finance Department received the Distinguished Budget Presentation Award from the Government Financial Officers Association (GFOA) for the fourth consecutive year. The award is the highest form of recognition in governmental budgeting and represents a significant achievement for the City and its budget. We believe the current budget will meet the guidelines of the Program's requirements to receive the award.

The GFOA awarded the City the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report for the third consecutive year. This prestigious award meets the program requirements and satisfies generally accepted accounting principles and applicable legal requirements.

The Police department was awarded the excelsior level of accreditation from the Commission for Florida Law Enforcement Accreditation.

The Fire department had an individual award presented to Mario Soto as the 2019 Firefighter of the Year. Soto was off-duty and provided life-saving assistance to a patron of local restaurant.

The Solid Waste department's Michael Davis was a member of the Leadership Plant City Class of 2020.

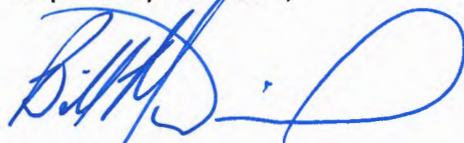
The Water/Sewer department received the 2020 Earle B. Phelps 1st Place Award from the Florida Water Environment Association and 2019 Medium Public Water System of the Year award from the Florida Rural Water Association. Individual awards include the 2020 WEF William Hatfield Award received by Patrick Murphy, 2019 Wastewater Operator of the Year award received by Zoe' Chaiser, and the 2019 System Office Employee of the Year award received by Patsy Frier.

CONCLUSION

The Fiscal Year 2020-21 Budget is balanced with collective efforts from departments in order to provide a sustainable spending plan. I want to thank CFO Diane Reichard, Budget Manager Lauren Shatto, as well as, all department directors for their outstanding efforts toward preparing a responsible budget for Fiscal Year 2020-21.

We sincerely appreciate the leadership and support from the City Commission in planning and guiding the financial affairs of the City in a responsible and progressive manner.

Respectively submitted,



Bill McDaniel
City Manager

Core Strategies

City of Plant City





City of Plant City City Overview

Statistic Overview

Governance

Date of Incorporation: January 10, 1885
Fiscal Year: October 1 – September 30
Original Charter Adopted: 1927
Form of Government: Commission - Manager
Mayors Serving Plant City since 1885: 67
City Managers Serving Plant City since 1927: 16
(1927 Charter enacted to appoint a mayor)

Contact Information

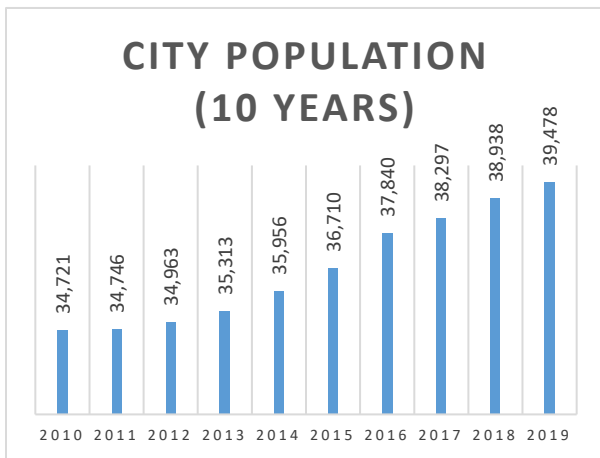
Website: www.plantcitygov.com
Address: 302 W. Reynolds Street,
Plant City FL 33563
Phone: 813-659-4200

City Facilities

City Hall: 302 W. Reynolds Street
Fire Station 1: 604 E. Alexander Street
Fire Station 2: 809 N. Alexander Street
Fire Station 3: 1702 N. Park Road
Library: 302 McLendon Street
Parks and Recreation: 1904 South Park Road
Police: 1 Police Center Drive
Streets/Stormwater/Traffic: 1304 West Spenser Street
Utilities / Solid Waste: 1802 West Spooner Drive

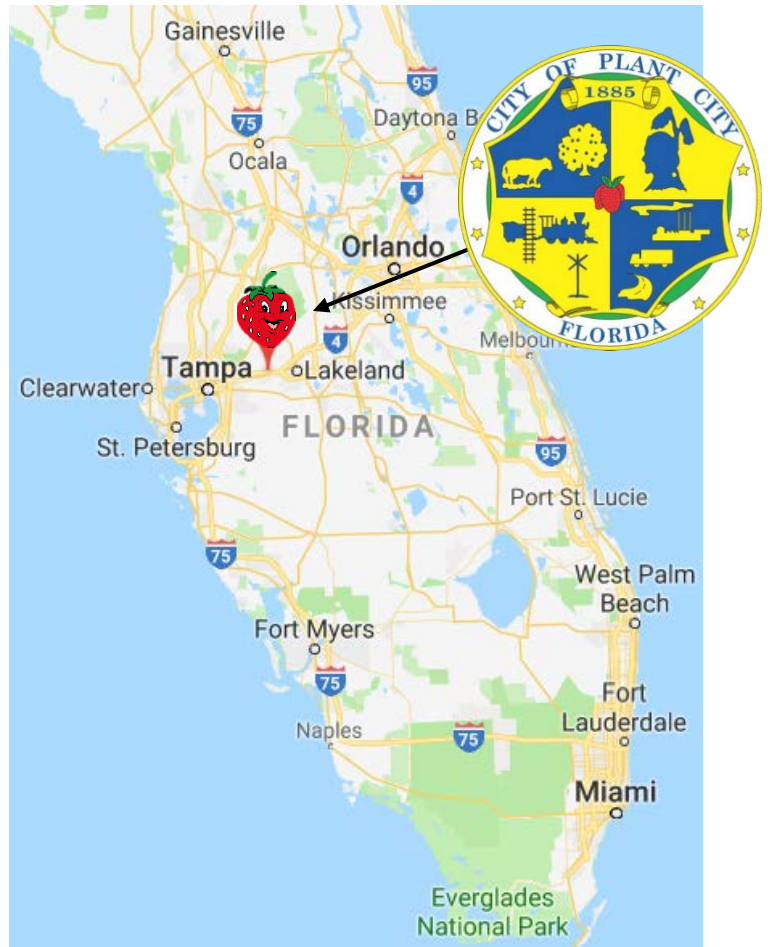
Map

Plant City is located in Hillsborough County on the west coast of Florida between Tampa and Orlando.



Major Employers

775	South Florida Baptist Hospital
450	Dart Container
434	Plant City Government
350	James Hardie Products
350	Sunoco
325	Star Distribution Systems



Median Age - 38

Median Household Income - \$53,176



City of Plant City City Overview

Historic Overview

Located in the Heart of Central Florida

Plant City has a rich history dating back to the mid-1800s when settlers first began to populate Florida. Plant City was incorporated in 1885, 16 years after the state was chartered. Plant City derives its name not from the surrounding agricultural industry which greatly added to the city's growth, but from Henry Bradley Plant.

Ichepucksassa

Plant City's original name was Ichepucksassa after the Indian village that once occupied this territory. So much confusion was created with the spelling and pronunciation that the Irish postmaster renamed the village Cork, after his home city. In 1884, Henry B. Plant extended the South Florida Railroad into the town and one year later, when the town was incorporated, it was once again renamed this time in honor of Henry B. Plant.

The Winter Strawberry Capital of the World

Originally, Plant City was a large cotton center. Changing its major crop to strawberries has brought it national recognition. Today, over 3/4 of the nation's midwinter strawberries come from Plant City. At the Florida Strawberry Festival, held each winter, you can taste some of the finest shortcake, pie, and cobblers made from the freshest strawberries in the land.

Additional Information on Plant City History

Other information regarding the history of Plant City is available at the Quintilla Geer Bruton Archives Center located on the ground floor of the 1914 Plant City High School Community Center, 605 North Collins Street, Plant City, Florida 33563. The Center holds more than 2,000 books, family, historical, genealogical and photographic files, periodicals, newspapers and records on microforms.

Detail Overview

Profile of the Government

The City of Plant City, a municipal corporation of the State of Florida located in Hillsborough County, was initially incorporated on January 10, 1885. Plant City is strategically located in Central Florida, along the I-4 corridor nestled between three large metropolitan cities: 25 miles east of Tampa, and 50 miles west of Orlando, and within ten miles of Lakeland. Plant City prides itself as the "Winter Strawberry Capital of the World," and offers a hometown feel of a warm, thriving community. With its network of highways, state roads, and active rail lines that run through the community, Plant City provides the perfect location for manufacturing and distribution ventures. In addition, Plant City has proven to be an integral part of the global marketplace utilizing the cargo facilities at three international airports, three regional airports and the Port of Tampa.

Plant City has a reputation as a community that proudly offers safe walkable neighborhoods, charming historic districts, high quality schools, unique retail, dining and entertainment options. The City's location, climate, natural resources, and sense of community have influenced the City's growth. Residents and visitors enjoy numerous year-round recreational opportunities, which results in the perfect blend of community and prosperity.



City of Plant City City Overview

The citizens enjoy a full range of services including general government, police and fire protection, ambulance service, engineering, streets, traffic, parks, recreation, planning, zoning, community services, code enforcement, and a library. The City also provides water, wastewater treatment, solid waste and stormwater as enterprise activities. Electric, telephone, gas and cable television services are provided by franchisees. The City includes two dependent special districts consisting of Community Redevelopment Agency and Walden Lake Community Association Local Government Neighborhood Improvement District.

City Structure

The City operates under the Commission/Manager form of government. Five Commissioners are elected at large for a three-year term with no term limits, which constitute the governing body of the City with legislative authority. The City Commission enact laws and ordinances, approve the annual budget, set policy and direction for various functions of the government, and appoint citizens to serve on various advisory boards and committees. At the first regular meeting in June, the City Commission shall, by majority, elect one of its members as Mayor. The Mayor selects the Vice-Mayor, and together, they serve a one-year term until the successor is appointed.

The City Manager is the chief administrative officer of the City and responsible to the City Commission for administration of all City affairs and performance of its municipal functions. The City Manager appoints, removes and determines compensation for the department heads and all other City employees, except those specified by the Charter.

Local Economy

Plant City has a population of approximately 39,478 residents, and is also a popular seasonal destination for visitors and part-time residents from both the United States and abroad during the winter months. Close proximity to the Tampa International Airport provides convenient access to part-time residents and out-of-state visitors. The population has increased over the last six years and is projected to continue to steadily increase.

Seasonal employment is common in Plant City due to the influx of seasonal residents and visitors during the winter months. The length of the typical “season,” when most visitors and seasonal residents visit, lasts from approximately November through April. The seasonal influx of visitors and part-time residents does not create challenges for retail and commercial businesses, it only enhances the year-round client base to remain financially sustainable.

Property values have significantly increased in 2017 through 2020, rebounding from its lowest level in 2013, resulting in assessed property values that exceeded Plant City’s peak in 2008. The property tax base is split 50-50 between residential and non-residential types. As the second largest city in Hillsborough County, and the largest city in Hillsborough County along the I-4 corridor, the City’s number one priority is “Facilitating Economic Development.” The City continues to support the Plant City Economic Development Corporation, which is assisting with job creation and capital investment to expand the local tax base. Commercial developments continue to grow on Park Road and County Line Road. New residential stock will expand over the next ten years as new developments are approved in the northeast sector and the south end of town. The City is optimistic about the economic growth occurring in the community.

There are approximately 22,300 jobs in over 1,500 registered businesses in Plant City. The three largest workplace sectors include: Manufacturing (2,878+ jobs) Retail Trade (2,595 jobs),



City of Plant City City Overview

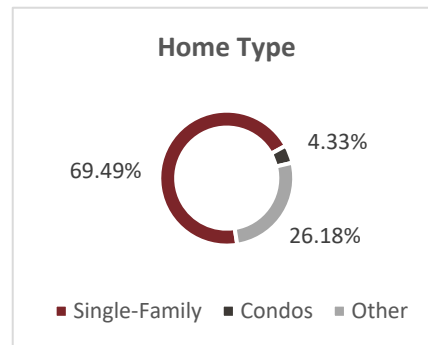
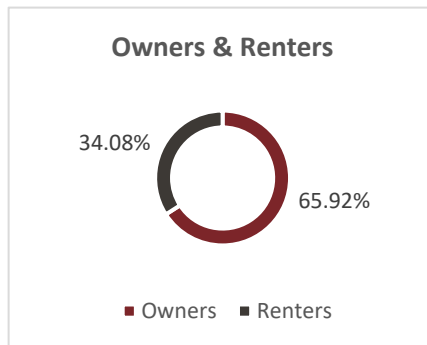
and Health Care and Social Assistance (2,371 jobs). The municipality has recovered from the impacts of the 2007-2010 recession, with a current jobs-to-population ratio of 0.65. Today, there is greater employee inflow than outflow, with the highest employment densities located near Plant City Airport, around South Florida Baptist Hospital, and in the commercial cluster along James L. Redman Parkway/East Alexander Street.

Redevelopment

Plant City's primary redevelopment area called "Midtown" is comprised of 15 acres near the City's downtown. The City purchased property and completed street, water, sewer, stormwater, and clean-up activities, making the area prime for a firm to develop. The development should be consistent with the *CRA Redevelopment Plan and Midtown Redevelopment Vision Plan*. Various uses include retail, restaurant, office, and residential. This mixed use development should include strong pedestrian design characteristics to promote pedestrian traffic and activity. Long-range plans for this area in the CRA district include road and parking improvements and using a mixed use developer to improve Midtown. The CRA district continues to invest in downtown and midtown through incentives that create jobs and retain existing businesses, as well as improve the tax base.

Housing

Currently, Plant City's housing stock is comprised of 69.49% single-family detached homes with the remaining balance being divided between condos, two-family (duplex) homes, multifamily homes, and mobile home parks. The median single-family home value is \$216,100. Over the last ten years, new home starts averaged 100 per year. Single-family detached homes accounted for approximately 80% of new residential construction. The local housing market is stable and growing with an owner vacancy rate of only 1.7% and rental vacancy rate of 6.5%.



Comprehensive Plan and Zoning Code

The Plant City Commission adopted a major update to the *Imagine 2040: Plant City Comprehensive Plan* on February 8, 2016 to ensure the implementation of the vision and goals of the residents of Plant City. Plant City's future vision is as follows:

Plant City is a diverse and vibrant "hometown" community. People work together to solve problems and ensure a better future for their children. Local businesses grow and prosper through innovation and hard work. Local government makes prudent investments in infrastructure and services. The safety and wellbeing of our citizens is a priority.



City of Plant City City Overview

This update was crafted to streamline and improve the overall understanding of the document, address legislative mandates, remove duplication, correct inconsistencies, prioritize staff resources, update project status, and encourage future economic opportunities within Plant City. Furthermore, the policy direction contained within this plan protects the integrity and character of our neighborhoods and the natural environment of Plant City. In addition, the adopted level-of-service standards for potable water, wastewater, transportation, solid waste, stormwater, public schools and recreation will be maintained through and beyond the horizon year of 2040.

Looking ahead, Plant City is projected to increase in population to more than 71,000 by 2040. Where will they live? Where will they work? Where will they play? How will they get there? Based on the results of extensive public outreach on these and other questions, the general structure and framework of the *Imagine 2040: Plant City Comprehensive Plan* was reorganized to include an introduction and four major components that, when combined, represent Plant City as a whole: People, Places, Natural Spaces and Governance. These four components are representative of those fundamental growth management elements required by Chapter 163, Part II, Florida Statutes.

To this end, the major goals of the Comprehensive Plan and Zoning Code is to promote or provide for a *Unique Sense of Place, Thriving Local Economy, Superior Education/Skills, Citizen Involvement and Quality Services & Infrastructure*.

Growth.

Plant City continues to experience healthy industrial development activity. Over 1 million sq. ft. of industrial space has been either constructed or absorbed over the past 12 months which is expected to generate over 300 jobs and nearly \$150 million in capital investment,

Some of the following major projects are under construction or have been completed in the 2019-20 budget year:

Business	Type	Sq. Ft	Est. Jobs
County Line Logistics Center		(existing space)	
Building #3			
- Hardware Resources	Warehouse	(100,000 of 400,000)	18
County Line Commerce Center		(existing space)	
Building #3			
- Baker Distributing	Warehouse	(25,000 of 140,000)	20
- National Power Sports Auction	Warehouse	(85,000 of 140,000)	25
- Carswell Distributing	Warehouse	(30,000 of 140,000)	20
Garland Food	Manufacturing	30,000 expansion	30
County Line Farms	Warehouse	2,000,000	
Building #1	Warehouse	1,000,000	
- Ace Hardware Corp	Warehouse	(710,000 of 1MM)	162
Building #2	Warehouse	1,000,000 Spec	
Always Fresh Farms	Warehouse/Office	(existing space)	60
Home Depot	Warehouse	779,760	345
Saputo Dairy Foods	Warehouse	(existing space)	54
Sunbelt Rentals	Warehouse/Office	8,900	



City of Plant City City Overview

Business	Type	Sq. Ft	Est. Jobs
Wish Farms Corporate Headquarters	Warehouse/Office	145,000	15
Plant City Medical Office - Paul Buchman Hwy	Medical Office	9,400	
Starbucks	Restaurant	2,500	
Car Wash	Car Wash	4,600	
Hillsborough County Tax Collector Center	Office	16,000	
Culver's Restaurant	Fast Food	4,674	
Lakeside Station - Phase 1	Warehouse	505,160	TBD
Project Strawberry (County Line/Fancy Farms)	Warehouse	510,272	

The following projects are planned and expected construction to begin this reporting year:

Business	Type	Sq. Ft
Eastland East – Phase 1	Warehouse	988,000
Toufayan	Warehouse	170,000
Hope Lutheran Church – New Sanctuary	Church	7,000
Rice Road Commerce Park- Phase III		
- Expansion 1	Warehouse	191,500
- Expansion 2	Warehouse	191,500
- Expansion 3	Warehouse	73,500
Gas Station/Dunkin Donuts	Gas Station/Restaurant	4,675
Medical Office Florida Orthodontic	Medical Office	3,016



Introductory

City of Plant City, Florida



Mission Statement

Our mission is to provide excellent customer service, ensure safety, preserve hometown values and promote economic opportunity.

Vision Statement

An Ethical, transparent, and creative organization, recognized for the depth and quality of our service to our community.

Values Statement

Leadership is more than a T.I.T.L.E., it's Respect too!



VALUES

TEAMWORK

We will know we are living out this value when we exhibit the following behaviors one to another (and to others we serve):

1. Open and frequent communication.
2. Cooperation.
3. Collaboration, initiative and innovation.

INTEGRITY

We will know we are living out this value when we exhibit the following behaviors one to another (and to others we serve):

1. We value input from all parties.
2. We are impartial and trustworthy.
3. Our decisions and actions are seen as fair.

TRANSPARENCY

We will know we are living out this value when we exhibit the following behaviors one to another (and to others we serve):

1. We are accessible (we can be reached in a timely manner).
2. We are responsive.
3. We are open to and invite participation and collaboration.

LEADERSHIP

We will know we are living out this value when we exhibit the following behaviors one to another (and to others we serve):

1. Effective communication.
2. Visionaries.
3. Consistent.

EXCELLENCE

We will know we are living out this value when we exhibit the following behaviors one to another (and to others we serve):

1. Knowledge and application of best practices that have been tried, tested, and proven by other organizations.
2. Continuously meet and exceed all expectations.
3. Continuously learning and improving.

RESPECT

We will know we are living out this value when we exhibit the following behaviors one to another (and to others we serve):

1. Interact with others with politeness and civility.
2. Seek and listen to input from others.
3. Fairly consider the opinions of others.



City of Plant City Executive Summary

CITYWIDE OVERVIEW:

Overall Citywide revenues and expenditures at \$94,814,360 are \$8,675,973 more than the 2019-20 adopted budget. Detailed information for all discussion points below can be found throughout the budget book in their respective sections.

Personal Services – The total amount of personal services increased by \$2,005,168 or 5.7% from \$35,275,805 in 2019-20, to \$37,280,973 in the 2020-21 Budget.

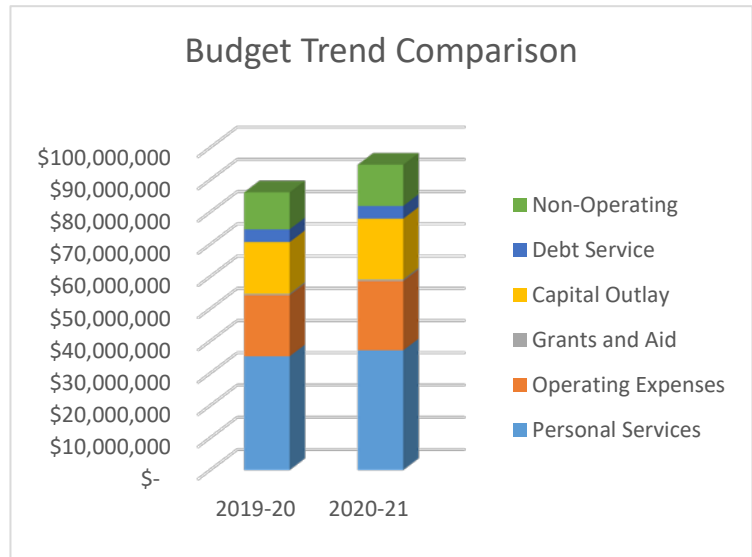
- Staff:
 - The total number of full-time equivalent (FTE) positions increased by 8.5 positions. The City's workforce will be 464 employees. The following changes resulted in a net cost increase of \$335,590 in Fiscal Year 2020-21:
 - Add six new positions to General Fund:
 - A Building Inspector was added to the Building Department. This position's expense was offset by eliminating the department's temporary pay budget.
 - Three Groundskeepers were added to the Park Maintenance program.
 - An Administrative Assistant position was added to the Cemetery program.
 - An additional Planner was added to the Planning and Zoning department.
 - Add 1.5 positions to Water/Sewer Fund:
 - Utility Billing increased the part-time Customer Service Clerk position to a full-time position.
 - One Maintenance Mechanic was added to Utilities Maintenance.
 - Add one position to Stormwater Fund:
 - Stormwater added a Stormwater Operator II.
- Wages and Fringe Benefits:
 - On October 1, all employees will receive a 3% cost-of-living adjustment. The pay increase will allow for the City to maintain a competitive posture based on CPI and GDP analysis.
 - All step employees are eligible for their next step increase on their anniversary. The pay plan for step employees is expected to allow the City to be competitive in the market.
- Flexible Contributions:
 - Health insurance premiums increased 8.5% for 2020-21 fiscal year. The City realized an additional cost of \$347,000 to cover the cost of the increase.
- Retirement Contributions:
 - The City contributes 8% of the individual's regular compensation to all regular, full-time employees.
 - The City provides a defined benefit pension plan for Firefighters and Police Officers pursuant to the provisions in F.S 175 and F.S 185.



City of Plant City Executive Summary

Operating Expenses – This category increased by \$2,528,547 or 13.3%, from \$18,950,027 to \$21,478,574. There are several factors to contribute to the increase:

- The roll carts for the automated residential collection - \$684,000.
- The lease cost associated with City vehicles - \$570,100.
- General liability insurance - \$282,180
- Several new contractual services such as new security systems, project management, performance dashboards. - \$536,315



Grants and Aid – This category remained relatively stable at \$503,080 compared to last years \$484,980.

Capital Outlay – This category increased by \$2,790,816 or 17.5%, from \$15,992,315 to \$18,783,131. A detailed list of all capital projects is included in the Capital Improvement and Fleet Replacement Fund section of the 2020-21 Budget.

- Some of the major projects include:
 - Resurfacing arterial roads and neighborhood streets, \$2.5 million.
 - Begin conversion to Automated Residential Collection System, \$993,000.
 - Infrastructure improvements to the water and sewer system of \$1,650,000.
 - Appropriate \$200,000 toward stormwater drainage improvements.
 - Investment in fleet purchases of \$3,761,761.
 - Research and design a spray park, \$100,000.
 - Provide additional \$350,000 to design and construct new Tennis Center
 - Rebuild the Dort Street Basketball and Tennis Courts, \$300,000.
 - Appropriate \$4.35 million to construct Water Treatment Plant 5.
 - Appropriate \$900,000 to the Reclaimed Water Recharge project.
 - Design and construct a new Utilities Maintenance/ Solid Waste Building, \$580,000.

Debt Services – This category decreased \$2,635 over last year from \$3,970,584 to \$3,967,949. There was no new debt issued.

Non-Operating – This category increased by \$1,335,977 from \$11,464,676 to \$12,800,653. This was primarily due to an increase in the amount that will be transferred to the Fleet Fund for the purchase of three automated residential refuse trucks for \$993,000. Also, increased due to the 1.0 mil street resurfacing and maintenance transfer.

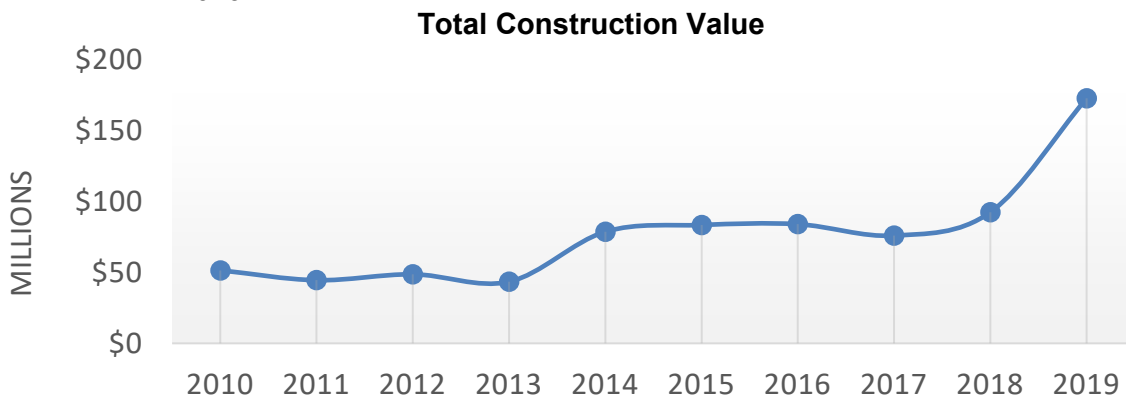


City of Plant City Executive Summary

FISCAL SUSTAINABILITY

Overall the City is fiscally stable. Yearly, the City completes a financial trend analysis to review the fiscal position of the City. Results for financial trends are as follows:

- Financial Trends Summary
 - The report for FY 2019 reflects that 24 of the 27 trends were positive and three were marginal. There were no negative trends this year.
- Community Resources Financial Trends
 - Population increased from 34,721 to 39,478 over the past ten years which equates to 4,757 residents or 13.7%.
 - In FY 2019, Plant City's unemployment rate is at 3.2%, down from a high of 14.5% in FY 2009. This rate matches the State rate, is slightly higher than the County rate of 2.9%, and better than the US rate of 3.5%.
 - Total construction value more than tripled in ten years from \$51,526,266 to \$172,909,525 in FY 2019.



- Taxable Value Financial Trends
 - Taxable values have increased for the past five years through FY 2019, and continues for the next two years:
 - FY 2019 is \$2,190,581,951
 - FY 2020 is \$2,397,460,289
 - FY 2021 is \$2,674,204,538
 - Property tax revenue per capita continues to rise to \$255.92 in FY 2019.
- Expenditures and Operating Position Financial Trends
 - Total operating expenditures per capita have remained relatively stable over the past ten years and ended FY 2019 at \$609.98.
 - The City serves its citizens with 11 employees per 1,000 residents. In FY 2009, the City deployed 14 employees per 1,000 citizens.
 - The unassigned fund balance in FY 2019 ended at \$14,677,136, which is the largest in a ten-year period at 44.04% of net operating revenue.



City of Plant City Executive Summary

GENERAL FUND:

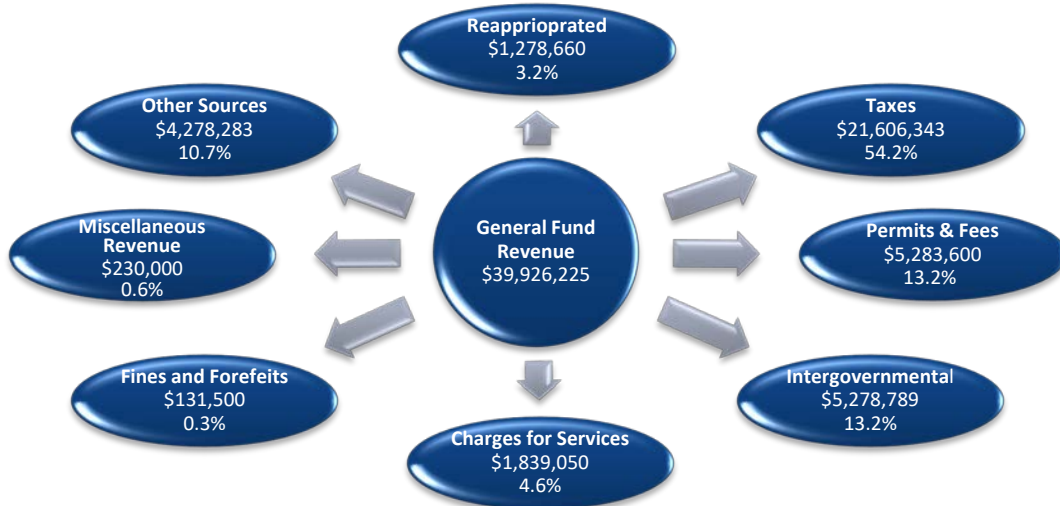


The General Fund reflects an increase in revenues and expenditures of \$2,974,388 or 8.1% from \$36,951,837 in 2019-20 to \$39,926,225 in 2020-21.

Revenues

General Fund revenues increased by \$2,000,728 from \$36,646,837 to \$38,647,565 in fiscal year 2020-21. An additional \$1,278,660 of fund balance will be used which will bring the total General Fund revenues to \$39,926,225.

- Property values increase by 11.5% to \$2.7 billion.
- The millage rate remained at 5.7157 mills.
- Ad valorem property tax revenues increase by \$1,502,155, which in total will generate \$2,540,494 from the 1.0 mil dedicated to street resurfacing and related maintenance.





City of Plant City Executive Summary

Some of the major changes in General Fund revenues are as follows:

	Fiscal Year 2019-20	Fiscal Year 2020-21	Increase / Decrease
Property Taxes	\$ 13,033,548	\$ 14,535,703	\$ 1,502,155
Public Safety Premium Tax	610,000	625,000	15,000
Public Service Tax	4,739,500	4,730,000	(9,500)
Communications Services Tax	1,153,415	1,151,640	(1,775)
Franchise Fees	3,966,750	4,130,000	163,250
Building Permits and Fees	1,095,700	1,131,600	35,900
Revenue Sharing Sales Tax	1,225,010	1,115,000	(110,010)
1/2 Cent Sales Tax	3,610,000	3,450,000	(160,000)
SAFER Grant	151,287	104,290	(46,997)
Ambulance Fees	750,000	850,000	100,000
Recreation Fees	662,700	544,800	(117,900)
Fines/Forfeitures	119,500	131,500	12,000
Cost Allocation	1,745,031	2,132,332	387,301
Transfer from all Utilities	2,090,976	2,145,951	54,975
Major Revenues	\$ 35,113,417	\$ 36,933,816	\$ 1,820,399

Expenditures

The major increase for expenditures can be found within personal services due to the payroll and benefit increase and the additional positions added. Operating expenditures increased due to the creation of a new department, Professional Standards, implementation of Office 365, increase in property and general liability insurance, additional vehicles added to the vehicle lease program, and appropriation for Project Management and Performance Dashboard software.

	Fiscal Year 2019-20	Fiscal Year 2020-21	Increase / Decrease
Personal Services	\$ 25,259,545	\$ 26,823,165	\$ 1,563,620
Operating Expenses	7,201,881	8,234,180	1,032,299
Grants and Aid	321,980	330,080	8,100
Capital Outlay	2,961,890	2,913,034	(48,856)
Non-Operating	1,206,541	1,625,766	419,225
Major Expenditures	\$ 36,951,837	\$ 39,926,225	\$ 2,974,388

SPECIAL REVENUE FUNDS - STREET FUND

Revenues

This fund receives revenue from three types of gas taxes. In addition, \$330,000 are reimbursements for street lighting and traffic signal maintenance.



City of Plant City Executive Summary

Expenditures

The expenditures remained stable in Fiscal Year 2020-21 with the majority of the increase in operating expenses which is offset by the decrease in capital outlay.

	Fiscal Year 2019-20	Fiscal Year 2020-21	Increase/ Decrease
Personal Services	\$ 901,894	\$ 916,723	\$ 14,829
Operating Expenses	1,218,916	1,299,421	80,505
Capital Outlay	387,500	290,400	(97,100)
Non-Operating	178,516	213,599	35,083
Total Expenses	\$ 2,686,826	\$ 2,720,143	\$ 33,317

SPECIAL REVENUE FUNDS - TRANSPORTATION SURTAX FUND

This fund is projected to bring in \$3,000,000 in fiscal year 2020-21. Voters approved this sales tax on November 3, 2018. The City is waiting for final decision on court case to spend the funds.

ENTERPRISE FUNDS – WATER/SEWER FUND

Revenues

Overall, the Water/Sewer Fund revenues have risen due to the 0.6 percent rate increase and the growth in customer base. Below are the three major revenues in the Water/Sewer Fund.

	Fiscal Year 2019-20	Fiscal Year 2020-21	Increase / Decrease
Water Sales	7,239,900	7,607,300	\$ 367,400
Wastewater Revenue	9,786,000	10,184,426	398,426
Industrial Waste	1,550,000	1,458,000	(92,000)
Major Revenues	\$ 18,575,900	\$ 19,249,726	\$ 673,826

Expenses

The major increases in the Water/Sewer Fund expenses are related to the category of capital outlay with an increase of \$4,189,350. The capital outlay increase was mainly due to the Water Treatment Plant 5 and Reclaimed Water Recharge projects. A complete listing of the projects is included in the Capital Improvement Plan section.

	Fiscal Year 2019-20	Fiscal Year 2020-21	Increase / Decrease
Personal Services	\$ 5,300,234	\$ 5,714,049	\$ 413,815
Operating Expenses	4,511,304	5,244,896	733,592
Capital Outlay	1,913,135	6,102,485	4,189,350
Debt Service	3,164,712	3,164,712	-
Non-Operating	2,873,841	2,962,667	88,826
Total Expenses	\$ 17,763,226	\$ 23,188,809	\$ 5,425,583



City of Plant City Executive Summary

Debt Services

The three State Revolving Fund (SRF) loans with an outstanding principal debt of \$22.9 million in the Water/Sewer Fund will be paid by 2028. Otherwise, there was no significant change to debt service expenses. The City is in the process of refinancing this debt to a lower interest rate.

ENTERPRISE FUNDS - SOLID WASTE FUND

Revenues

Revenue received from the collection of consumer solid waste in residential, commercial and recycling are the major revenue sources in the Solid Waste Fund. The Solid Waste Fund revenues remained relatively stable with an increase of \$212,546 from \$7,620,334 in 2019-20 to \$7,832,880 in 2020-21. An additional, \$1,805,204 of fund balance will be used to fund the conversion to the automated residential collection system. The residential rates will remain the same as recommended by the rate study.

	Fiscal Year 2019-20	Fiscal Year 2020-21	Increase / Decrease
Residential	\$ 2,912,438	\$ 3,420,000	\$ 507,562
Commercial	2,768,534	2,850,000	81,466
Recycling	71,800	14,880	(56,920)
	\$ 5,752,772	\$ 6,284,880	\$ 532,108

Expenses

Solid Waste expenses increased in operating expenses due to the purchase of approximately 12,000 roll carts for \$684,000. The non-operating expenses also increased due to a transfer to the fleet replacement fund for three automated refuse trucks.

	Fiscal Year 2019-20	Fiscal Year 2020-21	Increase / Decrease
Personal Services	\$ 2,108,210	\$ 2,066,529	\$ (41,681)
Operating Expenses	3,735,715	4,781,032	1,045,317
Capital Outlay	-	244,900	244,900
Non-Operating	1,776,409	2,545,623	769,214
Total Expenses	\$ 7,620,334	\$ 9,638,084	\$ 2,017,750

ENTERPRISE FUNDS – STORMWATER FUND

Revenues

Revenues remained stable for the Stormwater Fund with a slight increase of \$25,232 to \$3,227,232 in Fiscal Year 2020-21. The rates will increase 3% per code to address drainage improvements.



City of Plant City Executive Summary

Expenses

Expenses decreased overall by \$248,363 from \$3,561,683 to \$3,313,320. The decrease is due to a reduction in capital outlay for capital improvement projects, which is offset by a net annual increase of \$69,600 for in-house street sweeping services.

	Fiscal Year 2019-20	Fiscal Year 2020-21	Increase / Decrease
Personal Services	\$ 1,507,245	\$ 1,660,646	\$ 153,401
Operating Expenses	1,029,793	1,108,425	78,632
Capital Outlay	713,104	203,000	(510,104)
Non-Operating	311,541	341,249	29,708
Total Expenses	\$ 3,561,683	\$ 3,313,320	\$ (248,363)

INTERNAL SERVICE FUNDS - FLEET REPLACEMENT

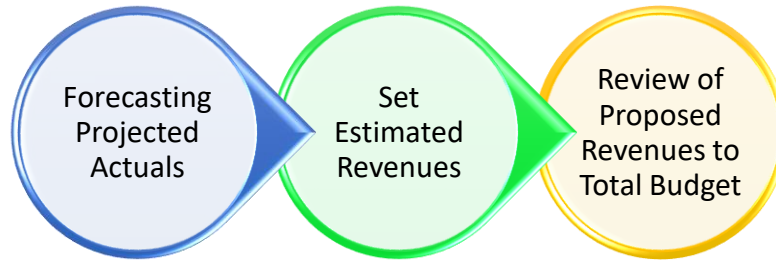
Over the past several years, the City has been conservatively spending the Fleet Maintenance Fund. The fund is now stable; therefore, the City included appropriations to replace damaged equipment and items that have exceeded their useful life. A detail listing of the vehicles and equipment can be found in the Fleet Replacement Fund.

	2019-20 Projected Budget	2020-21 Proposed Budget
Dollar Amount spent on Vehicles	\$ 2,492,111	\$ 3,761,761
Number of Vehicles Being Funded for Replacement	40	55



City of Plant City Revenue Projections

OVERVIEW - Revenue projections are a three-step process that begin early in the budget cycle. The projection cycle is described below:



1. The first step begins with forecasting the current year projected actuals. This critical step establishes a basis to project the following year. Several factors are considered: historic, current year-to-date, and projected revenue to the end of the year.
2. The second step is to set estimated revenues for next year. The same three factors as described above are used, as well as the “Local Government Financial Handbook” from the Office of Economic and Demographic Research, which is used to estimate major revenues sources more accurately.
3. The last step occurs toward the end of the budget process, prior to adopting the “estimated revenues”. During this stage, a review of the proposed estimated revenues compared to the proposed appropriations will provide a clear picture of the overall budget. It is critical to examine the entire budget and confirm all revenue sources are realistic.

The following section provides an overview of the major revenue sources. However, a list of each revenue source can be found in the individual sections of the budget book.

Due to the COVID-19 incident, many revenues were projected lower than their historical growth rates. The following sections will outline the revenues affected.

TAXES – Overall tax revenues have increased an average of 8% yearly over the last 5 years and is estimated to increase by \$1,638,254 in fiscal year 2020-21. The 1.0 mil ad valorem property tax dedicated to street resurfacing generated revenue totaling \$2,540,494. These property tax revenues will be used solely for street resurfacing and maintenance. Taxes include, property (ad valorem) taxes, local option infrastructure surtax (community investment tax), local option gas tax, 9th cent gas tax, communications services tax, public (utility) service tax, tourist development tax, insurance premium tax (pension), and business tax.



City of Plant City Revenue Projections

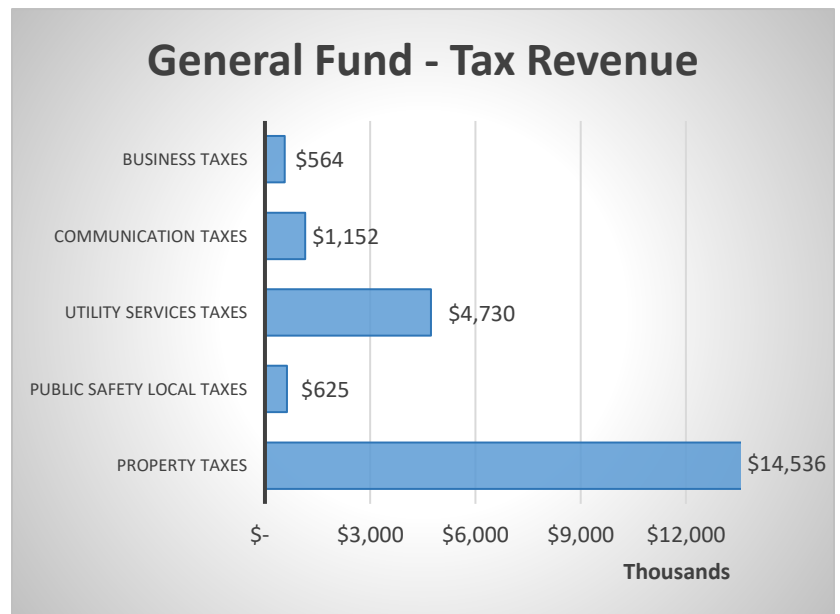
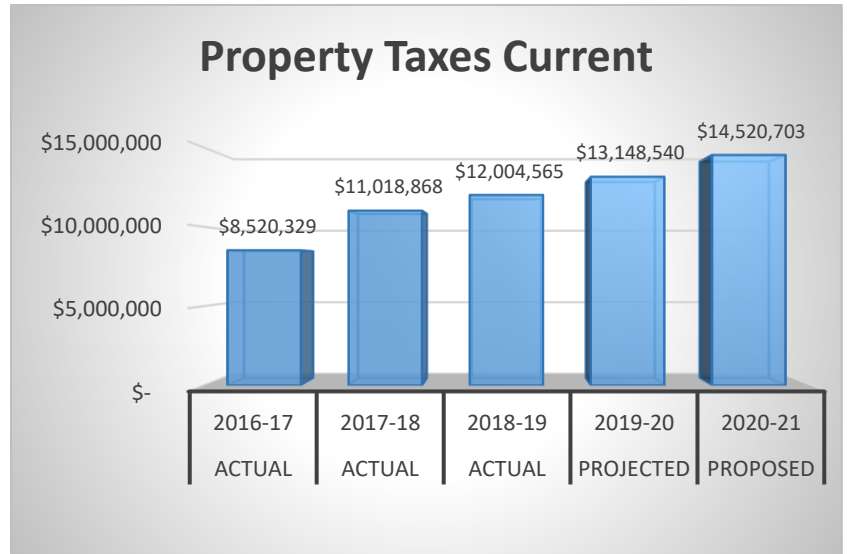
Ad valorem property tax—revenue is estimated to increase to \$14,520,703 this year due to a 11.5% increase in property values. Over the last five years, the average property tax revenue increased approximately 14% each year. The specific formula for current ad valorem tax revenues is calculated by multiplying the approved millage rate (5.7157) per \$1,000 times the aggregate assessed property value (as certified by the County Property Appraiser) times 95%.

Property taxes account for \$1,502,155 of the overall tax increase.

Local option infrastructure surtax – Hillsborough County voters renewed the levy of an additional one cent tax on sales in the County pursuant to the provisions of Section 212.055, Florida Statutes. The City receives a portion of the tax based on an interlocal agreement with Hillsborough County and the three incorporated Hillsborough County municipalities, which expires December 31, 2026. Utilization of this tax is limited to long-term infrastructure improvements, pledges to pay debt service for improvements, acquire land for public uses, and improving facilities used as emergency shelters. *This tax revenue was projected lower due to the COVID-19 incident.*

Local option gas tax and ninth cent gas tax – This tax, approved in a referendum election, provides for the levy of seven cents per gallon of motor fuel sold in the County and taxed pursuant to the provisions of Section 336, Florida Statutes. Utilization of the proceeds of this tax is limited to transportation expenditures, other infrastructure projects and bond indebtedness related to road and streets. This tax is shared with the municipalities based on a cooperative agreement between Hillsborough County and the three incorporated municipalities. *These tax revenues were projected slightly lower due to the COVID-19 incident.*

Communications Service Tax – This tax, as authorized by Section 202, Florida Statutes, requires service providers to collect tax on telephone, VOIP, Cable TV, fax, and pagers at a rate of 6.1% as approved by the City Commission. *This tax revenue was projected lower due to the COVID-19 incident.*





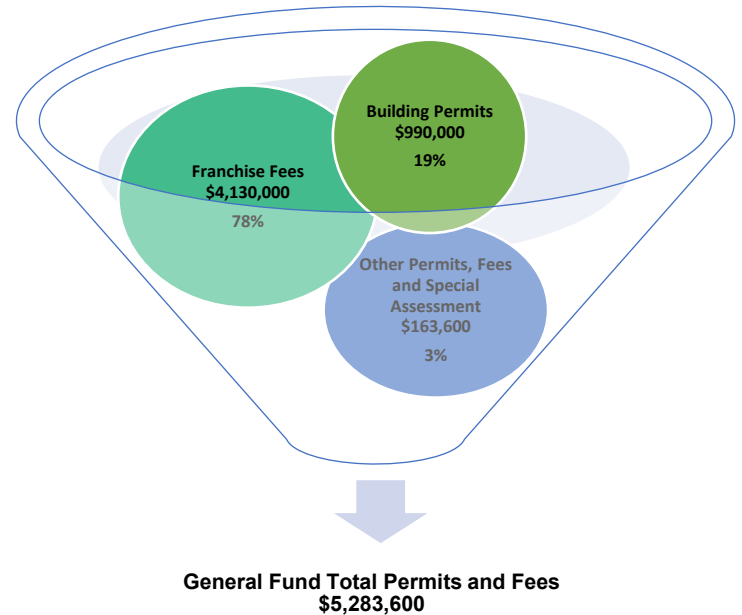
City of Plant City Revenue Projections

Public Service Tax – Pursuant to the provisions of Section 166.231, Florida Statutes, the City Commission approved a 10% public service tax for electric, gas and water service sold to customers in the incorporated limits of the City of Plant City.

Taxes are projected mainly using the Local Government Financial Information Handbook, while also analyzing historical revenues received and current projected changes in legislature. Tax revenues are found within the Governmental Funds.

LICENSES AND PERMITS – This area is estimated to increase by approximately \$438,150 in the 2020-21 fiscal year. The increase is due to accounting for solid waste franchise fees in this category, rather than charges for services, resulting in an increase of \$220,000. Also, building permits are projected to increase by \$75,000. Licenses and permits includes franchise fees, building, zoning, utility permits, impact and development fees, and other licenses and permits of a local nature. The revenues from this category are used for the building activities of the City.

Licenses and permits revenues are projected using both historical trends for received revenue and a prediction of the level of growth for the upcoming year. Revenue for this area is found within Governmental Funds.



INTERGOVERNMENTAL REVENUES – Intergovernmental revenues are estimated to decrease by \$309,650. The majority of this decrease is due the projected decrease in the State Shared Revenue sources: State Sales Tax, ½ Cent Local Government Sales Tax, Beverage Licenses, and Transportation Surtax Proceeds. *These revenues were projected lower due to the COVID-19 incident.* The City is projected to receive \$287,175 from the Southwest Florida Water Management (SWFWMD) for the McIntosh Park project. Intergovernmental revenues include federal, state, and local grants, state revenue sharing such as the City's share of state collected motor fuel taxes and sales taxes. The grant portion of this funding source is not reflected in the budget until the grant has been awarded and the appropriate legal documents are signed. Once the grant is approved, an adjustment will be made to include the match portion also. The City utilizes grant revenues for planned projects rather than allowing grant approval to skew priorities. The City's portion of revenue generated from state taxes is based on the state forecast as reported in the Local Government Financial Information Handbook.

Intergovernmental revenues are projected by reviewing grants that we plan to receive in the upcoming fiscal year along with estimates from the Local Government Financial Information Handbook. This is compared with historic trends of revenues received. Intergovernmental Revenues are found in Governmental Funds and Special Revenue Funds.



City of Plant City Revenue Projections

CHARGES FOR SERVICES - The majority of revenues for charges for services are found in the General Fund, Special Revenue Funds, Impact Fees, and the City's Enterprise Funds.

Charges for services increased by \$1.2 million for 2020-21. This is approximately half the increase projected for 2019-20. The majority of the increase is due to the Water/Sewer Fund increasing by \$672,326 and an additional \$570,010 of lease revenues being transferred from various funds into the Fleet Fund.

This source of revenue includes water, sewer, and solid waste user fees, parks and recreational activity fees, certification and copying documents and records, cemetery fees, sale of maps and publications, and stormwater utility fees.

These revenues were projected lower due to the COVID-19 incident. Parks and recreation revenues saw a significant projected decrease due to canceled events and limiting facility access.

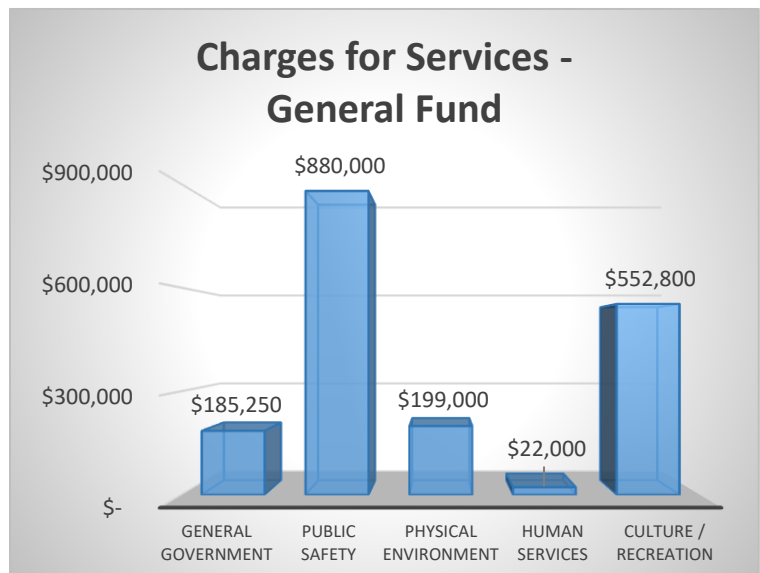
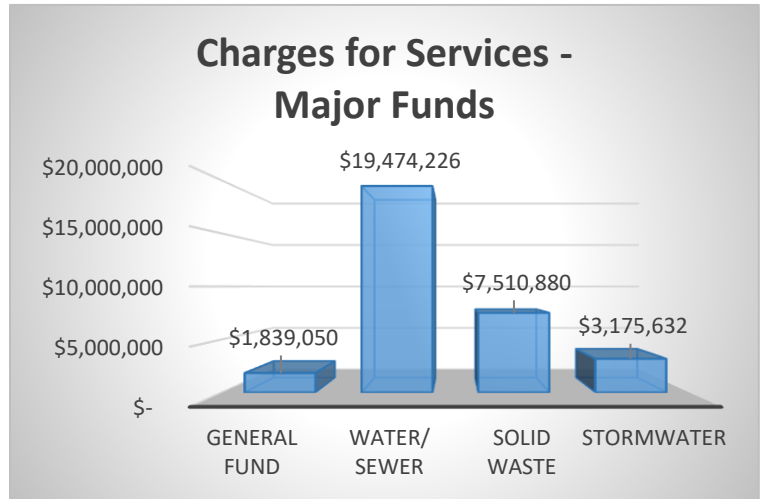
Charges for service revenues are projected by reviewing the historic trends in revenue along with evaluation of any increase/decrease to potential changes to the City population that could affect the inflow of revenues.

FINES AND FOREFEITURES – Revenue from Fines and Forfeitures are expected to remain stable in the 2020-21 fiscal year. This revenue source includes court fines and fees, proceeds from confiscated property, and library fines. These revenues are found in the Governmental Funds.

Fines and Forfeiture revenues are projected by reviewing historical trends.

MISCELLANEOUS REVENUES – Miscellaneous Revenues are expected to decrease \$50,500 in fiscal year 2020-21 mainly due to interest income. *Interest revenue was projected lower due to the COVID-19 incident.*

This revenue source includes interest on investments, rentals, sales of surplus property, insurance proceeds, assessments, refunds, contributions, and revenues not recorded in other classifications.





City of Plant City Revenue Projections

Miscellaneous Revenues can be found in a majority of funds throughout the City and is projected by reviewing historical trends along with future estimates.

OTHER SOURCES – Other Sources is expected to increase by \$1.7 million in fiscal year 2020-21. The majority of the increase was due to a \$1.1 million transfer to the Fleet Replacement Fund to purchase three new automated refuse trucks (Solid Waste) and one new lateral launch camera (Water/Sewer). The City's transfer of 8% from the Water/Sewer and the Solid Waste Funds to the General Fund as payment in lieu of taxes concept (PILOT) increased this category by \$54,975. This revenue source includes debt service, aid to private organizations, interfund transfers, cost allocation contingency, capital project funds that will be used during the budget year, and fund balance appropriated to be used for current year expenditures.

Other Sources revenue can be found in a majority of funds throughout the City and is projected by reviewing historical trends along with future estimates.



City of Plant City Debt Summary

Debt Overview:

The Financial Policy of the City of Plant City limits general obligation bonds to no greater than two and a half percent (2.5%) of the non-exempt assessed valuation of the City. The taxable value at September 30, 2020 is \$2,397,560,289. Under this policy, the maximum in bonds issued would be \$59,939,007. At 4.0% interest for 20 years, the bonds would require an annual debt service payment of \$4,358,628. The millage levy required to support debt service on these bonds would be 1.8179 mills. The City takes a planned and methodical approach to debt. All debt obligations serve a valuable physical purpose for the citizens of Plant City and the overall community. All long term debt obligations are thoroughly analyzed and reviewed by the City Commission prior to approval. There is no external debt planned for the next five years.

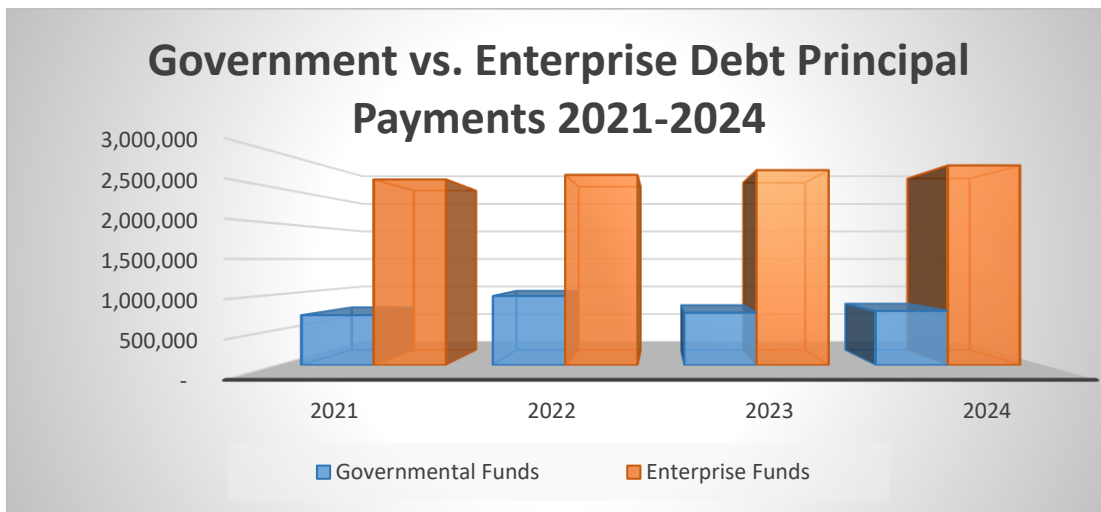
Each note is managed within a debt service account and payments are paid out of their respective funds.

The constitution of the State of Florida, Florida Statute 200.181 and the City of Plant City, Florida, set no legal debt limit.

Overall Principal and Interest Payments:

The annual debt service requirements to maturity for the debt outstanding as of September 30, 2020, are as follows:

Fiscal Year	Governmental Funds		Enterprise Funds	
	Principal	Interest	Principal	Interest
2021	705,000	97,737	2,622,857	541,853
2022	976,250	74,340	2,687,192	477,520
2023	740,000	50,295	2,753,106	411,605
2024	765,000	25,583	2,820,638	344,072
2025	-	-	2,889,828	274,882
2026-2028	-	-	9,101,827	392,304
	\$ 3,186,250	\$ 247,955	\$22,875,448	\$ 2,442,235





City of Plant City Debt Summary

Governmental Debt Service:

There are two Governmental Revenue notes that are recorded in the Debt Service Funds.

CIT revenues are used to pay the debt service for the 2010 Series and 2012 Series Non-Ad Valorem Refunding Revenue Notes.

Below you will find the summary of the Revenue Notes:

Governmental Debt Service

Special Revenues

	2010 Series Non-Ad Valorem Refunding Revenue Note	2012 Series Non-Ad Valorem Refunding Revenue Note
Issued	June 3, 2010	November 1, 2012
Final Maturity	September 1, 2024	September 1, 2024
Original Debt	\$4,610,000	\$3,290,000
Outstanding Principal	\$1,575,000	\$1,360,000
Interest Rate	3.660%	2.035%
Main Use	City Hall and Infrastructure Improvements to Streets	Police Station, General Services Building, and Fleet Maintenance Facility

Enterprise Debt Service:

There are three Enterprise Revenue notes. These notes are located within the Water/Sewer Fund. Below you will find a summary of the Revenue Notes:

The Water/Sewer revenues are used to pay the debt service for the Water/Sewer - Enterprise Fund Debt listed below:

Enterprise Funds Debt Service

Water Sewer

	60420P State Revolving Funds Construction Loan	604210 State Revolving Funds Construction Loan	604220 State Revolving Funds Construction Loan
Issued	July 7, 2005	January 18, 2006	October 29, 2007
Final Maturity	July 15, 2028	July 15, 2028	July 15, 2028
Original Debt	\$2,670,199	\$40,000,000	\$5,000,000
Outstanding Principal	\$1,328,624	\$19,175,321	\$2,371,502
Interest Rate	2.450%	varies 2.35% to 2.51%	2.500%
Main Use	Expand and Upgrade Water Treatment Plant	Expand and Upgrade Water Treatment Plant	Expand and Upgrade Water Treatment Plant

Financial Policy

The City of Plant City Financial Policy serves as a foundation for long- and short-range planning, facilitate decision making, and provide direction to staff for handling the City's day-to-day financial business. The policy establishes the financial guidelines that provide a standard of performance endorsed by both the City Commission and management. A written policy becomes the conscience of the organization by reducing the uncertainties for making unprecedented financial decisions. Due to the diverse nature of the City's numerous departments, clearly defined financial policies minimize the risk of developing conflicting or inconsistent goals and objectives which could have a negative impact on the overall financial position of the City.

Fund Structure

Major Funds

Below is a list of funds, of which, the City has five major funds, two in Governmental – General Fund and CRA and three in proprietary, Water/Sewer, Stormwater and Solid Waste.

Governmental Funds

The City maintains twenty-two governmental funds. The largest of these funds is the General Fund which contains the operating expenditures for general government services, public safety, physical environment, transportation, culture and recreation, and economic development. Other funds included in the governmental fund category are ten Special Revenue funds (Community Redevelopment Agency Fund, Law Enforcement Trust Fund, Federal Equitable Shared Fund, Ticket Surcharge for Training Fund, Community Investment Tax Fund, Cemetery Escrow Fund, Library Donations Fund, Community Development Fund, Street Fund, Transportation Surtax, and CARES Act Fund. There are also two debt service funds: CIT Debt Service Fund and 2012 Non-Ad Valorem Debt Service Fund). In addition, there are nine Capital Projects funds (Capital Improvement Fund, Street RR&I Fund, Community Investment Tax Fund, Library Impact Fees Fund, Fire Impact Fees Fund, Police Impact Fees Fund, Parks and Recreation Impact Fees Fund, and Transportation Mobility Fees).

Proprietary Funds

The City maintains five proprietary funds, comprised of enterprise funds and internal service funds. There are three enterprise funds that are used to report revenues and expenses the same way that private enterprise does with the motive to recover all costs and make a profit. These include Water/Sewer Fund, Solid Waste Fund, and Stormwater Fund. All enterprise funds are expected to be self-supporting. There are two internal service funds which are used to centralize services and allocate the cost of service within the City government. These are the Fleet Replacement Fund and the Workers' Compensation Fund.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the City. The accounting used for fiduciary funds is much like that used for proprietary funds. These funds are not available to support City operations. The City's safety employee's pension trust fund is included in the fiduciary fund type. This fund is not budgeted.

See Appendix A attached for flow chart of Governmental and Proprietary Funds.

Operating Budget Policies

- The fiscal year of the City is October 1 through September 30 as prescribed by State Statutes.
- In January, the Chief Financial Officer issues a budget calendar setting forth all the dates when budget instructions will be issued and when proposed department budgets and Capital Improvement Program requests are due. The calendar also lists dates of budget decisions and department head meetings to review the proposed budget with the City Manager. *Appendix B Attached.*
- On or before September 1 each year, the City Manager presents to the City Commission a proposed budget for the fiscal year commencing October 1, along with an explanatory message.
- The City Manager's proposed budget shall be available to the public for inspection and copying and published on the City's website. The County Tax Collector sends a notice to all property owners, in accordance with the Truth in Millage Act, stating the effect of the millage rate on their property tax bill, as well as the scheduled dates and location of the public hearings.
- During the scheduled City Commission meetings in September, the City Commission holds two public hearings on the proposed budget. At the second public hearing, the City Commission adopts the budget by the passage of an ordinance.
- Encumbrance Carryover – If a fund has open and valid purchase orders at the end of a fiscal year, those related appropriations are encumbered and carried over to the ensuing fiscal year and added to the budget appropriations to cover the actual expense when it occurs.
- All appropriations not spent or encumbered at the end of the fiscal year lapse into the fund balance applicable to the specific fund, except for Capital Projects and Grant Funds.
- Annual budgets are adopted for the General Fund, Special Revenue Funds, Debt Service Funds and Enterprise Funds.

- Budgetary control is maintained at the department level. Department heads are permitted to transfer appropriations between line items within the operating expense category of their budget. Transfers between categories requires City Manager approval. The City Manager may transfer from contingency within the special appropriations category to any department within the General Fund. All other types of budget transfers or amendments must be approved by the City Commission. Expenditures may not legally exceed budgeted appropriations at the department level.
- The City Commission may amend the adopted budget, upon recommendation by the City Manager, by making supplemental appropriations from actual revenues received, anticipated revenues, grant revenues, bond proceeds, new fees or encumbrances carried over from the prior fiscal year.
- The City Commission may amend the adopted budget, upon recommendation by the City Manager, by decreasing appropriations below the adopted budget during the fiscal year brought upon by changes in service demand, economic conditions and projected growth limits.
- The City will comply with all Federal, State and Local legal requirements pertaining to the operating budget.
- The City has the following budgetary basis: Budgets for funds that have formal budgetary integration are prepared in accordance with generally accepted accounting principles. Budgets for governmental funds are adopted using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recognized in the period in which the fund liability is incurred (except matured interest on general long-term debt, which is recognized when due). While budgets for the proprietary fund types are not required by generally accepted accounting principles (GAAP) or by state or local law, they are adopted using the modified accrual basis of accounting to provide for comparability with the other funds. Comparing a budget prepared on a cash basis to actual expenses recorded on the accrual basis can be misleading in a budget document. The following three items are presented differently: capital project expenses, principal debt payments and reserve for future capital.
- A balanced budget is achieved when the amounts available from taxation and other revenue sources, including amounts from the unassigned fund balance, equal the total appropriations for expenditures.
- The City will maintain a minimum unassigned fund balance in the General Fund of 15 percent of budgeted revenues. The City will not appropriate from the unassigned fund balance if it causes fund balance to fall below the minimum required. Fund balance is made up of nonspendable, restricted, committed, assigned and unassigned. Nonspendable fund balance consists of amounts that cannot be spent either because they are in a nonspendable form or because they are legally or contractually required to remain intact. Restricted fund

balance consists of amounts that can be spent only for specific purposes because of the City Charter, City Code, State or Federal laws, or externally imposed conditions by grantors or creditors. Committed fund balance consists of amounts that can be used only for specific purposes determined by a formal action by the city commission or resolution. In Fiscal Year 2019-20, the City Commission established a \$3,000,000 emergency reserve. These funds are committed and designated for emergency expenses. Assigned fund balance consists of amounts that have been designated by the City for a particular purpose but are neither restricted nor committed. Unassigned fund balance consists of all amounts not included in the other classifications.

- The City will employ an expenditure and revenue forecasting system to allow for effective financial planning.
- Essential services will receive first priority for funding. The City will attempt to maintain current service levels for all essential services.
- The City will consider non-essential services for reduction or elimination, if necessary, before essential services.
- The City will consider the establishment of user fees as an alternative to service reductions or elimination.
- The City will attempt to avoid layoffs of permanent employees to balance the budget. If possible, personnel reductions will be scheduled to come primarily from attrition.
- The City will pay for all current expenditures with current revenues. Long-term debt will not be used for funding current expenditures. The City will not accrue future years' revenues or roll over short-term debt.
- The budget will provide for adequate maintenance and repair of capital plant and equipment and provide for their replacement when funds are available.
- The City will maintain a vehicle replacement fund and will charge the user fund annually for replacement of the equipment. The amount of the charge will provide funds for the projected future cost of replacing the vehicles.
- The budget will provide sufficient funding to cover annual debt service costs.
- The City will consider technological and capital investment programs which are cost effective and which will reduce operating costs, as high funding priorities.
- The City will maintain a budgetary control system to ensure adherence to the budget and will use a budget/encumbrance control system to ensure proper budgetary control.

- The City administration will prepare quarterly reports comparing actual revenues and expenditures to budgeted amounts.
- Where possible, the City will integrate service levels and performance measures within the budget.
- At least annually, surplus and obsolete property will be disposed of through auction. This revenue will be returned to the fund that purchased the equipment.
- All enterprise fund operations should be self-supporting and will pay administrative and other appropriate service charges to the General Fund for administrative support.
- The total number of permanent full-time and part-time positions approved in the annual operating budget may not be exceeded without prior approval of the City Commission.
- The City will coordinate the development of the Capital Improvement Program with the development of the operating budget to ensure future operating expenditures and revenues associated with new capital improvements will be projected and incorporated into the current and future operating budgets.
- The City will update the Financial Trend Monitoring System annually to provide current information regarding its financial condition.

Revenue Policies

- The City will take active measures to encourage economic development, thereby developing a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source.
- The City will consider establishing user charges and fees at a level closely related to the full cost of providing the services (i.e. direct, indirect and capital costs), taking into consideration similar charges/fees being levied by other organizations.
- The City will recalculate the full cost of activities supported by user fees to identify the impact of inflation and other cost increases, and will take this into account when revising fees.
- Targeting specific revenues for special programs or projects is discouraged, as it promotes fiscal inflexibility. However, intergovernmental grant assistance will be targeted as much as possible toward capital improvements.

- The City will seek Federal and State grant and capital improvement funds for projects of benefit to the City and for which funds to cover increased operating expenses are projected to be available.
- The City will avoid the use of one-time revenues for ongoing expenditures. Any such use shall be noted and justified in the budget. One-time revenues should be used to fund one-time expenditures.
- The City will maintain development fees and impact fees to help meet projected capital needs and will review those fees on an annual basis.

Debt Policies

- The City will issue bonds only for capital improvements including infrastructure and equipment, of which the term shall not exceed the useful life of the expenditure being financed.
- Whenever possible, the City will use special assessment, revenue, or self-supporting bonds instead of general obligation bonds.
- The City will limit general obligation bonds to no greater than two and a half percent (2.5%) of the non-exempt assessed valuation of the City.
- The City will not issue notes or bonds to subsidize or finance current operations.
- The City will publish and distribute an official statement for each bond issue.
- If cost effective, the City will purchase private bond insurance at the time of issuance of the bonds.
- General Obligation debt will not be used to finance the activities of enterprise funds whether of a capital or operating nature.
- The City will defease existing bond issues if the resulting savings is significant.
- The City will maintain an adequate debt service fund regarding each bond issue.
- The City will seek to maintain high bond ratings in order to minimize borrowing costs and preserve access to credit.

Cash Management / Investment Policies

- The City will deposit all cash receipts within twenty-four hours of receipt.
- The City will collect revenues aggressively, including past due bills of any type and will utilize an outside collection agency to accomplish this.
- The City will maintain a prudent cash management and investment program in order to meet daily cash requirements, increase funds available for investment, and earn maximum rates of return on invested funds commensurate with appropriate security.
- The City will follow its adopted investment policy when handling public funds.
 - The primary objectives of the adopted investment policy, in priority order of investment activities shall be safety, liquidity, and yield. Investments not listed in the investment policy are prohibited.
 - The City Manager receives a quarterly investment report which includes a management summary of the investment portfolio and a listing of the transitions made over the last quarter. The summary shall be prepared in a manner to ascertain whether investment activities during the reporting period have conformed to the investment policy regarding authorized investment types, credit rating, maturity limitations and, portfolio consumption.

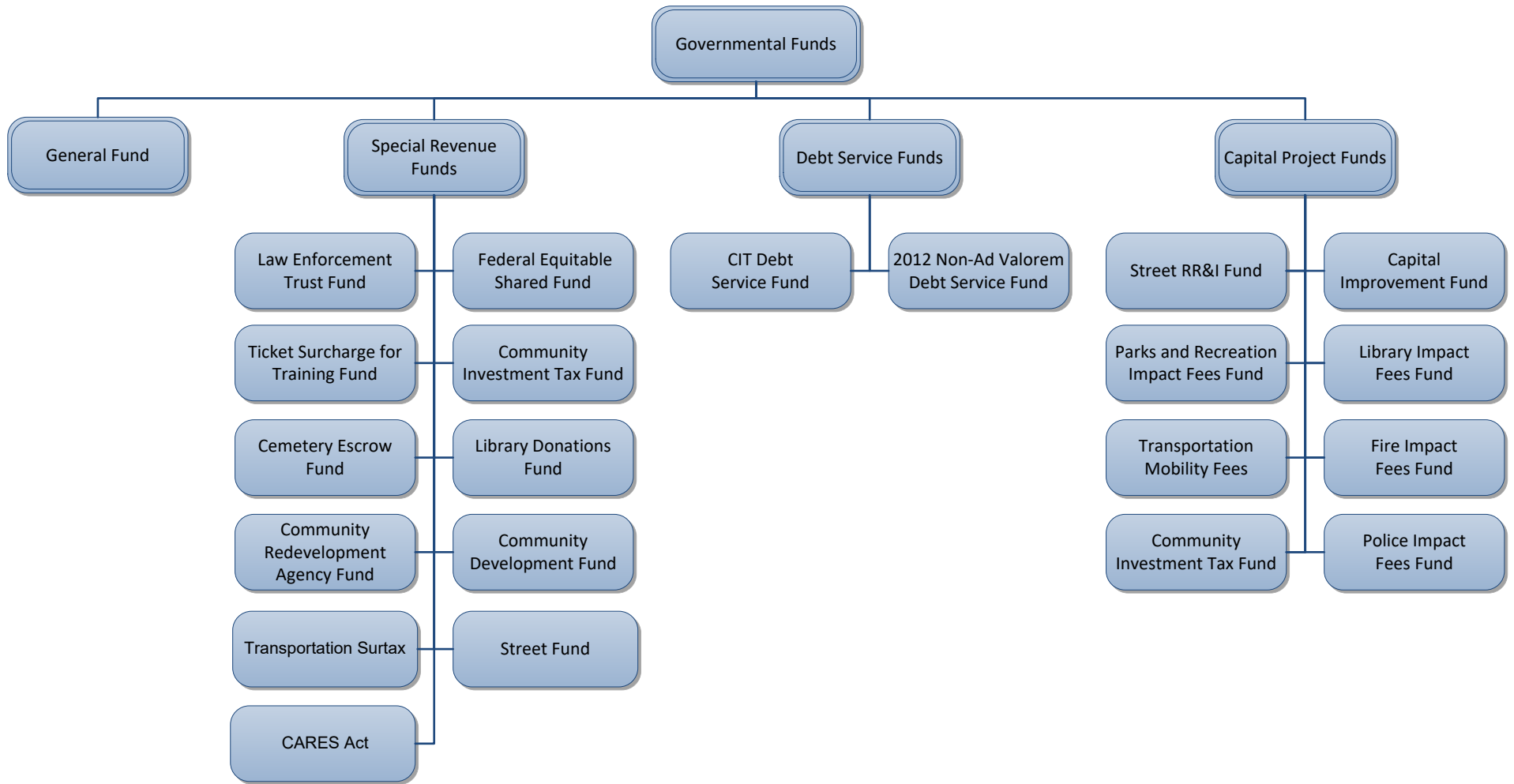
Accounting, Auditing and Financial Reporting Policies

- An independent audit will be performed annually, including the issuance of a management letter.
- The City administration will promptly evaluate the audit management letter recommendations, determine the proper actions in response to these recommendations and complete within established time frames, all actions that correct or otherwise resolve the matters included in the management letter.
- The City will produce financial reports in accordance with Generally Accepted Accounting Principles (GAAP).
- The City will maintain the highest level of accounting practices consistent with Generally Accepted Accounting Principles promulgated by the Government Accounting Standards Board.

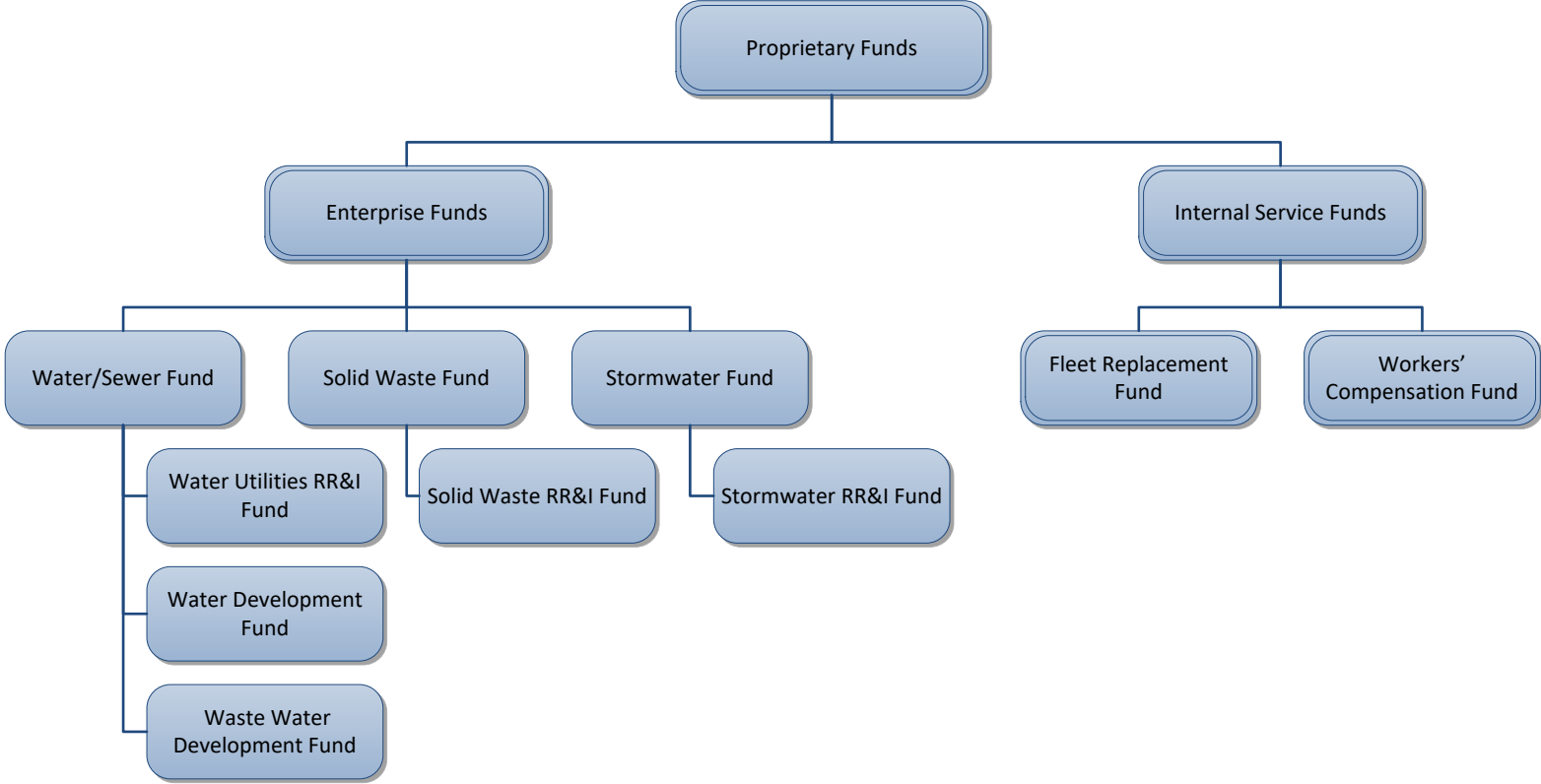
Capital Improvement Program Policies

- The City will adopt the first year of a multi-year Capital Improvements Program and Asset Management Program. These programs will be updated annually and every effort will be made to complete all improvements in accordance with the plans.
- The City will coordinate the development of the Capital Improvement Program with the development of the operating budget to ensure future operating expenditures and revenues associated with new capital improvements will be projected and incorporated into the current and future operating budgets.
- The Asset Management Program is for maintenance of capital improvements for the purpose of taking care of what currently exists.
- A Capital Improvement Project is defined as infrastructure, equipment or construction which results in a capitalized asset costing more than \$50,000 and having a useful life of two or more years.
- The City will determine the least costly financing method available for all new capital improvement projects.
- All projects in the Comprehensive Improvement Element (CIE) of the Comprehensive Plan will be included in the Capital Improvement Program.

Appendix A: Flow Chart of Governmental Funds



Appendix A: Flow Chart of Proprietary Funds



Appendix B: Budget Calendar and Flow Chart

Phase I – Planning

January – February

- City Commission approves budget calendar and establishes citywide core values
- City Commission prioritizes capital projects for 5-year Capital Improvement Plan

Phase II – Department Preparation

March - April

- Departments submit requests for additional personnel, reclassifications, and promotions
- Human Resources Department evaluates job descriptions, pay grades, and salary ranges
- Budget Manager distributes forms and information to departments regarding budget requests

May

- Departments submit goals, objectives and performance measures
- Budget Manager reviews financial budget requests and makes recommendations along with the department's goals, objectives and performance measures.

Phase III – City Manager Budget Review

May - June

- City Manager, CFO and Budget Manager review goals, objectives and department requests
- Under the direction of the City Manager, the CFO and Budget Manager balance the budget that will be presented to the City Commission in July
- Property Appraiser submits estimate of current year total assessed values

Phase IV – City Commission Budget Review

July

- City Manager presents tentative citywide and Community Redevelopment Agency budgets
- City Commission conducts budget review sessions and provides staff direction
- City Commission tentatively adopts budget and millage rate

August

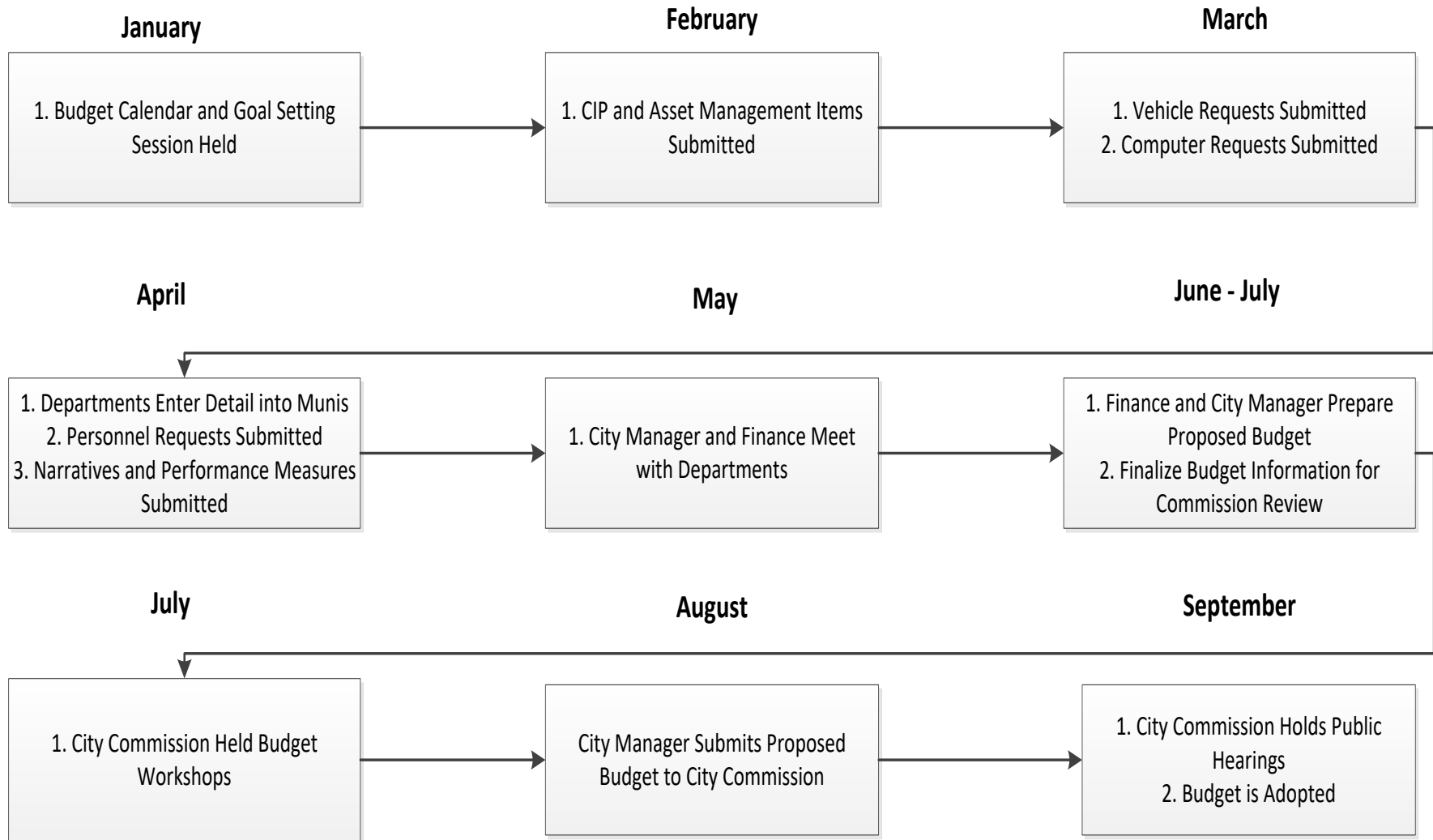
- City notifies Property Appraiser of proposed millage rate and date, time and place of the first budget public hearing
- CFO and Budget Manager finalizes budget document and prepare for budget adoption

Phase V – Final Review and Budget Adoption

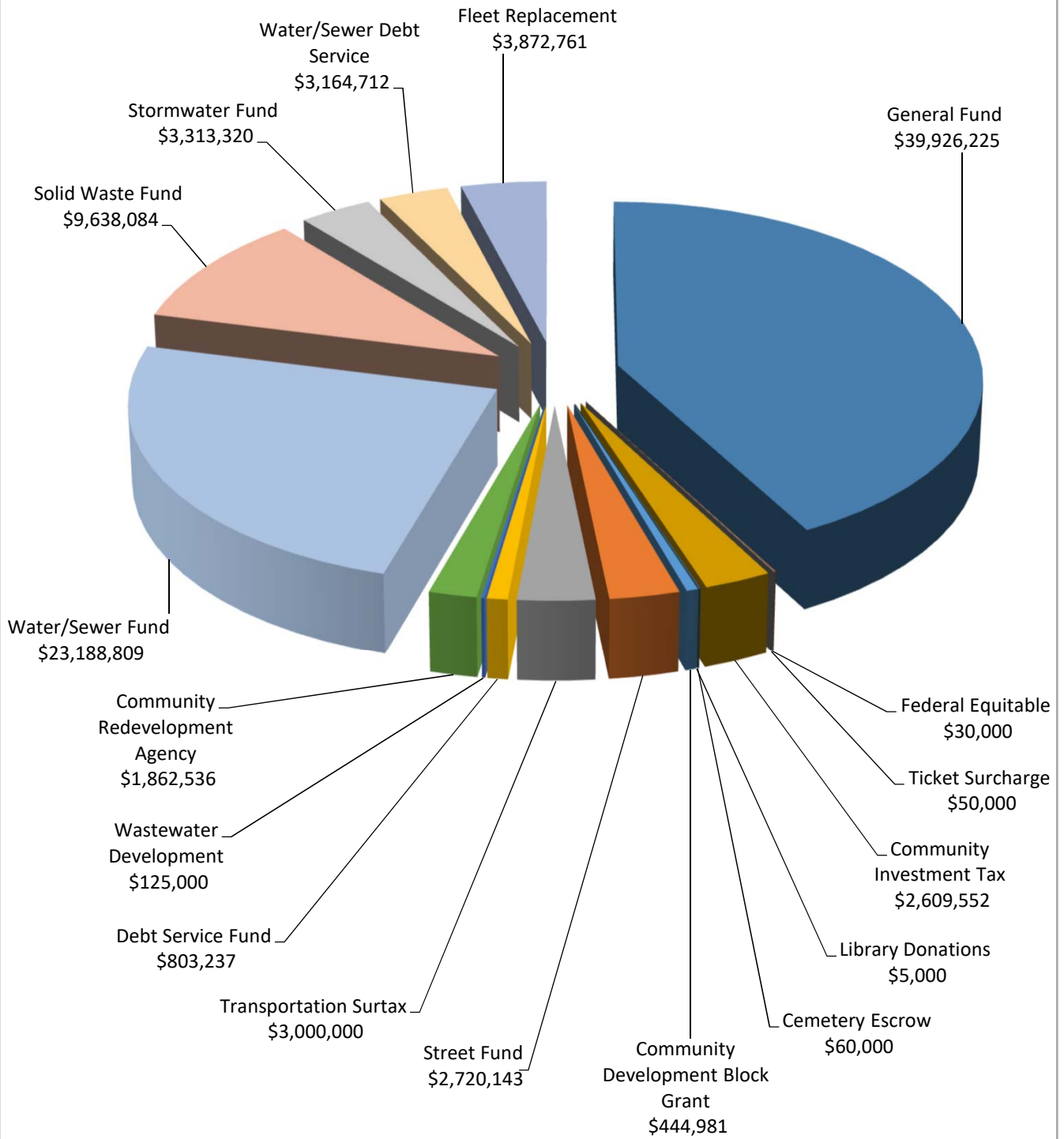
September

- CRA district approves budget prior to adoption of total budget
- City advertises public hearing and notice of property tax increase, if applicable
- City Commission conducts final hearing to adopt millage rate and the budget
- City notifies Property Appraiser and files TRIM compliance

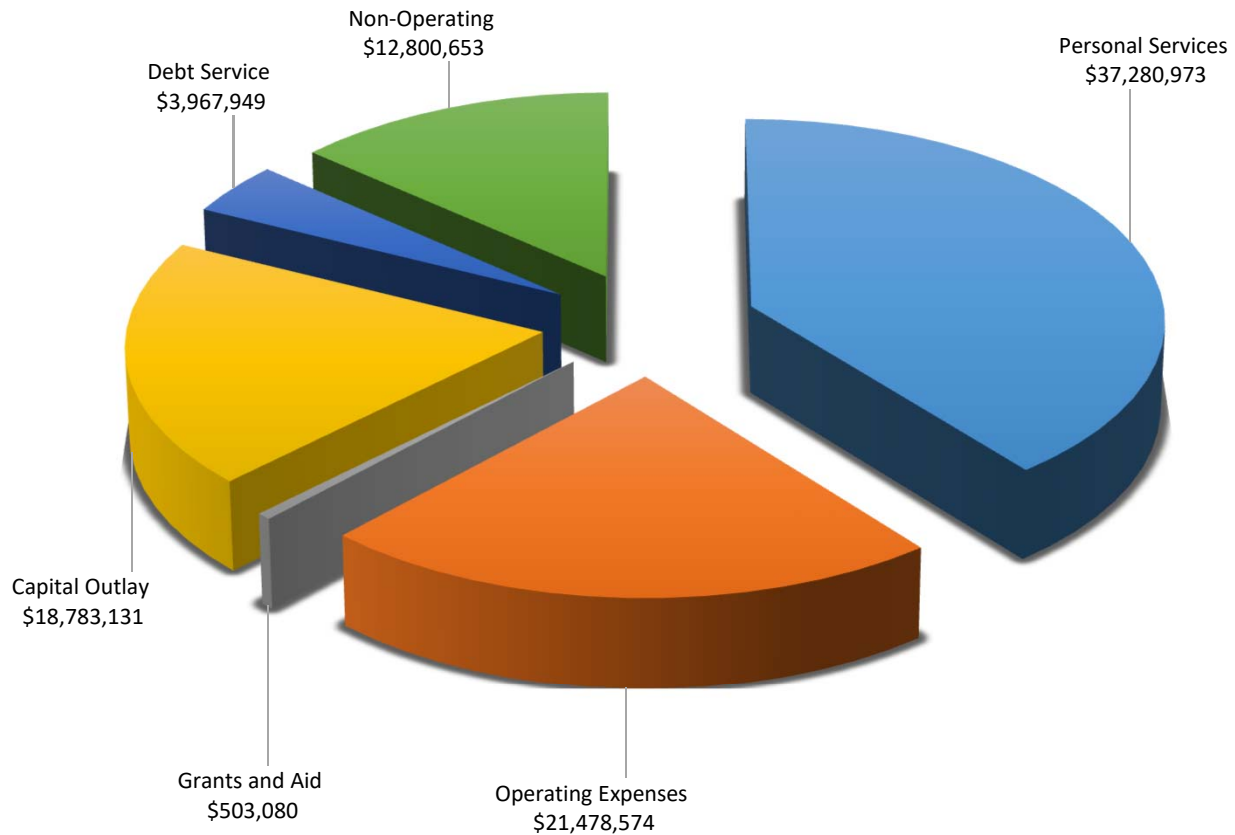
Appendix B: Budget Calendar and Flow Chart



City of Plant City Fiscal Year 2020-21 Total Revenues - \$94,814,360



**City of Plant City
Fiscal Year 2020-21
Total Expenditures - \$94,814,360**



Non-Operating:

Interfund Transfers, Cost Allocation and Contingency
Cost Allocation for all Departments

Capital Outlay:

Cost >\$1,000 with useful life >2 years

Street Resurfacing, Street Improvements, Vehicles, Equipment, Infrastructure Improvements, Solid Waste Conversion to Automation, Water Treatment Plant 5, and Park Improvements.

Debt Service:

Water Sewer - Principal and Interest for Waste Water Treatment Plant

Governmental Debt Service - Police Station, General Services Building, City Hall and Other Infrastructure Improvements.

Fund: All Funds	Department: All Departments	Org Code: 001-510*
---------------------------	---------------------------------------	------------------------------

REVENUE DETAILS

	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
REVENUES					
General Fund	\$ 36,982,501	\$ 36,951,837	\$ 37,139,559	\$ 36,632,832	\$ 39,926,225
Law Enforcement Trust	12,492	40,000	41,517	-	-
Federal Equitable	55,489	60,000	93,561	3,310	30,000
Ticket Surcharge	11,027	50,000	50,000	9,000	50,000
Community Investment Tax	2,304,276	2,175,000	2,325,000	2,104,647	2,609,552
Cemetery Escrow	99,586	50,000	50,000	60,000	60,000
Library Donations	7,668	8,000	8,000	-	5,000
Community Development Block Grant	143,211	473,323	473,323	544,349	444,981
Street Fund	4,528,968	2,686,826	2,686,826	2,250,989	2,720,143
Transportation Surtax Fund	2,334,658	3,200,000	3,200,000	2,900,000	3,000,000
Debt Service Fund	1,421,771	805,870	805,870	805,870	803,237
Capital Projects Fund	3,718,950	-	-	511,309	-
Water Development Fund	132,119	700,000	700,000	145,305	-
Wastewater Development	327,033	50,000	50,000	369,130	125,000
Impact Fees-Library	35,336	215,000	215,000	-	-
Impact Fees - Fire	111,988	-	-	160,005	-
Impact Fees - Police	137,553	-	150,000	237,306	-
Impact Fees-Parks/Recr	30,755	-	-	-	-
Transportation Mobility Fees	401,094	250,000	250,000	-	-
Community Redevelopment Agency	1,438,440	1,674,883	3,029,017	1,673,434	1,862,536
Water/Sewer Fund	21,533,865	19,908,806	21,138,104	20,312,732	23,188,809
Solid Waste Fund	8,864,554	7,620,334	8,281,434	7,100,394	9,638,084
Stormwater Fund	3,265,770	3,561,683	3,561,683	3,143,000	3,313,320
Water/Sewer Debt Service	796,761	3,164,714	3,164,714	3,164,714	3,164,712
Fleet Replacement	1,989,220	2,492,111	3,153,211	2,585,918	3,872,761
TOTAL REVENUES	\$ 90,685,086	\$ 86,138,387	\$ 90,566,819	\$ 84,714,244	\$ 94,814,360
DEDUCT INTERFUND TRANSFERS					
General Fund	\$ 3,793,427	\$ 3,836,007	\$ 3,836,007	\$ 3,836,007	\$ 4,278,283
CDBG	45,414	28,530	28,530	28,530	29,188
Street Fund	254,161	254,161	254,161	254,161	657,328
Debt Service	808,905	805,870	805,870	805,870	803,237
Capital Projects Fund	3,717,010	-	-	511,309	-
Water/Sewer Fund	1,156,335	297,648	297,648	297,648	293,359
Stormwater Fund	168,784	-	-	-	-
Water/Sewer Debt Service	796,761	3,164,714	3,164,714	3,164,714	3,164,712
Fleet Replacement Fund	15,669	300,000	300,000	300,000	1,124,418
TOTAL INTERFUND TRANSFERS	\$ 10,756,465	\$ 8,686,930	\$ 8,686,930	\$ 9,198,239	\$ 10,350,525
NET TOTAL REVENUES	\$ 79,928,621	\$ 77,451,457	\$ 81,879,889	\$ 75,516,005	\$ 84,463,835

Fund: All Funds	Department: All Departments	Org Code: 001-510*
---------------------------	---------------------------------------	------------------------------

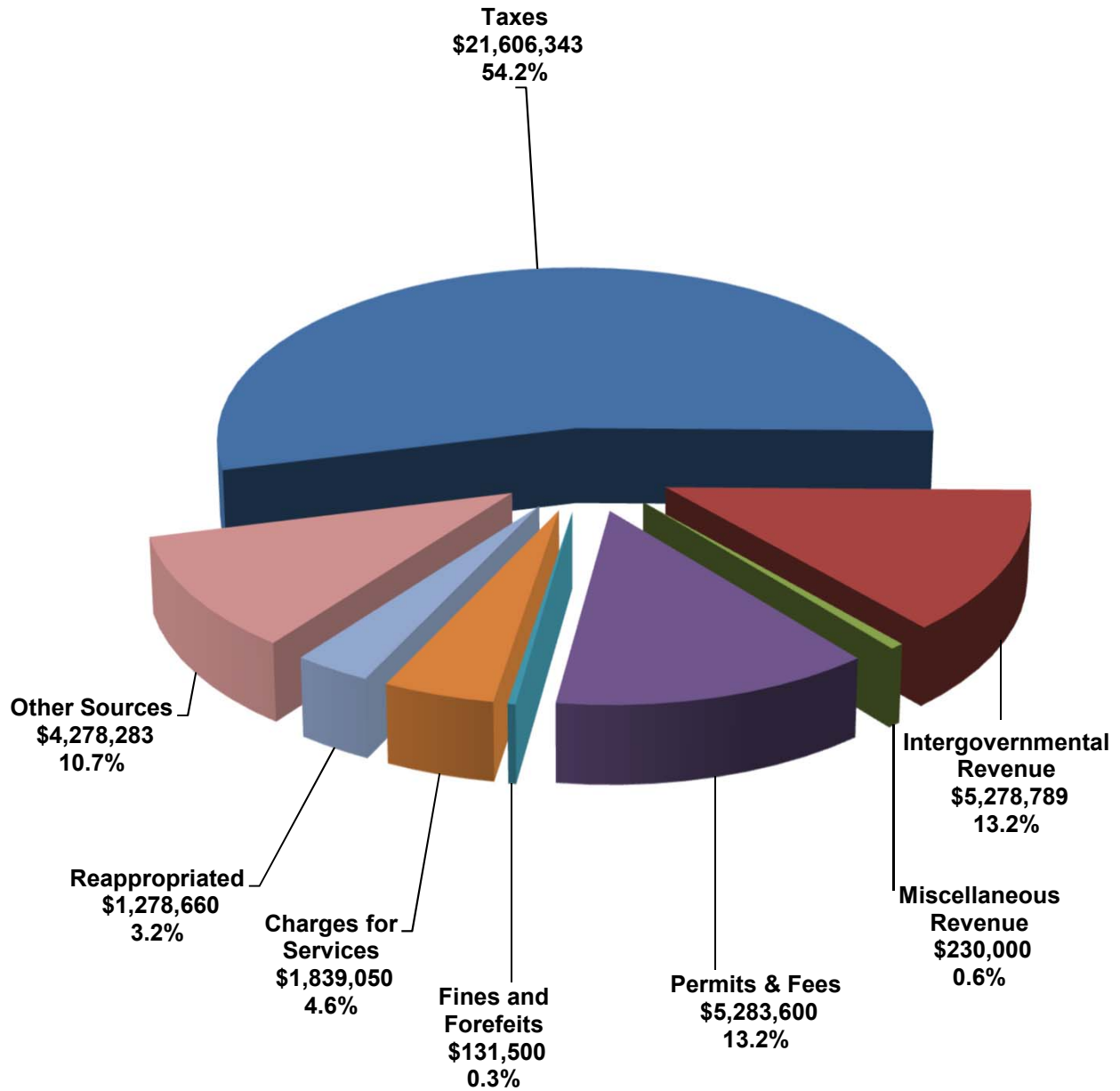
APPROPRIATIONS DETAIL

	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>EXPENSES</u>					
General Fund	\$ 35,486,929	\$ 36,951,837	\$ 37,170,052	\$ 35,303,736	\$ 39,926,225
Law Enforcement Trust	5,020	40,000	41,517	41,517	-
Federal Equitable	34,874	60,000	93,561	90,000	30,000
Ticket Surcharge	7,941	50,000	50,000	50,000	50,000
Community Investment Tax	2,083,905	2,175,000	2,325,000	1,945,870	2,609,552
Cemetery Escrow	-	50,000	50,000	50,000	60,000
Library Donations	100,335	8,000	8,000	-	5,000
Community Development Block Grant	654,345	473,323	771,108	544,349	444,981
Street Fund	4,197,569	2,686,826	2,718,452	2,513,542	2,720,143
Transportation Surtax Fund	-	3,200,000	3,200,000	2,900,000	3,000,000
Debt Service Fund	1,561,973	805,870	805,870	805,870	803,237
Capital Projects Fund	2,638,379	-	5,826,609	4,387,775	-
Water Development Fund	-	700,000	871,511	125,000	-
Wastewater Development	-	50,000	233,061	100,000	125,000
Library - Impact Fees	24,540	215,000	215,000	-	-
Fire - Impact Fees	860,159	-	306,841	306,841	-
Police - Impact Fees	-	-	151,600	195,591	-
Park - Impact Fees	12,908	-	5,415	-	-
Transportation Mobility Fees	-	250,000	250,000	250,000	-
Community Redevelopment Agency	2,158,828	1,674,883	3,188,011	2,932,969	1,862,536
Water/Sewer Fund	19,801,833	19,908,806	21,167,479	20,858,155	23,188,809
Solid Waste Fund	6,930,781	7,620,334	8,287,231	7,465,986	9,638,084
Stormwater Fund	3,766,721	3,561,683	3,563,299	3,501,370	3,313,320
Water/Sewer Debt Service	653,083	3,164,714	3,164,714	3,164,714	3,164,712
Fleet Replacement	2,082,319	2,492,111	3,224,795	2,612,937	3,872,761
TOTAL EXPENSES	\$83,062,442	\$86,138,387	\$97,689,126	\$90,146,222	\$94,814,360
<u>DEDUCT INTERFUND TRANSFERS</u>					
General Fund	\$ 845,414	\$ 28,530	\$ 28,530	\$ 28,530	\$ 354,188
Community Investment Tax	808,905	805,870	805,870	805,870	803,237
Street Fund	2,148,133	178,516	178,516	178,516	213,599
Water and Sewer Fund	3,244,602	5,607,052	5,607,052	5,607,052	6,106,379
Solid Waste Fund	1,470,722	1,755,421	2,416,521	1,755,421	2,531,873
Stormwater Fund	288,350	311,541	311,541	311,541	341,249
TOTAL INTERFUND TRANSFERS	\$ 8,806,126	\$ 8,686,930	\$ 9,348,030	\$ 8,686,930	\$10,350,525
NET TOTAL EXPENDITURES	\$74,256,317	\$77,451,457	\$88,341,096	\$81,459,292	\$84,463,835

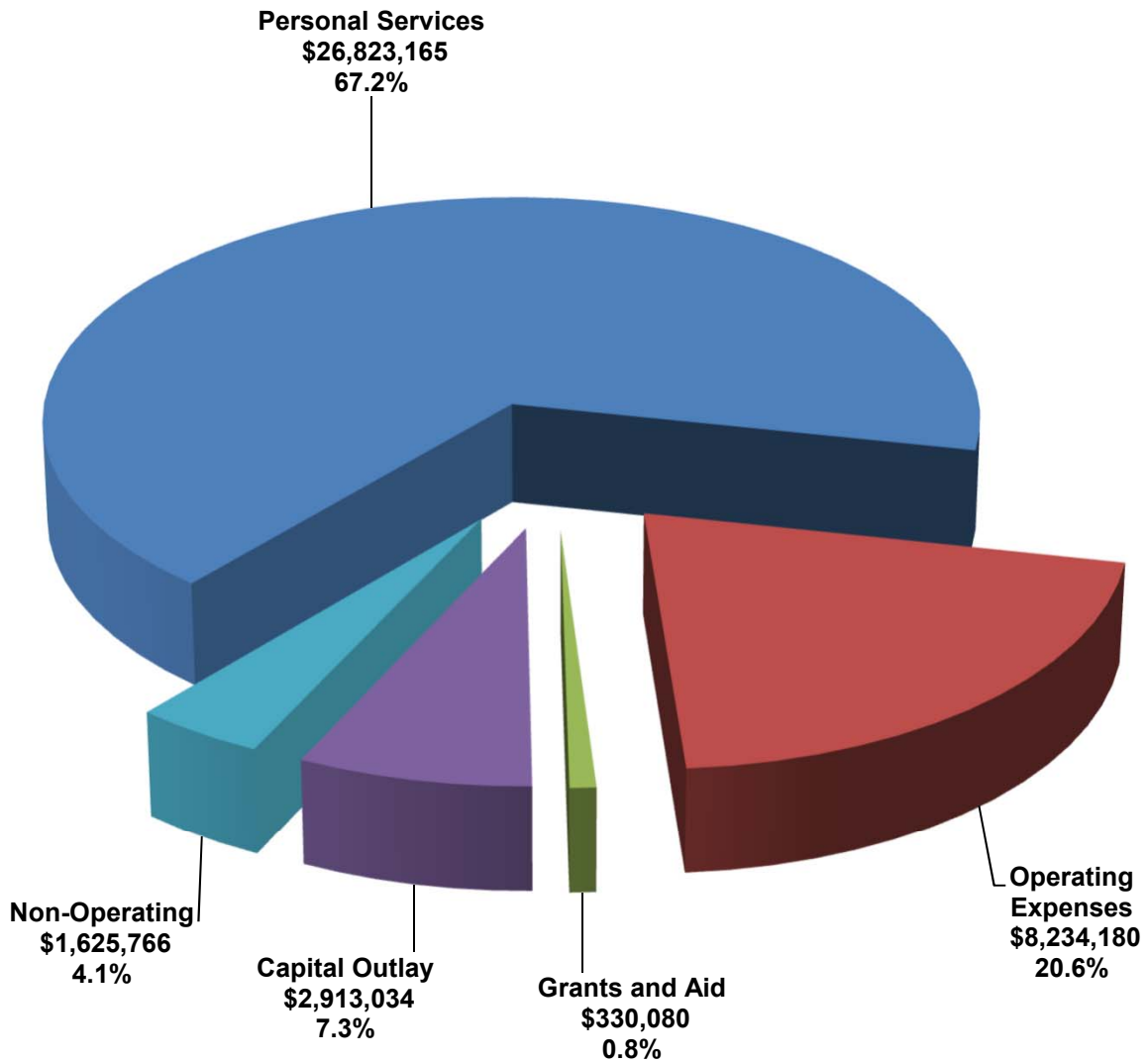


General Fund

City of Plant City Fiscal Year 2020-21 General Fund Revenues - \$39,926,225



**City of Plant City
Fiscal Year 2020-21
General Fund
Expenditures - \$39,926,225**



Fund: General Fund	Department: All Departments	Org Code: 001*
------------------------------	---------------------------------------	--------------------------

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
REAPPROPRIATED					
271200 Reappropriated Funds	\$ -	\$ 305,000	\$ 426,800	\$ -	\$ 1,278,660
TOTAL REAPPROPRIATED	\$ -	\$ 305,000	\$ 426,800	\$ -	\$ 1,278,660
TAXES					
311100 Property Taxes Current	\$ 12,004,565	\$ 13,018,548	\$ 13,018,548	\$ 13,148,540	\$ 14,520,703
311105 Prior Year Property Taxes	7,711	15,000	15,000	5,760	15,000
312510 Firefighters Pension State	243,473	245,000	245,000	245,000	250,000
312520 Police Pension State	373,386	365,000	365,000	365,000	375,000
314100 Electric Utility Tax	4,023,818	3,995,000	3,995,000	3,852,951	3,925,000
314300 Water Utility Tax	589,212	609,000	609,000	575,311	590,000
314800 Gas Utility Tax	180,211	135,500	135,500	209,780	215,000
315000 Communications Services Tax	1,091,314	1,153,415	1,153,415	1,152,216	1,151,640
316000 Business Taxes	559,898	562,500	562,500	559,160	564,000
TOTAL TAXES	\$19,073,589	\$20,098,963	\$ 20,098,963	\$ 20,113,718	\$21,606,343
PERMITS & FEES					
322000 Building Permits	\$ 645,334	\$ 650,000	\$ 650,000	\$ 717,750	\$ 700,000
322010 Electrical Permits	112,419	90,000	90,000	103,718	105,000
322020 Plumbing Permits	70,970	75,000	75,000	73,470	75,000
322030 Mechanical Code Permits	99,456	75,000	75,000	90,942	85,000
322040 Misc Bldg Permit Fees	3,500	5,000	25,000	8,331	5,000
322050 Plan Review Fees-Bldg Dept	17,550	20,000	20,000	37,161	20,000
323100 Electric Franchise Fees	3,805,629	3,803,250	3,803,250	3,752,855	3,950,000
323400 Gas Franchise Fees	175,243	163,500	163,500	180,000	180,000
329001 Engineering Fees	110,841	102,600	102,600	67,505	77,600
329021 Planning Fees	52,924	59,000	59,000	54,802	58,000
329039 Building: Misc Fees	31	500	500	107	500
329051 Fire Fees	14,420	15,000	15,000	19,451	18,000
329200 Gas Permits	4,104	3,500	3,500	3,000	3,500
329300 Other Permits and Fees	7,289	5,100	5,100	5,880	6,000
TOTAL PERMITS AND FEES	\$ 5,119,709	\$ 5,067,450	\$ 5,087,450	\$ 5,114,972	\$ 5,283,600

Fund: General Fund	Department: All Departments	Org Code: 001*
------------------------------	---------------------------------------	--------------------------

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
331201 Federal Grant	\$ 475,969	\$ 151,287	\$ 176,830	\$ 326,637	\$ 237,054
334210 State Grant	9,202	-	5,379	5,379	-
334220 911 User Fee-State Revenue	106,100	106,100	106,100	122,015	122,015
335123 Sales Tax-State Revenue Share	1,275,593	1,225,010	1,225,010	1,095,020	1,115,000
335140 Mobile Home License	66,212	60,000	60,000	60,830	60,000
335150 Beverage Licenses	20,406	23,000	23,000	18,796	20,000
335180 1/2 Cent Local Govt Sales Tax	3,542,598	3,610,000	3,610,000	3,387,000	3,450,000
335230 Firefighter State Supplement	13,974	10,000	10,000	10,000	10,000
337700 County Service Fund Library	191,220	191,220	191,220	191,220	191,220
338100 County Business Taxes	13,213	15,000	15,000	12,500	12,500
339000 PILOT-Housing Authority	60,440	61,000	61,000	61,000	61,000
TOTAL INTERGOVERNMENT REV.	\$ 5,774,927	\$ 5,452,617	\$ 5,483,539	\$ 5,290,397	\$ 5,278,789

CHARGES FOR SERVICES

341300 Copies Maps Budget Code Books	\$ 981	\$ 1,500	\$ 1,500	\$ 560	\$ 750
341310 Admin Services for CRA	105,140	160,000	160,000	148,780	156,000
341320 Contractor Registration Fee	5,250	7,000	7,000	5,500	6,000
341340 Police:Reports and Certifications	8,394	12,000	12,000	10,995	12,000
341350 Library Copies & Other Taxable	12,357	19,000	19,000	8,845	10,000
341900 Election Qualifying Fees	215	500	500	220	500
342600 Ambulance Fees	954,151	750,000	750,000	813,410	850,000
342900 Misc. Income-Police	40,724	30,000	30,000	31,465	30,000
343800 Cemetery Interment fees	149,342	150,000	150,000	160,000	150,000
343805 Cemetery Fees	53,978	49,000	49,000	51,000	49,000
346900 Mowing/Cleaning of Lots	46,549	25,000	25,000	21,003	22,000
347201 Softball League Revenue	1,000	-	-	-	-
347210 Recreation-Building Rentals	109,024	9,000	9,000	103,000	9,000
347211 Softball Tournaments-Entry Fee	3,300	5,000	5,000	-	-
347212 Softball Concessions	56,611	50,000	50,000	20,000	45,000
347213 Softball Field Rentals	58,307	55,000	55,000	25,000	40,000
347214 Pavilion Rentals	7,050	7,500	7,500	4,000	5,600
347215 Field Rentals	237,788	250,000	250,000	150,000	180,000
347216 Recreation-Staff Time:Rentals	10,536	12,200	12,200	7,000	12,200
347217 Instructional Fees	5,818	7,000	7,000	4,000	7,000
347219 Summer Recreation Programs	84,017	62,000	62,000	55,000	72,000
347240 After School Program	14,802	10,000	10,000	12,000	12,000
347250 Tennis Program Fees	25,539	25,000	25,000	18,000	30,000
347251 Tennis Intructional Fees	2,015	2,000	2,000	1,500	1,500
347261 Youth Leagues	57,050	60,000	60,000	11,000	50,000
347262 Other League Concessions	94,158	105,000	105,000	57,000	78,000
347400 Recreation-Special Events	14,776	14,000	14,000	8,500	10,500
TOTAL CHARGES FOR SERVICES	\$ 2,158,870	\$ 1,877,700	\$ 1,877,700	\$ 1,727,778	\$ 1,839,050

Fund: General Fund	Department: All Departments	Org Code: 001*
------------------------------	---------------------------------------	--------------------------

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>FINES AND FORFEITS</u>					
351100 Fines:Police Department	\$ 92,345	\$ 80,000	\$ 80,000	\$ 103,027	\$ 95,000
352000 Library Fines & Copies	888	1,000	1,000	-	-
354100 Parking Violations	1,565	3,000	3,000	250	1,500
359000 Re-Inspections	10,595	10,500	10,500	8,861	10,000
359005 Code Enforcement Fines	31,037	25,000	25,000	39,481	25,000
TOTAL FINES AND FORFEITS	\$ 136,430	\$ 119,500	\$ 119,500	\$ 151,619	\$ 131,500
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 714,207	\$ 165,000	\$ 165,000	\$ 167,750	\$ 165,000
361900 Discount Earned Accts Payable	4,708	10,000	10,000	5,000	5,000
362000 Rental Income	9,600	9,600	9,600	19,600	10,000
364220 Sale of Materials / Equipment	54,807	-	-	6,820	-
366900 Contributions & Donations	3,850	-	15,000	-	-
366950 Donations-Recreation Activities	2,855	-	-	600	-
369310 Proceeds from Insurance	-	-	-	3,111	-
369900 Miscellaneous Revenue	135,521	10,000	10,000	195,460	50,000
TOTAL MISCELLANEOUS REV.	\$ 925,548	\$ 194,600	\$ 209,600	\$ 398,341	\$ 230,000
<u>OTHER SOURCES</u>					
380100 Cost Allocation-Streets	\$ 148,133	\$ 178,516	\$ 178,516	\$ 178,516	\$ 213,599
380200 Cost Allocation-Water/Sewer	1,029,799	875,832	875,832	875,832	1,107,965
380300 Cost Allocation-Solid Waste	474,083	480,930	480,930	480,930	556,061
380400 Cost Allocation-Stormwater	200,711	209,753	209,753	209,753	254,707
381000 Interfund Transfer	25,855	-	-	-	-
381015 Transfer from Util - PILOT	1,914,846	2,090,976	2,090,976	2,090,976	2,145,951
TOTAL OTHER SOURCES	\$ 3,793,427	\$ 3,836,007	\$ 3,836,007	\$ 3,836,007	\$ 4,278,283
TOTAL REVENUES	\$ 36,982,501	\$ 36,951,837	\$ 37,139,559	\$ 36,632,832	\$ 39,926,225

Fund: General Fund	Department: All Departments	Org Code: 001*
------------------------------	---------------------------------------	--------------------------

APPROPRIATIONS BY DIVISION/PROGRAM

Division/Program	2018-19	2019-20	2019-20	2019-20	2020-21
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
City Commission	\$ 119,324	\$ 123,330	\$ 123,330	\$ 122,418	\$ 124,696
Office of the City Attorney	331,845	352,863	352,863	351,375	362,088
Office of the City Manager	450,378	634,215	634,215	578,866	630,106
Professional Standards	74,786	106,306	193,002	164,525	304,235
Office of the City Clerk	257,983	359,763	381,563	352,918	375,104
Human Resources	382,765	446,019	447,630	429,973	499,611
Information Technology	713,902	776,770	791,770	767,353	831,123
Special Appropriations	3,668,916	4,175,872	3,996,686	4,022,172	4,585,299
Accounting	792,175	856,931	856,931	837,807	881,722
Procurement	364,598	315,609	313,519	266,843	328,816
Fleet Management	59,616	160,889	166,495	163,492	164,603
Fire Rescue	5,929,537	6,508,841	6,517,620	6,257,048	7,200,748
Police	10,467,439	11,277,052	11,315,095	10,793,280	12,021,044
Planning and Zoning	226,071	244,142	283,243	279,675	396,933
Recreation	3,184,744	1,512,907	1,512,907	1,200,703	1,714,517
Parks					
Park Maintenance	3,147,923	3,069,092	3,082,562	2,888,397	3,137,867
Cemetery	433,517	552,703	552,703	507,797	605,982
Stadium	590,403	705,127	785,502	754,031	712,097
Public Library	844,795	927,596	927,596	864,242	976,868
Building Department	881,581	1,028,887	985,087	972,425	1,054,083
Code Enforcement	336,132	445,949	445,949	427,380	455,125
Engineering	803,260	913,789	1,031,599	896,636	1,034,621
General Services	1,425,241	1,457,185	1,457,185	1,404,380	1,528,937
Total Expenditures	\$ 35,486,929	\$ 36,951,837	\$ 37,155,052	\$ 35,303,736	\$ 39,926,225

Performance *Spotlight*

Department Mission

To serve as representatives of the electors of the City and responsible for establishing the direction and polices of all affairs of the City.

Program Description

The City Commission exercises legislative leadership, enacts laws and ordinances of the City, approves an annual budget to provide for the needs and services of the City, sets policy and direction for the various functions of City government and appoints citizens to serve on various advisory boards and committees.



Fund: General Fund	Department: City Commission	Org Code: 00150100
------------------------------	---------------------------------------	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 41,263	\$ 43,298	\$ 43,298	\$ 41,264	\$ 43,298
421000 Social Security	3,157	3,316	3,316	3,157	3,316
424000 Workers' Compensation	110	116	116	116	122
TOTAL PERSONAL SERVICES	\$ 44,530	\$ 46,730	\$ 46,730	\$ 44,537	\$ 46,736
<u>OPERATING EXPENSES</u>					
440000 Courses Training and Meetings	\$ 2,201	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
441100 Wireless Communications	3,004	3,000	3,000	3,000	3,000
442000 Postage	2	100	100	100	100
445000 Insurance	4,305	5,000	5,000	6,050	6,360
451000 Office Supplies	91	800	800	1,031	800
452100 Other Supplies	192	200	200	200	200
TOTAL OPERATING EXPENSES	\$ 9,794	\$ 11,600	\$ 11,600	\$ 12,881	\$ 12,960
<u>GRANTS AND AID</u>					
482000 Aid to Private Organizations	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
TOTAL GRANTS AND AID	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
TOTAL CITY COMMISSION	\$ 119,324	\$ 123,330	\$ 123,330	\$ 122,418	\$ 124,696

Performance Spotlight

Department Mission

To provide legal services to the City, its officers, department heads and boards.

Program Description

The City Attorney serves at the pleasure of the City Commission as legal adviser and counselor for the City and all its Officers in matters relating to their official duties.

The City Attorney prepares contracts, bonds and other legal instruments; defends the City in legal proceedings when directed by the City Commission; and provides the City Commission, the City Manager, department heads, City boards and officers, the City Attorney's opinion on any question of law relating to their respective powers and duties.

Program Goals

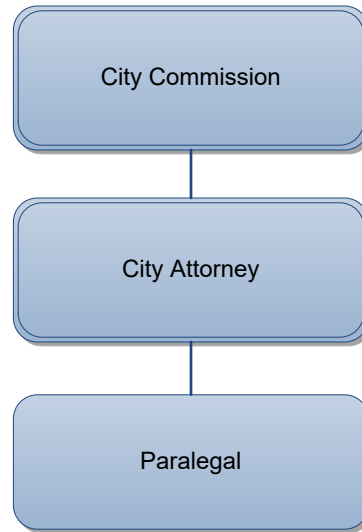
Value: Excellence

- Work cooperatively with the City Manager and department heads in providing legal services necessary to carry out the policy decision of the City Commission.
- Perform necessary legal services for the City within the amounts budgeted by the City Commission.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Resolutions Prepared	213	200	200
Ordinances Prepared	25	25	25

City of Plant City – Organizational Chart – City Attorney



Fund: General Fund	Department: Office of the City Attorney	Org Code: 00150400
------------------------------	---	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19	2019-20	2019-20	2019-20	2020-21
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 194,820	\$ 199,868	\$ 199,868	\$ 198,331	\$ 205,931
415500 Other Benefits	200	200	200	200	200
421000 Social Security	14,812	14,778	14,778	14,542	15,254
422000 Pension	15,688	16,007	16,007	16,007	16,493
423000 Health and Life Insurance	18,925	20,190	20,190	19,995	21,796
424000 Workers' Compensation	219	230	230	230	242
TOTAL PERSONAL SERVICES	\$ 244,664	\$ 251,273	\$ 251,273	\$ 249,305	\$ 259,916
<u>OPERATING EXPENSES</u>					
431300 Litigation and Outside Counsel	\$ 72,769	\$ 80,000	\$ 76,400	\$ 76,400	\$ 80,000
434000 Other Contractual Services	875	1,000	1,000	1,000	1,000
440000 Courses Training and Meetings	1,374	5,000	5,000	5,000	5,000
440100 Car Allowance	2,340	2,340	2,340	2,340	2,340
441100 Wireless Communications	601	650	650	650	612
442000 Postage	122	300	300	300	300
445000 Insurance	2,009	2,300	2,300	2,780	2,920
451000 Office Supplies	2,614	2,000	2,000	2,000	2,000
452100 Other Supplies	328	500	500	500	500
454000 Subscriptions and Memberships	4,150	7,500	7,500	7,500	7,500
TOTAL OPERATING EXPENSES	\$ 87,181	\$ 101,590	\$ 97,990	\$ 98,470	\$ 102,172
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ -	\$ 3,600	\$ 3,600	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 3,600	\$ 3,600	\$ -
TOTAL CITY ATTORNEY	\$ 331,845	\$ 352,863	\$ 352,863	\$ 351,375	\$ 362,088

Performance Spotlight

Department Mission

To serve the City Commission as the City's administrative head and is responsible for the proper administration of all affairs of the City.

Program Description

The City Manager exercises administrative leadership and managerial oversight to see that laws and ordinances are enforced, departments are supervised, the City Commission is informed of the financial condition and the needs of the City are met. The City Manager submits a proposed budget and administers it upon approval, makes recommendations to the City Commission, appoints, disciplines and removes employees of the City and assures that franchise contracts are properly administered.

The City Manager also provides administrative support to Commissioners regarding correspondence, proclamations, meeting arrangements, and appointments.

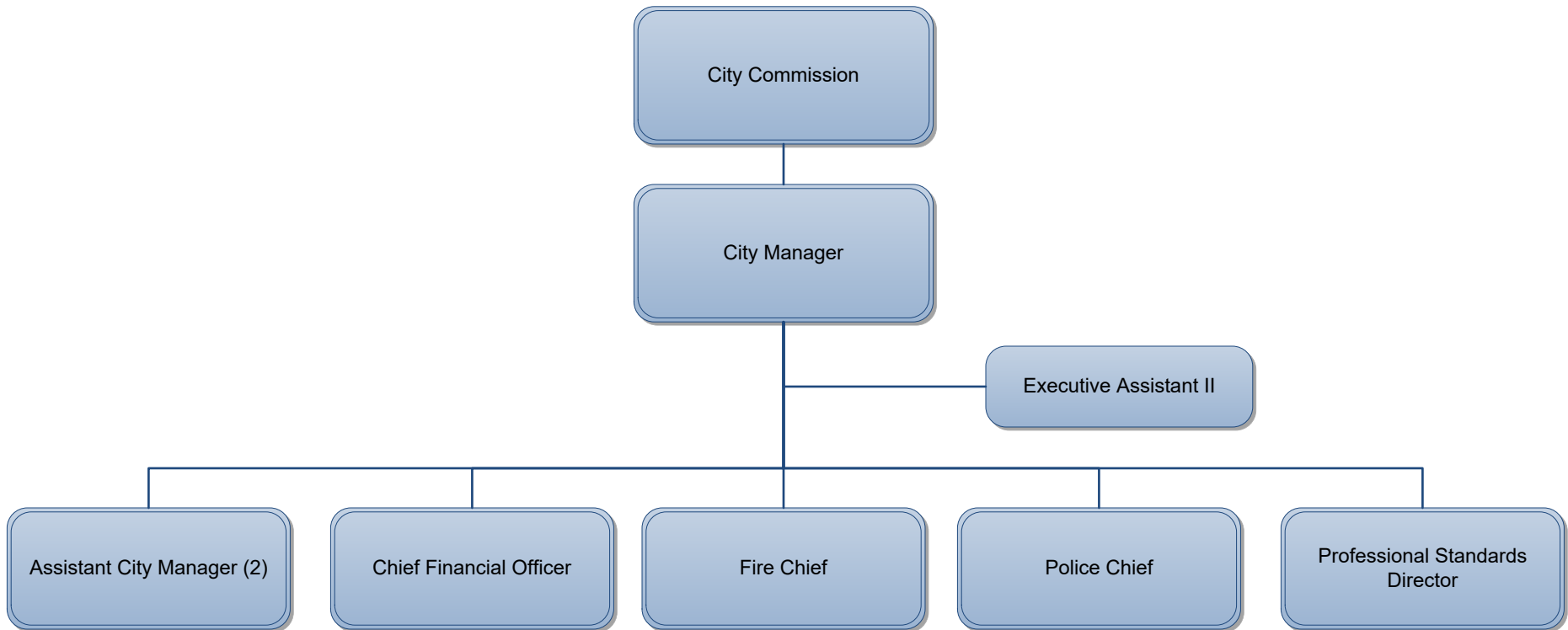
Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Staff Pre-Agenda meetings conducted	23	23	23
City Manager Reports prepared	23	23	23
Agenda follow-up meetings conducted	23	23	23
Agenda follow-up minutes issued	23	23	23

Goals & Objectives Accomplished

- Facilitating Economic Development
- Empowering Outstanding Customer Service
- Engaging in Effective Communication with Internal and External Stakeholders
- Promoting Community Engagement
- Maximizing Organizational Effectiveness

City of Plant City – Organizational Chart – City Manager



Fund: General Fund	Department: Office of the City Manager	Org Code: 00150700
------------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 370,298	\$ 495,293	\$ 492,443	\$ 456,763	\$ 500,469
415500 Other Benefits	200	400	400	400	400
421000 Social Security	26,919	35,684	35,684	31,454	36,353
422000 Pension	19,848	40,244	40,244	36,901	40,075
423000 Health and Life Insurance	16,375	33,420	33,420	20,254	22,126
424000 Workers' Compensation	546	573	573	573	602
TOTAL PERSONAL SERVICES	\$ 434,187	\$ 605,614	\$ 602,764	\$ 546,345	\$ 600,025
<u>OPERATING EXPENSES</u>					
440000 Courses Training and Meetings	\$ 1,008	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
440100 Car Allowance	6,531	10,681	10,681	10,681	10,681
441100 Wireless Communications	1,451	1,920	1,920	1,920	1,920
442000 Postage	47	200	200	200	200
445000 Insurance	4,497	5,100	5,100	6,170	6,480
451000 Office Supplies	676	1,200	1,200	1,200	1,200
452100 Other Supplies	241	2,000	2,000	2,000	2,000
454000 Subscriptions and Memberships	1,740	2,500	2,500	2,500	2,600
TOTAL OPERATING EXPENSES	\$ 16,191	\$ 28,601	\$ 28,601	\$ 29,671	\$ 30,081
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ -	\$ 2,850	\$ 2,850	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 2,850	\$ 2,850	\$ -
TOTAL CITY MANAGER	\$ 450,378	\$ 634,215	\$ 634,215	\$ 578,866	\$ 630,106

Performance Spotlight

Department Mission

To promote integrity, accountability, and professionalism through the development and management of the City’s Standard Operating Procedures, effectuating impartial and transparent administrative investigations, ensuring accessibility to programs, services, and activities offered by the City to those with disabilities, and creating unique and personal customer experiences by building strong relationships, responding to and resolving customer concerns, and exceeding customer expectations.

Program Description

The Professional Standards Department is comprised of three areas of responsibility.

Professional Standards

The Professional Standards Section, at the Direction of the City Manager, is responsible for developing and managing the City’s Standard Operating Procedures to ensure they are current, thorough, and comprehensive. Professional Standards also conducts administrative investigations, when necessary, to safeguard the City’s Mission, Vision and Values.

Americans with Disabilities Act (ADA)

The ADA Section, in accordance with the Americans with Disabilities Act of 1990, is responsible for ensuring that all programs, services, and activities provided by the City are accessible to citizens and customers with disabilities.

Community Engagement Center (CEC)

The Community Engagement Center (CEC) is responsible for creating a seamless, single point-of-contact customer experience. In addition to direct customer interaction via telephone and email, the Community Engagement Center creates and monitors internal work orders from inception to conclusion and analyzes citizen input to continually improve the City’s customer service delivery model.

Program Goals

Value: Teamwork

- Partner with other City Departments and Divisions to develop comprehensive Standard Operating Procedures with the goal of increasing the operational efficiency of the City and the safety of all employees.
- Partner with other City Departments and Divisions through the Community Engagement Center to ensure customer satisfaction through the use and tracking of work orders.

Value: Integrity

- Develop and effectuate Standard Operating Procedures, which promote ethical and honest public service and reflect the values of the City.

Value: Transparency

- Conduct thorough, accurate, impartial, and transparent administrative investigations at the direction of the City Manager.

Performance Spotlight

Value: Leadership

- Apply the principles of servant leadership, whenever possible, to resolve and respond to customer problems and concerns.

Value: Excellence

- Seek out customer service training and incorporate best practices to continually improve the customer’s experience.

Value: Respect

- Ensure all citizens and customers have equal access to the City’s programs, services, and activities.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Permitting and Inspection Information Disseminated (CEC)	N/A	150	150
Core Strategy: Fostering Community Engagement			
Public Service Announcements and Information (CEC)	N/A	60	100
ADA Compliance Projects, Initiatives, and Enhancements	N/A	200	450
Core Strategy: Empowering Outstanding Customer Service			
Web-based Concerns Resolved (CEC)	N/A	240	240
Phone-based Concerns Resolved (CEC)	N/A	2,000	2,000
Work Orders Resolved (CEC)	N/A	250	250
Core Strategy: Engaging in Effective Communication			
Incoming Telephone Calls Answered (CEC)	N/A	6,000	6,000
Telephone Calls Transferred (CEC)	N/A	4,000	4,000
Core Strategy: Maximizing Organizational Effectiveness			
Packages Received and Distributed (CEC)	N/A	1,000	1,000
City FAQ and Wiki Edits or Additions (CEC)	N/A	250	250
Standard Operating Procedures Drafted / Reviewed	N/A	49	175
Special Orders Drafted	N/A	4	4
Administrative Investigations / Inquires Conducted	N/A	4	4
Training Hours Completed by Staff	N/A	80	100

Performance *Spotlight*

Goals & Objectives Accomplished

- Served as the first point of contact for Plant City while embodying the core values of teamwork, transparency, excellence, and respect in all interactions with citizens and employees.
- Carried out City Hall's call center functions to assist citizens with inquiries and requests, while assisting City departments and divisions with communicating information to citizens and employees via email, signage, and website updates.
- Addressed inquiries, comments, and concerns received via telephone, email, and the City website.
- Monitored and maintained contact with all complainants and concerned citizens until the issues or problems presented were resolved.
- Utilized an Incident Tracking system developed by Information Technology Division to report both passive and critical incidents such as potholes, flooding, etc.

City of Plant City – Organizational Chart – Professional Standards



Fund: General Fund	Department: Professional Standards	Org Code: 00150901
------------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 46,249	\$ 68,432	\$ 140,381	\$ 122,079	\$ 219,143
415500 Other Benefits	-	200	200	200	400
421000 Social Security	3,157	4,698	7,982	7,156	16,891
422000 Pension	3,680	5,492	8,927	7,484	17,566
423000 Health and Life Insurance	14,815	23,108	27,741	19,530	35,672
424000 Workers' Compensation	110	116	116	116	122
TOTAL PERSONAL SERVICES	\$ 68,011	\$ 102,046	\$ 185,347	\$ 156,565	\$ 289,794
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
440000 Courses Training and Meetings	-	500	500	500	1,000
440100 Car Allowance	-	-	1,395	1,395	2,340
441100 Wireless Communications	-	-	-	305	1,044
442000 Postage	-	-	-	-	100
445000 Insurance	-	-	-	-	5,200
451000 Office Supplies	250	500	500	500	1,760
452100 Other Supplies	1,256	1,260	1,260	1,260	997
TOTAL OPERATING EXPENSES	\$ 1,506	\$ 4,260	\$ 5,655	\$ 5,960	\$ 14,441
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 5,268	\$ -	\$ 2,000	\$ 2,000	\$ -
TOTAL CAPITAL OUTLAY	\$ 5,268	\$ -	\$ 2,000	\$ 2,000	\$ -
TOTAL PROFESSIONAL STANDARDS	\$ 74,786	\$ 106,306	\$ 193,002	\$ 164,525	\$ 304,235

Performance Spotlight

Department Mission

To help establish trust and confidence in the maintaining City government records, and to provide effective and efficient public service for all citizens, while performing the functions and duties of the office in accordance with State, County, and Municipal laws.

Program Description

The City Clerk serves as the Municipal Filing Officer and Records Custodian as provided for by law. The City Clerk is a Charter Officer directly accountable to the City Commission as a representative of the legislative branch of government. The Office of the City Clerk is responsible for maintaining, recording, and preserving all official documents and proceedings of the City Commission. The City Clerk is the custodian of the City seal and authenticates by signature and records all official legislative actions of the City Commission. The Clerk's office records and maintains minutes, ordinances, and resolutions; keeps accurate records of the proceedings of the City Commission and other boards; coordinates preparation of City Commission agenda and packets, meeting minutes, and calendars; publishes legal notices, hearings, ordinances, annexations and street vacations; follows up on Commission actions to ensure timely preparation, indexing and filing of agreements, resolutions, and ordinances; coordinates the codification and publication of the City's Code of Ordinances to reflect the actions of the City Commission; maintains a comprehensive records management system, developing and administering improved management of the City's records, and providing the required restoration, preservation and protection of the City's documents; processes and responds to public records requests; and receives, accepts, and processes subpoenas.

Program Goals

Value: Integrity

- Comply with all applicable Florida Statutes for legal advertisements, record requests, and record retention requirements.
- Prepare the agendas and minutes for all City Commission, Community Redevelopment Agency, Code Enforcement and Safety Employee Pension Board Meetings.
- Coordinate all municipal elections, including preparation of necessary legal advertisements, preparation of ballots, procurement of necessary forms, and maintenance of legally required financial reports of candidates.
- Provide records and information management guidance, resources and training to City departments so they can keep their retention file plans up-to-date, comply with records retention requirements and identify vital records to ensure continuity should a disruption or disaster occur.
- Coordinate the codification and distribution of the City's Charter and Code of Ordinances.
- Preserve, protect, and manage the City's official records while maintaining regulatory compliance.
- Receive and process all official records request in compliance with Florida Public Records Law.
- Serve as a liaison between City Commission and the public.

Performance Spotlight

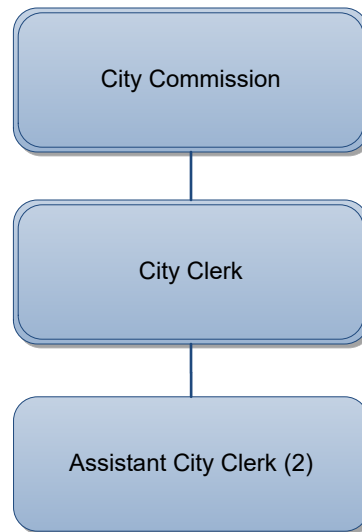
Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
City Commission Meetings	23	23	23
Special City Commission Meetings	2	4	4
Core Strategy: Fostering Community Engagement			
CRA Meetings	6	7	7
Code Enforcement Meetings	4	4	4
Core Strategy: Empowering Outstanding Customer Service			
Safety Employee Pension Meetings	4	5	4
Development Review Committee Meetings	15	20	20
Core Strategy: Engaging in Effective Communication			
Election Meetings	2	2	2

Goals & Objectives Accomplished

- Processed, proofed, and placed 91 legal advertisements.
- Processed and distributed 527 agreements, 226 resolutions, and 29 ordinances.
- Prepared and processed 54 minutes.
- Recorded and processed 36 Cemetery Deeds.
- Processed 412 public records requests.
- Processed 73 boxes for storage and 163 boxes for disposal.
- Prepared 289 general correspondences.
- Completed the first initial phase in evaluation and identification of citywide records as part of the process in the development of a city-wide records management plan and training program.

City of Plant City – Organizational Chart – City Clerk



Fund: General Fund	Department: Office of the City Clerk	Org Code: 00151000
------------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 139,014	\$ 167,046	\$ 166,146	\$ 155,145	\$ 159,900
415500 Other Benefits	300	300	300	200	300
421000 Social Security	10,264	12,392	12,392	11,578	11,694
422000 Pension	9,768	13,390	13,390	12,595	12,818
423000 Health and Life Insurance	15,738	25,065	25,065	19,715	26,510
424000 Workers' Compensation	219	230	230	230	242
TOTAL PERSONAL SERVICES	\$ 175,302	\$ 218,423	\$ 217,523	\$ 199,463	\$ 211,464
<u>OPERATING EXPENSES</u>					
431100 Code Codification	\$ 4,204	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
434000 Other Contractual Services	33,187	60,100	81,900	71,030	78,710
440000 Courses Training and Meetings	3,177	7,000	7,000	7,000	7,100
440100 Car Allowance	-	2,340	2,340	2,340	2,340
441000 Telephone	1,803	1,900	1,900	1,900	1,900
442000 Postage	1,642	3,000	3,000	3,000	3,200
445000 Insurance	3,923	4,600	4,600	5,560	5,840
449100 Legal Advertising & Recording	27,598	30,500	30,500	30,500	30,500
451000 Office Supplies	2,041	4,000	4,000	4,000	4,000
452020 Election Expenses	165	17,000	14,000	15,000	17,000
452100 Other Supplies	4,161	4,000	7,900	6,225	5,700
454000 Subscriptions and Memberships	778	900	900	900	1,350
TOTAL OPERATING EXPENSES	\$ 82,680	\$ 141,340	\$ 164,040	\$ 153,455	\$ 163,640
TOTAL CITY CLERK	\$ 257,983	\$ 359,763	\$ 381,563	\$ 352,918	\$ 375,104

Performance Spotlight

Department Mission

Human Resources: To recruit, employ, and maintain official records for City employees, while ensuring compliance with applicable laws and City policies.

Risk Management: Direct safety measures to reduce employee incidents and manage claims arising under the City's workers' compensation self-insurance program, and the general liability, property, automobile and miscellaneous risk programs.

Program Description

Human Resources

Human Resources plans, organizes, leads, and administers various personnel services for the City and its employees. Responsibilities include interpreting policies and procedures, promoting adherence to applicable laws and regulations associated with employee relations, and providing administrative support for the employee pension plans. The Program supports the staffing needs of operating departments, investigates alleged policy violations, and provides annual development opportunities for employees.

Human Resources contributes to recruitment, pre-employment, records management, compensation, benefits administration, testing and validation, medical screening, and organizational development. All personnel activities are managed based on policies and procedures developed in accordance with City Commission directives, Federal, State, and local laws. Stakeholders include the City Manager, Directors, employees, and career applicants interested in becoming part of the City of Plant City.

Risk Management

Risk Management works closely with all City Departments in an effort to protect the City's human, financial, and physical assets. The Program manages first and third party claims. Risk Management also implements comprehensive programs to reduce accidents and liabilities, while complying with State and Federal occupational health and safety laws. The Program is responsible for developing the City's property and casualty program and designing and administering the City's employee group benefits and safety programs. Risk Management works closely with all departments, their employees, third party administrators, and the general public in an effort to manage financial risk and overall liability.

Program Goals

Value: Teamwork

- Work closely with the Professional Standards Department in developing essential Standard Operating Procedures (SOPs) for multiple areas of operation in the City.

Value: Integrity

- Provide effective administrative direction and oversight of all employee pension plans.

Value: Transparency

- Enhance interdepartmental communication to promote openness between department leaders, employees, and other department personnel.

Performance Spotlight

Value: Leadership

- Promote employee wellness by providing education on making healthier lifestyle choices through quality health plan designs.

Value: Excellence

- Effectuate sound Risk Management practices that resolve claim issues equitably and minimize potential loss exposures.

Value: Respect

- Continue to honor employees in having them know that they are valued for their abilities, qualities and achievements, and that their role is important to the City of Plant City's success.

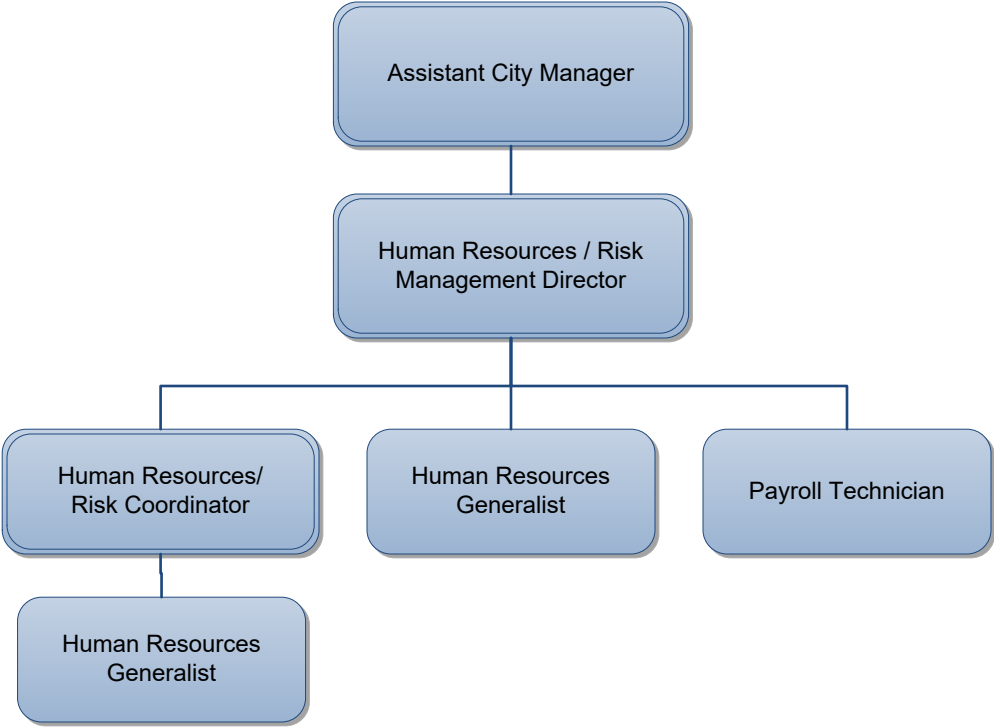
Key Performance Measures

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Human Resources			
Pay Stubs Issued	22,633	22,475	24,275
Employment Applications	1,214	3,200	3,500
New Hires (includes summer temps)	61	91	99
Terminations/Retirements/Dismissals	48	61	66
Risk Management			
General Liability, Auto Liability & Property Claims	84	72	78
Workers' Compensation Claims	53	56	61

Goals & Objectives Accomplished

- Negotiated the City's health, dental, and vision benefit plans, resulting in lower premiums with sustained levels of coverage.
- Streamlined the hiring process by partnering with Ad-Vance Talent Solutions, reduced the overall turn-around time for establishing eligibility requirements, and have access to a greater caliber of candidates.
- Assisted Professional Standards Department in the review and revision of the City's Standard Operating Procedures.
- Launched a successful Employee Jamboree Picnic.
- Launched a successful Employee Appreciation Awards Brunch.
- Redeveloped and held Employee Recognition Breakfast that awarded Employees Year's of Service.
- Implemented online training and education platforms on various topics.
- Promoted community outreach efforts by participating in various employment fairs and events.
- Collaborated with over 60 local public entities to establish COVID-19 partnership to share strategies that enhanced our ability to respond to the event.

City of Plant City – Organizational Chart – Human Resources



Fund: General Fund	Department: Human Resources and Risk Management	Org Code: 00151300
------------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 253,705	\$ 274,895	\$ 284,995	\$ 273,730	\$ 312,292
414000 Overtime Pay	2,426	2,000	1,674	848	2,000
415500 Other Benefits	500	500	500	400	500
421000 Social Security	19,021	20,338	17,347	16,950	23,370
422000 Pension	20,564	22,197	19,068	18,300	25,189
423000 Health and Life Insurance	37,223	43,624	39,970	31,000	48,247
424000 Workers' Compensation	329	345	345	345	363
TOTAL PERSONAL SERVICES	\$ 333,768	\$ 363,899	\$ 363,899	\$ 341,573	\$ 411,961
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 15,377	\$ 30,900	\$ 29,071	\$ 30,900	\$ 30,900
440000 Courses Training and Meetings	3,261	7,000	7,000	7,000	7,000
440100 Car Allowance	699	600	2,940	3,540	3,540
442000 Postage	895	600	600	600	600
445000 Insurance	4,592	5,200	5,200	6,290	6,610
449010 Special Activities	11,694	16,000	16,000	16,000	18,500
449200 Credit Card Processing Fee	182	100	100	100	150
449300 Tuition Reimbursement	4,948	10,000	10,000	10,000	10,000
451000 Office Supplies	4,181	3,500	6,000	5,000	5,000
452100 Other Supplies	351	6,000	1,750	3,900	4,500
454000 Subscriptions and Memberships	1,027	600	600	600	850
TOTAL OPERATING EXPENSES	\$ 47,207	\$ 80,500	\$ 79,261	\$ 83,930	\$ 87,650
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 1,790	\$ 1,620	\$ 4,470	\$ 4,470	\$ -
TOTAL CAPITAL OUTLAY	\$ 1,790	\$ 1,620	\$ 4,470	\$ 4,470	\$ -
TOTAL HUMAN RESOURCES	\$ 382,765	\$ 446,019	\$ 447,630	\$ 429,973	\$ 499,611

Performance Spotlight

Department Mission

To serve and support the City of Plant City through technology and innovation.

Program Description

The Information Technology Division (IT) supports City departments to understand their computer and telecommunications needs, objectives, and business operations in order to stay well-informed of current and future roles with computers and telecommunications within the organization. Information Technology also supports City operations by providing an underlying data structure, including networks, storage, servers, operating systems, security and phones.

Responsibilities include: system and network administration; preservation of City data; response to calls for technical assistance; support; installation and/or upgrade of software applications; selection and deployment of computer equipment, including PCs, laptops, printers, copiers, switches, network devices, routers, servers and operating systems.

Program Goals

Value: Teamwork

- Train employees on phishing emails and how to use applications to improve job performance.
- Work with departments to improve duties through the use of technology.

Value: Integrity

- Ensure network resources are secured and protected from outside intrusions.
- Provide backups for the City’s data to ensure that it can be restored at any time.

Value: Excellence

- Deploy software to improve job performance and enable better communications between employees.
- Implement Office 365 that will allow the City’s exchange server to be hosted in the cloud, offer all users access to the various Microsoft applications, and allow all users to be on the same version of Office.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Engaging in Effective Communication			
Support Requested	5,200	7,200	7,500
Closed Requests	5,200	7,200	7,500
Percentage Completed within 24 hours	100%	100%	100%
Percentage Network Availability	100%	100%	99%

Performance Spotlight

Goals & Objectives Accomplished

- Deployed new firewalls to the City’s network to improve security.
- Deployed new online permitting solution.
- Implemented an in-cloud backup solution to protect the City from virtual attacks on the City’s data and ransomware.
- Added wireless speakers to the McCall Park area for better coverage.
- Partnered with the Department of Homeland Security (DHS) to secure the City’s network from outside sources and fix server issues.
- Managed resources deployed to employees on work-at-home status by configuring systems that allowed employees via Virtual Private Networking access to City resources during the COVID-19 incident.
- Worked with LogMeIn to establish a virtual platform for the City Commission to conduct their bimonthly meeting while adhering to social distancing requirements during the COVID-19 incident.

Capital Outlay

General Fund:

City Manager	
Laptop	2,519
Information Technology	
Unscheduled Replacements	5,000
Fire	
<i>Program - Operations</i>	
Laptop (2)	6,908
Recreation	
Laptop	2,083
Parks	
<i>Program - Park Maintenance</i>	
Workstation	1,663
Code Enforcement	
Workstation Manager	2,113
Workstation Inspectors (2)	3,326
General Fund Total	\$ 23,612

Streets Fund:

Street Maintenance	
Workstation (2)	3,826
Streets Fund Total:	\$ 3,826

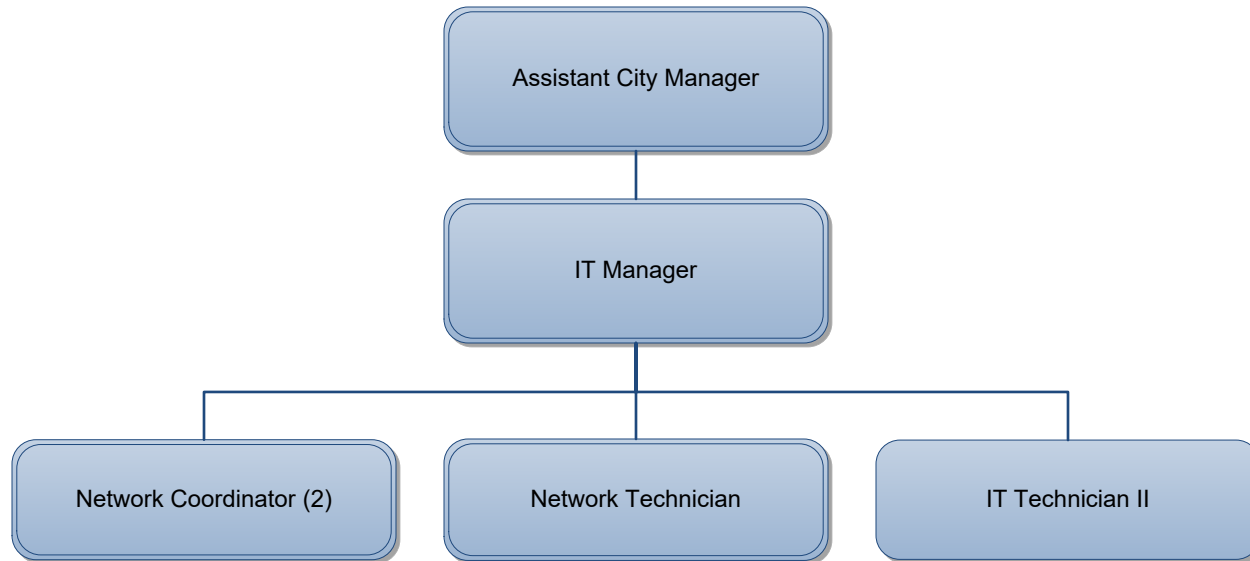
Water Sewer Fund:

Utility Billing	
<i>Program - Customer Service</i>	

Performance Spotlight

Workstation (2)	3,826
Water Resources	
<i>Program - Resource Management</i>	
Workstation	1,667
<i>Program - Industrial Pretreatment</i>	
Workstation	1,667
<i>Program - NPDES Compliance</i>	
Workstation	2,082
Utilities Maintenance	
<i>Program - Line Maintenance</i>	
Workstation	1,753
<i>Program - Mechanical/Electrical</i>	
Workstation	1,753
Utilities Operations	
<i>Program - Water Treatment</i>	
Workstation Admin	1,992
Workstation Operators (3)	4,731
Workstation - SCADA	5,730
Water Sewer Fund Total:	\$ 25,201
Solid Waste Fund:	
<i>Program - Residential</i>	
Workstation	1,498
Solid Waste Fund Total:	\$ 1,498
Stormwater Fund:	
Workstation	1,913
Stormwater Fund Total:	\$ 1,913
Total Capital Outlay	\$ 56,050

City of Plant City – Organizational Chart – Information Technology



Fund: General Fund	Department: Information Technology	Org Code: 00151600
------------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 291,864	\$ 298,753	\$ 298,753	\$ 298,753	\$ 307,842
414000 Overtime Pay	5,573	10,000	10,000	5,140	10,000
415500 Other Benefits	500	500	500	500	500
421000 Social Security	22,106	22,965	22,965	22,681	23,434
422000 Pension	23,811	24,744	24,744	24,744	25,471
423000 Health and Life Insurance	45,717	48,735	48,735	50,713	56,470
424000 Workers' Compensation	438	460	460	460	483
TOTAL PERSONAL SERVICES	\$ 390,009	\$ 406,157	\$ 406,157	\$ 402,991	\$ 424,200
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 23,000
434100 Computer and Software Services	95,147	106,860	156,860	145,669	245,600
440000 Courses Training and Meetings	4,276	7,700	7,700	-	7,700
441100 Wireless Communications	2,672	2,600	2,600	2,600	4,300
444000 Rental Agreement Office Eq	21,864	29,200	29,200	29,200	29,200
444010 Lease of Vehicles	4,800	6,200	6,200	6,200	6,200
445000 Insurance	4,975	5,700	5,700	6,890	7,240
446040 Maintenance of Motor Equipment	1,126	1,503	1,503	1,503	1,383
446200 Maintenance of Office Equipment	4,410	17,000	16,300	15,100	17,000
451000 Office Supplies	290	800	800	800	800
452000 Fuel	210	550	550	200	250
452100 Other Supplies	3,173	6,000	6,000	4,000	6,000
452120 Uniforms and Clothing	-	-	700	700	700
452200 Tools	-	500	500	500	500
452300 Safety Equipment & Supplies	750	750	750	750	750
454000 Subscriptions and Memberships	200	250	250	250	250
TOTAL OPERATING EXPENSES	\$ 143,892	\$ 190,613	\$ 240,613	\$ 219,362	\$ 350,873
<u>CAPITAL OUTLAY</u>					
464110 City Wide Computer Equipment	\$ -	\$ -	\$ -	\$ -	\$ 56,050
491000 Capital Project Account	180,000	180,000	145,000	145,000	-
TOTAL CAPITAL OUTLAY	\$ 180,000	\$ 180,000	\$ 145,000	\$ 145,000	\$ 56,050
TOTAL INFORMATION TECHNOLOGY	\$ 713,902	\$ 776,770	\$ 791,770	\$ 767,353	\$ 831,123

Fund: General Fund	Department: Special Appropriations	Org Code: 001519*
------------------------------	--	-----------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
416000 Unemployment Compensation	\$ 8,579	\$ 30,000	\$ 30,000	\$ 20,000	\$ 30,000
TOTAL PERSONAL SERVICES	\$ 8,579	\$ 30,000	\$ 30,000	\$ 20,000	\$ 30,000
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 281,629	\$ 415,435	\$ 415,435	\$ 415,435	\$ 454,565
445000 Insurance	-	31,200	31,200	55,000	31,200
449420 Insurance Gen Liab Claims	8,113	-	-	20,000	20,000
452150 Other Supplies	704	2,550	2,550	2,550	2,700
454000 Subscriptions and Memberships	15,007	15,550	15,550	15,550	12,650
434200 Crossing Grd Cntrct-Hills Cnty	66,294	84,800	84,800	65,000	89,080
TOTAL OPERATING EXPENSES	\$ 371,746	\$ 549,535	\$ 549,535	\$ 573,535	\$ 610,195
<u>GRANTS AND AID</u>					
482000 Aid to Private Organizations	\$ 12,000	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000
482100 Plant City Main Street	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
482200 Plant City EDC	150,000	150,000	150,000	150,000	150,000
482610 Economic Development Incentive	137,025	19,980	19,980	19,980	28,080
TOTAL GRANTS AND AID	\$ 299,025	\$ 256,980	\$ 256,980	\$ 256,980	\$ 265,080
<u>CAPITAL OUTLAY</u>					
491000 Capital Project Account	\$ 2,156,312	\$ 2,132,816	\$ 2,132,816	\$ 2,132,816	\$ 2,054,258
TOTAL CAPITAL OUTLAY	\$ 2,156,312	\$ 2,132,816	\$ 2,132,816	\$ 2,132,816	\$ 2,054,258
<u>NON-OPERATING</u>					
481100 Transfer to CRA	\$ 711,121	\$ 828,011	\$ 828,011	\$ 828,012	\$ 921,578
491070 Transfer to Street	-	-	-	-	325,000
491300 Transfer to CDBG	45,414	28,530	28,530	28,530	29,188
495000 Contingency	76,719	350,000	170,814	182,299	350,000
TOTAL NON-OPERATING	\$ 833,253	\$ 1,206,541	\$ 1,027,355	\$ 1,038,841	\$ 1,625,766
TOTAL SPECIAL APPROPRIATIONS	\$ 3,668,916	\$ 4,175,872	\$ 3,996,686	\$ 4,022,172	\$ 4,585,299

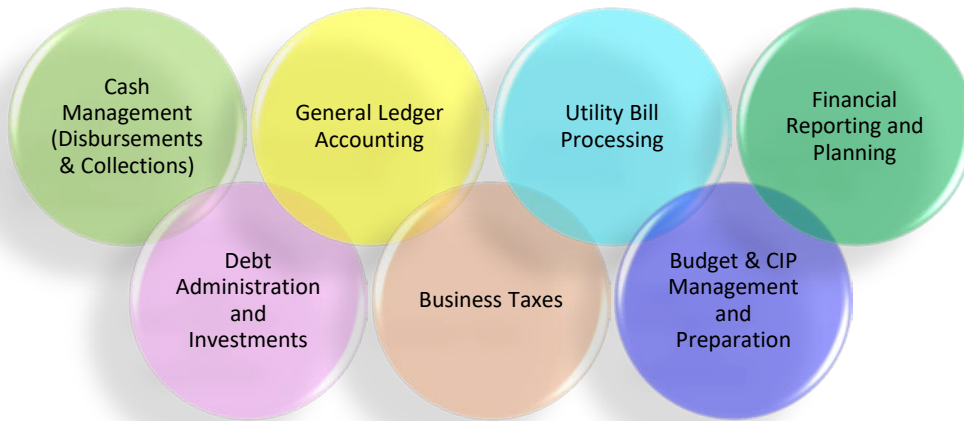
Performance Spotlight

Department Mission

To manage the fiscal affairs of the City ensuring that expenditures have a public purpose while employing professional standards, personal ethics and compliance with all laws, rules and regulations.

Program Description

The Accounting Division provides accounting and finance support to all City departments to assist with business decisions and ensure that all accounting transactions are properly authorized, recorded, and reported, while providing the best customer service to both internal and external customers. The department provides users training in the financial system. The department also prepares an annual budget for commission approval each year. The functions performed by the accounting department include:



Program Goals

Value: Transparency

- Provide quality quarterly financial reports to the City Manager within 30 days.
- Provide draft annual budget ten days prior to City Commission for approval.
- Submit adopted budget and budget adjustments online within 5 days of approval.
- Complete the annual financial audit (CAFR) within 5 months after fiscal year end.
- Provide quality, award-winning financial documents that communicate the City’s current and future financial position.

Value: Excellence

- Offer continuing education and training to staff.
- Improve customer service through new programs and use of technology.

Performance Spotlight

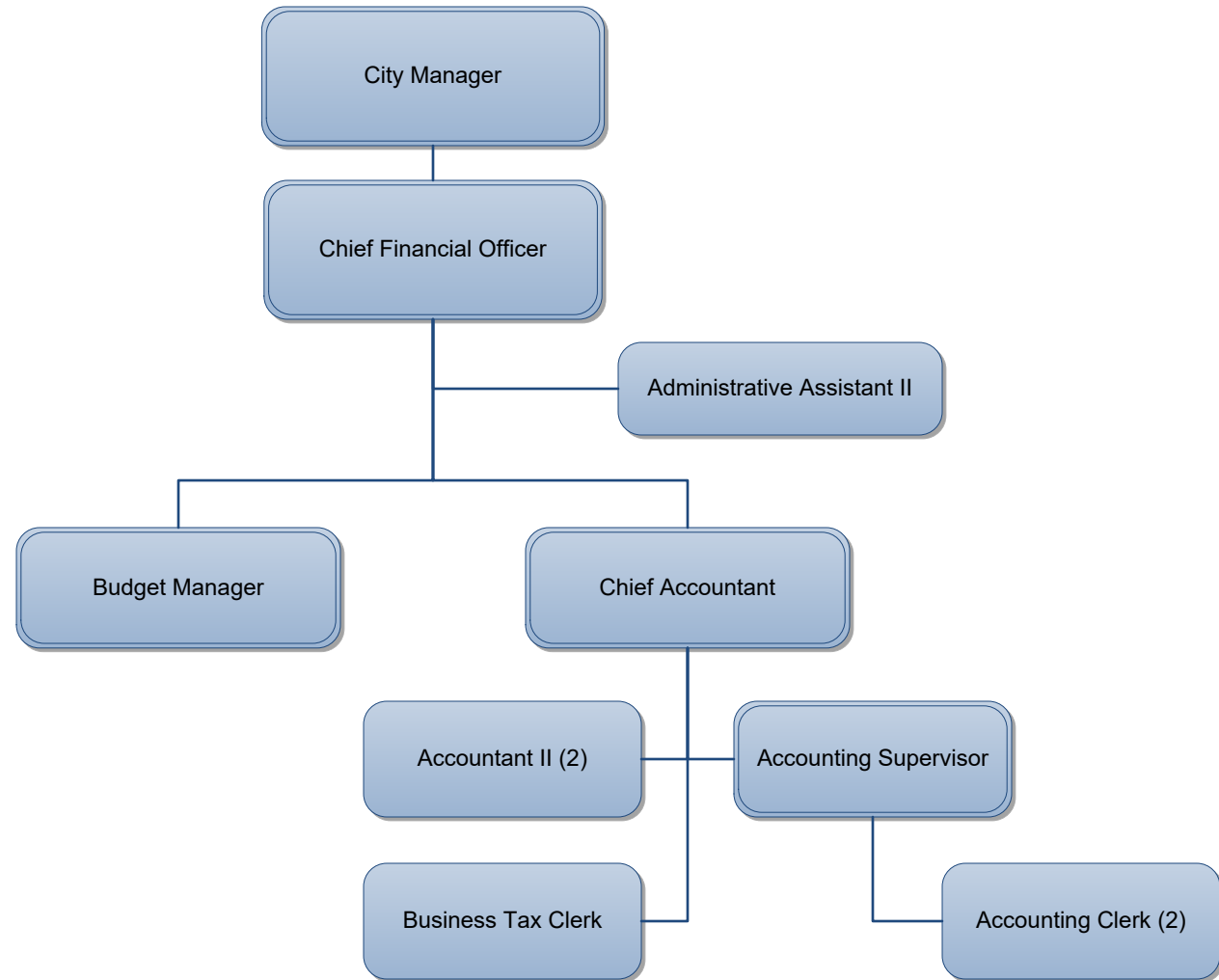
Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Training Hours by Staff	416	320	500
Percentage of Revenues – Budget vs Actual (Major Funds)	104%	95%	95%
Quarterly Report Completed on Time	4	4	4
Average Number of Basis Points Above Benchmark	.3	.4	.5
Core Strategy: Engaging in Effective Communication			
Number of GFOA Distinguished Budget Awards	3	4	5
Number of GFOA Award for Excellence in Financial Reporting	2	3	4
Core Strategy: Empowering Outstanding Customer Service			
Percentage of customers that applied for Business Tax online	10%	8%	25%
Percentage of customers that paid online	14%	23%	30%
Percentage of ACH Payments	5%	6%	10%
Online payments processed	966	1,408	1,300
Lockbox processing of Utility Billing payments	2,070	2,560	3,000
Online payments through MaintStar	N/A	100	900

Goals & Objectives Accomplished

- Earned the Distinguished Budget Award from GFOA for the fourth consecutive year.
- Earned the CAFR for the Award for Excellence in Financial Reporting to the GFOA for the third consecutive year.
- Earned 2.5% return on investment as of September 30, 2019.
- Implemented Central Budget Entry in Munis.
- Assisted with MaintStar conversion to online building permits and business tax processing.
- Completed Badger Beacon implementation, providing better internal reporting and quicker processing for our Utility Billing Field Reps and Customer Service personnel.
- Provided alternative payment methods to our customers.
 - Implemented Utility Billing payments at Amscot, allowing customers to make cash payments on weekends and evenings.
 - Expanded online services to accept Utility deposit payments.

City of Plant City – Organizational Chart - Accounting



Fund: General Fund	Department: Finance Program: Accounting	Org Code: 00152101
------------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 529,151	\$ 542,340	\$ 546,769	\$ 561,784	\$ 554,561
412500 Temporary Pay	16,959	40,269	38,269	12,257	40,250
414000 Overtime Pay	546	3,000	2,752	768	3,000
415500 Other Benefits	960	960	960	960	960
421000 Social Security	40,263	42,992	41,712	40,448	44,233
422000 Pension	42,373	43,707	42,369	43,562	44,687
423000 Health and Life Insurance	90,701	96,692	95,129	95,770	100,345
424000 Workers' Compensation	656	689	689	689	724
TOTAL PERSONAL SERVICES	\$ 721,610	\$ 770,649	\$ 768,649	\$ 756,238	\$ 788,760
<u>OPERATING EXPENSES</u>					
432000 Annual Audit	\$ 28,000	\$ 35,000	\$ 30,050	\$ 30,050	\$ 31,150
434000 Other Contractual Services	5,898	3,500	3,500	3,500	11,500
440000 Courses Training and Meetings	5,852	11,700	9,150	4,617	11,400
440100 Car Allowance	1,404	1,404	1,404	1,404	1,404
441100 Wireless Communications	601	650	650	620	650
442000 Postage	6,230	8,600	8,600	8,000	8,600
445000 Insurance	10,428	12,000	12,000	14,500	15,230
446040 Maintenance of Motor Equipment	1,120	1,423	1,423	1,423	1,303
449200 Credit Card Processing Fee	1,434	1,000	1,000	875	1,000
451000 Office Supplies	3,020	4,500	4,500	4,250	4,500
452000 Fuel	256	400	400	100	270
452100 Other Supplies	2,630	4,575	4,575	3,750	4,215
454000 Subscriptions and Memberships	1,233	1,530	1,530	1,530	1,740
457000 Cash Short and Over	(64)	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 68,042	\$ 86,282	\$ 78,782	\$ 74,619	\$ 92,962
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 2,522	\$ -	\$ 9,500	\$ 6,950	\$ -
TOTAL CAPITAL OUTLAY	\$ 2,522	\$ -	\$ 9,500	\$ 6,950	\$ -
TOTAL FINANCE	\$ 792,175	\$ 856,931	\$ 856,931	\$ 837,807	\$ 881,722

Performance Spotlight

Division Mission

To maintain prudent and fair procurement practices that achieve maximum savings with the highest quality and best price for the City. To conduct business with excellent customer service, ethical standards and transparency; while welcoming qualified, responsible, and diverse vendors.

Program Description

The Procurement Division reviews, approves, and processes all purchase requisitions; negotiates contracts; assists all departments in developing scopes and specifications; prepares and issues quotes, bids, RFP's, RFQ's, RFI's and other types of solicitations; manages the Purchasing Card Program; reviews, maintains and updates procurement policies and procedures; and trains employees on policies and procedures.

Program Goals

Value: Teamwork

- Train City staff for better understanding of Procurement policies and procedures.

Value: Integrity

- Review all Procurement activity for conformity to policies and procedures.

Value: Transparency

- Make all Procurement documents open for public access.

Value: Leadership

- Encourage Procurement staff to attend classes offered by the National Institute for Governmental Purchasing.

Value: Excellence

- Use new and existing software programs to maintain Procurement records and activity.

Value: Respect

- Commit to clear communication and assistance for all City departments.

Performance Spotlight

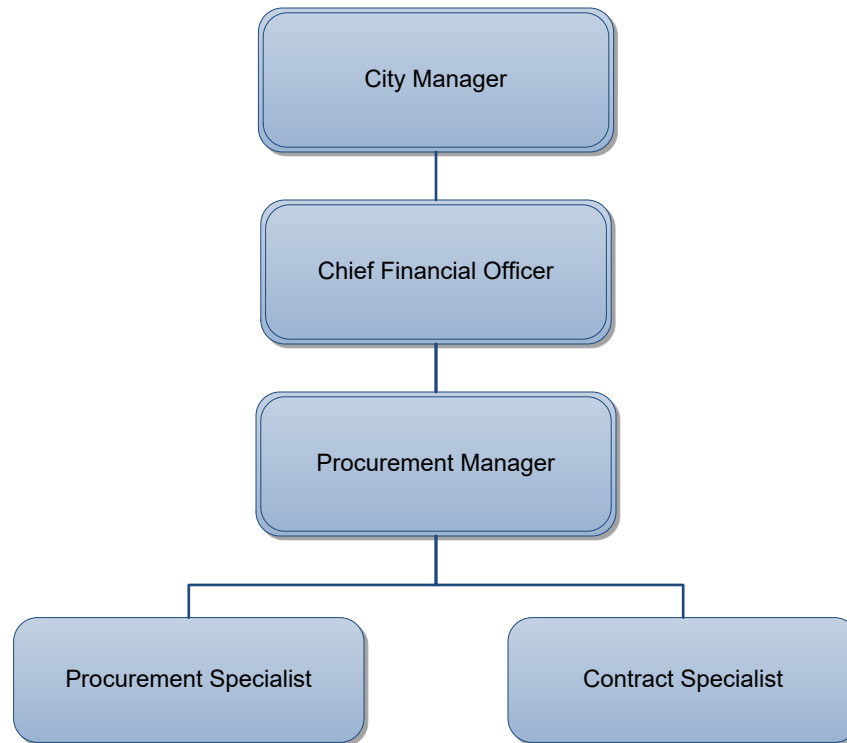
Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Purchase orders processed (citywide)	3,729	3,500	3,300
Contracts negotiated (citywide)	65	65	90
Number of training hours attended by Procurement Staff	40	80	100
Purchase card transactions	3,753	4,300	5,000
Purchase card dollar amount	\$1,341,290	\$2,000,000	\$2,500,000
Rebate	\$16,095	\$24,000	\$30,000
Core Strategy: Empowering Outstanding Customer Service			
Solicitations processed	90	90	100
Core Strategy: Engaging in Effective Communication			
Number of City staff trained on policies and procedures	20	40	100

Goals & Objectives Accomplished

- Increased the number of Quotes, Bids, RFP's and RFQ's, in order to decrease the number of non-contract purchases.
- Increased the number of annual contracts that may be used by all City departments.
- Decreased PO's by 612 through use of the P-Card Program and combining requisitions.
- Managed the expiration dates of contracts and insurance policies through a contract management program.
- Maintained a consistent process for the preparation, execution, and distribution of contract documents.
- Implemented electronic signature and agreement software, DocuSign.

City of Plant City – Organizational Chart – Procurement



Fund: General Fund	Department: Finance Program: Procurement	Org Code: 00152401
------------------------------	---	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 264,104	\$ 215,344	\$ 215,344	\$ 186,914	\$ 225,205
415500 Other Benefits	400	300	300	200	300
421000 Social Security	19,680	16,226	16,226	14,299	16,898
422000 Pension	21,134	17,254	17,254	14,954	18,044
423000 Health and Life Insurance	27,063	18,879	18,879	12,880	17,802
424000 Workers' Compensation	111	116	116	116	122
TOTAL PERSONAL SERVICES	\$ 332,492	\$ 268,119	\$ 268,119	\$ 229,363	\$ 278,371
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 9,067	\$ 16,000	\$ 25,000	\$ 20,000	\$ 24,980
440000 Courses Training and Meetings	4,334	11,100	5,500	4,000	10,400
442000 Postage	151	400	400	250	300
445000 Insurance	2,870	4,200	4,200	5,080	5,340
449100 Legal Advertising & Recording	7,701	8,000	3,900	3,200	5,000
451000 Office Supplies	3,501	4,300	4,500	3,100	2,550
452100 Other Supplies	1,894	300	800	750	800
454000 Subscriptions and Memberships	912	1,100	1,100	1,100	1,075
TOTAL OPERATING EXPENSES	\$ 30,430	\$ 45,400	\$ 45,400	\$ 37,480	\$ 50,445
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 1,676	\$ 2,090	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 1,676	\$ 2,090	\$ -	\$ -	\$ -
TOTAL PROCUREMENT	\$ 364,598	\$ 315,609	\$ 313,519	\$ 266,843	\$ 328,816

Performance Spotlight

Department Mission

To provide employees with safe, dependable vehicles, and equipment. To provide high quality products and services in a cost-effective manner.

Program Description

The Fleet Management Division provides support for all City-owned vehicles and equipment. Services include: specifications and purchase of new vehicles, City fuel system, preventative maintenance, diagnosis and repair of vehicles, equipment and emergency services 24-hours a day.

Program Goals

Value: Excellence

- Reduce number of unscheduled repairs by 8%.
- Reduce the amount of emergency service calls by 2%.
- Maintain 95% fleet availability or better.
- Increase preventative maintenance on vehicles by 3%.

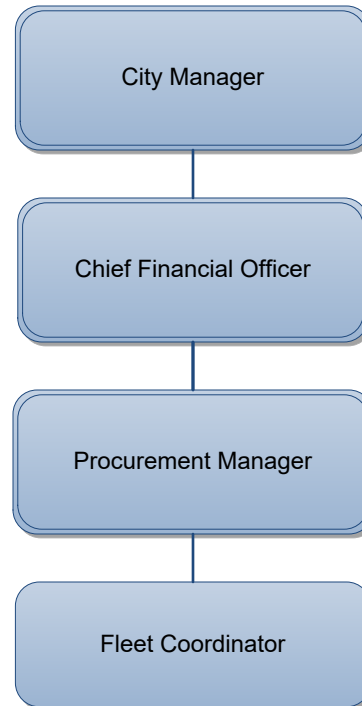
Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Unscheduled Repair	2,092	1,966	1,848
Units in Service	925	990	1,000
Preventative Maintenance performed on Vehicles/ Equipment	1,632	1,895	1,940
Core Strategy: Empowering Outstanding Customer Service			
Emergency Service Calls	391	383	365
Fleet Availability	96%	97%	97%

Goals & Objectives Accomplished

- Maintained Fleet availability of 96%, which resulted in greater vehicle/equipment utilization.
- Reduced service calls by 8%.
- Implemented a new Fleet Management contractor with King and George.
- Installed FuelMaster fuel management system at Parks and linked to the City fueling system.
- Installed Omntec fuel tank monitoring system at the Police Department.

City of Plant City – Organizational Chart – Fleet Management



Fund: General Fund	Department: Finance	Org Code: 00152402
	Program: Fleet Management	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ -	\$ 71,365	\$ 71,365	\$ 70,816	\$ 73,545
415500 Other Benefits	-	100	100	100	100
421000 Social Security	-	5,104	5,104	5,065	5,267
422000 Pension	-	5,718	5,718	5,682	5,893
423000 Health and Life Insurance	-	11,835	11,835	11,642	12,878
TOTAL PERSONAL SERVICES	\$ -	\$ 94,122	\$ 94,122	\$ 93,305	\$ 97,683
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 17,533	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
441000 Telephone	930	1,075	1,075	1,075	1,075
443100 Power Heat & Lights	15,254	18,000	18,000	18,000	18,000
445000 Insurance	3,444	4,000	4,000	4,840	5,090
446040 Maintenance of Motor Equipmen	408	4,942	4,942	4,942	4,805
446100 Radio Maintenance	-	900	900	900	900
452000 Fuel	6,371	7,500	5,000	4,000	5,700
452100 Other Supplies	949	1,000	1,000	1,000	2,000
452200 Tools	1,016	1,200	1,200	1,200	1,200
452300 Safety Equipment & Supplies	-	150	150	-	150
TOTAL OPERATING EXPENSES	\$ 45,905	\$ 66,767	\$ 64,267	\$ 63,957	\$ 66,920
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 13,711	\$ -	\$ 8,106	\$ 6,230	\$ -
TOTAL CAPITAL OUTLAY	\$ 13,711	\$ -	\$ 8,106	\$ 6,230	\$ -
TOTAL FLEET MANAGEMENT	\$ 59,616	\$ 160,889	\$ 166,495	\$ 163,492	\$ 164,603

Note: The contract with King & George for fleet maintenance services is allocated to all departments / divisions that utilize the services and managed by the Fleet Coordinator. This division was split from General Services in 2018-19 and some expenses were budgeted there.

Performance Spotlight

Department Mission

To ensure the community’s safety through partnerships, prevention, education, and professionalism.

Program Description

The administration division manages the administrative and operational functions of Plant City Fire Rescue. The program functions include:

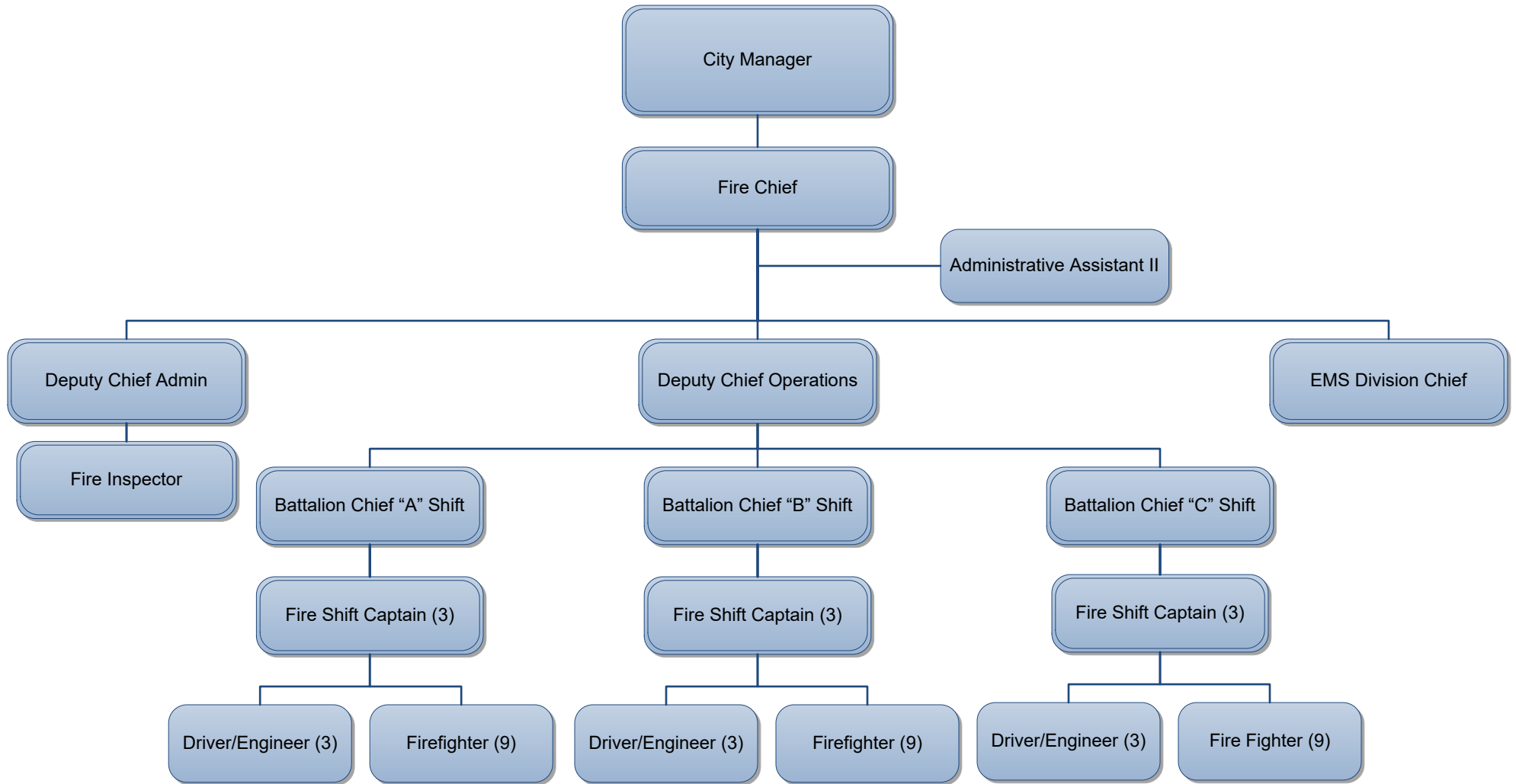


Program Goals

Value: Leadership

- Provide leadership and direction of all presented program objectives and performance measures for Operations, Prevention, and Emergency Medical Services.

City of Plant City – Organizational Chart – Fire Rescue



Fund: General Fund	Department: Fire Rescue Program: Administration	Org Code: 00152701
------------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 232,241	\$ 245,837	\$ 245,837	\$ 243,945	\$ 253,321
415000 Incentive Pay	542	2,000	2,000	1,100	2,000
415500 Other Benefits	300	300	300	300	300
421000 Social Security	17,791	18,832	18,832	18,720	19,371
422000 Pension	89,742	96,624	96,624	96,624	96,386
423000 Health and Life Insurance	11,826	12,747	12,747	12,843	13,524
424000 Workers' Compensation	4,153	4,361	4,361	4,361	4,580
TOTAL PERSONAL SERVICES	\$ 356,595	\$ 380,701	\$ 380,701	\$ 377,893	\$ 389,482
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ 21,540
440000 Courses Training and Meetings	744	2,000	2,000	1,800	2,000
441000 Telephone	11,806	17,500	17,500	12,500	19,000
442000 Postage	323	500	500	500	500
444010 Lease of Vehicles	9,800	12,500	12,500	12,500	12,500
445000 Insurance	5,360	5,700	5,700	7,660	8,050
446040 Maintenance of Motor Equipment	6,831	5,120	5,120	5,120	4,780
451000 Office Supplies	1,923	2,000	2,000	1,500	2,000
452000 Fuel	3,495	4,500	4,500	3,000	4,500
452100 Other Supplies	6,593	13,000	13,000	11,000	3,000
452120 Uniforms and Clothing	473	600	600	500	600
454000 Subscriptions and Memberships	265	400	400	350	400
TOTAL OPERATING EXPENSES	\$ 47,613	\$ 63,820	\$ 63,820	\$ 56,430	\$ 78,870
<u>CAPITAL OUTLAY</u>					
491000 Capital Project Account	\$ 25,000	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 25,000	\$ -	\$ -	\$ -	\$ -
TOTAL ADMINISTRATION	\$ 429,209	\$ 444,521	\$ 444,521	\$ 434,323	\$ 468,352

Performance Spotlight

Program Description

The Fire Inspector conducts annual fire prevention inspections of business occupancies as required by the Florida Fire Prevention Code. The department uses the Florida Fire Prevention Code to ensure that safety requirements are in place for all commercial occupancies to minimize property loss in the event of a fire. Prevention conducts fire safety educational programs for civic organizations, schools, as well as the general public. The Fire Inspector conducts construction site inspections and also conducts life safety plan reviews for commercial development.

Program Goals

Value: Teamwork

- Increase citizen participation in fire prevention education activities by 5%.

Value: Excellence

- Perform new construction plan reviews to ensure that newly constructed buildings and infrastructure are constructed in accordance with the Florida Fire Prevention Code.
- Perform life safety inspections on commercial and institutional occupancies.
- Provide support to contractors with fire code questions pertaining to new development.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Construction Plans Review	238	230	230
New Construction Inspections	198	200	200
Core Strategy: Fostering Community Engagement			
Citizens Receiving Public Education	619	650	650
Contractor Life Safety Code Consultation	36	40	40
Core Strategy: Empowering Outstanding Customer Service			
Business inspections completed	181	200	200
Business re-inspections completed	73	100	100

Goals & Objectives Accomplished

- Implemented new inspection data entry program.
- Implemented new pre-incident planning process.
- Implemented new electronic plans review process.
- Inspected licensed daycare occupancies.
- Inspected commercial and institutional occupancies.
- Facilitated fire prevention outreach program.

Fund: General Fund	Department: Fire Rescue	Org Code: 00152702
	Program: Prevent/Inspect	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 64,254	\$ 68,474	\$ 68,474	\$ 63,734	\$ 70,576
415500 Other Benefits	100	100	100	100	100
421000 Social Security	4,373	5,239	5,239	4,358	4,819
422100 Pension - Public Safety	12,376	30,777	30,777	30,777	30,501
423000 Health and Life Insurance	12,690	14,295	14,295	13,372	15,818
424000 Workers' Compensation	1,202	1,262	1,262	1,262	1,326
TOTAL PERSONAL SERVICES	94,995	120,147	120,147	113,603	123,140
<u>OPERATING EXPENSES</u>					
440000 Courses Training and Meetings	\$ (32)	\$ 500	\$ 500	\$ 400	\$ 500
445000 Insurance	1,275	1,500	1,500	1,940	2,040
446040 Maintenance of Motor Equipment	1,648	1,870	1,870	1,700	1,760
448200 Prevention Program	953	1,000	1,000	900	1,000
451000 Office Supplies	90	100	100	90	100
452000 Fuel	4,232	5,500	5,500	3,400	5,680
452100 Other Supplies	198	200	200	200	200
452120 Uniforms and Clothing	270	300	300	250	300
452310 Firefighting/Training Supplies	389	1,000	1,000	900	1,000
TOTAL OPERATING EXPENSES	\$ 9,023	\$ 11,970	\$ 11,970	\$ 9,780	\$ 12,580
TOTAL PREVENT/INSPECT	\$ 104,018	\$ 132,117	\$ 132,117	\$ 123,383	\$ 135,720

Performance Spotlight

Program Description

The operations program consists of one Deputy Chief of Operations that works directly with the three Battalion Chiefs to ensure operational efficiency of the department. The three Battalion Chiefs manage the three shifts that provide fire and emergency coverage to the City from three fire stations. Each 24-hour shift is staffed with a total of sixteen personnel on duty, 24 hours a day. Operations personnel are cross-trained in both Fire and Emergency Medical Services (EMS) to rapidly respond to all emergencies. Operations division provides professional training and career development to all personnel.

Program Goals

Value: Transparency

- Engage our community to educate them in how they can help in reducing the level of risk from fire, natural and manmade disasters.

Value: Leadership

- Train personnel to effectively respond and mitigate incidents within our community.

Value: Excellence

- Provide adequate staffing, equipment, tools, and training to achieve a 6-minute response time 90% of the time.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Empowering Outstanding Customer Service			
Number of Emergency Calls	5,287	5,300	5,300
Number of Working Fires	130	130	130
Fire Response Time Less Than 6 Minutes	92%	93%	93%
Core Strategy: Maximizing Organizational Effectiveness			
Fire Training Man Hours	5,857	5,950	5,950

Goals & Objectives Accomplished

- Placed in-service one new fire engine.
- Completed radio communication upgrade to enhance 800 MHz coverage capability.
- Installed new 911 alerting system in all fire stations
- Implemented logistic tracking software program to track equipment and vehicle maintenance needs.
- Implemented electronic scheduling software program to cover work assignments more efficiently.
- Conducted firefighter eligibility testing and recruitment.
- Conducted Driver Engineer and Captain promotional assessment testing.

Performance *Spotlight*

- Updated Acting Driver and Acting Captain task books to align with industry standards.
- Conducted officer development training.
- Oversaw construction of Fire Station 3 located on Park Road.

Capital Outlay

Self Contained Breathing Apparatus (5)	30,000
Structural Firefighting Gear (10)	21,000
Rescue Air Regulators (2)	7,600
Extrication Vehicle Electric Hydraulic Spreader	7,300
Drone	5,000
Smoke Removal Fan	2,400
Thermal Imaging Camera	9,000
Radio Headset for Fire Engine	5,500
Total	\$87,800

Fund: General Fund	Department: Fire Rescue Program: Operations	Org Code: 00152703
------------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 2,557,542	\$ 2,896,576	\$ 2,892,776	\$ 2,710,524	\$ 3,123,412
414000 Overtime Pay	81,642	90,000	90,000	85,000	95,000
415000 Incentive Pay	8,151	12,500	12,500	12,000	12,500
415500 Other Benefits	3,600	4,900	4,900	4,200	4,900
421000 Social Security	198,627	229,524	229,524	211,677	244,841
422100 Pension - Public Safety	1,177,938	1,231,078	1,231,078	1,231,078	1,324,647
423000 Health and Life Insurance	349,119	397,283	397,283	380,365	459,523
424000 Workers' Compensation	58,783	61,724	61,724	61,724	64,811
TOTAL PERSONAL SERVICES	\$ 4,435,403	\$ 4,923,585	\$ 4,919,785	\$ 4,696,568	\$ 5,329,634
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 44,933	\$ 49,665	\$ 49,665	\$ 45,000	\$ 49,715
440000 Courses Training and Meetings	4,085	6,000	6,000	5,000	6,000
443000 Water Sewer & Solid Waste	13,793	18,000	18,000	14,000	18,000
443100 Power Heat & Lights	22,797	30,000	30,000	25,000	30,000
444010 Lease of Vehicles	30,200	-	-	-	114,600
445000 Insurance	46,640	52,800	52,800	67,950	71,350
446040 Maintenance of Motor Equipment	121,352	110,060	110,060	110,060	100,967
446100 Radio Maintenance	4,405	8,500	8,500	5,000	8,500
446110 Building and Property Repair	25,205	25,000	25,000	20,000	60,000
451000 Office Supplies	683	700	700	650	700
452000 Fuel	25,560	33,000	33,000	27,000	49,810
452100 Other Supplies	13,255	15,000	15,000	14,000	15,000
452120 Uniforms and Clothing	17,478	24,000	24,000	20,000	24,000
452300 Safety Equipment & Supplies	23,428	25,000	25,000	24,500	25,000
452310 Firefighting/Training Supplies	12,937	12,500	12,500	12,000	12,500
452600 Fire Hose	4,858	5,000	5,000	5,000	5,000
454000 Subscriptions and Memberships	75	300	300	250	300
TOTAL OPERATING EXPENSES	\$ 411,684	\$ 415,525	\$ 415,525	\$ 395,410	\$ 591,442
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 92,558	\$ 100,760	\$ 107,960	\$ 107,960	\$ 87,800
TOTAL CAPITAL OUTLAY	\$ 92,558	\$ 100,760	\$ 107,960	\$ 107,960	\$ 87,800
TOTAL SUPPRESSION	\$ 4,939,644	\$ 5,439,870	\$ 5,443,270	\$ 5,199,938	\$ 6,008,876

Performance Spotlight

Program Description

The EMS program consists of an EMS Division Chief who works with contracted Medical Director and interacts with South Florida Baptist Hospital, Brandon Regional Hospital of Plant City, and other neighboring hospitals. Fire Rescue personnel provide Advanced Life Support (ALS) and Basic Life Support (BLS) for assessment, treatment, stabilization and transport utilizing an established set of medical protocols.

Plant City Fire Rescue (PCFR) is licensed to operate five ALS transport capable rescue units, four ALS non-transport engines, and one ALS ladder truck. Each ALS unit, when in operation, is staffed with one state certified Paramedic and one state certified Emergency Medical Technician (EMT). At minimum, two ALS transport units and three ALS non-transport units are in service and available for calls 24 hours a day.

Program Goals

Value: Leadership

- Provide training to EMTs and Paramedics.

Value: Excellence

- Deliver the best patient care to citizens.
- Maintain an average response time of less than 6 minutes from time of dispatch for Advanced Life Support (ALS) emergency calls 90% of the time.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Collection Rate of 65% or Higher on Billed EMS Transport Calls	67.8%	65%	65%
Core Strategy: Empowering Outstanding Customer Service			
Total EMS Responses	4,107	4,150	4,200
ALS Transports	2,420	2,450	2,500
BLS Transports	1,009	1,020	1,030
Core Strategy: Maximizing Organizational Effectiveness			
EMS Response Time of Less Than 6 Minutes	82%	85%	90%
Medical Training Hours	595	600	600

Goals & Objectives Accomplished

- Expanded the Advanced Life Support (ALS) vehicle fleet with the DOH license approval for new fire apparatus.
- Completed paramedic training which enhances the number of ALS providers in the agency.

Performance *Spotlight*

- Placed in-service one new advanced cardiac monitor.
- Awarded County EMS grant to enhance patient care through the use of video laryngoscopes.
- Applied for State EMS grant to augment the department’s advanced life support equipment.
- Held Basic Life Support (BLS) CPR recertification courses for Emergency Medical Technicians (EMTs) and Paramedics.
- Held Advanced Cardiac Life Support (ACLS) CPR recertification courses for Paramedics.

Capital Outlay

Cardiac Monitor	36,000
Automated Compression Device (CPR) (2)	<u>30,000</u>
Total	\$66,000

Fund: General Fund	Department: Fire Rescue Program: EMS	Org Code: 00152705
------------------------------	---	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 83,395	\$ 85,572	\$ 85,572	\$ 84,913	\$ 88,178
415000 Incentive Pay	1,320	1,400	1,400	1,300	1,400
415500 Other Benefits	100	100	100	100	100
421000 Social Security	6,132	6,304	6,304	6,237	6,477
422100 Pension - Public Safety	39,144	38,354	38,354	38,354	38,118
423000 Health and Life Insurance	11,295	12,075	12,075	11,978	13,118
424000 Workers' Compensation	1,531	1,608	1,608	1,608	1,689
TOTAL PERSONAL SERVICES	142,917	145,413	145,413	144,490	149,080
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 80,708	\$ 94,700	\$ 94,700	\$ 94,000	\$ 94,300
440000 Courses Training and Meetings	2,597	4,000	4,000	3,500	4,000
444010 Lease of Vehicles	67,000	82,500	82,500	82,500	82,500
445000 Insurance	12,277	13,500	13,500	17,020	17,880
446040 Maintenance of Motor Equipment	38,255	34,620	34,620	34,620	31,940
449200 Credit Card Processing Fee	189	100	300	150	300
451000 Office Supplies	312	400	400	350	400
452000 Fuel	6,250	8,000	8,000	6,000	8,000
452100 Other Supplies	74,158	72,000	71,800	75,357	129,000
452120 Uniforms and Clothing	545	600	600	500	600
452300 Safety Equipment & Supplies	753	900	4,712	4,000	1,000
452310 Firefighting/Training Supplies	2,455	2,500	2,500	2,400	2,500
454000 Subscriptions and Memberships	250	300	300	150	300
TOTAL OPERATING EXPENSES	\$ 285,749	\$ 314,120	\$ 317,932	\$ 320,547	\$ 372,720
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ -	\$ 1,567	\$ 1,567	\$ 66,000
491000 Capital Project Account	28,000	32,800	32,800	32,800	-
TOTAL CAPITAL OUTLAY	\$ 28,000	\$ 32,800	\$ 34,367	\$ 34,367	\$ 66,000
TOTAL EMS	\$ 456,666	\$ 492,333	\$ 497,712	\$ 499,404	\$ 587,800

Performance *Spotlight*

Department Mission

To maintain order, provide a safe and enjoyable community for our residents and visitors, recruit and develop a sustainable workforce that demonstrates proficiency and professionalism while creating a sense of trust and collaboration throughout the community.

Program Description

The Office of the Chief is tasked with ensuring all administrative and operational functions of the Plant City Police Department are accomplished in accordance with applicable laws, standards, and benchmarks.

Program Goals

Value: Excellence

- Respond to emergency and non-emergency calls for service.
- Conduct proactive crime suppression patrols.
- Conduct thorough criminal and non-criminal investigations.
- Document investigative findings in a thorough and concise manner.
- Maintain a fully operational Communications Center to include all 911 emergency operations.
- Provide a record management program that ensures all official documents are maintained accurately.
- Maintain an Evidence Section compliant with all evidence collection, storage, and disposal regulations.

Value: Teamwork

- Provide crime prevention education throughout the community.

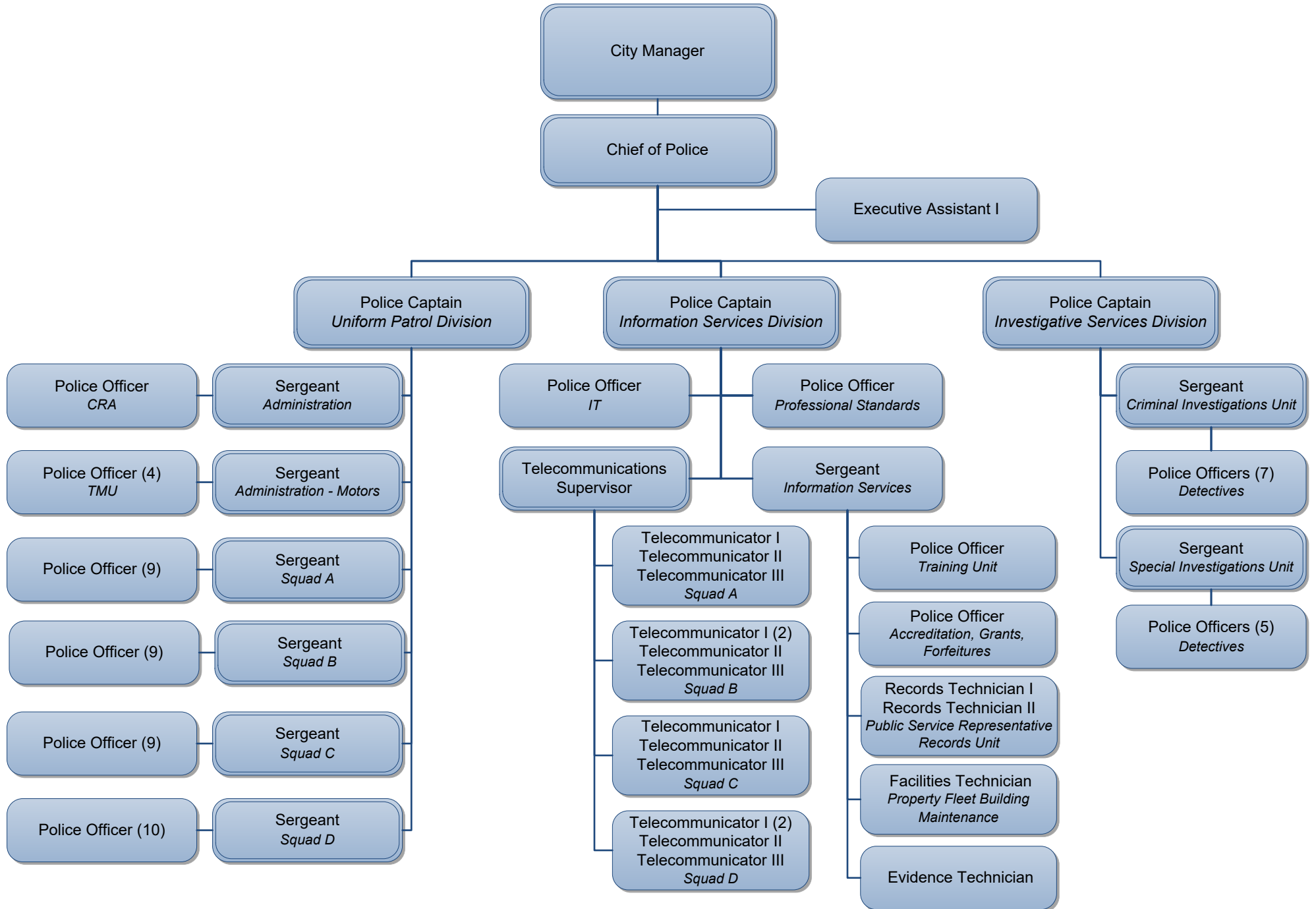
Value: Leadership

- Recruit and train a sustainable workforce.
- Identify and develop personnel that demonstrate upper level management skills.
- Administer budgetary programs, ensuring fiduciary integrity.

Value: Transparency

- Develop and maintain collaborative partnerships with the community and other law enforcement agencies.

City of Plant City – Organizational Chart – Police



Fund: General Fund	Department: Police	Org Code: 00153001
	Program: Office of Police Chief	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 169,483	\$ 173,764	\$ 173,764	\$ 172,707	\$ 179,123
415000 Incentive Pay	44,161	44,000	44,000	44,935	50,000
415500 Other Benefits	200	200	200	200	200
421000 Social Security	15,991	16,569	16,569	15,955	16,927
422000 Pension	77,083	81,332	81,332	81,332	61,890
423000 Health and Life Insurance	26,108	20,190	20,190	29,000	25,756
424000 Workers' Compensation	3,825	4,016	4,016	4,016	4,217
TOTAL PERSONAL SERVICES	\$ 336,851	\$ 340,071	\$ 340,071	\$ 348,145	\$ 338,113
<u>OPERATING EXPENSES</u>					
431000 Administration & Legal Svcs	\$ 620	\$ 2,000	\$ 2,000	\$ 1,500	\$ 2,000
434000 Other Contractual Services	-	-	-	-	44,880
441000 Telephone	275	1,000	1,000	900	1,000
441100 Wireless Communications	441	500	500	450	500
442000 Postage	1,149	1,500	1,500	1,200	1,200
445000 Insurance	4,613	5,200	5,200	6,320	6,640
446040 Maintenance of Motor Equipment	13,022	3,860	3,860	3,860	3,840
446200 Maintenance of Office Equipmnt	595	300	300	275	300
451000 Office Supplies	11,361	10,200	10,200	7,700	9,100
452100 Other Supplies	86	500	500	500	500
452120 Uniforms and Clothing	363	500	500	250	500
454000 Subscriptions and Memberships	410	400	400	400	400
455100 State Education Program	-	1,000	1,000	500	1,000
TOTAL OPERATING EXPENSES	\$ 32,936	\$ 26,960	\$ 26,960	\$ 23,855	\$ 71,860
TOTAL OFFICE OF POLICE CHIEF	\$ 369,787	\$ 367,031	\$ 367,031	\$ 372,000	\$ 409,973

Performance Spotlight

Program Description

The Uniform Patrol Division is responsible for performing traditional patrol activities twenty-four hours a day. This is accomplished with proactive patrol tactics and by responding to emergency and non-emergency calls to protect and serve the citizens of Plant City. Additional responsibilities include: K9 Unit, Traffic Management Unit, Honor Guard, Chaplain services, SWAT & Community Redevelopment Area Officer.

Program Goals

Value: Excellence

- Target emerging crime trends with directed patrol.

Value: Teamwork

- Target hazardous streets and intersections to reduce traffic accidents.
- Target high crime areas with strategic allocation of resources.

Value: Transparency

- Work with the community to identify and resolve quality of life issues within the city.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Calls for Service	96,734	82,500	85,00
Response Time for Priority One Calls (minutes)	4:47	4:30	5:00
# of processed tree removal permits	228	250	280
# of processed outdoor sales permits	69	80	85
# of Certificate of Appropriateness issued	63	75	80

Goals & Objectives Accomplished

- Maintained the appropriate staffing levels for police service calls and patrol maintained 50 positions.
- Maintained an average response time of five minutes or less to priority one calls for police service.
- Responded to citizen complaints regarding traffic safety concerns in order to improve quality of life issues throughout the City.
- Maintained appropriate police coverage for events held in the City such as Christmas Parades, Strawberry Festival, Grand Parade, and the 4th of July fireworks..

Capital Outlay

SWAT Entry Ballistic Vests (15)	44,226
Total	\$44,226

Fund: General Fund	Department: Police	Org Code: 00153002
	Program: Uniform Patrol	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 3,166,714	\$ 3,425,579	\$ 3,425,579	\$ 3,293,471	\$ 3,499,288
414000 Overtime Pay	25,306	25,000	25,000	23,500	25,000
415500 Other Benefits	4,500	5,000	5,000	4,800	4,900
421000 Social Security	236,327	264,063	264,063	245,491	264,182
422100 Pension - Public Safety	1,320,378	1,408,673	1,408,673	1,408,673	1,527,390
423000 Health and Life Insurance	383,824	458,511	458,511	420,434	468,041
424000 Workers' Compensation	53,107	55,762	55,762	55,762	58,551
TOTAL PERSONAL SERVICES	\$ 5,190,156	\$ 5,642,588	\$ 5,642,588	\$ 5,452,131	\$ 5,847,352
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 9,169	\$ 15,000	\$ 15,000	\$ 14,000	\$ 14,000
440000 Courses Training and Meetings	4,942	6,000	6,000	4,000	6,000
441000 Telephone	21,565	23,040	23,040	23,040	23,040
444010 Lease of Vehicles	232,500	230,300	230,300	230,300	407,400
445000 Insurance	102,773	106,100	106,100	130,150	136,660
446040 Maintenance of Motor Equipment	160,325	170,840	170,840	170,095	175,945
449250 Canine Expenses	6,801	7,000	7,000	7,000	7,000
449255 SWAT Expenses	9,932	10,000	10,000	9,500	10,000
449260 Motor Unit Expenses	3,958	4,000	4,000	4,000	8,000
449755 Edward Byrne JAG Grant	129	-	25,543	25,543	-
452100 Other Supplies	5,294	7,000	7,000	7,000	9,000
452120 Uniforms and Clothing	24,987	30,000	30,000	29,250	32,000
452130 Patrol Accessories	13,972	15,000	15,000	15,000	17,000
455100 State Education Program	1,595	3,000	3,000	2,800	3,000
TOTAL OPERATING EXPENSES	\$ 597,941	\$ 627,280	\$ 652,823	\$ 671,678	\$ 849,045
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 17,987	\$ -	\$ 12,500	\$ 12,500	\$ 44,226
TOTAL CAPITAL OUTLAY	\$ 17,987	\$ -	\$ 12,500	\$ 12,500	\$ 44,226
TOTAL UNIFORM PATROL	\$ 5,806,084	\$ 6,269,868	\$ 6,307,911	\$ 6,136,309	\$ 6,740,623

Performance *Spotlight*

Program Description

The Support Services Division is responsible for the Communications Unit, Information Technology Unit, Evidence Unit, Property Control Unit, and extra duty management.

Program Goals

Communications Unit

Value: Excellence

- Dispatch all police, fire, and medical calls as appropriate and in a professional and efficient manner.
- Dispatch all priority one 911 calls within two minutes.
- Dispatch all non-priority 911 calls within four minutes.
- Answer all calls coming into PCPD Dispatch Center within 10 seconds.
- Ensure proper routing of all calls.

Value: Integrity

- Ensure compliance with all dissemination agreements and rules reference information obtained from FCIC / NCIC / CJNET / DAVID.

Information Technology

Value: Leadership

- Implement new technologies to maintain effective operation of PCPD's various information systems.

Value: Excellence

- Perform daily backups and maintenance to PCPD's intranet network.

Evidence Unit

Value: Excellence

- Complete evidence intake in an expedient and efficient manner.
- Ensure disposal of found, safe keeping, and abandoned property after its mandatory hold time.
- Process State Attorney's Office (SAO) evidence requests within three business days of receipt.

Property Control Unit

Value: Excellence

- Maintain entire police headquarters in a state of operational readiness.

Performance *Spotlight*

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Average time of priority one calls dispatched	2:01	1:52	2:00
Average time of non-priority one calls dispatched	2:42	2:40	2:30
Answer all incoming calls within 10 seconds	98%	98%	99%

Goals & Objectives Accomplished

- Answered over 132,550 inbound phone calls from Plant City Citizens.
- Answered 17,962 emergency 911 calls from Plant City Citizens.
- Dispatched over 18,807 citizen generated calls.
- Oversaw over 8,935 hours of extra duty jobs for PCPD officers.
- Entered (by PCPD Evidence Technician) over 6,455 pieces of evidence into PCPD's evidence room.
- Acquired Byrne Grant funding to purchase outer ballistic vests for active shooter situations.

Capital Outlay

Laptop (15)	25,500
Workstation (10)	13,700
Total	\$39,200

Fund: General Fund	Department: Police	Org Code: 00153003
	Program: Support Services	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 705,957	\$ 817,056	\$ 817,056	\$ 673,487	\$ 867,209
414000 Overtime Pay	79,241	81,500	81,500	63,724	81,500
415500 Other Benefits	1,600	1,900	1,900	1,697	1,900
421000 Social Security	58,692	66,999	66,999	54,966	70,965
422000 Pension	97,608	108,085	108,085	97,230	123,641
423000 Health and Life Insurance	139,365	169,981	169,981	128,808	168,689
424000 Workers' Compensation	874	918	918	918	964
TOTAL PERSONAL SERVICES	\$ 1,083,338	\$ 1,246,439	\$ 1,246,439	\$ 1,020,830	\$ 1,314,868
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 5,040	\$ 6,800	\$ 6,800	\$ 6,800	\$ 14,450
440000 Courses Training and Meetings	3,119	3,500	3,500	3,200	3,500
441000 Telephone	29,041	30,520	30,520	30,000	13,144
445000 Insurance	25,722	29,400	29,400	35,640	37,430
446040 Maintenance of Motor Equipment	7,761	7,740	7,740	7,740	7,690
446100 Radio Maintenance	25,841	30,000	30,000	20,000	30,000
446200 Maintenance of Office Equipmnt	116,838	122,200	122,200	122,000	121,950
448210 Pistol Range	10,651	13,000	13,000	13,000	13,000
449200 Credit Card Processing Fee	290	300	300	200	300
452000 Fuel	160,757	250,000	225,515	150,000	250,000
452100 Other Supplies	5,679	4,000	4,000	4,040	4,000
452120 Uniforms and Clothing	934	3,500	3,500	2,000	3,500
452130 Patrol Accessories	4,556	4,500	4,500	4,500	4,500
452135 911 Accessories	-	-	-	15,000	15,000
452510 Janitorial Supplies	1,773	2,000	2,000	1,800	2,000
TOTAL OPERATING EXPENSES	\$ 398,004	\$ 507,460	\$ 482,975	\$ 415,920	\$ 520,464
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 23,109	\$ 44,030	\$ 44,030	\$ 43,000	\$ 39,200
TOTAL CAPITAL OUTLAY	\$ 23,109	\$ 44,030	\$ 44,030	\$ 43,000	\$ 39,200
TOTAL SUPPORT SERVICES	\$ 1,504,450	\$ 1,797,929	\$ 1,773,444	\$ 1,479,750	\$ 1,874,532

Performance *Spotlight*

Program Description

The Administrative Services Division is responsible for PCPD's Training Unit, Accreditation Team, front lobby operations, Human Resources, Grant Management, Asset Forfeiture, Crime Prevention, and Records Unit.

Program Goals

Training Unit

Value: Excellence

- Deliver regular and systematic in-service and roll call training to all police department members.
- Conduct all mandatory training in accordance with FDLE regulations.
- Coordinate the delivery of advanced and specialized training to sworn members of PCPD.
- Maintain training program documentation to include course goals, lesson plans, attendance and scores.
- Conduct firearms qualifications for all sworn members in accordance to FDLE regulations.
- Conduct annual refresher training in each of the "high liability" areas to all sworn members of PCPD.
- Assure all sworn members maintain state standards in accordance to FDLE regulations.

Accreditation Team

Value: Excellence

- Ensure PCPD maintains all accreditation standards.
- Ensure front lobby team greets all visitors and connect them to appropriate staff member.

Crime Prevention

Value: Teamwork & Transparency

- Deliver public education programs on a wide array of crime prevention topics.
- Coordinate, advertise, and participate in DEA's periodic prescription drug turn-in campaign.
- Schedule and participate in the annual Great American Teach-In event with Hillsborough County Schools.
- Coordinate and conduct public demonstrations of police equipment.

Records Unit

Value: Excellence

- Process all paperwork (reports, field interview reports, citations, warning, crashes, etc.) within 24 hours of receipt.
- Assist all walk-in customers in a friendly and professional manner.
- Compile and ensure all Uniform Crime Report (UCR) statistics are accurate and submitted biannually.
- Compile and submit monthly statistics by the 5th of the following month.
- Fingerprint, conduct faulty equipment checks, and complete VIN verifications to maximize officer's time.

Performance *Spotlight*

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Roll call training sessions	16	19	20
Crime prevention programs	15	21	25
Cubic feet of records destructed	26	25	25

Goals & Objectives Accomplished

- Oversaw the completion of all FDLE training for sworn personnel with no extensions.
- Completed all “high liability” training on time and with a 100% success rate.
- Managed special events held in the City such as Christmas Parades, Strawberry Festival, Grand Parade, and the 4th of July fireworks.

Fund: General Fund	Department: Police	Org Code: 00153004
	Program: Administrative Services	

APPROPRIATIONS DETAIL

Object Code	2018-19	2019-20	2019-20	2019-20	2020-21
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 393,426	\$ 467,769	\$ 467,769	\$ 469,178	\$ 470,933
415500 Other Benefits	500	700	700	700	700
421000 Social Security	28,672	35,668	35,668	34,733	34,685
422000 Pension	149,398	151,715	151,715	151,777	168,892
423000 Health and Life Insurance	59,324	74,085	74,085	70,389	80,426
424000 Workers' Compensation	5,901	6,196	6,196	6,196	6,506
TOTAL PERSONAL SERVICES	\$ 637,220	\$ 736,133	\$ 736,133	\$ 732,973	\$ 762,142
<u>OPERATING EXPENSES</u>					
434900 Accreditation Cost	\$ 2,404	\$ 5,000	\$ 5,000	\$ 4,900	\$ 2,500
440000 Courses Training and Meetings	654	500	500	400	500
443000 Water Sewer & Solid Waste	42,676	32,000	32,000	35,000	37,000
443100 Power Heat & Lights	65,270	85,000	85,000	60,000	80,000
445000 Insurance	10,743	12,100	12,100	14,800	15,540
446040 Maintenance of Motor Equipment	17,193	17,410	17,410	17,410	17,290
446110 Building and Property Repair	31,176	18,000	42,485	42,000	18,000
448200 Prevention Program	1,570	2,500	2,500	2,500	5,000
452120 Uniforms and Clothing	505	3,020	3,020	2,044	3,100
452130 Patrol Accessories	1,401	5,000	5,000	5,000	5,000
455100 State Education Program	150	3,000	3,000	750	2,000
TOTAL OPERATING EXPENSES	\$ 173,742	\$ 183,530	\$ 208,015	\$ 184,804	\$ 185,930
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 1,104	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	\$ 1,104	\$ -	\$ -	\$ -	\$ -
TOTAL ADMINISTRATIVE SERVICES	\$ 812,066	\$ 919,663	\$ 944,148	\$ 917,777	\$ 948,072

Performance *Spotlight*

Program Description

The Investigative Services Division (ISD) is responsible for follow-up investigations of all 1st and 2nd degree felonies and 3rd degree felonies not worked by the Patrol Division. ISD is responsible for the investigation of all homicides, arsons involving death, aggravated battery where death is a likelihood, armed robberies, rape, felony, child abuse, kidnapping, burglaries, fraud, computer related fraud, and crimes against children.

Program Goals

Value: Excellence

- Maintain an overall clearance rate consistent with the national average of 45.5% on violent crimes and 17.6% on property crimes.

Value: Transparency

- Investigate criminal activity within the City in accordance with applicable laws and PCPD standards.

Value: Teamwork

- Proactively target felony crime trends as they are recognized via statistical analysis.
- Investigate vice and narcotics crimes occurring within the City limits.
- Conduct regular investigative operations to ensure sexual offenders/predators are properly supervised.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Reported Violent Crimes	147	162	179
Percentage of Cleared Violent Crimes	85%	75%	74%
Reported Property Crimes	1191	1227	1400
Percentage of Cleared Property Crimes	41%	34%	31%
Search Warrants	14	14	18
Sex Offender Checks	104	110	126

Goals & Objectives Accomplished

- Maintained a clearance above the national average.
- Completed two sessions of sex offender/predator checks for compliance.
- Worked several vice/narcotics cases that resulted in arrests or search warrants.

Fund: General Fund	Department: Police	Org Code: 00153005
	Program: Criminal Investigation	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 1,144,381	\$ 1,058,841	\$ 1,058,841	\$ 1,037,513	\$ 1,184,662
414000 Overtime Pay	(15,177)	15,000	15,000	-	15,000
415500 Other Benefits	1,500	1,400	1,400	1,400	1,500
421000 Social Security	86,349	82,167	82,167	77,601	89,038
422100 Pension - Public Safety	514,532	515,803	515,803	515,803	469,454
423000 Health and Life Insurance	133,043	135,438	135,438	132,175	155,544
424000 Workers' Compensation	18,030	18,932	18,932	18,932	19,879
TOTAL PERSONAL SERVICES	\$ 1,882,657	\$ 1,827,581	\$ 1,827,581	\$ 1,783,424	\$ 1,935,077
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 5,513	\$ 6,000	\$ 6,000	\$ 6,000	\$ 7,500
434110 Special Services	4,000	5,000	4,000	5,000	6,000
440000 Courses Training and Meetings	18,013	19,240	19,240	17,000	18,747
444015 Lease Vehicles Reimbursed	1,215	-	-	2,600	-
445000 Insurance	31,163	34,200	34,200	41,970	44,070
452100 Other Supplies	2,492	3,500	3,000	4,000	4,500
452120 Uniforms and Clothing	15,383	11,000	11,000	11,900	16,000
452130 Patrol Accessories	1,087	1,500	3,000	1,500	2,000
454000 Subscriptions and Memberships	-	-	-	50	-
455100 State Education Program	-	1,000	1,000	500	500
TOTAL OPERATING EXPENSES	\$ 92,395	\$ 94,980	\$ 94,980	\$ 104,020	\$ 112,767
TOTAL CRIMINAL INVESTIGATION	\$ 1,975,052	\$ 1,922,561	\$ 1,922,561	\$ 1,887,444	\$ 2,047,844

Performance Spotlight

Department Mission

To provide quality professional planning services, and excellent customer service to residents, development professionals and their clients, appointed advisory boards and the City Commission. In addition, provide support to three citizen boards that advise the City Commission, the Historic Resources Board, Board of Adjustments, and the Planning Board.

Program Description

The Planning and Zoning Division is responsible for the long-and-short range land use planning activities of the City of Plant City. This division is responsible for providing guidance on a wide variety of issues, such as annexations, land use amendments, protection of historic resources, subdivision plats, rezoning, right-of-way vacancies, pre-development counseling, concurrency management, tree removal, land development regulations, variances and other planning.

Program Goals

Value: Teamwork

- Train staff on current policies and procedures

Value: Integrity

- Provide excellent service to the public and information to staff and other governmental agencies within 24-48 hours.

Value: Transparency

- Improve procedures and increase efficiency in the Planning and Zoning office.

Value: Leadership

- Encourage and train customers to utilize online payment processing and online permitting.

Value: Excellence

- Provide quality professional planning services and excellent customer service to development professionals and their clients, nearby jurisdictions and agencies, and the residents of Plant City.
- Process all paperwork (site plans, rezonings, Planning Board, Historic Resources Board, & Board of Adjustment cases, etc.) within 24 hours of receipt.
- Staff to attend a total of 100 hours of training per year.
- Improve turn-around time for reviewing building permits from four hours to three hours.
- Update land development and other regulations to address planning issues, improve economic opportunities, and continue to streamline the development review processes of Plant City. This task will include creating land development regulations for the Mixed Use Gateway and improving the operating procedures of the Development Review Committee (DRC).

Value: Respect

- Assist all walk-in customers in a friendly and professional manner.
- Provide a welcoming atmosphere for our customers which promotes economic development.

Performance Spotlight

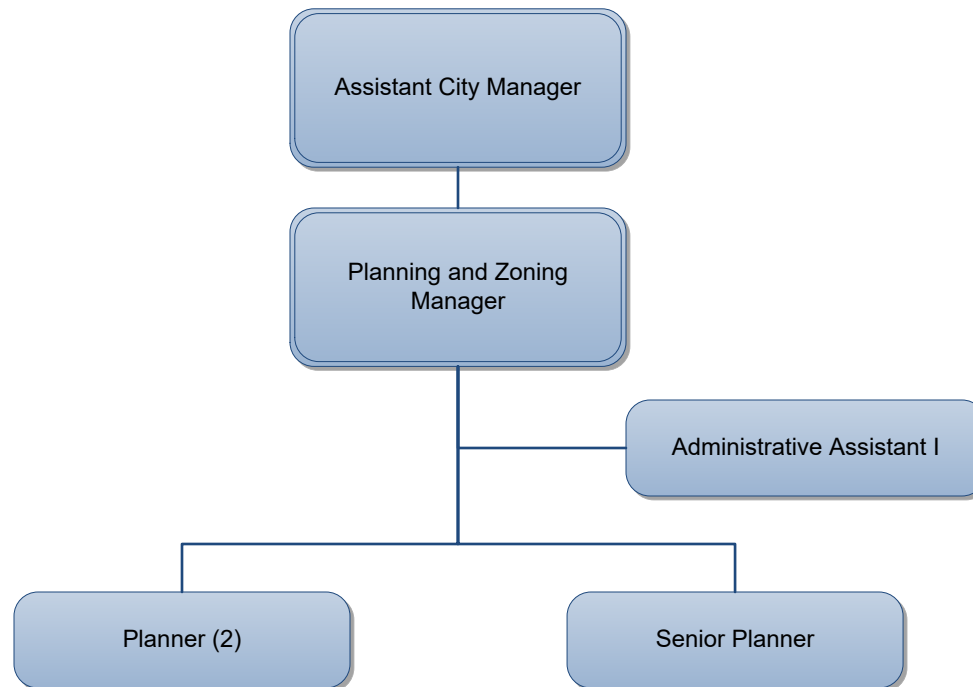
Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
# of commercial and industrial development plans reviewed	22	30	40
# of building permits reviewed	643	700	800
Core Strategy: Fostering Community Engagement			
# of Planning Board cases	22	36	42
# of Board of Adjustment cases	4	4	4
# of Historic Resources Board cases	5	5	5
Core Strategy: Empowering Outstanding Customer Service			
# of citizen calls, emails, in person correspondence	3,575	3,700	4,000
# of processed tree removal permits	228	250	280
# of processed outdoor sales permits	69	80	85
# of Certificate of Appropriateness issued	63	75	80
Core Strategy: Engaging in Effective Communication			
# of DRC meetings	19	25	30
Core Strategy: Maximizing Organizational Effectiveness			
# of Land Development Regulations added or updated	3	5	15

Goals & Objectives Accomplished

- Attended the Florida American Planning Association annual conference.
- Amended the Zoning Regulations to address commercial outdoor uses allowed on premises.
- Amended the Zoning Regulations for Midtown.
- Developed Zoning Regulations for the Mixed-Use Gateway Area.
- Reviewed 643 building permits for zoning compliance within a 4-hour turnaround time.
- Answered 3,575 phone calls, emails and customer inquiries within a 24-hour turnaround time.

City of Plant City – Organizational Chart – Planning & Zoning



Fund: General Fund	Department: Planning and Zoning	Org Code: 00153301
------------------------------	---	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 164,200	\$ 168,482	\$ 196,132	\$ 196,055	\$ 276,295
415500 Other Benefits	300	300	300	300	500
421000 Social Security	12,519	12,815	15,160	14,510	20,399
422000 Pension	13,248	13,504	15,939	15,810	22,147
423000 Health and Life Insurance	23,912	25,371	32,042	32,040	51,490
424000 Workers' Compensation	219	230	230	230	242
TOTAL PERSONAL SERVICES	\$ 214,398	\$ 220,702	\$ 259,803	\$ 258,945	\$ 371,073
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 4,775	\$ 10,500	\$ 9,100	\$ 8,000	\$ 11,500
440000 Courses Training and Meetings	236	3,300	3,300	2,300	3,900
440100 Car Allowance	2,340	2,340	2,340	2,340	2,340
442000 Postage	277	400	400	400	600
445000 Insurance	2,583	3,000	3,000	3,630	3,820
451000 Office Supplies	423	1,000	1,000	600	1,000
452100 Other Supplies	497	1,600	1,600	1,000	1,000
454000 Subscriptions and Memberships	541	1,300	1,300	1,100	1,700
TOTAL OPERATING EXPENSES	\$ 11,673	\$ 23,440	\$ 22,040	\$ 19,370	\$ 25,860
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ -	\$ 1,400	\$ 1,360	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 1,400	\$ 1,360	\$ -
TOTAL PLANNING AND ZONING	\$ 226,071	\$ 244,142	\$ 283,243	\$ 279,675	\$ 396,933

Performance Spotlight

Department Mission

To promote an enriched quality of life for Plant City residents and visitors through a wide range of superior leisure opportunities and facilities.

Program Description

The Recreation Division oversees the recreation center programs for three buildings, all athletic programs and special events at all City parks and produces community-wide special events.

Recreation Programming

- Responsible for all recreation and community center offerings, including special interest class development, instructor recruitment, scheduling and promotion.
 - Classes include adult fitness, youth/adult self-defense, dance, art and senior programming.
 - Youth out-of-school time offerings include after school and summer programs.
- Responsible for all production aspects of special events, including securing sponsorships, vendors, volunteers, entertainment and more.
 - City coordinated special events include the July 4th Celebration, City-Wide Easter Egg Hunt, Bi-Annual Youth Fishing Derbies, Dad-Daughter Date Night, and Mom-Son event.
 - Co-sponsored community special events include Dr. Martin Luther King Jr. Festival and Black Heritage Festival.
 - Assists in non-City coordinated special events held by the Chamber of Commerce, Main Street, Willaford Railroad Museum, and other local non-profits.

Athletic Programming

- Responsible for all production and coordination aspects of athletic programs, including calendar, game scheduling, Parks Division field prep, youth sports uniforms and equipment, youth sports coach recruitment, part time officials recruitment/training/scheduling, and publicity for department-run athletic programming (youth flag football, youth basketball, youth soccer, youth sport skills contests, adult sports programs).
- Coordinates field use, calendar, and Parks Division field prep for local non-profit youth sports organizations league play (baseball/softball, tackle football/cheer, competitive soccer).
- Coordinates field use, Parks Division field prep, and acts as a liaison for non-City run tournaments and other field rentals held over 45 weekends a year for youth travel baseball, youth travel softball, youth travel soccer, youth tackle football, youth lacrosse, youth/adult flag football, adult softball, and Ultimate Frisbee.
- Oversees the Plant City Tennis Center including scheduling 10 courts, programming league play, and developing programs and tournaments.

Program Goals

Value: Teamwork

- Training staff to contribute to all programs supported by the division, whether they are center-based, athletics, or community oriented.

Performance Spotlight

Value: Integrity

- Present programs that are fair, accessible, and open to everyone in the community.

Value: Transparency

- Provide information on all aspects of programming to the public utilizing print, electronic and, social media.

Value: Leadership

- Communicate with the public to determine their ideas and concerns.

Value: Excellence

- Adjust programming to meet the current needs of an ever-changing community.

Value: Respect

- Continue to provide highly respected programming and facilities for the users to enjoy.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected *	2021 Proposed
Core Strategy: Facilitating Economic Development			
Independent Sports Programs Hosted	125	60	125
Independent Special Events Hosted	51	25	50
Core Strategy: Fostering Community Engagement			
Recreation Center Rentals	43	20	50
Pavilion Rentals	271	140	275
Core Strategy: Empowering Outstanding Customer Service			
Recreation Programs Offered	243	100	250
Department Special Events Held	10	5	12
Core Strategy: Engaging in Effective Communication			
Number of Social Media Posts (Parks & Recreation)	12	50	75
Core Strategy: Maximizing Organizational Effectiveness			
Staff Training Sessions	n/a	12	12

Performance Outcome numbers for 2020 were severely affected by the facility closures due to COVID-19 which started in March 2020.

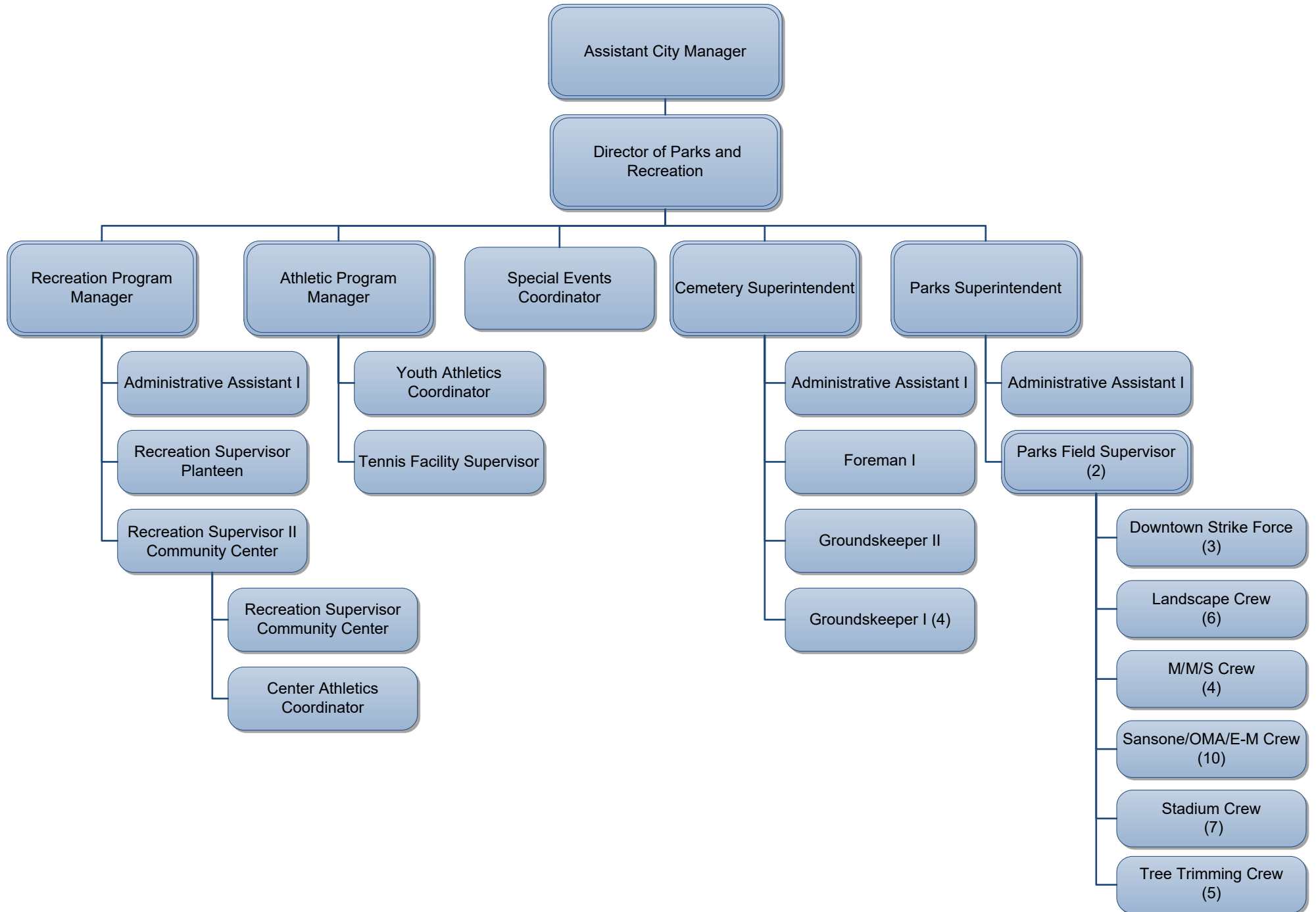
Performance Spotlight

Goals & Objectives Accomplished

The closure of parks and facilities due to the COVID-19 outbreak, starting in March 2020, severely affected the number of activities. The following activities either occurred or were planned but were canceled. Number of activities and attendance numbers indicated with an asterisk (*) were either severely limited or canceled due to the closures, with the prior year year's quantity shown.

- Oversaw construction of the Sadye Gibbs Martin Community Center, bringing it online in July 2020.
- Coordinated field use for outside organizations for 50+ events over 45 weekends a year. *
- Hosted major tournaments - largest five:
 - United Youth Football League National Championships (135 youth tackle football teams).
 - National Club Baseball/Softball Association Spring Training (65 college-level teams). *
 - Global Sports Alliance (30+ weekends of youth travel baseball team tournaments). *
 - Suncoast Travel Ball (10 weekends of youth travel baseball team tournaments). *
 - Florida Youth Soccer Association (three weekends of youth travel soccer team tournaments). *
- Provided quality athletic and non-athletic programming - largest five:
 - July 4th Celebration at Plant City Stadium - 6,000+ spectators. *
 - Tennis Center participation - over 4,800 users. *
 - City-Wide Easter Egg Hunt - 800-1,000 youths plus spectators. *
 - Youth Athletics programs (soccer 1,112, basketball 252, and flag football 220). *
 - Daddy-Daughter Dance - 150 couples, over 310 attendees.

City of Plant City – Organizational Chart – Parks and Recreation



Fund: General Fund	Department: Parks and Recreation Program: Recreation	Org Code: 00153600
------------------------------	---	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 359,673	\$ 486,643	\$ 522,720	\$ 413,069	\$ 491,519
412500 Temporary Pay	207,903	210,000	210,000	135,799	235,000
414000 Overtime Pay	19,343	17,000	4,717	5,373	25,000
415500 Other Benefits	660	1,060	1,060	660	1,060
421000 Social Security	43,971	53,618	46,340	36,661	55,733
422000 Pension	30,102	40,379	32,770	27,474	40,613
423000 Health and Life Insurance	62,356	91,276	82,369	68,544	102,250
424000 Workers' Compensation	9,289	9,753	9,753	9,753	10,241
TOTAL PERSONAL SERVICES	\$ 733,296	\$ 909,729	\$ 909,729	\$ 697,333	\$ 961,416
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 22,316	\$ 25,100	\$ 25,100	\$ 25,000	\$ 102,163
440000 Courses Training and Meetings	2,026	3,900	3,900	3,500	5,100
441000 Telephone	3,281	5,700	5,700	5,000	9,100
442000 Postage	466	800	800	650	800
443000 Water Sewer & Solid Waste	39,034	50,500	50,500	40,000	45,000
443100 Power Heat & Lights	117,884	175,000	175,000	140,000	180,000
444010 Lease of Vehicles	5,900	9,700	9,700	9,700	25,200
445000 Insurance	24,779	29,400	29,400	35,520	37,300
446040 Maintenance of Motor Equipment	11,895	9,528	9,528	9,000	8,388
446100 Radio Maintenance	-	1,000	1,000	1,000	1,000
446110 Building and Property Repair	19,152	20,000	20,000	20,000	20,000
449010 Special Activities	9,621	15,000	15,000	15,000	15,000
449200 Credit Card Processing Fee	3,796	5,000	5,000	5,000	6,000
449210 Summer Recreation Programs	46,170	50,000	50,000	50,000	75,000
449320 Sport Camps	12,065	12,000	12,000	12,000	12,000
451000 Office Supplies	3,990	6,000	6,000	5,000	7,000
452000 Fuel	3,134	5,000	5,000	3,000	6,000
452150 Other Supplies	30,234	55,900	55,900	45,200	73,800
452160 Softball League Expense	30,360	50,800	50,800	28,000	45,500
452190 Other League Concession Expens	40,390	55,000	55,000	33,500	49,500
452300 Safety Equipment & Supplies	150	650	650	500	650
454000 Subscriptions and Memberships	2,911	2,800	2,800	2,800	3,600
TOTAL OPERATING EXPENSES	\$ 429,553	\$ 588,778	\$ 588,778	\$ 489,370	\$ 728,101
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 11,894	\$ 14,400	\$ 14,400	\$ 14,000	\$ -
491000 Capital Project Account	1,210,000	-	-	-	25,000
TOTAL CAPITAL OUTLAY	\$ 1,221,894	\$ 14,400	\$ 14,400	\$ 14,000	\$ 25,000
<u>NON-OPERATING</u>					
491200 Grant Transfer	\$ 800,000	\$ -	\$ -	\$ -	\$ -
TOTAL NON-OPERATING	\$ 800,000	\$ -	\$ -	\$ -	\$ -
TOTAL RECREATION	\$ 3,184,744	\$ 1,512,907	\$ 1,512,907	\$ 1,200,703	\$ 1,714,517

Performance Spotlight

Department Mission

To preserve, protect and enhance the City's park land and public green spaces while providing superior play space and game fields for league play and tournament use.

Program Description

The Park Maintenance and Stadium Program maintains over 757 acres of City property (636 acres of active and passive park land and 121 acres of non-park City property). The program is responsible for a routine maintenance program to preserve, protect and enhance program areas within the parks and have facilities available for community use and prepped for recreational programming and tournaments. The crews are also responsible for grounds maintenance for most non-park City properties, tree trimming services on all City properties and rights-of-way. All 36 employees are involved with any storm-related recovery, including "first push" street clearing and debris removal.

All crews except Tree Trimming share similar duties such as, mow, edge, weed-eat, litter control, shrubbery and low tree trimming, application of various chemicals, park restroom servicing, safety inspections of park buildings and amenities, and minor park building and property repairs, along with their specific tasks as listed below.

Park Maintenance

- Landscape Crew
 - Maintains over 40 parcels which include neighborhood parks, pavilions, playgrounds, walking trails, the Midtown District, downtown parking lots and other City-owned non-park properties and greenspaces. Preps downtown park areas for over 30 weekend events annually.
- MLK Recreation Complex/Marie B. Ellis Park/Snowden Park (MMS) Crew
 - Maintains over 40 parcels which include neighborhood parks, basketball courts, pavilions, playgrounds, walking trails, baseball and multi-use fields at the MLK Recreation Complex and Snowden Park, affordable housing vacant lots and other City-owned non-park properties and greenspaces. Preps fields for over 40 weekend athletic events annually plus local league play use.
- Mike Sansone Park/Otis M. Andrews Sports Complex/Ellis-Methvin Park (Sansone/OMA/E-M) Crew
 - Maintains over 165 acres which include baseball/softball fields, basketball courts, sand volleyball courts, modular skate park, pavilions, playgrounds, nature trail, football/soccer/lacrosse fields, hard/clay tennis courts and walking trails. Preps fields for over 45 weekend athletic events annually plus local league play use.
- Tree Trimming Crew
 - Performs tree trimming on City-owned property, including City street right-of-way. Responsibilities are to trim or remove damaged, diseased or dying trees, raise the tree canopy over City-maintained roadways and around street signage/lighting, large area (bush hog) mowing, fencing repairs and installation, welding/gate repairs, assist other departments with high-reach work needing a tall bucket truck. This crew is also considered a "first responder" for fallen trees in roadways.

Stadium

- The Stadium Crew maintains over 125 acres, including the Plant City Stadium baseball/softball field, grandstands and press box, the Randy L. Larson Softball Four-Plex baseball/softball fields, pavilion, and playground, as well as the

Performance Spotlight

access areas in and around the Urban Forest property. Preps fields for over 40 weekend athletic events and special events annually.

Program Goals

Value: Teamwork

- Increase technical skills and safety by initiating cross training and mentorship opportunities. Create a culture of teambuilding while leveraging our wisdom and experience to train our new team members towards excellence.

Value: Integrity

- Strive towards a culture of responsibility and pride in the level of quality created in the care of our Parks. Place trust in team members to get the job done in excess of the citizens expectations.

Value: Transparency

- Increase the level of records keeping and reporting through technology. Create a more user friendly and readily available reporting platform in the Standard Operating Procedures.

Value: Leadership

- Strive to remain fully staffed in the leadership positions. Provide advanced training opportunities for all employees seeking to further skills and knowledge. Strive to remain the go-to destination for quality sports field maintenance and unsurpassed service provided in the youth sports and tournament administration.

Value: Excellence

- Continue to increase the level of quality at our sports facilities that our citizens and visiting event participants have come to expect, while increasing our level of detail in the downtown and neighborhood park facilities.

Value: Respect

- Foster self-respect with training and technical mastery among team members and focus on celebrating the diverse make-up of our employees that offers a vast array of perspectives and solutions to the day to day challenges we face. Create a sense of pride and self-respect within the community as they visit their parks and natural spaces in pristine condition.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected *	2021 Proposed
Core Strategy: Facilitating Economic Development			
Tournaments Hosted	54	25	55
Core Strategy: Fostering Community Engagement			
Special Events Hosted	51	27	50

Performance Spotlight

Performance Outcome	2019 Actual	2020 Projected *	2021 Proposed
Core Strategy: Empowering Outstanding Customer Service			
Tree Trimmed or Removed	1,681	1,500	1,500
Tons of Landscape/Tree Debris Hauled	1,086	1,000	1,000
Tons of Fertilizer Spread	73.15	75	75
Core Strategy: Engaging in Effective Communication			
Number of Social Media Posts (with Recreation)	12	50	75
Core Strategy: Maximizing Organizational Effectiveness			
Staff Training Sessions	6	12	12

Performance Outcome numbers for 2020 were severely affected by the facility closures due to COVID-19 which started in March 2020.

Goals & Objectives Accomplished

- Increased user safety and satisfaction by completing trail and parking lot lighting projects.
- Continued high level of use of City facilities for large tournaments and activities.
- Increased quantity of support materials to improve field quality.
- Replaced older, troublesome fleet equipment to increase efficiency and reduce maintenance cost.
- Created a renewed focus on the level of detail in the landscaping of the downtown and neighborhood park areas.

Fund: General Fund	Department: Parks and Recreation Program: Park Maintenance	Org Code: 00153901
------------------------------	---	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 816,717	\$ 945,075	\$ 969,103	\$ 941,783	\$ 1,061,351
414000 Overtime Pay	184,793	195,000	155,878	100,000	100,000
415500 Other Benefits	2,464	2,864	2,864	2,364	3,190
421000 Social Security	73,918	83,526	72,836	67,980	90,549
422000 Pension	79,918	91,451	80,271	75,099	97,635
423000 Health and Life Insurance	204,171	250,164	218,928	189,953	275,867
424000 Workers' Compensation	13,987	14,686	14,686	14,686	15,421
TOTAL PERSONAL SERVICES	\$ 1,375,968	\$ 1,582,766	\$ 1,514,566	\$ 1,391,865	\$ 1,644,013
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 214,443	\$ 96,700	\$ 172,400	\$ 152,000	\$ 108,510
434120 Tree Removal	-	10,000	10,000	6,000	10,000
434150 Landfill Fees	49,932	48,000	48,000	48,000	48,000
440000 Courses Training and Meetings	922	3,000	3,000	3,000	3,000
441000 Telephone	8,063	8,100	8,100	7,600	8,550
443000 Water Sewer & Solid Waste	375,771	400,000	400,000	375,000	400,000
443100 Power Heat & Lights	41,614	49,000	49,000	45,000	49,000
443200 Light System Maintenance	13,952	50,000	55,970	50,000	50,000
444010 Lease of Vehicles	43,000	67,500	67,500	67,500	103,400
445000 Insurance	74,528	85,200	85,200	102,930	108,080
446040 Maintenance of Motor Equipment	178,431	185,186	185,186	185,000	160,574
446100 Radio Maintenance	-	2,000	2,000	2,000	2,000
446110 Building and Property Repair	74,517	88,000	88,000	75,000	88,000
451000 Office Supplies	2,324	2,500	2,500	2,250	2,500
452000 Fuel	40,750	50,000	50,000	40,000	44,000
452100 Other Supplies	51,651	76,240	76,240	76,000	72,890
452120 Uniforms and Clothing	9,170	10,500	10,500	10,500	13,400
452200 Tools	9,019	10,500	10,500	10,500	9,500
452210 Chemicals	112,172	122,300	122,300	115,000	125,000
452300 Safety Equipment & Supplies	7,412	9,200	9,200	8,000	14,250
454000 Subscriptions and Memberships	260	700	700	700	700
TOTAL OPERATING EXPENSES	\$ 1,307,931	\$ 1,374,626	\$ 1,456,296	\$ 1,381,980	\$ 1,421,354
<u>CAPITAL OUTLAY</u>					
462000 Building Improvements	\$ 7,574	\$ -	\$ -	\$ -	\$ -
463400 Infrastructure Improvements	17,285	-	-	3,052	-
464100 Other Capital Equipment	4,164	9,200	9,200	9,000	-
491000 Capital Project Account	435,000	102,500	102,500	102,500	72,500
TOTAL CAPITAL OUTLAY	\$ 464,024	\$ 111,700	\$ 111,700	\$ 114,552	\$ 72,500
TOTAL PARK MAINTENANCE	\$ 3,147,923	\$ 3,069,092	\$ 3,082,562	\$ 2,888,397	\$ 3,137,867

Performance Spotlight

Department Mission

To preserve, protect and enhance the City’s cemeteries while serving our families with empathy.

Program Description

The Cemetery Operations program maintains over 52 acres of land in four City cemeteries. Currently, the Cemetery Superintendent and the Cemetery Coordinator are responsible for all administrative duties to include meeting with families and scheduling funeral services; locating gravesites for families, visitors and 3rd party vendors; maintaining all cemetery records, insuring that the paper records, digital files, and maps are updated in a timely manner; and the sale of grave spaces. With the supervision and leadership of the Cemetery Coordinator, the Cemetery Groundskeepers are responsible for mowing, edging, and string trimming around headstones and monuments; grave marker preservation, to include cleaning, raising, and realignments; intrusive shrub and tree removal; hedge trimming; leaf and debris removal; and all cemetery related irrigation issues. The crew is also responsible for opening and closing of gravesites, including the set-up of the tent, chairs, carpets and the lowering device. Additionally, they assist the Parks Division with mowing and trimming of two other park properties. The Cemetery Coordinator is the Contract Representative for an outsourced grounds maintenance contract for several sites and the department’s uniform contract. All seven employees are involved with any storm-related recovery, including street clearing and debris removal.

Program Goals

Value: Teamwork

- Promote collaboration between staff and the public to provide quality service.

Value: Integrity

- To create policy and procedure that promote personal accountability, pride, and professionalism.

Value: Leadership

- To establish a program-wide SOP and training program to create continuity and create advancement opportunities for team members.

Value: Transparency

- Create an open door environment that encourages team members, visitors and family members to explore through interactive site maps and engage through community-based volunteerism.

Value: Excellence

- Continue to improve on processes and procedures that capitalize on thoroughness and time efficiency, allowing us to meet and exceed our goals to refresh and enhance the aesthetics of the city cemeteries.

Performance Spotlight

Value: Respect

- Interact with our customers politely and with empathy.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Interments	139	120	120
Spaces Sold	47	50	50
Core Strategy: Fostering Community Engagement			
Headstones Cleaned	n/a	5,500	7,000
Raise and Realignment	n/a	300	300
Core Strategy: Empowering Outstanding Customer Service			
Intrusive Trees Removed	n/a	50	25
Cubic Yards of Leaves Removed	n/a	120	120
Core Strategy: Engaging in Effective Communication			
Number of Social Media Posts	n/a	6	12
Core Strategy: Maximizing Organizational Effectiveness			
Staff Training Sessions	4	12	12

Goals & Objectives Accomplished

- Pressure washed and chemically cleaned 5,500 grave markers.
- Removed approximately 120 cubic yards of leaves from Oaklawn and Garden of Peace cemeteries.
- Raised and realigned approximately 300 government headstones, private headstones, and corner markers.

Fund: General Fund	Department: Parks and Recreation	Org Code: 00153902
	Program: Cemetery	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 204,574	\$ 276,434	\$ 295,151	\$ 266,066	\$ 271,220
414000 Overtime Pay	20,985	18,000	13,918	9,000	11,700
415500 Other Benefits	633	733	733	633	800
421000 Social Security	16,555	21,818	18,871	18,501	21,704
422000 Pension	18,017	23,618	20,537	19,207	22,704
423000 Health and Life Insurance	57,157	70,018	61,411	50,878	63,090
424000 Workers' Compensation	3,278	3,442	3,442	3,442	3,615
TOTAL PERSONAL SERVICES	\$ 321,199	\$ 414,063	\$ 414,063	\$ 367,727	\$ 394,833
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 8,203	\$ 8,500	\$ 8,500	\$ 8,000	\$ 6,860
440000 Courses Training and Meetings	27	500	500	500	2,500
441000 Telephone	882	1,400	1,400	2,200	2,700
443000 Water Sewer & Solid Waste	13,163	15,500	15,500	18,000	18,000
443100 Power Heat & Lights	4,226	4,200	4,200	4,200	4,200
444010 Lease of Vehicles	19,700	34,700	34,700	34,700	34,700
445000 Insurance	11,385	12,800	12,800	15,470	16,250
446040 Maintenance of Motor Equipment	27,670	27,410	27,410	27,000	26,424
446100 Radio Maintenance	-	300	300	300	300
446110 Building and Property Repair	5,616	11,000	11,000	9,000	11,000
449200 Credit Card Processing Fee	144	500	500	400	500
451000 Office Supplies	799	800	800	800	800
452000 Fuel	9,965	7,000	7,000	6,500	7,000
452100 Other Supplies	2,417	5,180	5,180	5,000	6,215
452120 Uniforms and Clothing	2,050	2,200	2,200	2,400	3,200
452200 Tools	1,750	1,900	1,900	1,500	1,600
452210 Chemicals	1,935	3,000	1,400	1,200	1,700
452300 Safety Equipment & Supplies	966	1,650	1,650	1,200	2,000
454000 Subscriptions and Memberships	35	100	100	100	200
TOTAL OPERATING EXPENSES	\$ 110,930	\$ 138,640	\$ 137,040	\$ 138,470	\$ 146,149
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 1,388	\$ -	\$ 1,600	\$ 1,600	\$ -
491000 Capital Project Account	-	-	-	-	65,000
TOTAL CAPITAL OUTLAY	\$ 1,388	\$ -	\$ 1,600	\$ 1,600	\$ 65,000
TOTAL CEMETERY	\$ 433,517	\$ 552,703	\$ 552,703	\$ 507,797	\$ 605,982

Performance Spotlight

Department Mission

To preserve, protect and enhance the City's park land and public green spaces while providing superior play space and game fields for league play and tournament use.

Program Description

The Park Maintenance and Stadium Program maintains over 757 acres of City property (636 acres of active and passive park land and 121 acres of non-park City property). The program is responsible for a routine maintenance program to preserve, protect and enhance program areas within the parks and have facilities available for community use and prepped for recreational programming and tournaments. The crews are also responsible for grounds maintenance for most non-park City properties, tree trimming services on all City properties and rights-of-way. All 36 employees are involved with any storm-related recovery, including "first push" street clearing and debris removal.

All crews except Tree Trimming share similar duties such as, mow, edge, weed-eat, litter control, shrubbery and low tree trimming, application of various chemicals, park restroom servicing, safety inspections of park buildings and amenities, and minor park building and property repairs, along with their specific tasks as listed below.

Park Maintenance

- Landscape Crew
 - Maintains over 40 parcels which include neighborhood parks, pavilions, playgrounds, walking trails, the Midtown District, downtown parking lots and other City-owned non-park properties and greenspaces. Preps downtown park areas for over 30 weekend events annually.
- MLK Recreation Complex/Marie B. Ellis Park/Snowden Park (MMS) Crew
 - Maintains over 40 parcels which include neighborhood parks, basketball courts, pavilions, playgrounds, walking trails, baseball and multi-use fields at the MLK Recreation Complex and Snowden Park, affordable housing vacant lots and other City-owned non-park properties and greenspaces. Preps fields for over 40 weekend athletic events annually plus local league play use.
- Mike Sansone Park/Otis M. Andrews Sports Complex/Ellis-Methvin Park (Sansone/OMA/E-M) Crew
 - Maintains over 165 acres which include baseball/softball fields, basketball courts, sand volleyball courts, modular skate park, pavilions, playgrounds, nature trail, football/soccer/lacrosse fields, hard/clay tennis courts and walking trails. Preps fields for over 45 weekend athletic events annually plus local league play use.
- Tree Trimming Crew
 - Performs tree trimming on City-owned property, including City street right-of-way. Responsibilities are to trim or remove damaged, diseased or dying trees, raise the tree canopy over City-maintained roadways and around street signage/lighting, large area (bush hog) mowing, fencing repairs and installation, welding/gate repairs, assist other departments with high-reach work needing a tall bucket truck. This crew is also considered a "first responder" for fallen trees in roadways.

Stadium

- The Stadium Crew maintains over 125 acres, including the Plant City Stadium baseball/softball field, grandstands and press box, the Randy L. Larson Softball Four-Plex baseball/softball fields, pavilion, and playground, as well as the

Performance Spotlight

access areas in and around the Urban Forest property. Preps fields for over 40 weekend athletic events and special events annually.

Program Goals

Value: Teamwork

- Increase technical skills and safety by initiating cross training and mentorship opportunities. Create a culture of teambuilding while leveraging our wisdom and experience to train our new team members towards excellence.

Value: Integrity

- Strive towards a culture of responsibility and pride in the level of quality created in the care of our Parks. Place trust in team members to get the job done in excess of the citizens expectations.

Value: Transparency

- Increase the level of records keeping and reporting through technology. Create a more user friendly and readily available reporting platform in the Standard Operating Procedures.

Value: Leadership

- Strive to remain fully staffed in the leadership positions. Provide advanced training opportunities for all employees seeking to further skills and knowledge. Strive to remain the go-to destination for quality sports field maintenance and unsurpassed service provided in the youth sports and tournament administration.

Value: Excellence

- Continue to increase the level of quality at our sports facilities that our citizens and visiting event participants have come to expect, while increasing our level of detail in the downtown and neighborhood park facilities.

Value: Respect

- Foster self-respect with training and technical mastery among team members and focus on celebrating the diverse make-up of our employees that offers a vast array of perspectives and solutions to the day to day challenges we face. Create a sense of pride and self-respect within the community as they visit their parks and natural spaces in pristine condition.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected *	2021 Proposed
Core Strategy: Facilitating Economic Development			
Tournaments Hosted	54	25	55
Core Strategy: Fostering Community Engagement			
Special Events Hosted	51	27	50

Performance Spotlight

Performance Outcome	2019 Actual	2020 Projected *	2021 Proposed
Core Strategy: Empowering Outstanding Customer Service			
Tree Trimmed or Removed	1,681	1,500	1,500
Tons of Landscape/Tree Debris Hauled	1,086	1,000	1,000
Tons of Fertilizer Spread	73.15	75	75
Core Strategy: Engaging in Effective Communication			
Number of Social Media Posts (with Recreation)	12	50	75
Core Strategy: Maximizing Organizational Effectiveness			
Staff Training Sessions	6	12	12

Performance Outcome numbers for 2020 were severely affected by the facility closures due to COVID-19 which started in March 2020.

Goals & Objectives Accomplished

- Increased user safety and satisfaction by completing trail and parking lot lighting projects.
- Continued high level of use of City facilities for large tournaments and activities.
- Increased quantity of support materials to improve field quality.
- Replaced older, troublesome fleet equipment to increase efficiency and reduce maintenance cost.
- Created a renewed focus on the level of detail in the landscaping of the downtown and neighborhood park areas.

Fund: General Fund	Department: Parks and Recreation	Org Code: 00153903
	Program: Stadium	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 236,718	\$ 252,233	\$ 274,988	\$ 250,953	\$ 256,307
414000 Overtime Pay	43,216	45,000	35,111	35,111	31,500
415500 Other Benefits	643	743	743	543	750
421000 Social Security	20,381	22,235	19,645	18,668	21,894
422000 Pension	21,884	23,845	21,137	20,681	23,381
423000 Health and Life Insurance	59,698	57,079	49,511	49,596	67,756
424000 Workers' Compensation	3,935	4,132	4,132	4,132	4,339
TOTAL PERSONAL SERVICES	\$ 386,475	\$ 405,267	\$ 405,267	\$ 379,684	\$ 405,927
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 18,757	\$ 9,300	\$ 9,300	\$ 9,000	\$ 7,700
440000 Courses Training and Meetings	101	500	500	500	500
441000 Telephone	1,476	3,800	3,800	3,000	2,000
443000 Water Sewer & Solid Waste	1,672	2,500	2,500	1,750	2,500
443100 Power Heat & Lights	5,712	7,500	7,500	6,000	7,500
443200 Light System Maintenance	1,311	20,000	20,000	15,000	20,000
444010 Lease of Vehicles	-	58,900	58,900	58,900	71,300
445000 Insurance	24,109	27,300	27,300	32,990	34,640
446040 Maintenance of Motor Equipment	72,562	81,560	81,560	81,000	70,330
446100 Radio Maintenance	-	300	300	300	300
446110 Building and Property Repair	15,218	30,000	30,375	30,000	30,000
451000 Office Supplies	120	400	400	400	400
452000 Fuel	8,545	7,000	7,000	8,000	8,000
452100 Other Supplies	23,731	19,200	19,200	22,000	18,200
452120 Uniforms and Clothing	2,335	2,500	2,500	2,800	3,500
452200 Tools	1,749	2,500	2,500	2,500	2,500
452210 Chemicals	23,493	24,000	24,000	24,000	24,000
452300 Safety Equipment & Supplies	1,613	2,500	2,500	2,500	2,700
454000 Subscriptions and Memberships	35	100	100	100	100
TOTAL OPERATING EXPENSES	\$ 202,540	\$ 299,860	\$ 300,235	\$ 300,740	\$ 306,170
<u>CAPITAL OUTLAY</u>					
463400 Infrastructure Improvements	\$ -	\$ -	\$ 80,000	\$ 73,607	\$ -
464100 Other Capital Equipment	1,388	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 1,388	\$ -	\$ 80,000	\$ 73,607	\$ -
TOTAL STADIUM	\$ 590,403	\$ 705,127	\$ 785,502	\$ 754,031	\$ 712,097

Performance Spotlight

Department Mission

To promote lifelong learning, an informed citizenry, individual intellectual freedom, and to broaden horizons for all.

Program Description

The Library accomplishes its mission by providing citizens access to materials and resources to meet their educational, informational, and cultural needs. Customer contact occurs within the library facility, through community outreach, or virtually by phone, email, or social media. As a member of the Hillsborough County Public Library Cooperative (HCPLC), our customers have access to physical materials and virtual resources owned by any public library in Hillsborough County. Wi-Fi is enabled throughout the building for personal devices and public computers are provided to support virtual activities. The Library offers story times, informative programs, and cultural events. Bruton Memorial houses a welcoming and comfortable environment with study, work, and meeting spaces available for individuals and groups.

Program Goals

Value: Teamwork

- Increase partnerships with local government and community organizations by participating in 72 outreach events.

Value: Excellence

- Provide educational, informational, and cultural programs to the community by holding 420 in-house events.
- Engage and support the community virtually by creating 48 pieces of original online content and posting on social media three times per week.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Fostering Community Engagement			
Registered Card Holders (Average for 12 Months)	45,075	46,608	48,000
Circulation of Physical Items	260,487	216,818	220,000
Customer Visits	152,861	108,468	120,000
Numbers of Programs	384	316	420
Program Attendance	9,157	4,882	10,000
Community Outreach Events	58	42	72
Core Strategy: Empowering Outstanding Customer Service			
Information Requests	41,436	32,586	35,000
Technology Assistance	8,560	5,042	6,500
Meeting Room Sessions	1,802	1,620	1,700
Computer Sign-Ins	36,308	22,224	24,000

Performance Spotlight

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Wi-Fi Sessions	155,330	133,616	156,000
Core Strategy: Engaging in Effective Communication			
Social Media Content	207	190	288

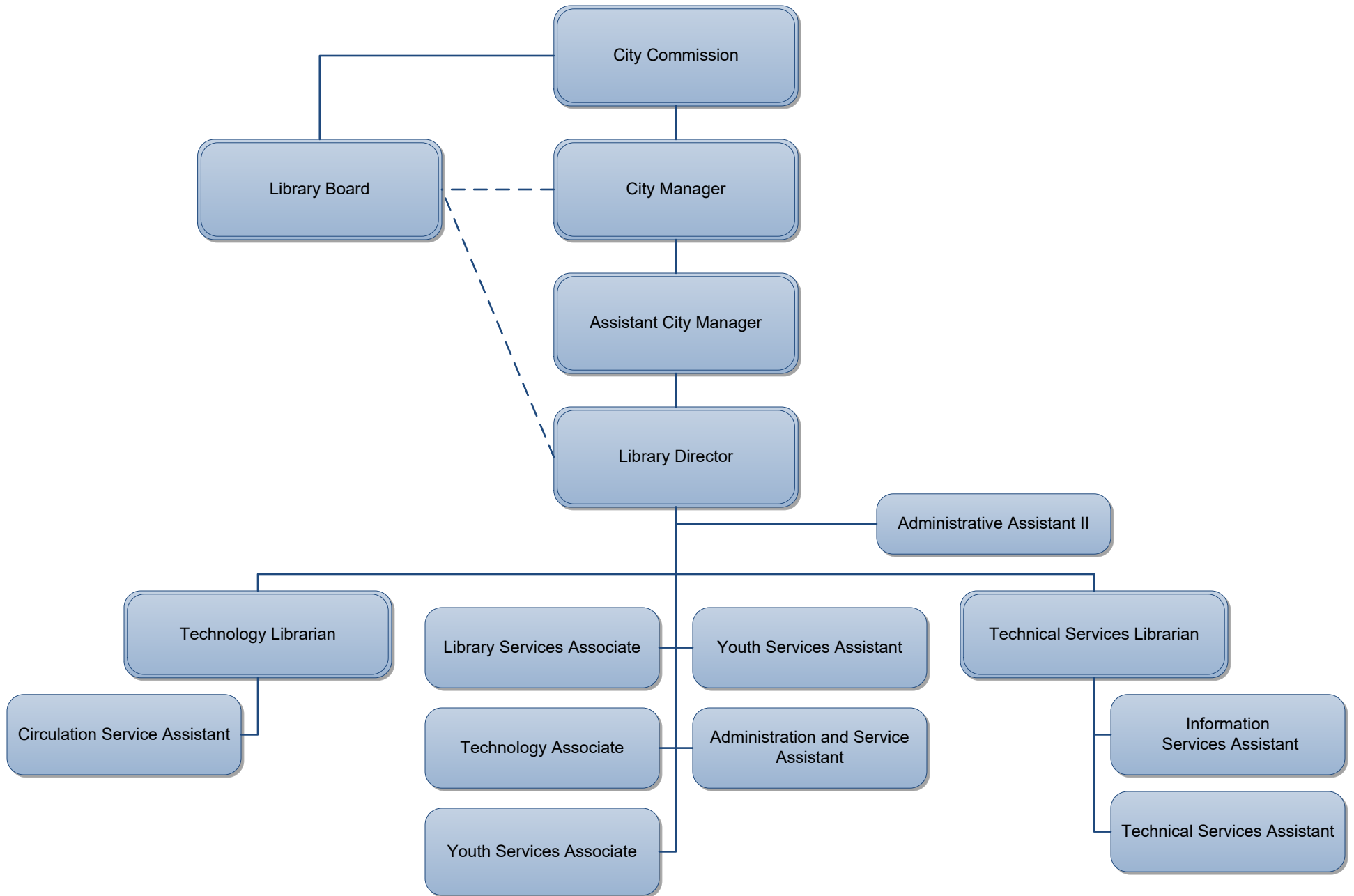
Goals & Objectives Accomplished

- Fostering Community Engagement
 - Hosted Open House event attended by 68 community leaders and supporters to increase awareness about library services and programs.
- Empowering Outstanding Customer Service
 - Installed new self-service kiosk with 12 public use laptops to increase ease of access and mobility of technology services within the library.
 - Rearranged public desktop computers to create a youth computer area with 8 computers for use by school-age children.
 - Installed new furniture, interactive activity toys, and 4 iPads with educational software to support early learning for children.
 - Implemented inventory and collection development project to withdraw outdated materials and add more modern and popular materials to collection.
- Engaging in Effective Communication
 - Developed new marketing and social media strategies to increase community engagement.

Capital Outlay

Books and AV Materials	42,000
Total	\$42,000

City of Plant City – Organizational Chart – Library



Fund: General Fund	Department: Public Library	Org Code: 00154200
------------------------------	--------------------------------------	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 505,587	\$ 540,077	\$ 560,612	\$ 525,945	\$ 551,895
414000 Overtime Pay	-	1,000	1,000	-	1,000
415500 Other Benefits	1,200	1,200	1,200	1,000	1,200
421000 Social Security	38,538	41,123	34,839	34,600	42,233
422000 Pension	40,502	43,389	36,817	36,718	44,332
423000 Health and Life Insurance	85,477	96,043	88,364	73,885	89,431
424000 Workers' Compensation	547	574	574	574	603
TOTAL PERSONAL SERVICES	\$ 671,852	\$ 723,406	\$ 723,406	\$ 672,722	\$ 730,694
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 5,086	\$ 4,500	\$ 5,156	\$ 5,100	\$ 41,914
434100 Computer and Software Services	-	3,800	3,800	3,800	3,800
440000 Courses Training and Meetings	2,835	5,600	5,600	3,850	5,600
440100 Car Allowance	2,340	2,340	2,340	1,950	2,340
441000 Telephone	13,012	11,700	11,700	13,700	10,900
442000 Postage	78	300	300	150	300
443000 Water Sewer & Solid Waste	5,909	6,000	6,000	5,220	6,000
443100 Power Heat & Lights	28,277	40,000	40,000	30,000	40,000
444000 Rental Agreement Office Equipm	7,950	13,200	13,200	10,500	13,200
445000 Insurance	18,560	20,900	20,900	25,250	26,520
446110 Building and Property Repair	7,578	10,000	10,000	7,500	10,000
446200 Maintenance of Office Equipmnt	71	1,200	1,200	1,200	1,200
451000 Office Supplies	10,892	13,000	13,000	13,000	13,000
452100 Other Supplies	13,111	14,800	14,144	14,800	24,800
452170 Periodicals	4,076	3,000	3,000	3,000	3,000
454000 Subscriptions and Memberships	1,545	2,750	2,750	1,500	1,500
457000 Cash Short and Over	(2)	100	100	-	100
TOTAL OPERATING EXPENSES	\$ 121,318	\$ 153,190	\$ 153,190	\$ 140,520	\$ 204,174
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 14,451	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
466020 Books and AV Materials	37,174	41,000	41,000	41,000	42,000
TOTAL CAPITAL OUTLAY	\$ 51,625	\$ 51,000	\$ 51,000	\$ 51,000	\$ 42,000
TOTAL LIBRARY	\$ 844,795	\$ 927,596	\$ 927,596	\$ 864,242	\$ 976,868

Performance *Spotlight*

Department Mission

To promote life safety, health and welfare of citizens and visitors by ensuring that construction projects comply with the minimum intent of the codes and that the use of buildings and structures provide for safety within the City.

Program Description

The Building Department is responsible for the enforcement and administration of the Florida Building Code and National Electric Code, as adopted by State Statutes and City Ordinances. Additional responsibilities include, state mandated codes for construction, alterations, relocations, enlargement, replacement, use, occupancy, location, removal, demolition and maintenance of every building within the City. The Department reviews plans for construction documents, issues permits and inspects each phase of the project.

The Building Department recognizes the ongoing need to develop improved safety standards for constantly evolving construction methods, procedures and materials. The Department understands the importance of communication with developers, contractors and property owners to assist in achieving their goals and objectives.

Program Goals

Value: Teamwork

- Continue to communicate with one another throughout the day with issues and solutions on inspections.
- Insure all required departments within the city are involved with plan review process.

Value: Integrity

- Complete inspections and plan reviews per the Florida Building Code, National Electric Code, and any other associated codes.
- Assure that, as a team, we are making an impact on the community by addressing any immediate life safety issue that may arise.

Value: Transparency

- Continue to be readily accessible to the community and contractors, via meetings onsite, in office, phone, or emails. Being readily available creates a great relationship between the building department, the community, and contractors.

Value: Leadership

- Continue to conduct weekly meetings to insure our team shares their ideas and viewpoints. This allows any issues that arise to be exposed, and discussed in order to devise a proper solution.

Performance Spotlight

Value: Excellence

- Complete continued education classes that are essential in keeping the team informed of new and developing changes in the Florida Building Code and the National Electric Code. It also allows the team to recertify state licenses, which are required by Florida Law.
- Continue to encourage the team to pursue additional licenses, in order to gain additional certifications above and beyond the minimum requirements.
- Continue to make customer service a priority which allows our team to engage the community in a positive manner.

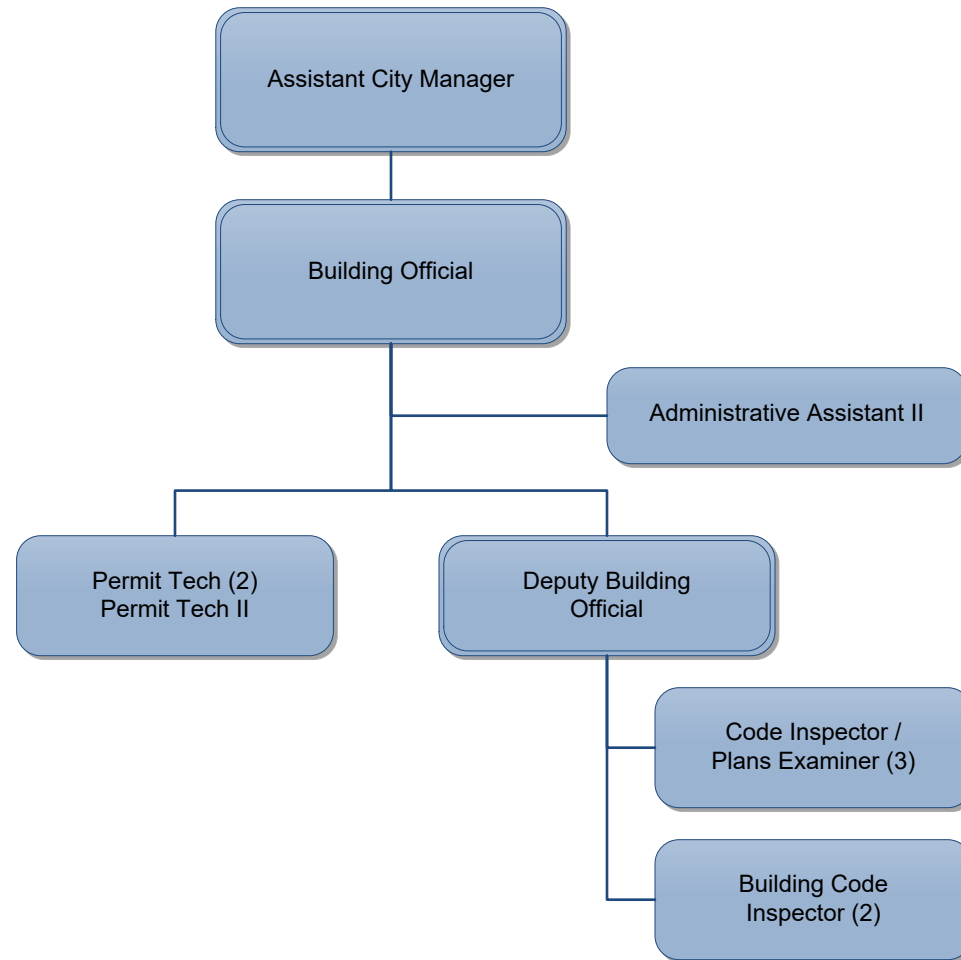
Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
New Residential Permits	232	210	221
New Commercial Permits	173	125	138
Total permits issued	3,364	3,500	3,675
Inspections Conducted	8,538	8,700	8,875
Inspection per inspector	1,708	1,740	1,775
Plans Reviewed	1,479	1,500	1,530
Core Strategy: Empowering Outstanding Customer Service			
Inspection within 24-Hours	8,367	8,526	8,698
Plans reviewed with in a 10-day period	1,405	1,425	1,453
Core Strategy: Maximizing Organizational Effectiveness			
Continuing Education Hours	73	40	50

Goals & Objectives Accomplished

- Individual Employee Accomplishments
 - (1) Achieved Standard Commercial Electrical Inspectors License
 - (1) Approved to test for Standard Plumbing Plans Examiner License
 - (1) Approved to test for Standard Electrical Plans Examiner License
 - (1) Approved to test for Building Code Administrators License
- Issued 3,364 permits for an estimated construction value of \$175,909,525; collected \$959,855 in permit fees; performed 1,476 plans reviews, and 8,538 inspections (FY 2018-19).

City of Plant City – Organizational Chart – Building



Fund: General Fund	Department Building Department	Org Code: 00154501
------------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19	2019-20	2019-20	2019-20	2020-21
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 554,820	\$ 585,587	\$ 541,975	\$ 590,125	\$ 666,227
412500 Temporary Pay	50,602	105,644	101,845	46,100	-
414000 Overtime Pay	9,401	8,000	27,771	25,000	27,771
415500 Other Benefits	850	1,000	1,000	900	1,100
421000 Social Security	45,025	51,286	45,330	44,750	45,808
422000 Pension	44,311	47,575	41,346	45,680	55,609
423000 Health and Life Insurance	91,526	106,890	99,027	102,195	128,758
424000 Workers' Compensation	6,448	6,770	6,770	6,770	7,109
TOTAL PERSONAL SERVICES	\$ 802,983	\$ 912,752	\$ 865,064	\$ 861,520	\$ 932,382
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ -	\$ 250	\$ 250	\$ 75	\$ 250
440000 Courses Training and Meetings	4,322	4,600	4,600	3,000	4,600
440100 Car Allowance	5,460	5,460	5,460	5,460	5,460
441100 Wireless Communications	7,980	8,640	8,640	8,640	8,640
442000 Postage	20	400	400	250	400
444010 Lease of Vehicles	-	6,600	6,600	13,400	13,400
445000 Insurance	11,863	13,600	13,600	16,430	17,260
446040 Maintenance of Motor Equipment	10,233	12,071	12,071	9,000	12,071
449200 Credit Card Processing Fee	12,635	25,000	25,000	25,000	25,000
451000 Office Supplies	4,282	8,000	8,000	8,000	8,600
452000 Fuel	9,208	8,400	8,400	7,000	8,130
452100 Other Supplies	4,705	640	729	700	640
452120 Uniforms and Clothing	98	2,000	2,000	1,500	2,000
452200 Tools	356	850	850	700	700
452300 Safety Equipment & Supplies	900	1,450	1,450	1,200	2,500
454000 Subscriptions and Memberships	1,080	2,650	2,650	2,550	2,550
454020 Books - Publications	1,405	9,500	9,500	2,000	9,500
TOTAL OPERATING EXPENSES	\$ 74,544	\$ 110,111	\$ 110,200	\$ 104,905	\$ 121,701
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 4,055	\$ 6,024	\$ 9,823	\$ 6,000	\$ -
TOTAL CAPITAL OUTLAY	\$ 4,055	\$ 6,024	\$ 9,823	\$ 6,000	\$ -
TOTAL BUILDING DEPARTMENT	\$ 881,581	\$ 1,028,887	\$ 985,087	\$ 972,425	\$ 1,054,083

Performance Spotlight

Department Mission

To partner with the community to improve the quality of life of our citizens, preserve our historic, residential, commercial, and natural resources, and to eliminate blight by encouraging personal responsibility through fair and impartial enforcement of codes and ordinances.

Program Description

The Code Enforcement Division is responsible for enforcing the municipal codes and ordinances of the City of Plant City, which impact health, safety, and quality of life issues. The Division addresses residential complaints and code violations related to such items as tall weeds, garbage, foreclosure homes, building violations, and property maintenance. The Division also addresses commercial complaints and code violations related to such items as tenant improvements, insect and rodent infestations, and other quality of life related concerns. The Division issues notices, warnings and citations for non-compliance when necessary, writes reports, and documents enforcement actions, and prepares cases for testimony before the Plant City Code Enforcement Board.

Program Goals

Value: Teamwork

- Develop two CRA public events partnered with the Housing Authority to educate the residents on the many different public resources available to them to help increase the value of their property.

Value: Transparency

- Develop and implement Code Enforcement Neighborhood Task Force to help clean up neighborhood throughout the city. This task force would be a collaboration between each division of the city. We would recommend ditch cleanouts, identify specific areas in need of large dumpster to dispose of large items, mow rights of ways, identify faded street signs, and encourage neighbors to improve their properties.

Value: Leadership

- Attend Florida Code Enforcement (F.A.C.E.) quarterly trainings and annual conference to expand our employees' knowledge and provide better customer service.

Value: Excellence

- Focus enforcement efforts on Midtown, Downtown, gateways, and within the Community Redevelopment Area with objective of:
 - Identifying long-standing blight issues and eliminating them through city-abatement, if necessary.
 - Condemning and demolish derelict structures.
 - Engaging the public and encouraging personal responsibility for blighted properties.

Performance Spotlight

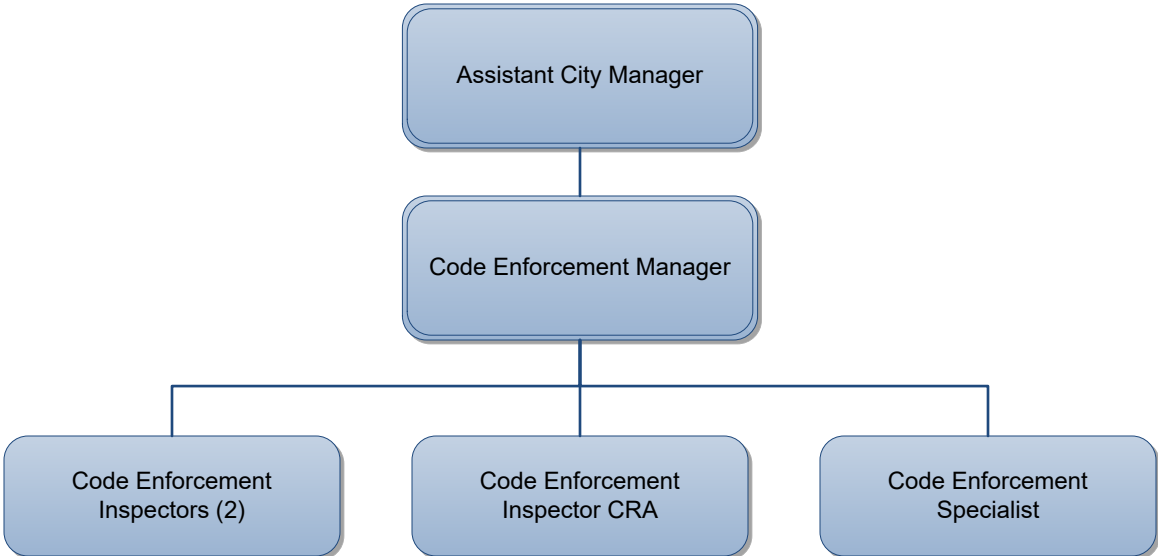
Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
New Investigations Opened	1,780	1,760	1,780
New Investigations Resolved and Closed	1,428	1,650	1,700
Inspections Conducted	5,588	5,600	5,660
Vehicles Towed from Downtown and Rights of Way	8	5	4
Code Enforcement Board Cases Heard	3	4	4
Core Strategy: Fostering Community Engagement			
Neighborhood Clean-up implementation	0	0	6
Lots for City Abatement	28	32	25
Core Strategy: Empowering Outstanding Customer Service			
Illegal Signs Removed	1,971	2,400	2,000
Core Strategy: Engaging in Effective Communication			
Creation of CRA Public Events Partnered with Housing Authority	0	1	2
Core Strategy: Maximizing Organizational Effectiveness			
Attend quarterly Training Sessions & Annual FACE Conference	4	5	6

Goals & Objectives Accomplished

- Attended quarterly training sessions and annual conference for Florida Association of Code Enforcement.
- Partnered with property owners and banks to encourage personal responsibility. This resulted in an 80% reduction in the number of City-funded nuisance abatement cases since 2014.
- Maintained a month-to-month case clearance rate of approximately 80%.
- Implemented MaintStar online permitting software for Code Enforcement by September 2020.
 - Linked both field-based and office-based enforcement activities into one system.
 - Deployed a new online portal by which citizens can access up-to-date information about active and inactive cases.

City of Plant City – Organizational Chart – Code Enforcement



Fund: General Fund	Department: Code Enforcement	Org Code: 00154601
	Program: Code Enforcement	

APPROPRIATIONS DETAIL

Object Code	2018-19	2019-20	2019-20	2019-20	2020-21
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 187,070	\$ 256,632	\$ 261,827	\$ 238,769	\$ 253,237
415500 Other Benefits	350	500	500	500	500
421000 Social Security	14,243	19,516	17,928	17,693	18,905
422000 Pension	14,935	20,573	18,913	19,400	20,300
423000 Health and Life Insurance	28,827	27,574	25,627	26,806	45,008
424000 Workers' Compensation	2,295	2,410	2,410	2,410	2,531
TOTAL PERSONAL SERVICES	\$ 247,720	\$ 327,205	\$ 327,205	\$ 305,578	\$ 340,481
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 25,623	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
440000 Courses Training and Meetings	2,636	5,710	5,710	5,710	5,710
441100 Wireless Communications	3,290	4,172	4,172	4,172	4,172
442000 Postage	6,506	8,000	8,000	8,000	8,000
444010 Lease of Vehicles	9,700	19,600	19,600	19,600	19,600
445000 Insurance	4,497	5,100	5,100	6,170	6,480
446040 Maintenance of Motor Equipment	4,357	6,212	9,212	9,200	4,732
446050 Demolition and Lot Clearing	21,036	50,000	45,300	50,000	50,000
449200 Credit Card Processing Fee	13	50	50	50	50
451000 Office Supplies	882	1,500	1,500	1,500	1,500
452000 Fuel	3,956	5,000	5,000	4,000	4,500
452100 Other Supplies	1,928	3,300	5,000	3,300	3,500
452120 Uniforms and Clothing	1,658	3,350	3,350	3,350	3,350
452300 Safety Equipment & Supplies	450	600	600	600	600
454000 Subscriptions and Memberships	528	450	450	450	450
TOTAL OPERATING EXPENSES	\$ 87,059	\$ 115,044	\$ 115,044	\$ 118,102	\$ 114,644
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 1,354	\$ 3,700	\$ 3,700	\$ 3,700	\$ -
TOTAL CAPITAL OUTLAY	\$ 1,354	\$ 3,700	\$ 3,700	\$ 3,700	\$ -
TOTAL CODE ENFORCEMENT	\$ 336,132	\$ 445,949	\$ 445,949	\$ 427,380	\$ 455,125

Performance *Spotlight*

Department Mission

To provide engineer leadership and services that facilitate economic development and growth through Capital Improvement Projects. Maintain and improve City streets, stormwater systems, and traffic infrastructure. Deliver timely review of site plans, building and engineering permits, project inspections and FEMA determinations. Protect life and property and be responsible stewards of the environment.

Program Description

The Engineering Department provides oversight and direction to ensure quality residential, commercial, and industrial developments within the City. The Department is responsible for Capital Improvement Programs, the construction of City facilities, and the maintenance and improvements of streets, stormwater, and traffic infrastructure. The Department provides review of commercial development site plans in accordance with the municipal code to ensure compliance with safety and environmental standards. The Department reviews facilities for safety from flooding, and provides project construction inspections to maintain quality standards. The Department provides GIS mapping, FEMA elevation determinations, and coordinates the FEMA Community Rating System Program ensuring citizens of Plant City obtain the discounts on the National Flood Insurance Program.

Program Goals

Value: Teamwork

- Review commercial and private development engineering drawings with Planning and Zoning, Building, Utilities and the Fire Department to ensure projects are designed and built in accordance with our Municipal Code.

Value: Integrity

- Design and construct City infrastructure and build projects with the greatest value and the highest quality on time and within budget.

Value: Transparency

- Assists with permit process and answer inquiries on public and private development projects.

Value: Leadership

- Inspects public and private projects to ensure they are constructed to applicable codes and safety standards.

Value: Respect

- Respect property and ensure projects safeguard the environment, life, health and safety of all individuals.

Performance Spotlight

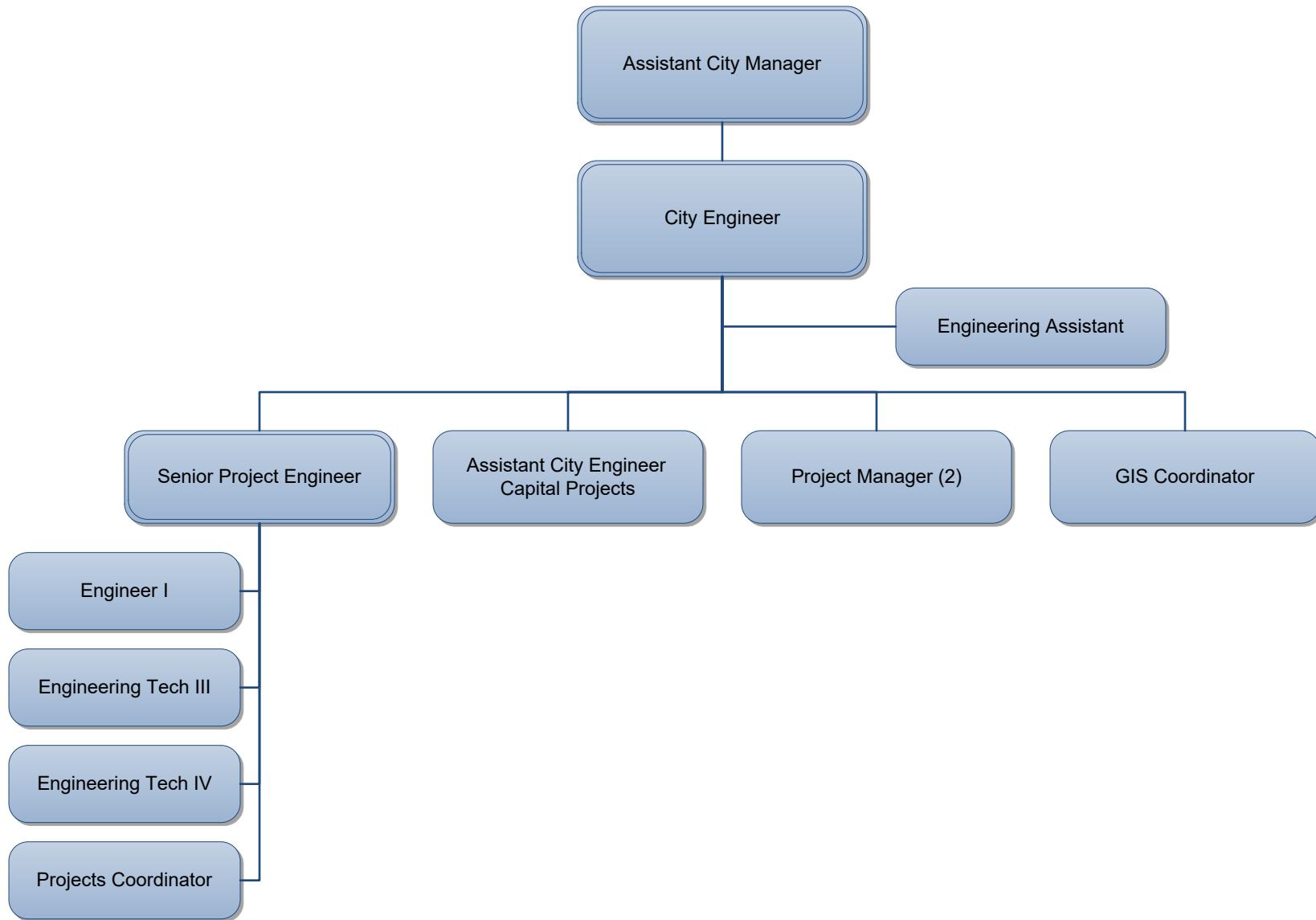
Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Review residential, commercial, and industrial site plans within 5 to 15 days	126	150	150
Approve building permits within 5 to 15 days	78	100	100
Approve Engineering Permits within 3 days	242	275	275
Core Strategy: Fostering Community Engagement			
Public and Private Project Inspections	2,077	2,100	2,150
Core Strategy: Empowering Outstanding Customer Service			
Maps and Document requests	472	480	480
FEMA Determinations	2	6	6
Core Strategy: Engaging in Effective Communication			
Respond to Public Requests	958	1,000	1,000
Core Strategy: Maximizing Organizational Effectiveness			
Miles of Street Resurfacing Projects	19	10	15
Provide property updates to Community Rating System (CRS)	7	10	10

Goals & Objectives Accomplished

- Submitted the Community Rating System (CRS) Program to FEMA which will continue the 10% discount on homeowners' flood insurance.
- Completed construction of Fire Station 3.
- Completed construction of the Sadye Gibbs Martin Community Center
- Resurfaced 56 streets, 10.4 centerline miles, with no utility repairs
- Completed Alabama Street New Box Culvert
- Completed City Hall Parking Lots Curb Repairs & Sealing
- Completed Concord Way Drainage Repair Project
- Completed Brewer Park Restroom

City of Plant City – Organizational Chart – Engineering



Fund: General Fund	Department: Engineering	Org Code: 00154800
------------------------------	-----------------------------------	------------------------------

APPROPRIATIONS DETAIL

Object Code		2018-19	2019-20	2019-20	2019-20	2020-21
		ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>						
412000	Payroll	\$ 491,052	\$ 545,239	\$ 471,618	\$ 454,341	\$ 673,733
414000	Overtime Pay	7,003	4,000	3,604	3,600	4,200
415500	Other Benefits	790	890	890	790	1,000
421000	Social Security	37,642	41,916	42,333	31,447	51,796
422000	Pension	39,689	43,882	44,317	33,459	45,044
423000	Health and Life Insurance	69,866	76,909	76,542	60,898	87,252
424000	Workers' Compensation	547	574	574	574	603
TOTAL PERSONAL SERVICES		\$ 646,590	\$ 713,410	\$ 639,878	\$ 585,109	\$ 863,628
<u>OPERATING EXPENSES</u>						
431010	Miscellaneous Professional Svc	\$ 33,426	\$ 45,000	\$ 167,782	\$ 87,050	\$ 45,000
434000	Other Contractual Services	24,938	31,890	95,890	95,890	29,630
440000	Courses Training and Meetings	3,444	11,700	11,700	9,700	15,000
440100	Car Allowance	5,382	5,382	5,382	5,380	6,201
441100	Wireless Communications	4,993	5,720	5,720	5,720	5,720
444010	Lease of Vehicles	-	-	-	-	13,700
445000	Insurance	15,212	17,000	17,000	20,540	21,570
446040	Maintenance of Motor Equipmen	5,297	6,012	6,012	6,012	5,532
446200	Maintenance of Office Equipmnt	280	1,000	1,000	1,000	1,000
451000	Office Supplies	3,369	4,800	4,800	4,800	11,300
452000	Fuel	4,970	5,000	5,000	5,000	5,000
452100	Other Supplies	9,371	17,665	18,950	17,950	7,600
452120	Uniforms and Clothing	409	900	900	900	1,000
452300	Safety Equipment & Supplies	450	1,140	1,140	1,140	1,140
454000	Subscriptions and Memberships	685	1,000	1,000	1,000	1,600
TOTAL OPERATING EXPENSES		\$ 112,226	\$ 154,209	\$ 342,276	\$ 262,082	\$ 170,993
<u>CAPITAL OUTLAY</u>						
464100	Other Capital Equipment	\$ 44,445	\$ 46,170	\$ 49,445	\$ 49,445	\$ -
TOTAL CAPITAL OUTLAY		\$ 44,445	\$ 46,170	\$ 49,445	\$ 49,445	\$ -
TOTAL ENGINEERING		\$ 803,260	\$ 913,789	\$ 1,031,599	\$ 896,636	\$ 1,034,621

Performance Spotlight

Department Mission

To maintain City buildings in an efficient and professional manner, and ensure building safety and comfort while reducing overall cost to the City.

Program Description

The General Services Division renovates, repairs and maintains 140 buildings, which includes electrical, air conditioning, plumbing, roofing, siding, flooring, painting, concrete slabs, metal fabrication and all types of carpentry; such as, custom furniture, cabinets, frame work, and concrete forms. In addition, General Services manages contracts for custodial, elevator, pest control, and security to ensure that services are on schedule.

The General Services staff are locksmiths responsible for key cutting, re-keying and master keying. General Services installs and maintains alarm and camera systems.

General Services welds, installs electrical services and completes building renovations. General Services installs the downtown decorative lighting and designs, fabricates, and installs the Christmas decorations.

Program Goals

Value: Excellence

- Improve the preventative maintenance program by actively seeking potential problems and making repairs before they become costly.
- Perform in-house projects that will cost approximately 68% less than hiring outside contractors.
- Improve work order clearance within one month by 2%.
- Perform in-house fabricating projects that will cost approximately 62% less than hiring outside contractors.
- Implement LED lighting at City building locations to save energy and reduce electric bills by 6%.

Program Objectives

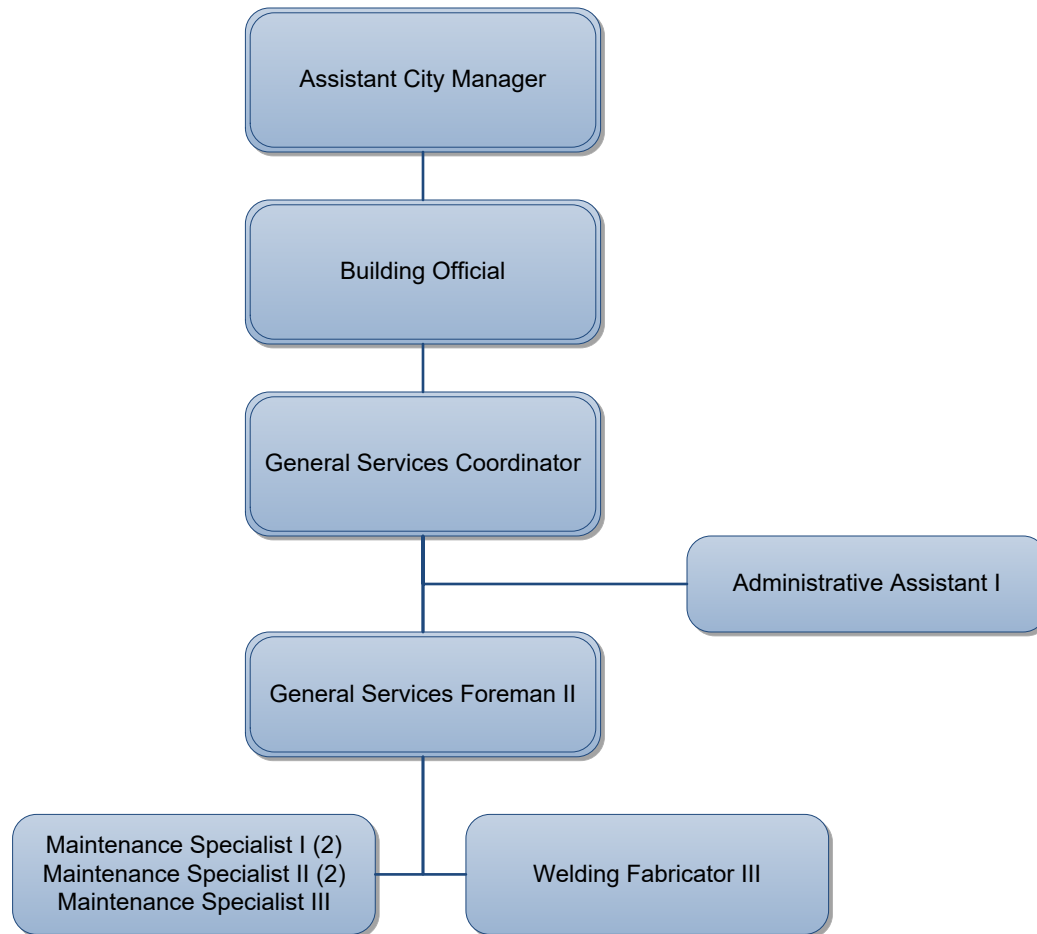
Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Work Orders	2,354	2,150	2,200
Work Order Annual Clearance Rate	90%	91%	92%
Core Strategy: Maximizing Organizational Effectiveness			
Fabrication/Welding	583	680	723
Core Strategy: Maximizing Organizational Effectiveness			
Preventative Maintenance on Buildings	1,380	2,100	2,200

Performance *Spotlight*

Goals & Objectives Accomplished

- Installed and removed Christmas lighting at City Hall, McCall Park, Bruton Memorial Library, and Sam Cooper Park.
- Assisted in the “Lights of Love” ceremony at McCall Park.
- Installed NEMA boxes and electric for camera systems at Utilities Operations and Solid Waste.
- Installed LED floodlights around the perimeter of City Hall.
- Improved the preventative maintenance program less work orders.
- Installed speakers in McCall Park.
- Performed reroofs and repairs on multiple locations.
- Installed and removed electrical lines for the Empty Bowl Project and Pig Jam.
- Converted fluorescent light to LED’s in City Hall.
- Painted all of the Sternberg light poles.
- Installed countertops for Fire Station 1.
- Renovated the new Professional Standard Director’s room.
- Painted the Utility Billing Department.

City of Plant City – Organizational Chart – General Services



Fund: General Fund	Department: General Services	Org Code: 00155100
------------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 345,133	\$ 367,186	\$ 334,686	\$ 324,202	\$ 380,432
412500 Temporary Pay	-	2,500	-	2,500	2,500
414000 Overtime Pay	13,595	8,000	13,000	10,500	10,500
415500 Other Benefits	900	900	900	800	900
421000 Social Security	26,596	27,747	27,747	25,504	29,342
422000 Pension	28,649	30,093	30,093	27,836	31,352
423000 Health and Life Insurance	79,614	86,785	82,986	73,007	88,182
424000 Workers' Compensation	6,994	7,344	7,344	7,344	7,712
TOTAL PERSONAL SERVICES	\$ 501,480	\$ 530,555	\$ 496,756	\$ 471,693	\$ 550,920
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 233,870	\$ 246,000	\$ 256,000	\$ 246,000	\$ 135,190
440000 Courses Training and Meetings	1,006	2,000	2,000	2,000	2,000
441000 Telephone	44,890	43,080	43,080	54,900	56,400
442000 Postage	-	100	100	100	100
443000 Water Sewer & Solid Waste	31,664	33,000	33,000	38,000	38,000
443100 Power Heat & Lights	118,204	154,000	154,000	141,400	158,000
444010 Lease of Vehicles	-	-	-	-	9,200
445000 Insurance	16,073	17,200	17,200	20,780	21,820
446040 Maintenance of Motor Equipment	59,071	61,720	61,720	61,720	54,957
446100 Radio Maintenance	-	1,400	1,400	1,400	1,400
446110 Building and Property Repair	71,355	60,000	60,000	60,000	60,000
449020 Christmas Lights & Decorations	13,219	7,000	7,000	7,000	7,000
451000 Office Supplies	1,474	1,500	1,500	1,500	1,500
452000 Fuel	11,542	14,000	14,000	9,500	11,400
452100 Other Supplies	903	1,500	1,500	1,500	1,500
452120 Uniforms and Clothing	2,586	4,000	4,000	4,000	4,000
452200 Tools	1,987	2,000	2,000	2,000	2,000
452300 Safety Equipment & Supplies	1,264	1,350	1,350	1,500	2,550
452510 Janitorial Supplies	40,228	42,000	62,000	45,000	50,000
TOTAL OPERATING EXPENSES	\$ 649,336	\$ 691,850	\$ 721,850	\$ 698,300	\$ 617,017
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 1,175	\$ 3,770	\$ 7,569	\$ 3,377	\$ -
491000 Capital Project Account	273,250	231,010	231,010	231,010	361,000
TOTAL CAPITAL OUTLAY	\$ 274,425	\$ 234,780	\$ 238,579	\$ 234,387	\$ 361,000
TOTAL GENERAL SERVICES	\$ 1,425,241	\$ 1,457,185	\$ 1,457,185	\$ 1,404,380	\$ 1,528,937

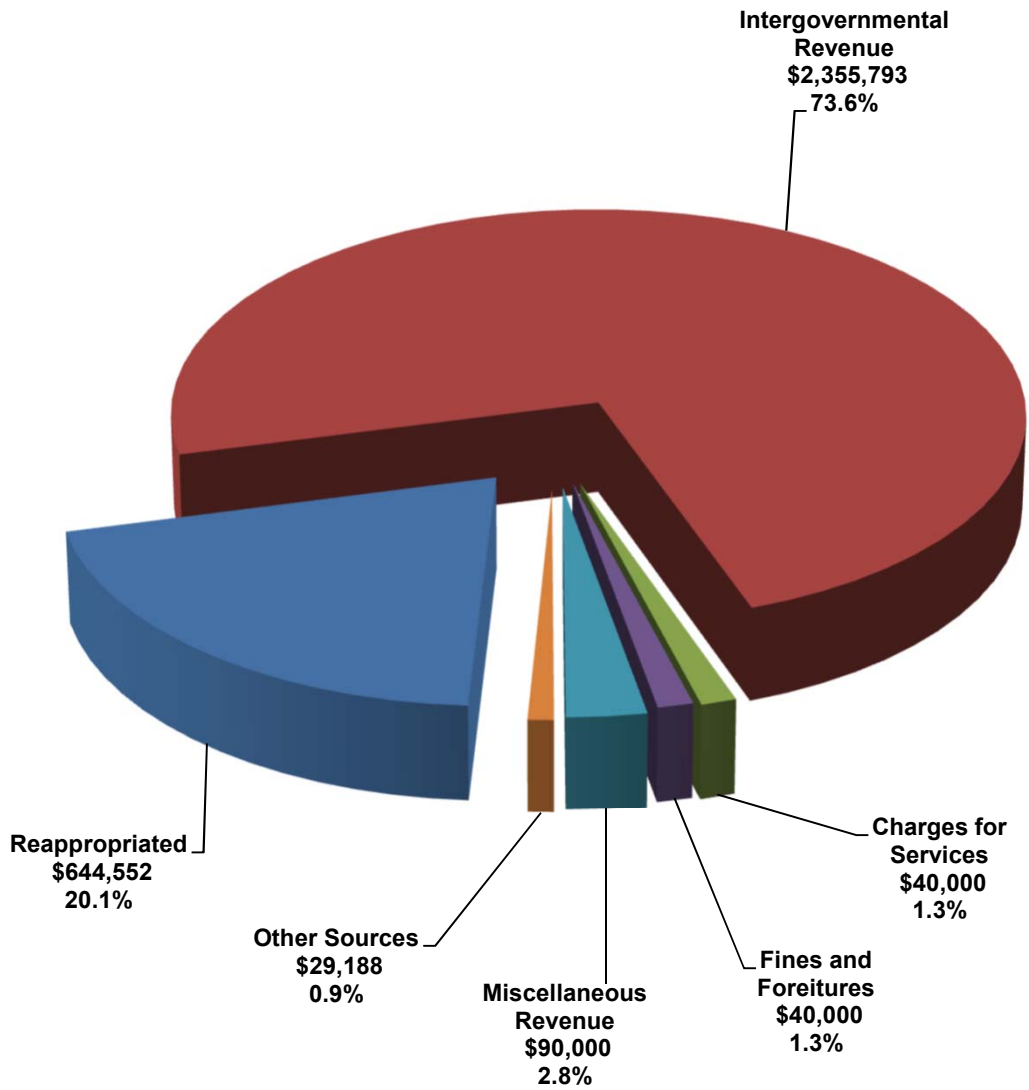


*This page intentionally left
blank*

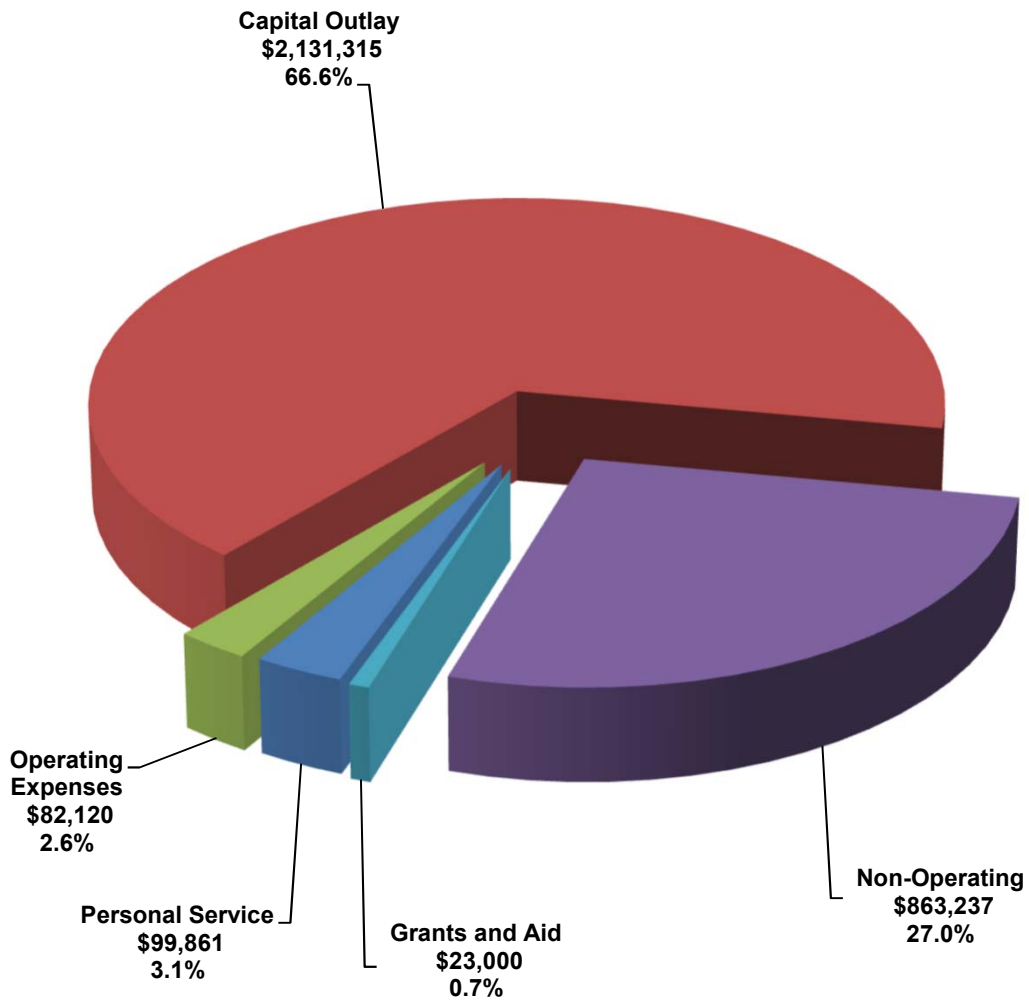


Special Revenue Funds

City of Plant City Fiscal Year 2020-21 Special Revenues Fund Revenues - \$3,199,533



City of Plant City Fiscal Year 2020-21 Special Revenues Fund Expenditures - \$3,199,533



Note: \$803,237 of the Non-Operating Expenditure is a transfer to the Debt Service Funds.

Fund: Special Revenues	Department: Special Revenues	Org Code: 1015-1505*
----------------------------------	--	--------------------------------

Below is a recap of several Governmental fund types used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

REVENUES BY FUND

Fund	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
Law Enforcement Trust	\$ 12,492	\$ 40,000	\$ 41,517	\$ -	\$ -
Federal Equitable Sharing	55,489	60,000	93,561	3,310	30,000
Ticket Surcharge	11,027	50,000	50,000	9,000	50,000
Community Investment Tax	2,304,276	2,175,000	2,325,000	2,104,647	2,609,552
Cemetery Escrow Account	99,586	50,000	50,000	60,000	60,000
Library Donations	7,668	8,000	8,000	-	5,000
CDBG	143,211	473,323	473,323	544,349	444,981
Total Revenues	\$ 2,633,750	\$ 2,856,323	\$ 3,041,401	\$ 2,721,306	\$ 3,199,533

APPROPRIATIONS BY FUND

Fund	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
Law Enforcement Trust	\$ 5,020	\$ 40,000	\$ 41,517	\$ 41,517	\$ -
Federal Equitable Sharing	34,874	60,000	93,561	90,000	30,000
Ticket Surcharge	7,941	50,000	50,000	50,000	50,000
Community Investment Tax	2,083,905	2,175,000	2,325,000	1,945,870	2,609,552
Cemetery Escrow Fund	-	50,000	50,000	50,000	60,000
Library Donations	100,335	8,000	8,000	-	5,000
CDBG	360,905	473,323	771,108	544,349	444,981
Total Expenditures	\$ 2,592,979	\$ 2,856,323	\$ 3,339,186	\$ 2,721,736	\$ 3,199,533

Fund: Law Enforcement Trust Fund	Department: Police	Org Code: 10153005
	Program: Law Enforcement Trust	

Description:

The fund was established under Florida Statutes to allow law enforcement agencies to seize and forfeit any contraband that have been used in the commission of felonies. This includes vehicles, vessels, aircraft, real property, cash or any other items. The cash or proceeds from a sale of the seized items can be used by the law enforcement agency.

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ 40,000	\$ 41,517	\$ -	\$ -
TOTAL REAPPROPRIATED	\$ -	\$ 40,000	\$ 41,517	\$ -	\$ -
<u>JUDGEMENTS, FINES AND FOREFEITS</u>					
350100 Law Enforcement Trust Fund	\$ 11,661	\$ -	\$ -	\$ -	\$ -
TOTAL FINES AND FOREFEITS	\$ 11,661	\$ -	\$ -	\$ -	\$ -
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 832	\$ -	\$ -	\$ -	\$ -
TOTAL MISCELLANEOUS REVENUE	\$ 832	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 12,492	\$ 40,000	\$ 41,517	\$ -	\$ -

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>OPERATING EXPENSES</u>					
435150 Non Capital Expense	\$ 570	\$ 25,000	\$ 26,517	\$ 26,517	\$ -
TOTAL OPERATING EXPENSES	\$ 570	\$ 25,000	\$ 26,517	\$ 26,517	\$ -
<u>CAPITAL OUTLAY</u>					
464150 Other Capital Equipment	\$ 4,450	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
TOTAL CAPITAL OUTLAY	\$ 4,450	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
TOTAL EXPENDITURES	\$ 5,020	\$ 40,000	\$ 41,517	\$ 41,517	\$ -

Fund: Federal Equitable Sharing	Department: Police Program: Federal Equitable Sharing	Org Code: 10253001
---	--	------------------------------

Description:

Federal Equitable Sharing Trust Fund - The fund was established under Florida Statutes for receipts and revenues received from federal criminal, administrative, or civil forfeiture proceedings and from federal asset-sharing programs. Proceeds can be used for law enforcement operations and investigations (not including payroll), training and education, public safety and detention facilities, equipment, contracting for services, travel and per diem, awards and memorials, drug and gang education and awareness programs, matching funds and community based programming.

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ 60,000	\$ 93,561	\$ -	\$ -
TOTAL REAPPROPRIATED	\$ -	\$ 60,000	\$ 93,561	\$ -	\$ -
<u>FINES AND FOREFEITS</u>					
359100 Fed Equitable Shared Proceeds	\$ 54,137	\$ -	\$ -	\$ 2,485	\$ 30,000
TOTAL FINES AND FOREFEITS	\$ 54,137	\$ -	\$ -	\$ 2,485	\$ 30,000
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 1,352	\$ -	\$ -	\$ 825	\$ -
TOTAL MISCELLANEOUS REVENUE	\$ 1,352	\$ -	\$ -	\$ 825	\$ -
TOTAL REVENUES	\$ 55,489	\$ 60,000	\$ 93,561	\$ 3,310	\$ 30,000

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>OPERATING EXPENSES</u>					
434410 Non Capital Expense	\$ 20,887	\$ 25,000	\$ 30,561	\$ 27,000	\$ 27,000
TOTAL OPERATING EXPENSES	\$ 20,887	\$ 25,000	\$ 30,561	\$ 27,000	\$ 27,000
<u>CAPITAL OUTLAY</u>					
464400 Other Capital Equipment	\$ 11,987	\$ 32,000	\$ 60,000	\$ 60,000	\$ -
TOTAL CAPITAL OUTLAY	\$ 11,987	\$ 32,000	\$ 60,000	\$ 60,000	\$ -
<u>GRANTS AND AID</u>					
483000 Aid to Nonprofit Organizations	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
TOTAL GRANTS AND AID	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
TOTAL EXPENSES	\$ 34,874	\$ 60,000	\$ 93,561	\$ 90,000	\$ 30,000

Fund: Ticket Surcharge	Department: Police Program: Ticket Surcharge	Org Code: 10353001
----------------------------------	---	------------------------------

Description:

Florida Statutes allows a two dollar surcharge on every traffic ticket issued and the proceeds are to be used for law enforcement officer's higher education.

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ 40,000
TOTAL REAPPROPRIATED	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ 40,000
<u>FINES AND FOREFEITS</u>					
351150 Ticket Surcharge Revenue	\$ 7,814	\$ 10,000	\$ 10,000	\$ 9,000	\$ 10,000
TOTAL FINES AND FOREFEITS	\$ 7,814	\$ 10,000	\$ 10,000	\$ 9,000	\$ 10,000
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 3,213	\$ -	\$ -	\$ -	\$ -
TOTAL MISCELLANEOUS REVENUE	\$ 3,213	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 11,027	\$ 50,000	\$ 50,000	\$ 9,000	\$ 50,000

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>OPERATING EXPENSES</u>					
449300 Tuition Reimbursement	\$ 7,941	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL OPERATING EXPENSES	\$ 7,941	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TOTAL EXPENSES	\$ 7,941	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

Fund: Community Investment Tax	Department: Community Service Program: Community Investment Tax	Org Code: 120505*
--	--	-----------------------------

Description:

Proceeds from a discretionary sales surtax of one and a half percent, levied by the county based on approval from a majority of the voters. The Department of Revenue distributes the revenue to the county and the county calculates the City's portion based on a population based formula. Proceed to be used to finance, plan, and construct infrastructure; or to acquire land for public recreation, conservation, or protection of natural resources.

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ -	\$ -	\$ -	\$ 604,552
TOTAL REAPPROPRIATED	\$ -	\$ -	\$ -	\$ -	\$ 604,552
<u>INTERGOVERNMENT REVENUE</u>					
331510 Federal Grants	\$ 17,937	\$ -	\$ -	\$ -	\$ -
335182 Community Investment Tax Reven	2,037,682	2,150,000	2,150,000	1,850,000	1,980,000
TOTAL INTERGOVERNMENT REVENUE	\$ 2,055,619	\$ 2,150,000	\$ 2,150,000	\$ 1,850,000	\$ 1,980,000
<u>MISCELLANEOUS REVENUE</u>					
369900 Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ 54,647	\$ -
361100 Interest Income	248,657	25,000	25,000	50,000	25,000
TOTAL MISCELLANEOUS REVENUE	\$ 248,657	\$ 25,000	\$ 25,000	\$ 104,647	\$ 25,000
<u>OTHER SOURCES</u>					
381000 Interfund Transfer	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -
TOTAL OTHER SOURCES	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -
TOTAL REVENUES	\$ 2,304,276	\$ 2,175,000	\$ 2,325,000	\$ 2,104,647	\$ 2,609,552

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>					
491000 Capital Project Account	\$ 1,275,000	\$ 1,140,000	\$ 1,140,000	\$ 1,140,000	\$ 1,806,315
TOTAL CAPITAL OUTLAY	\$ 1,275,000	\$ 1,140,000	\$ 1,140,000	\$ 1,140,000	\$ 1,806,315
<u>NON-OPERATING</u>					
495000 Contingency	\$ -	\$ 229,130	\$ 379,130	\$ -	\$ -
491120 Transfer to Debt Service Fund	808,905	805,870	805,870	805,870	803,237
TOTAL NON-OPERATING	\$ 808,905	\$ 1,035,000	\$ 1,185,000	\$ 805,870	\$ 803,237
TOTAL EXPENSES	\$ 2,083,905	\$ 2,175,000	\$ 2,325,000	\$ 1,945,870	\$ 2,609,552

Fund: Cemetery Escrow	Department: Parks and Recreation	Org Code: 13053902
	Program: Cemetery Escrow Fund	

Description:

This fund was established per the City Code of Ordinances, Section 22-32 as a perpetual care fund for the operations of maintenance of the City cemeteries. Proceeds from lot sales shall be placed in escrow. The fund balance will accumulate until interest earned on the balance is sufficient to pay operations and maintenance costs.

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
MISCELLANEOUS REVENUE					
361100 Interest Income	\$ 51,111	\$ 10,000	\$ 10,000	10,000	10,000
364100 Cemetery Lot Sales	48,476	40,000	40,000	50,000	50,000
TOTAL MISCELLANEOUS REVENUE	\$ 99,586	\$ 50,000	\$ 50,000	\$ 60,000	\$ 60,000
TOTAL REVENUES	\$ 99,586	\$ 50,000	\$ 50,000	\$ 60,000	\$ 60,000

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
NON-OPERATING					
491800 Transfer to Cemetery Escrow	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 60,000
TOTAL NON-OPERATING	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 60,000
TOTAL EXPENSES	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 60,000

Fund: Library Donations	Department: Library Program: Library Donations	Org Code: 14054200
-----------------------------------	---	------------------------------

Description:

Library donation proceeds are received and used for books or improvements.

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 4,876	\$ -	\$ -	\$ -	\$ -
366100 Library Donations	2,792	8,000	8,000	-	5,000
TOTAL MISCELLANEOUS REVENUE	\$ 7,668	\$ 8,000	\$ 8,000	\$ -	\$ 5,000
TOTAL REVENUES	\$ 7,668	\$ 8,000	\$ 8,000	\$ -	\$ 5,000

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>					
466100 Gift Books and Equipment	\$ 707	\$ 8,000	\$ 8,000	\$ -	\$ 5,000
TOTAL CAPITAL OUTLAY	\$ 707	\$ 8,000	\$ 8,000	\$ -	\$ 5,000
<u>GRANTS AND AID</u>					
482000 Aid to Private Organizations	\$ 99,627	\$ -	\$ -	\$ -	\$ -
TOTAL GRANTS AND AID	\$ 99,627	\$ -	\$ -	\$ -	\$ -
TOTAL LIBRARY DONATIONS	\$ 100,335	\$ 8,000	\$ 8,000	\$ -	\$ 5,000

Performance Spotlight

Department Mission

To provide projects, activities and resources which address community needs, stimulates economic reinvestment, and furthers improvements to the Plant City community.

Program Description

Community Services Department manages and provides oversight of grant funded programs and projects including, but not limited to infrastructure and facility improvements, affordable housing and public service activities. This may entail the formulation of administrative guidelines, policies and procedures, program and project planning and implementation, preparation and monitoring of budget and fiscal activities, including auditing program expenditures, compliance with federal, state and local regulations, and evaluation of program accomplishments.

Program Goals

Value: Excellence

- Eliminate blight in the City through the award of Façade and CRA Incentive program grants; the construction of CDBG funded projects; and the sale and development of vacant CRA lots.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Façade and CRA Incentive Program Grants Awarded	8	10	12
CDBG Construction Projects Completed	1	2	1
CRA Vacant Lots Sold/Developed	0	10	10

Goals & Objectives Accomplished

- Utilized CDBG funding for street resurfacing and sidewalk improvements in the Madison Park neighborhood and sidewalk improvements in the Wilson Elementary School area.
- Received and awarded bids for the sale of 20 of the 23 advertised vacant CRA residential lots in the Laura Street Restoration Overlay District.
- Advertised and awarded for the sale of 12 FDEP Brownfield Voluntary Cleanup Tax Credit (VCTC) certificates issued from 2015-2019.

City of Plant City – Organizational Chart – Community Services



Fund: CDBG	Department Community Services Program: CDBG	Org Code: 15055700
----------------------	--	------------------------------

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>INTERGOVERNMENT REVENUE</u>					
331540 Housing/Community Dev Revenue	\$ 55,397	\$ 364,793	\$ 364,793	\$ 435,819	\$ 375,793
TOTAL INTERGOVERNMENT REVENUE	\$ 55,397	\$ 364,793	\$ 364,793	\$ 435,819	\$ 375,793
<u>CHARGES FOR SERVICES</u>					
341310 Admin Services for CRA	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
345100 CDBG Program Income	36,500	60,000	60,000	60,000	20,000
TOTAL CHARGES FOR SERVICES	\$ 36,500	\$ 80,000	\$ 80,000	\$ 80,000	\$ 40,000
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 5,900	\$ -	\$ -	\$ -	\$ -
TOTAL MISCELLANEOUS REVENUE	\$ 5,900	\$ -	\$ -	\$ -	\$ -
<u>OTHER SOURCES</u>					
381001 Interfund Trsf-Gen Fund	\$ 45,414	\$ 28,530	\$ 28,530	\$ 28,530	\$ 29,188
TOTAL OTHER SOURCES	\$ 45,414	\$ 28,530	\$ 28,530	\$ 28,530	\$ 29,188
TOTAL REVENUES	\$ 143,211	\$ 473,323	\$ 473,323	\$ 544,349	\$ 444,981

Fund: CDBG	Department Community Services	Org Code: 15055700
	Program: CDBG	

APPROPRIATIONS DETAIL

Object Code	2018-19	2019-20	2019-20	2019-20	2020-21
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 70,846	\$ 72,696	\$ 72,696	\$ 72,137	\$ 74,925
415500 Other Benefits	100	100	100	100	100
421000 Social Security	5,323	5,427	5,427	5,431	5,593
422000 Pension	5,836	5,825	5,825	5,781	6,003
423000 Health and Life Insurance	11,295	12,075	12,075	11,978	13,118
424000 Workers' Compensation	110	116	116	116	122
TOTAL PERSONAL SERVICES	\$ 93,509	\$ 96,239	\$ 96,239	\$ 95,543	\$ 99,861
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 216,486	\$ -	\$ -	\$ -	\$ -
440000 Courses Training and Meetings	-	2,500	2,500	-	-
440100 Car Allowance	2,340	2,340	2,340	2,340	2,340
441100 Wireless Communications	601	600	600	600	600
442000 Postage	112	400	400	200	400
445000 Insurance	957	1,000	1,000	1,210	1,280
451000 Office Supplies	-	500	500	200	500
TOTAL OPERATING EXPENSES	\$ 220,496	\$ 7,340	\$ 7,340	\$ 4,550	\$ 5,120
<u>CAPITAL OUTLAY</u>					
463160 Flood Drainage and Street Imp	\$ -	\$ 307,544	\$ 307,544	\$ 210,000	\$ 320,000
463406 Sidewalk Improvements	10,400	-	297,785	172,246	-
463407 Street Construction	-	-	-	-	-
464100 Other Capital Equipment	-	2,200	2,200	2,010	-
TOTAL CAPITAL OUTLAY	\$ 10,400	\$ 309,744	\$ 607,529	\$ 384,256	\$ 320,000
<u>GRANTS AND AID</u>					
482000 Aid to Private Organizations	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
482600 Rehabilitation Grants	\$ 16,500	\$ 40,000	\$ 40,000	\$ 40,000	\$ -
TOTAL GRANTS AND AID	\$ 36,500	\$ 60,000	\$ 60,000	\$ 60,000	\$ 20,000
TOTAL EXPENSES	\$ 360,905	\$ 473,323	\$ 771,108	\$ 544,349	\$ 444,981

Fund: CIT Debt Service Fund	Debt Service \$4,610,000 Non-Ad Valorem Refunding Revenue Note, Series 2010	Org Code: 21250517
---------------------------------------	--	------------------------------

Issue Date: June 3, 2010

Uses: Refund 1999 Bonds used to construct and acquire facilities, including but not limited to a new City Hall, and infrastructure improvements to streets.

Interest Rate: 3.66%

Principal is due September 1 beginning September 1, 2011

Interest is due March 1 and September 1 beginning March 1, 2011

Final Maturity: September 1, 2024

Funding Source: One-half cent infrastructure sales surtax revenues

As of October 1, 2020, the outstanding principal was \$1,575,000.

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
REVENUE - OTHER SOURCES				
381007 Transfer from CIT - Principal	\$ 355,000	\$ 360,000	\$ 360,000	\$ 375,000
381008 Transfer from CIT - Interest	93,859	86,080	86,080	70,061
381009 Transfer from CIT - Other	-	500	500	500
TOTAL REVENUES	\$ 448,859	\$ 446,580	\$ 446,580	\$ 445,561
EXPENDITURES				
471000 Principal	\$ 350,000	\$ 360,000	\$ 360,000	\$ 375,000
472000 Interest	101,643	86,080	86,080	70,061
473000 Other Debt Service Costs	-	500	500	500
TOTAL EXPENDITURES	\$ 451,643	\$ 446,580	\$ 446,580	\$ 445,561

Fund:	Debt Service	Org Code:
2012 Non-Ad Valorem Debt Service Fund	\$3,290,000 Non-Ad Valorem Refunding Revenue Note, Series 2012	21350517

Issue Date: November 1, 2012

Uses: Refund 2004 Bonds used to reconstruct and equip a Police Station, General Services Facility, and Fleet Maintenance Facility.

Interest Rate: 2.035%

Principal is due September 1 beginning September 1, 2013

Interest is due March 1 and September 1 beginning March 1, 2013

Final Maturity: September 1, 2024

Funding Source: One-half cent infrastructure sales surtax revenues

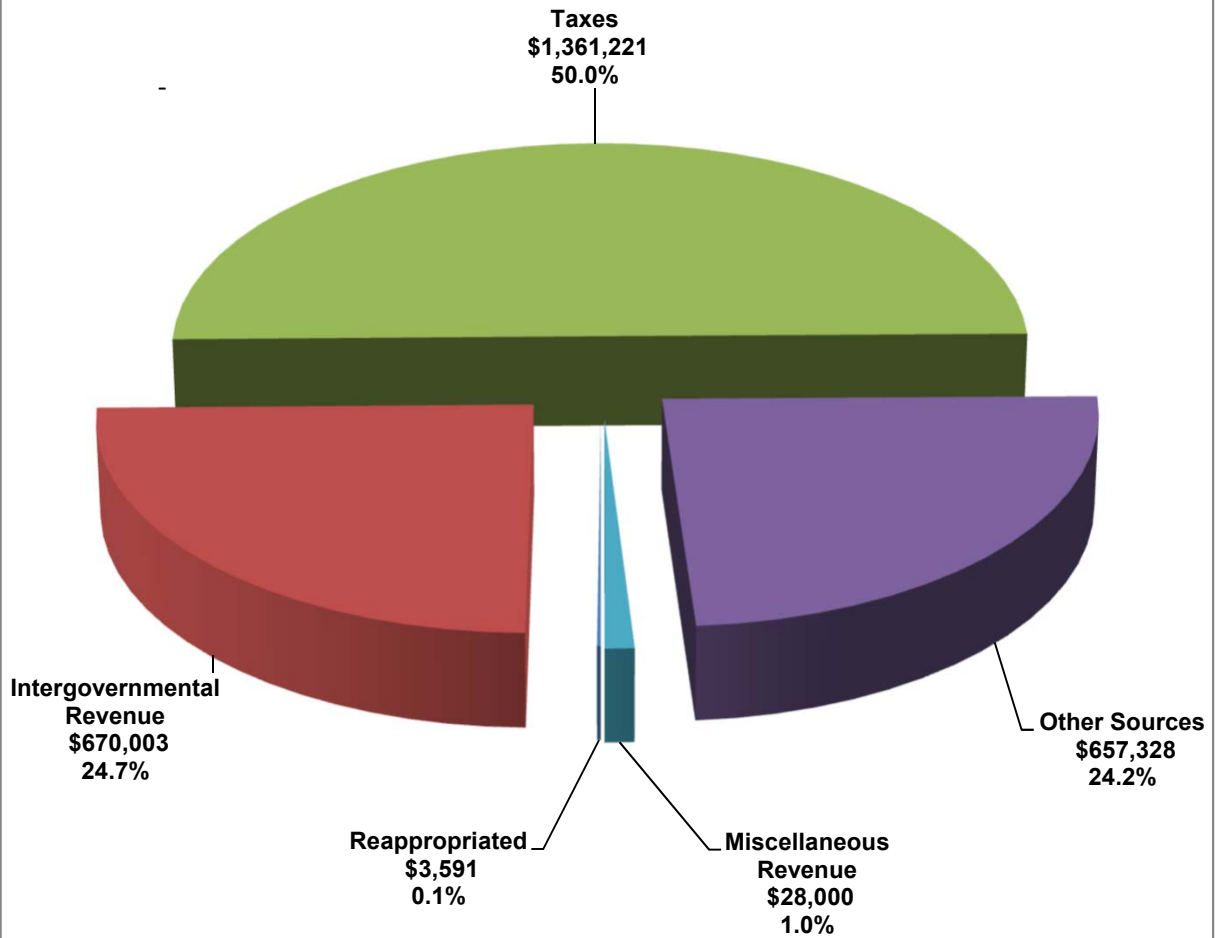
As of October 1, 2020, the outstanding principal was \$1,360,000.

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
REVENUE - OTHER SOURCES				
381007 Transfer from CIT - Principal	\$ 322,500	\$ 325,000	\$ 325,000	\$ 330,000
381008 Transfer from CIT - Interest	37,546	34,290	34,290	27,676
381009 Transfer from CIT - Other	-	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 360,046	\$ 359,290	\$ 359,290	\$ 357,676
EXPENDITURES				
471000 Principal	\$ 320,000	\$ 325,000	\$ 325,000	\$ 330,000
472000 Interest	40,802	34,290	34,290	27,676
473000 Other Debt Service Costs	-	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 360,802	\$ 359,290	\$ 359,290	\$ 357,676

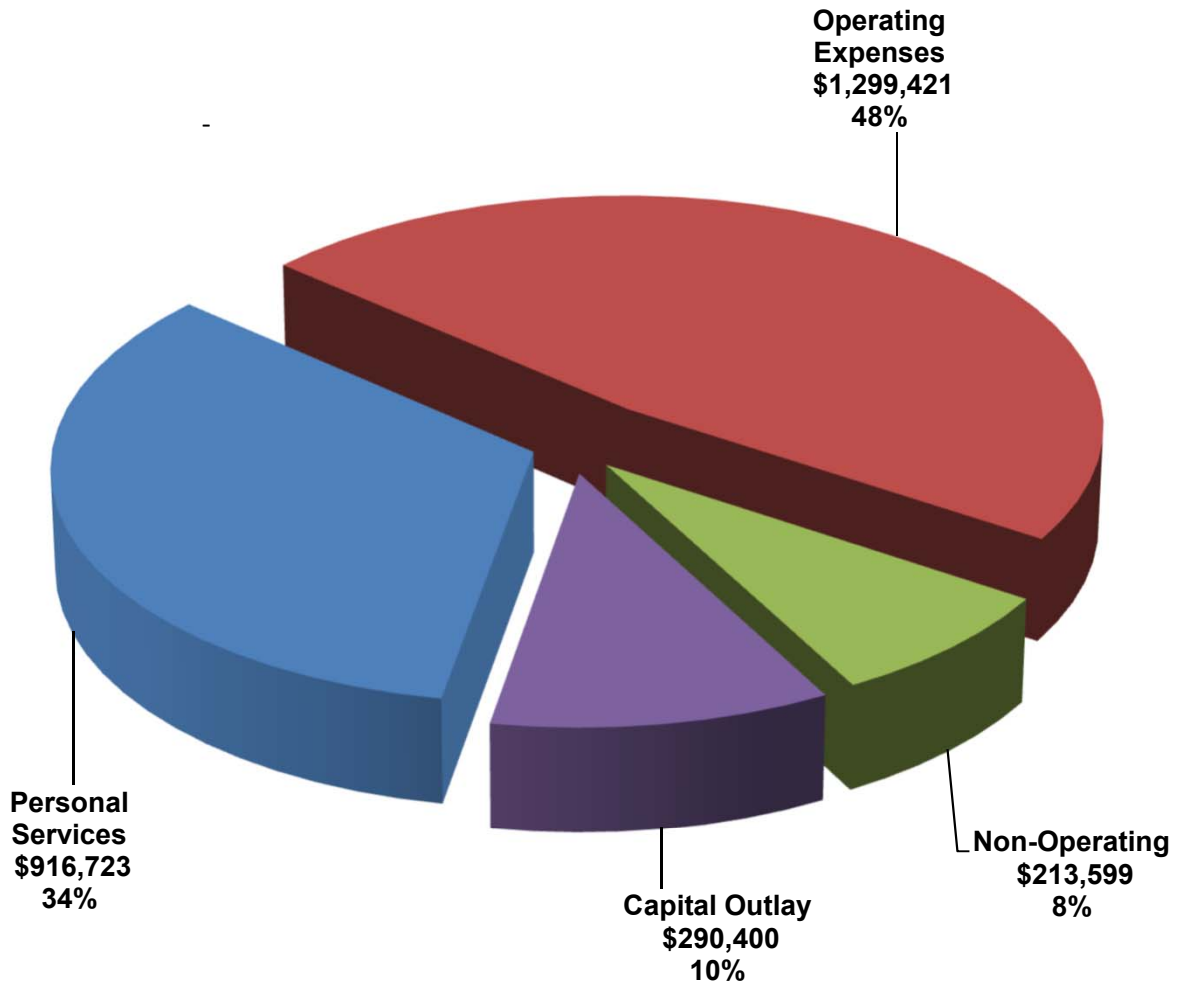


Street Fund

**City of Plant City
Fiscal Year 2020-21
Street Fund
Revenues - \$2,720,143**



**City of Plant City
Fiscal Year 2020-21
Street Fund
Expenditures - \$2,720,143**



Fund: Street	Department: Engineering/ Street & Stormwater	Org Code: 17036*
	Program: Traffic Maintenance/ Street Maintenance	

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ 250,665	\$ 250,665	\$ -	\$ 3,591
TOTAL REAPPROPRIATED	\$ -	\$ 250,665	\$ 250,665	\$ -	\$ 3,591
<u>TAXES</u>					
312300 Hillsbrgh Co. 9th Cent Gas Tax	\$ 193,055	\$ 200,000	\$ 200,000	\$ 184,550	\$ 186,600
312410 Local Option Gas Tax	1,168,175	1,218,000	1,218,000	1,110,843	1,174,621
TOTAL TAXES	\$ 1,361,230	\$ 1,418,000	\$ 1,418,000	\$ 1,295,393	\$ 1,361,221
<u>INTERGOVERNMENTAL REVENUE</u>					
331510 Federal Grant	\$ 22,500	\$ -	\$ -	\$ -	\$ -
334510 State Grant	1,250	-	-	-	-
334910 Traffic Signal Maint (FDOT)	164,240	166,000	166,000	175,666	184,000
334920 Street Lighting Maintenance	108,197	110,000	110,000	111,705	118,003
335122 8th Cent Motor Fuel Tax	341,641	390,000	390,000	270,000	300,000
335410 Special Fuel Tax Rebate	41,221	43,000	43,000	36,509	40,000
337910 Traffic Signals Maint (Local)	23,184	25,000	25,000	27,288	28,000
TOTAL INTERGOVERNMENT REVENUE	\$ 702,232	\$ 734,000	\$ 734,000	\$ 621,168	\$ 670,003
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 203,020	\$ 30,000	\$ 30,000	\$ 50,000	\$ 28,000
364410 Sale of Equipment	3,548	-	-	-	-
365100 Sale of Surplus Material	404	-	-	1,951	-
369900 Miscellaneous Revenue	4,373	-	-	28,316	-
TOTAL MISCELLANEOUS REVENUE	\$ 211,344	\$ 30,000	\$ 30,000	\$ 80,267	\$ 28,000
<u>OTHER SOURCES</u>					
380200 Cost Allocation-Water/Sewer	\$ 76,756	\$ 76,756	\$ 76,756	\$ 76,756	\$ 157,203
380300 Cost Allocation-Solid Waste	177,405	177,405	177,405	177,405	175,125
381000 Transfer from General Fund	-	-	-	-	325,000
TOTAL OTHER SOURCES	\$ 254,161	\$ 254,161	\$ 254,161	\$ 254,161	\$ 657,328
TOTAL REVENUES	\$ 2,528,968	\$ 2,686,826	\$ 2,686,826	\$ 2,250,989	\$ 2,720,143

Fund: Street	Department: Engineering	Org Code: 17056*
	Program: Traffic Maintenance/ Street Maintenance	

APPROPRIATIONS BY DIVISION/PROGRAM

Division/Program	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
Traffic Maintenance	\$ 1,020,426	\$ 1,363,678	\$ 1,393,938	\$ 1,262,960	\$ 1,437,020
Street Maintenance	3,177,144	1,323,148	1,324,514	1,250,582	1,283,123
Street Fund	<u>\$ 4,197,569</u>	<u>\$ 2,686,826</u>	<u>\$ 2,718,452</u>	<u>\$ 2,513,542</u>	<u>\$ 2,720,143</u>

Performance Spotlight

Department Mission

To provide our citizens and visitors with a safe and efficient way to travel throughout the City that enhances and preserves the quality of our environment and community.

Program Description

The Traffic Division provides safe travel for citizens and visitors by effectively managing the Advanced Traffic Management System (ATMS) and maintaining traffic signals, signs, pavement markings and roadway lighting.

Program Goals

Value: Teamwork

- Provide Incident Management for I-4 incidents and detoured routes through City using Advanced Traffic Management System (ATMS) in conjunction with the communication of FDOT and Hillsborough County.
- Maintain active involvement in the FDOT D7 Community Traffic Safety Team and Hillsborough County MPO-ITS Board.
- Continue Interlocal Agreement with Hillsborough County for maintenance of traffic signals.
- Work closely with engineering staff to continue development of Traffic inventory through GIS database.

Value: Leadership

- Restructure Traffic Operations to create advancing opportunities to enhance the knowledge and development within the Department to better face upcoming goals.
- Provide in-house and certified training to meet the operational requirements and to maximize knowledge, skills and abilities.

Value: Excellence

- Maintain over 8,000 Traffic signs throughout the City through yearly preventative maintenance of one zone per month with new standards and requirements implementations.
- Reduce the liability of traffic and pedestrian incidents through the preventative maintenance program of 56 signalized intersections three times per year and 24/7 monitoring of 80 auxiliary beacons from Glance Software.
- Respond to all service requests within 48 hours and provide one-hour emergency response time.
- Improve the Advance Traffic Management System to perform advancing technology enhancements like smart cities, connected vehicle technology, adaptive traffic and advancement communications.
- Perform annual in-house inspections and upgrades to School Zones and enhance the ability to smart connect these devices for enhanced safety and driver awareness.
- Develop a mainstream traffic system with fiber optics connectivity to retrieve the most accurate real-time data for faster diagnostics to trouble calls and reporting.
- Maintain retroreflectivity standards for signs and markings as outlined by FHWA in conformance with the proposed MUTCD minimum requirements. Schedule to perform annual nighttime visibility inspections for all signs and markings infrastructure.

Performance Spotlight

Value: Transparency

- Work closely with FDOT over the next 16 months on the I-4 Florida’s Regional Advance Mobility Elements (FRAME) project to solicit support for proposed diversion routes with downtown truck routes. Deploy Connected Automated Vehicle (CAV) with an emphasis on safety to improve drivers’ experience on I-4 and other major arterials from Tampa to Orlando daily.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Traffic Studies Performed (each)	9	25	25
Fiber Optic Cable Upgraded (feet)	N/A	25k	25k
Traffic Controllers Upgraded (each)	N/A	25	25
Core Strategy: Fostering Community Engagement			
FDOT D7 Community Traffic Safety Team Meetings Attended	10	10	12
ITS MPO Hillsborough Committee Meetings Attended	4	3	4
Traffic Cabinet Art Applied (each)	0	8	5
Core Strategy: Empowering Outstanding Customer Service			
Service Request Completed (each)	105	120	150
Traffic Signal Repairs (each)	417	400	400
Upgrade of Traffic Lights (per intersection)	2	3	3
Rebuild of Traffic Signals (per intersection)	1	1	1
Roadway Striping (Miles)	5.57	8	10
Rebuild Existing Electrical Services (each)	2	2	2
Traffic Call Outs (each)	142	100	100
Traffic Sign Repairs (each)	1,428	2,000	2,000
Incident Management Events (each)	38	50	75
Installation of Emergency Vehicle Pre-Emption (per intersection)	N/A	14	14
Roadway Lighting Repairs (each)	6	10	10
Illuminated Street Name Sign Installs (per intersection)	8	7	5
Fabrication of Traffic Signs (each)	2,529	1,200	1,400
Rectangular Rapid Flashing Beacon Installs (each)	6	6	10
Traffic Signal/Lighting Inspections (each)	11	10	10
Street Name Sign Change-out (per Intersection)	344	200	200
Solar Flashing Auxiliary Beacons Installed (each)	8	14	10
Core Strategy: Engaging in Effective Communication			
FDOT D7 Traffic Management Team Meetings Attended	4	4	4
Core Strategy: Maximizing Organizational Effectiveness			
New Position or Existing Job Reclassification (each)	1	1	3
Traffic Training (per hour)	292	300	300

Performance Spotlight

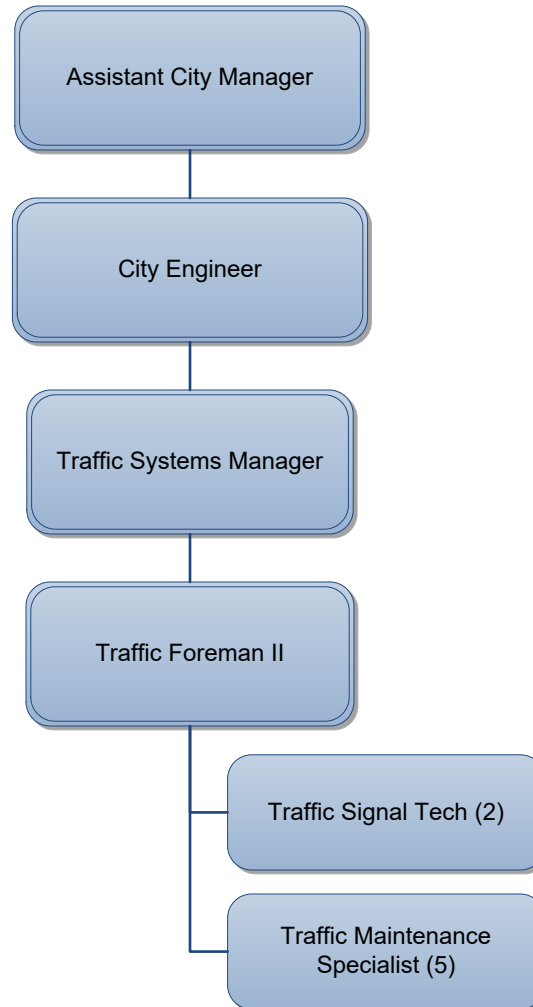
Goals & Objectives Accomplished

- Completed Phase 1 of 5 of the Traffic Fiber Optic Upgrade; 25,000 feet installed along section from Maki Rd to City Hall.
- Completed Phase 1 of 3 of the Traffic Controller Upgrade; 25 controllers installed.
- Completed Phase 3 of 5 of the Illuminated Street Name Sign Change Out Program at the locations of Franklin-Baker, Alexander-I-4, Wheeler-MLK, Baker-Alexander, Alexander-Mendonsa, Alexander-Grant and Baker-Thonotosassa
- Completed upgrade of signal heads and added reflective back plates to the following three intersections:
 - Fire Station 1
 - Fire Station 2
 - Franklin Street at Baker Street
- Completed retiming of 16 signalized intersections along Alexander St and James L Redman Pkwy.
- Added six Rectangular Rapid Flash Beacons (RRFBs) at the locations of SR 574-Edwards, SR574-Woodrow Wilson, Timberlane-Griffin.
- Installed the four way stop at the intersection of Sandalwood and Timberlane.
- Installed new Grid Smart video detection system at Park St and James L Redman Pkwy.
- Completed intersection resequence and retiming of individual signalized intersections at Alexander/I-4 and Thonotosassa/I-4.
- Completed upgrade of ATMS.now and traffic network security.
- Replaced 60 downtown historic signs.
- Completed bright stick installations at all way controlled stop locations.
- Implemented Leading Pedestrian Intervals (LPI's) on Reynolds St from Wheeler-Palmer.
- Completed pedestrian improvements at the intersection of Timberlane-Griffin.
- Installed eight new school flashers to meet requirements of the Federal Highway Administration (FHWA).
- Rebuilt the signals at the intersection of Jim Johnson-Alexander.
- Completed the Downtown Strike Force Project with the following totals:
 - Painted sign poles: 256
 - Painted curbs: 10
 - Painted pedestrian signal: 36
 - Painted MastArms: 2
 - Replaced signs: 75
 - Cleaned/Straightened signs: 291

Capital Outlay

Metro Counter Replacements (8)	10,800
School Flasher (6)	24,000
Time Clock for School Beacon	15,600
Total	\$50,400

City of Plant City – Organizational Chart – Traffic



Fund: Street	Department: Engineering	Org Code: 17056000
	Program: Traffic Maintenance	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 271,807	\$ 348,792	\$ 373,035	\$ 284,600	\$ 340,001
414000 Overtime Pay	12,273	22,500	20,101	22,500	23,200
415500 Other Benefits	825	955	955	725	910
421000 Social Security	21,096	27,823	23,425	20,206	27,183
422000 Pension	22,752	29,664	25,066	21,871	29,137
423000 Health and Life Insurance	70,289	93,804	80,956	63,864	87,228
424000 Workers' Compensation	11,256	11,819	11,819	11,819	12,410
TOTAL PERSONAL SERVICES	\$ 410,296	\$ 535,357	\$ 535,357	\$ 425,585	\$ 520,069
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 39,937	\$ 43,000	\$ 43,000	\$ 43,000	\$ 55,112
440000 Courses Training and Meetings	8,511	12,780	12,780	6,000	12,000
440100 Car Allowance	117	819	819	23	-
441000 Telephone	2,823	5,240	5,240	3,800	5,360
442000 Postage	-	-	-	100	100
443000 Water Sewer & Solid Waste	1,802	2,100	2,100	2,100	2,100
443100 Power Heat & Lights	31,562	36,000	36,000	36,000	36,000
444010 Lease of Vehicles	39,800	90,600	90,600	90,600	110,300
445000 Insurance	23,440	27,700	27,700	33,470	35,150
446040 Maintenance of Motor Equipmen	24,023	25,686	25,686	25,686	56,683
446100 Radio Maintenance	-	280	280	280	280
446110 Building and Property Repair	930	6,500	8,368	6,500	6,000
446300 Maintenance of Traffic Lights	116,558	133,000	137,551	133,000	134,500
446500 Street Signs	26,528	46,700	45,140	46,700	46,900
446510 Street Painting	24,625	40,100	37,100	30,200	40,000
451000 Office Supplies	322	600	600	600	600
452000 Fuel	8,303	12,000	12,000	9,000	12,000
452100 Other Supplies	3,646	4,360	5,360	4,360	4,070
452120 Uniforms and Clothing	1,458	2,200	2,200	2,200	2,200
452200 Tools	2,060	2,500	2,500	2,200	2,500
452300 Safety Equipment & Supplies	3,564	2,150	3,650	2,650	4,850
454000 Subscriptions and Memberships	595	1,000	1,000	1,000	3,910
TOTAL OPERATING EXPENSES	\$ 360,603	\$ 495,315	\$ 499,674	\$ 479,469	\$ 570,615
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ 27,461	\$ 7,500	\$ 33,401	\$ 32,400	\$ 50,400
491000 Capital Project Account	155,000	240,000	240,000	240,000	190,000
TOTAL CAPITAL OUTLAY	\$ 182,461	\$ 247,500	\$ 273,401	\$ 272,400	\$ 240,400
<u>NON-OPERATING</u>					
491400 Indirect Cost Allocation	\$ 67,065	\$ 85,506	\$ 85,506	\$ 85,506	\$ 105,936
TOTAL NON-OPERATING	\$ 67,065	\$ 85,506	\$ 85,506	\$ 85,506	\$ 105,936
TOTAL TRAFFIC MAINTENANCE	\$ 1,020,426	\$ 1,363,678	\$ 1,393,938	\$ 1,262,960	\$ 1,437,020

Performance Spotlight

Department Mission

To enhance the quality of life in Plant City by providing safe roadways, sidewalks and roadway beautification while maintaining a friendly home town approach.

Program Description

The Street Maintenance Division provides safe passageway throughout the City for motorists and pedestrians by providing street light, railroad crossing maintenance, sidewalk, and street repairs

Program Goals

Value: Teamwork

- Collaborate proactively with other departments and agencies to develop mutually beneficial solutions for our citizens.
- Improve standards, performance and provision of services through work in partnership with other City Departments to obtain APWA Accreditation.

Value: Integrity

- Commit to meet the goals and promises we, as individuals and a department, 100 percent of the time.
- Commit to promote the core values set forth by the City Manager.

Value: Transparency

- Provide an atmosphere of free and open exchange for ideas, information, cooperation, and trust for all citizens, employees and agencies.
- Maintain clear and concise records to support reporting and data retrieval.
- Work to create GIS layers for information sharing and accessibility.

Value: Leadership

- Encourage leadership within the department to set goals, being innovative, motivational and trustworthy.
- Coach and inspire our teams.
- Provide yearly leadership training addressing motivational, supervisory and industry changes.
- Encourage independent ideas that focus on growth and individual development.

Value: Excellence

- Provide excellent service to our citizens and visitors through best management practices. Dedicated to continuously evolving through learning, innovation and improvement.
- Provide training for every person within the department promoting safety, skills and growth.
- Preserve the 160 miles of City-maintained roadways through maintenance and rehabilitation emphasizing safety and ride quality.

Performance Spotlight

Value: Respect

- Treat all people with kindness and politeness, listening with detail and empathy. Everyone matters.
- Respond to citizen and visitors inquiries in a prompt and efficient manner.

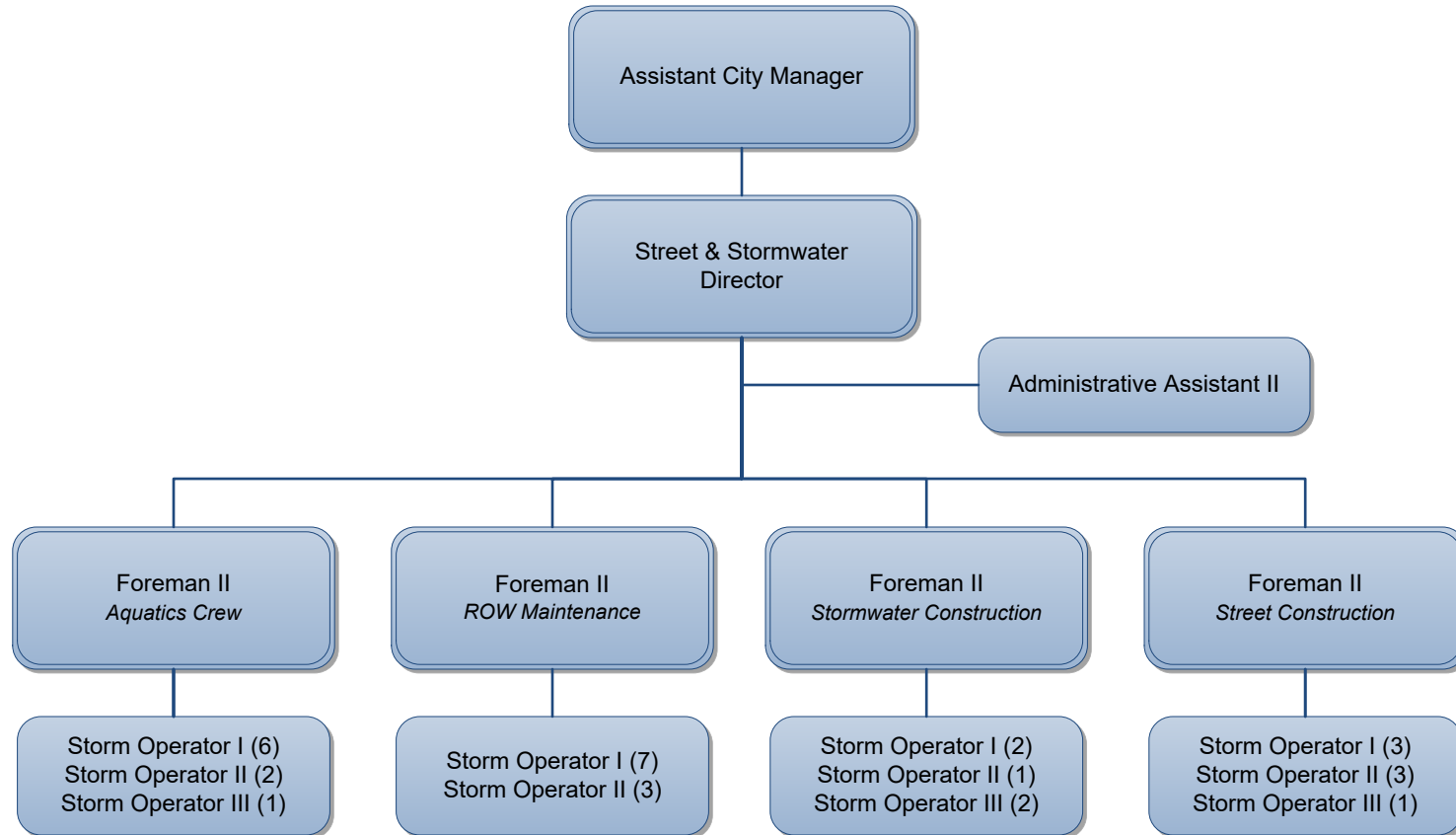
Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Sidewalk Installation & Repairs - Concrete Poured (yards)	116	120	120
Core Strategy: Empowering Outstanding Customer Service			
Customer Service Requests Addressed (each)	130	150	150
Core Strategy: Maximizing Organizational Effectiveness			
Hot Mix Applied (tons)	84	70	70
Cold Mix Applied (tons)	99	40	40
Potholes Filled (each)	2,792	1,500	1,500
Cross Training (hours)	71	220	360
Safety Training (hours)	108	330	400
Informational Training (hours)	87	20	30

Goals & Objectives Accomplished

- Constructed three new ADA ramps.
- Installed 35' of additional guardrail on Morrell Dr.
- Provided barricades for street closures to 35 events and 4 parades throughout the City.
- Accepted the maintenance of W. Johnson Rd. from Hillsborough County.

City of Plant City – Organizational Chart – Street & Stormwater



Fund: Street	Department: Street & Stormwater	Org Code: 17056300
	Program: Street Maintenance	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
PERSONAL SERVICES					
412000 Payroll	\$ 209,899	\$ 249,033	\$ 257,623	\$ 229,075	\$ 264,568
414000 Overtime Pay	1,977	5,000	4,264	5,000	5,000
415500 Other Benefits	563	748	748	638	775
421000 Social Security	15,702	18,900	17,319	15,061	20,008
422000 Pension	16,961	20,233	18,579	16,568	21,621
423000 Health and Life Insurance	54,733	62,181	57,562	46,588	73,717
424000 Workers' Compensation	9,945	10,442	10,442	10,442	10,965
TOTAL PERSONAL SERVICES	\$ 309,780	\$ 366,537	\$ 366,537	\$ 323,372	\$ 396,654
OPERATING EXPENSES					
434000 Other Contractual Services	\$ 11,400	\$ 15,400	\$ 15,400	\$ 15,400	\$ 17,424
434150 Landfill Fees	150	300	300	300	300
440000 Courses Training and Meetings	2,422	4,000	4,000	1,000	4,030
440100 Car Allowance	702	1,521	1,521	1,080	702
441000 Telephone	3,159	4,340	4,340	3,400	4,220
443000 Water Sewer & Solid Waste	866	1,000	1,000	1,000	1,000
443100 Power Heat & Lights	3,154	4,200	4,200	4,000	4,200
443110 Street Lighting	544,488	550,000	550,000	540,000	550,000
443200 Light System Maintenance	10,927	16,000	8,399	12,600	16,000
444010 Lease of Vehicles	17,100	-	-	-	-
445000 Insurance	17,795	19,900	19,900	24,050	25,260
446040 Maintenance of Motor Equipment	36,549	35,780	35,780	35,780	33,240
446100 Radio Maintenance	-	440	440	440	440
446110 Building and Property Repair	136	1,500	2,866	2,800	3,500
446570 Street System Repairs	18,460	33,400	33,400	20,000	30,000
446575 Parking Lot Repairs	-	-	-	1,000	2,000
451000 Office Supplies	1,002	1,220	1,220	1,000	1,200
452000 Fuel	6,334	7,500	7,500	5,500	7,200
452100 Other Supplies	967	7,100	7,100	4,100	9,110
452120 Uniforms and Clothing	2,507	2,700	2,700	2,700	2,700
452200 Tools	1,913	3,110	3,110	3,100	4,000
452210 Chemicals	3,654	9,000	9,000	4,000	8,000
452300 Safety Equipment & Supplies	2,610	4,610	4,610	3,100	3,700
454000 Subscriptions and Memberships	-	580	580	250	580
TOTAL OPERATING EXPENSES	\$ 686,296	\$ 723,601	\$ 717,366	\$ 686,600	\$ 728,806
CAPITAL OUTLAY					
464100 Other Capital Equipment	\$ -	\$ 5,000	\$ 12,601	\$ 12,600	\$ -
491000 Capital Project Account	100,000	135,000	135,000	135,000	50,000
491200 Transfer to Capital Projects	2,000,000	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 2,100,000	\$ 140,000	\$ 147,601	\$ 147,600	\$ 50,000
NON-OPERATING					
491400 Indirect Cost Allocation	\$ 81,068	\$ 93,010	\$ 93,010	\$ 93,010	\$ 107,663
TOTAL NON-OPERATING	\$ 81,068	\$ 93,010	\$ 93,010	\$ 93,010	\$ 107,663
TOTAL STREET MAINTENANCE	\$ 3,177,144	\$ 1,323,148	\$ 1,324,514	\$ 1,250,582	\$ 1,283,123

Fund: Transportation Surtax	Department: Engineering Program: Street	Org Code: 175*
---------------------------------------	--	--------------------------

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
335183 Transportation Surtax Proceeds	\$ 2,317,165	\$ 3,200,000	\$ 3,200,000	\$ 2,900,000	\$ 3,000,000
TOTAL INTERGOVERNMENTAL REV	\$ 2,317,165	\$ 3,200,000	\$ 3,200,000	\$ 2,900,000	\$ 3,000,000
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 17,493	\$ -	\$ -	\$ -	\$ -
TOTAL MISCELLANEOUS REVENUE	\$ 17,493	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 2,317,165	\$ 3,200,000	\$ 3,200,000	\$ 2,900,000	\$ 3,000,000

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>CAPITAL OUTLAY</u>					
463401 Street Improvements	\$ -	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000
TOTAL CAPITAL OUTLAY	\$ -	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000	\$ 2,200,000
<u>NON-OPERATING</u>					
495000 Contingency	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 700,000	\$ 800,000
TOTAL NON-OPERATING	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 700,000	\$ 800,000
TOTAL EXPENDITURES	\$ -	\$ 3,200,000	\$ 3,200,000	\$ 2,900,000	\$ 3,000,000

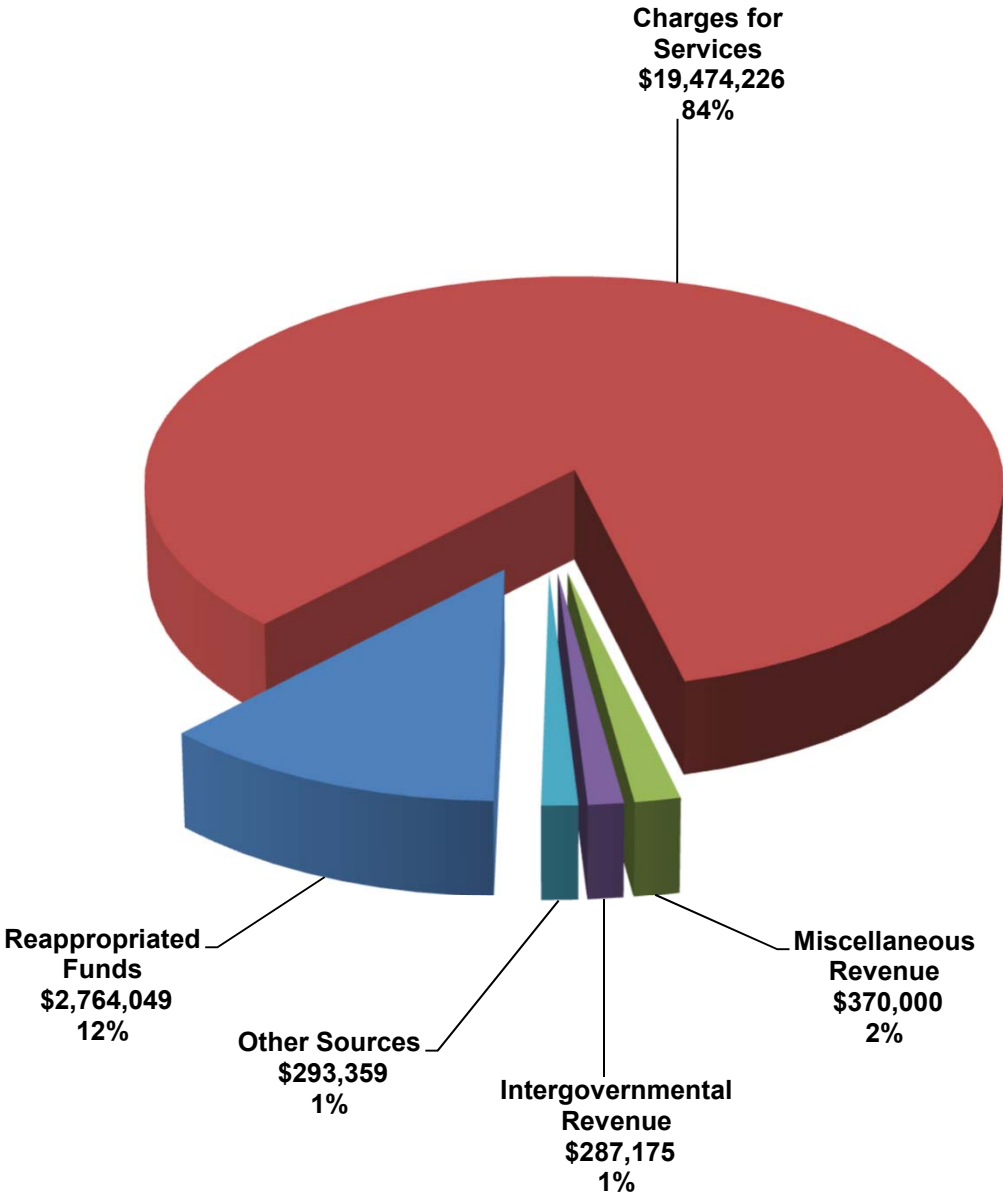


*This page intentionally left
blank*

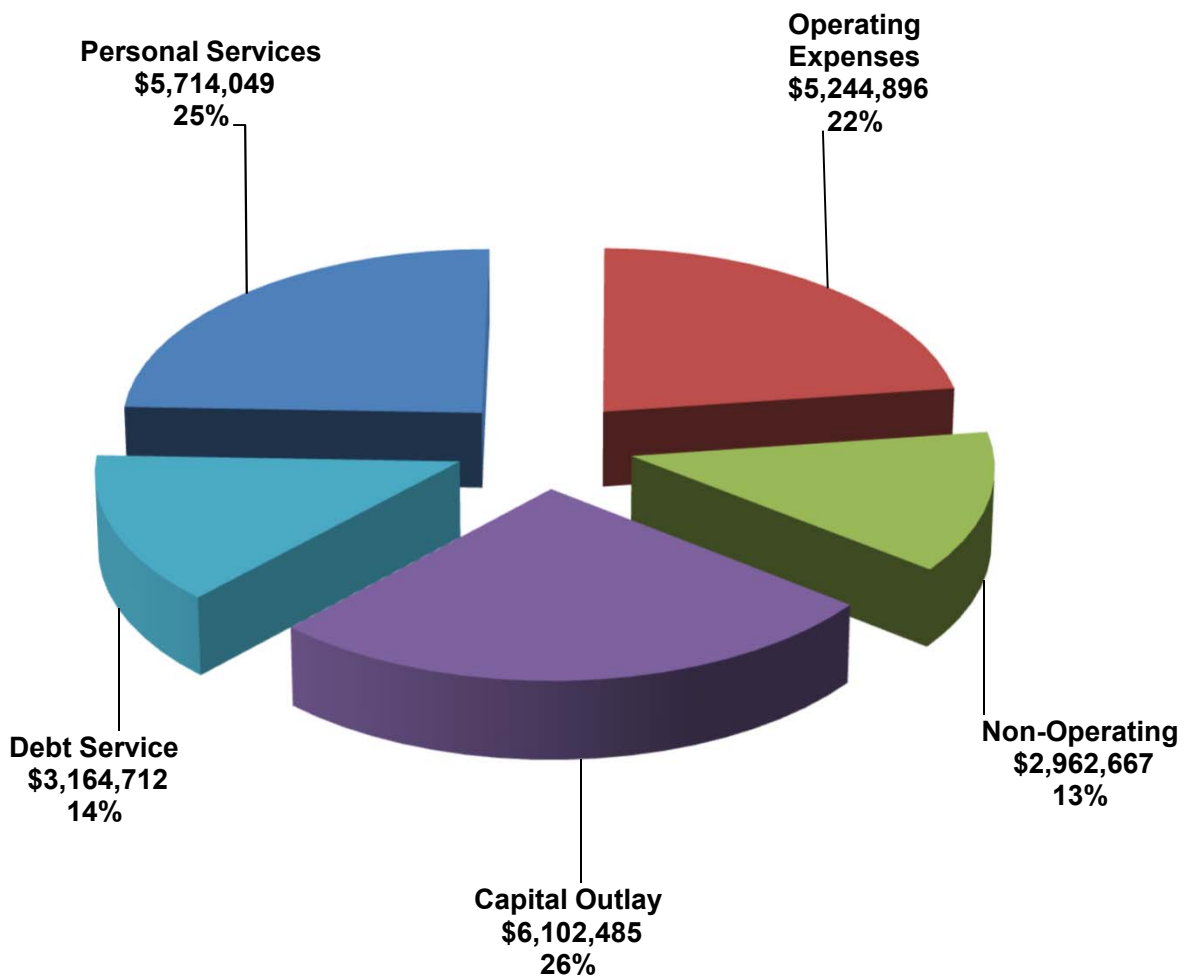


Water/Sewer Fund

**City of Plant City
Fiscal Year 2020-21
Water/Sewer Fund
Revenues - \$23,188,809**



**City of Plant City
Fiscal Year 2020-21
Water/Sewer Fund
Expenditures - \$23,188,809**



Fund: Water Sewer	Department: Water and Sewer	Org Code: 4025*
-----------------------------	---------------------------------------	---------------------------

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
272000 Reappropriated Funds	\$ -	\$ 344,258	\$ 761,381	\$ -	\$ 2,764,049
TOTAL REAPPROPRIATED	\$ -	\$ 344,258	\$ 761,381	\$ -	\$ 2,764,049
<u>INTERGOVERNMENTAL</u>					
331510 Federal Grants	\$ 228,284	\$ -	\$ -	\$ -	\$ -
334510 State Grants	2,224	-	812,175	812,175	287,175
TOTAL INTERGOVERNMENTAL	\$ 230,508	\$ -	\$ 812,175	\$ 812,175	\$ 287,175
<u>CHARGES FOR SERVICES</u>					
343300 Residential Water Sales	\$ 2,509,284	\$ 2,323,000	\$ 2,323,000	\$ 3,032,954	\$ 3,195,613
343301 Commercial Water Sales	2,853,687	3,250,000	3,250,000	2,705,300	2,766,187
343302 Multi Unit Water Sales	637,281	685,000	685,000	660,532	670,500
343304 Irrigation Water Sales	849,340	905,000	905,000	875,345	910,000
343308 Water Meter Installations	25,441	35,000	35,000	59,778	50,000
343310 Residential Reclaimed Water	10,397	13,000	13,000	8,575	10,000
343311 Commercial Reclaimed Water	24,387	30,900	30,900	28,983	30,000
343312 Ag/Ind/Gov't Reclaimed Water	25,752	33,000	33,000	22,288	25,000
343351 General Utility Service Charge	55,125	63,000	63,000	54,325	60,000
343352 Water Ser Con/Disconnect	90,888	100,000	100,000	73,500	93,000
343353 Water Meter Service Charge	2,122	5,000	5,000	1,000	1,500
343354 Bad Check Charges	10,427	8,000	8,000	7,344	8,000
343500 Wastewater Revenue	8,243,821	8,116,000	8,116,000	8,291,835	8,501,826
343501 Commercial Wastewater Revenue	61,384	70,000	70,000	51,365	57,600
343502 Multi Unit Wastewater Revenue	1,642,935	1,600,000	1,600,000	1,583,650	1,625,000
343508 Sewer Taps	12,887	15,000	15,000	10,000	12,000
343510 Industrial Waste	1,629,177	1,550,000	1,550,000	1,281,428	1,458,000
TOTAL CHARGES FOR SERVICES	\$18,684,335	\$18,801,900	\$18,801,900	\$18,748,202	\$19,474,226
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 1,288,287	\$ 400,000	\$ 400,000	\$ 347,409	\$ 300,000
361101 Interest on Delinquent Accounts	71,027	60,000	60,000	52,298	50,000
364410 Sale of Equipment / Materials	81,549	-	-	5,000	-
369900 Miscellaneous Revenue	21,823	5,000	5,000	50,000	20,000
TOTAL MISCELLANEOUS REVENUE	\$ 1,462,687	\$ 465,000	\$ 465,000	\$ 454,707	\$ 370,000
<u>OTHER SOURCES</u>					
380300 Cost Allocation-Solid Waste	\$ 230,005	\$ 195,860	\$ 195,860	\$ 195,860	\$ 206,817
380400 Cost Allocation-Stormwater	87,639	101,788	101,788	101,788	86,542
381000 Interfund Transfer	838,691	-	-	-	-
TOTAL OTHER SOURCES	\$ 1,156,335	\$ 297,648	\$ 297,648	\$ 297,648	\$ 293,359
TOTAL REVENUES	\$21,533,865	\$19,908,806	\$21,138,104	\$20,312,732	\$23,188,809

Fund:
Water/Sewer

Department:
Water and Sewer

Org Code:
4025*

APPROPRIATIONS BY DIVISION/PROGRAM

Division/Program	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
Utility Billing					
Office	\$ 839,248	\$ 917,156	\$ 916,748	\$ 881,643	\$ 959,614
Field Representatives	213,856	232,342	237,450	226,455	234,491
Total Utility Billing	<u>\$ 1,053,103</u>	<u>\$ 1,149,498</u>	<u>\$ 1,154,198</u>	<u>\$ 1,108,098</u>	<u>\$ 1,194,105</u>
Water Resource Management					
Water Conservation	\$ 103,663	\$ 100,666	\$ 100,666	\$ 102,791	\$ 114,787
Cross Connection Control	288,336	315,123	319,123	312,213	345,513
Industrial Pretreatmet	184,929	222,445	221,195	216,236	189,748
Environmental Compliance	123,142	157,367	157,367	153,683	172,778
Total Water Resources Management	<u>\$ 700,070</u>	<u>\$ 795,601</u>	<u>\$ 798,351</u>	<u>\$ 784,923</u>	<u>\$ 822,826</u>
Utilities Maintenance					
Line Maintenance	\$ 6,795,185	\$ 6,864,980	\$ 6,416,041	\$ 6,084,051	\$ 5,399,727
Mechanical and Electrical	2,071,544	2,149,776	2,149,776	2,001,321	2,686,486
Inventory/Stores	147,770	173,950	173,950	169,294	178,931
Total Utility Maintenance	<u>\$ 9,014,499</u>	<u>\$ 9,188,706</u>	<u>\$ 8,739,767</u>	<u>\$ 8,254,666</u>	<u>\$ 8,265,144</u>
Utilities Operations					
Water Treatment	\$ 2,880,719	\$ 2,128,253	\$ 4,010,376	\$ 3,984,183	\$ 4,622,445
Water Reclamation Treatment	\$ 5,356,680	\$ 3,482,034	\$ 3,300,073	\$ 3,561,571	\$ 5,119,577
Utilities Operations	<u>\$ 8,237,400</u>	<u>\$ 5,610,287</u>	<u>\$ 7,310,449</u>	<u>\$ 7,545,754</u>	<u>\$ 9,742,022</u>
Debt Service	<u>\$ 796,761</u>	<u>\$ 3,164,714</u>	<u>\$ 3,164,714</u>	<u>\$ 3,164,714</u>	<u>\$ 3,164,712</u>
Total Expenditures	<u><u>\$ 19,801,833</u></u>	<u><u>\$ 19,908,806</u></u>	<u><u>\$ 21,167,479</u></u>	<u><u>\$ 20,858,155</u></u>	<u><u>\$ 23,188,809</u></u>

Performance Spotlight

Department Mission

To deliver excellent customer service with respect, professionalism, and reliability to residents and visitors.

Program Description

The Utility Billing Division provides assistance with new account activation, billing inquiries, account updates, new construction water and sewer connections, meter reading and service order processing.

Customer Service employees process payments for utility billing, permits, parking tickets, retiree insurance, and CDBG housing payments. Field Service Representatives read over 13,000 meters monthly using mobile read devices, terminate and turn on water service, perform meter tests, and respond to leak inquiries.

Program Goals

Value: Teamwork

- Offer in-house, offsite, and online customer service training for each team member.
 - In-house training 4 times a year, 1 hour sessions.
 - Offsite training 2 times a year, 8 hour sessions.
 - Online training 4 times a year, 3 hour webinars.

Value: Leadership

- Offer management and leadership development training to prepare leaders in providing excellent customer service delivery and how to manage employees.

Value: Excellence

- Increase paperless billing customer base to 20%.
- Increase online payments to 60%.
- Increase online customer service application and deposit requests by 25%.
- Submit accounts to collection agency within 45 days from account termination.
- Implement “One-Stop” Customer Service Process: activate new accounts, collect payments, and provide account changes at one location.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Empowering Outstanding Customer Service			
Teamwork and Customer Service Training (Hours Per Person)	130	80	200
Leadership Training	32	16	48
Paperless Billing Customers	1,929	2,075	2,380

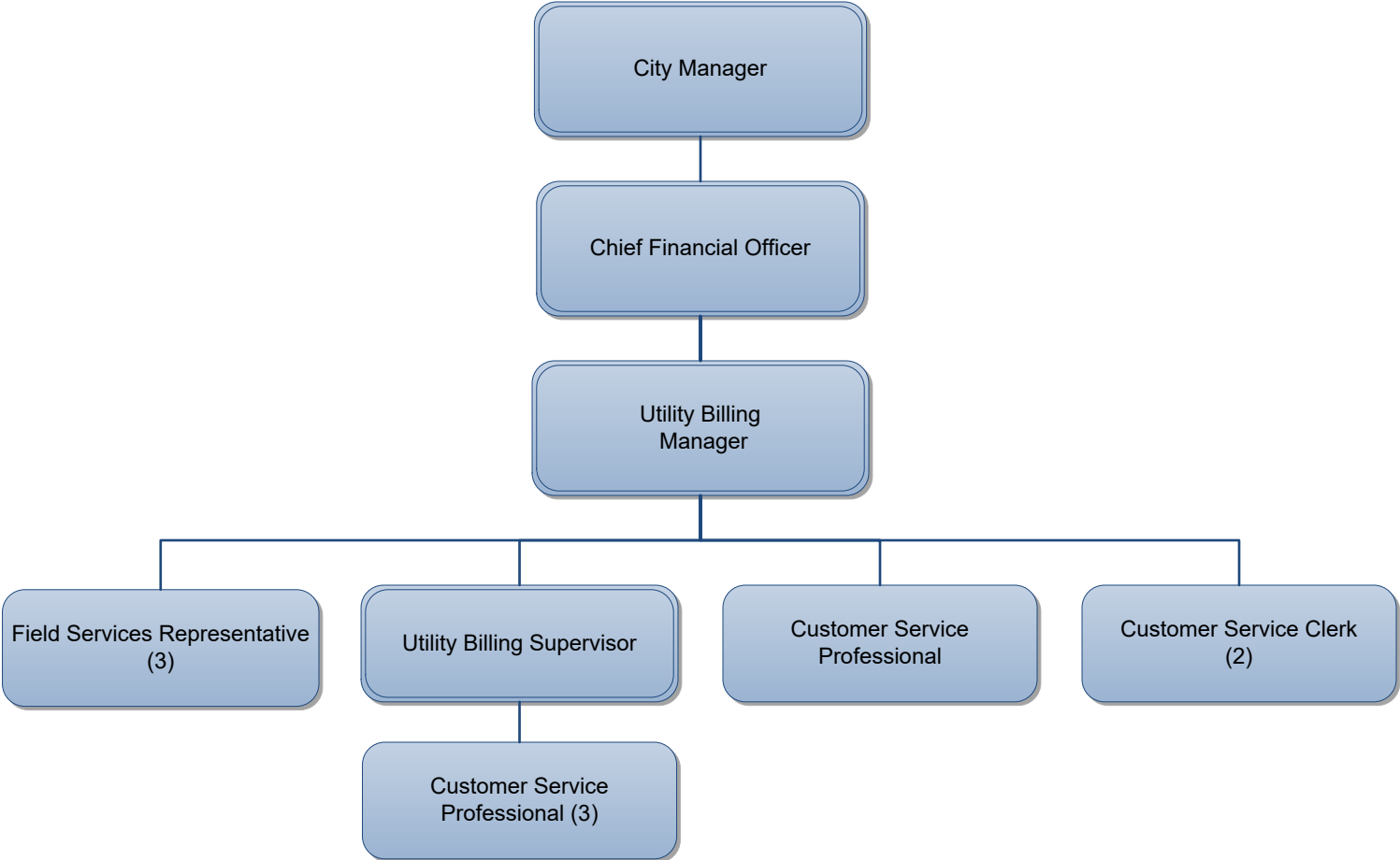
Performance *Spotlight*

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Percentage of e-bill	15%	16%	20%
Online Payments	5,233	5,840	6,500
Percentage of Online Payments	46%	53%	60%
Customer Service Online Applications and Deposits	603	800	1,000
“One-Stop” Customer Service	0	200	500
Core Strategy: Engaging in Effective Communication			
Customer Training on City Website and General Information	0	50	100
Core Strategy: Maximizing Organizational Effectiveness			
Notify Collection Agency within 45 days	0	25%	90%

Goals & Objectives Accomplished

- Increased the percentage of customer using paperless billing to 16%.
- Implemented customer online application processing to establish a new customer and to transfer an existing customer.
- Implemented Badger Beacon billing and tracking software that imports and exports data directly to the laptop for automated meter reading. The information is available on the desktop for routing, leak checks, and monitoring reading status.
- Trained field representative to use the new billing software to accurately read meters, enter manual reads when necessary, perform meter profiling from a tablet, and extract reads from the laptop.

City of Plant City – Organizational Chart – Utility Billing



Fund: Water/Sewer	Department: Finance Program: Utility Billing - Office	Org Code: 40256901
-----------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 325,823	\$ 346,776	\$ 359,910	\$ 338,201	\$ 368,068
412500 Temporary Pay	8,609	5,000	5,000	3,000	5,000
414000 Overtime Pay	2,393	3,000	2,542	1,646	3,000
415500 Other Benefits	740	840	840	740	840
421000 Social Security	24,929	25,857	21,984	21,966	27,830
422000 Pension	25,694	26,686	22,635	22,940	29,757
423000 Health and Life Insurance	65,864	67,559	62,807	53,487	74,039
424000 Workers' Compensation	438	460	460	460	483
TOTAL PERSONAL SERVICES	\$ 454,490	\$ 476,178	\$ 476,178	\$ 442,440	\$ 509,017
<u>OPERATING EXPENSES</u>					
432000 Annual Audit	\$ 20,500	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,500
434000 Other Contractual Services	29,335	50,780	50,780	50,780	50,950
440000 Courses Training and Meetings	2,273	6,800	6,800	4,200	7,200
440100 Car Allowance	936	936	936	936	936
442000 Postage	65,115	71,700	71,700	71,700	72,000
444000 Rental Agreement Office Eq	6,386	7,400	7,400	7,400	7,400
445000 Insurance	10,715	11,500	11,500	13,900	14,600
446100 Radio Maintenance	-	480	480	480	480
446200 Maintenance of Office Equipment	-	1,000	1,000	1,000	1,000
449200 Credit Card Processing Fee	131,205	150,000	150,000	150,000	150,000
451000 Office Supplies	5,085	8,000	7,592	7,500	8,900
452100 Other Supplies	1,058	3,000	3,000	3,000	1,200
452120 Uniforms and Clothing	-	-	-	-	300
454000 Subscriptions and Memberships	297	500	500	410	500
457000 Cash Short/Over	188	-	-	15	-
459000 Depreciation	5,949	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 279,042	\$ 340,096	\$ 339,688	\$ 339,321	\$ 343,966
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
<u>NON-OPERATING</u>					
491400 Indirect Cost Allocation	\$ 61,641	\$ 67,882	\$ 67,882	\$ 67,882	\$ 85,631
493100 Interest-Customer Deposit	13,748	6,000	6,000	6,000	6,000
494000 Allowance for Bad Debt	30,326	15,000	15,000	14,000	15,000
TOTAL NON-OPERATING	\$ 105,715	\$ 88,882	\$ 88,882	\$ 87,882	\$ 106,631
TOTAL UTILITY BILLING - OFFICE	\$ 839,248	\$ 917,156	\$ 916,748	\$ 881,643	\$ 959,614

Fund: Water/Sewer	Department: Finance Program: Utility Billing - Field Representatives	Org Code: 40256902
-----------------------------	---	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 96,824	\$ 96,014	\$ 96,014	\$ 98,223	\$ 101,433
414000 Overtime Pay	1,214	5,000	5,000	2,000	2,000
415500 Other Benefits	200	300	300	300	300
421000 Social Security	7,387	7,595	7,595	7,482	7,794
422000 Pension	7,506	8,108	8,108	8,000	8,300
423000 Health and Life Insurance	23,074	25,065	25,065	24,850	26,754
424000 Workers' Compensation	95	100	100	100	105
TOTAL PERSONAL SERVICES	\$ 136,300	\$ 142,182	\$ 142,182	\$ 140,955	\$ 146,686
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 6,522	\$ 16,000	\$ 20,700	\$ 16,000	\$ 16,000
440000 Courses Training and Meetings	-	600	600	-	600
441100 Wireless Communications	1,731	1,920	1,920	1,920	1,920
444010 Lease of Vehicles	11,900	16,400	16,400	16,400	18,200
445000 Insurance	4,305	4,500	4,500	5,440	5,720
446040 Maintenance of Motor Equipment	12,476	5,312	5,312	5,312	4,049
446100 Radio Maintenance	-	480	480	480	480
451000 Office Supplies	-	300	300	300	300
452000 Fuel	8,395	9,000	9,000	6,000	7,510
452100 Other Supplies	78	700	700	700	700
452120 Uniforms and Clothing	783	1,200	1,200	1,200	1,300
452200 Tools	5,414	5,000	5,000	5,000	5,000
452210 Chemicals	1,253	5,000	3,500	1,500	3,500
452300 Safety Equipment & Supplies	965	2,000	2,408	2,000	2,000
459000 Depreciation	4,841	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 58,663	\$ 68,412	\$ 72,020	\$ 62,252	\$ 67,279
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -
<u>NON-OPERATING</u>					
491400 Indirect Cost Allocation	\$ 18,893	\$ 21,748	\$ 21,748	\$ 21,748	\$ 20,526
TOTAL NON-OPERATING	\$ 18,893	\$ 21,748	\$ 21,748	\$ 21,748	\$ 20,526
TOTAL FIELD REPRESENTATIVES	\$ 213,856	\$ 232,342	\$ 237,450	\$ 226,455	\$ 234,491

Performance Spotlight

Department Mission

To develop and implement effective programs to protect and manage Plant City's natural resources while building positive relationships in our community and providing excellent customer service at all times.

Program Description

Responsible for ensuring that the City's potable and reclaimed water resources are utilized in a conscientious and efficient manner. Program meets requirements set forth by the Southwest Florida Water Management District for water conservation through the classification and monitoring of internal and public water use, inspection and resolution of concerns, and coordination with municipal, residential, commercial, and industrial customers. Monitors six wetland sites for environmental impacts related to the City's use of groundwater. Develops and implements associated public education programs.

Program Goals

Value: Teamwork

- Form City work groups and committees to facilitate project development and problem solving.
 - Public Supply Annual Report (PSAR) work group: involves members from several City Departments and ensures that the City meets State mandated annual limits for water loss and unaccounted water use in its water distribution system.
 - Reclaimed Water Use work group: involves members from the Utilities Department working together to consider potential new consumers and promote the use of reclaimed water.
- Participate in professional organizations, advisory committees, and work groups.
 - Walden Lake Median and ROW Irrigation Work Group: involves members from the City and community to address issues related to irrigation concerns and issues under the oversight of the Walden Lake Community Association. Ensures increased efficiency in water used for irrigation along medians and rights-of-way.
- Work with Parks and Recreation Department to monitor internal irrigation practices. Monthly reports are generated and reviewed for over 100+ irrigation accounts on City properties. Concerns are noted and modifications are made to address these concerns, which resulted in a 25% average reduction of internal irrigation water use since 2015.

Value: Integrity

- Set high standard for internal (City) irrigation by maintaining stringent one day per week schedule year round.

Value: Transparency

- Maintain open door and open book policies with regulatory agencies and the regulated community.
- Partner with Southwest Florida Water Management District (SWFWMD) representatives to create better standards for the community. This includes participation in pilot projects with the SWFWMD to develop better water conservation policies and procedures, annual reviews of wetland monitoring data and practices.
- Develop and implement new public education initiatives to inform the community of the importance of water conservation initiatives. Utilize social media and other technology options to better promote awareness.

Performance Spotlight

- File annual reports related to water conservation and water quality. Ensure reports are available to public in a timely and effective manner.
 - Public Supply Annual Report required by the Southwest Florida Water Management District
 - Consumer Confidence Report required by the Florida Department of Health
 - Reclaimed Water User Report required by the Florida Department of Health

Value: Excellence

- Implement quality control standards to assess work and ensure that it meets the highest professional standards.
 - All work is reviewed and edited on several levels before it is submitted to customers, or outside agencies.
 - Quality control follow-up inspections and confirmations are completed internally where relevant.

Value: Respect

- Meet with customers at their home or business to address water conservation concerns. Perform on-site assessments for water consumption and irrigation system concerns.

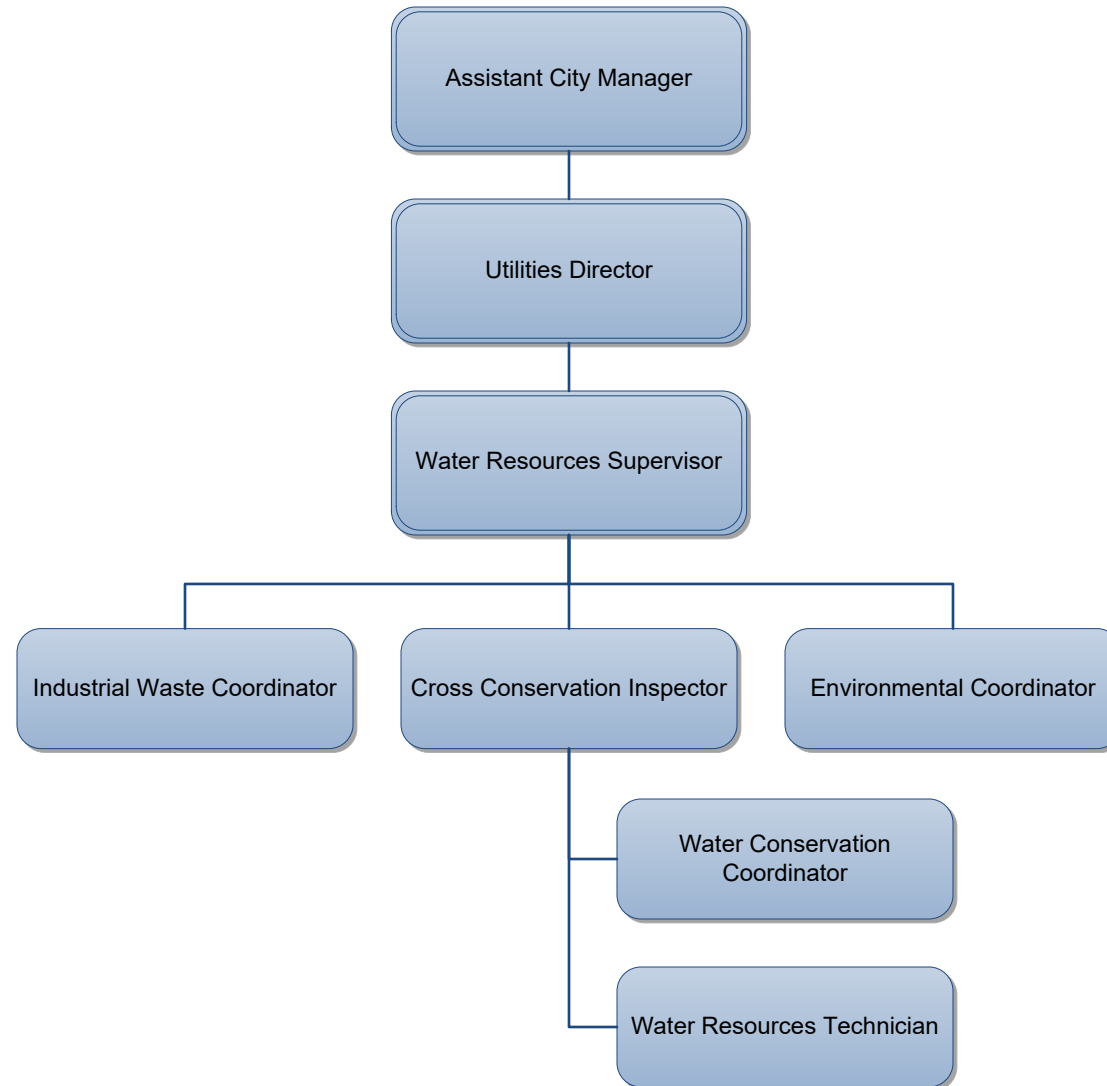
Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Wetland Monitoring Inspections	102	120	120
Core Strategy: Fostering Community Engagement			
Public Education Initiatives	5	6	6
Core Strategy: Empowering Outstanding Customer Service			
Water Conservation Inspections	9	12	10

Goals & Objectives Accomplished

- Completed full audit of water distribution system to assess and reduce water loss and unaccounted water use.
- Completed fully compliant Public Supply Annual Reporting (PSAR) as required by the SWFWMD.
- Completed fully compliant Consumer Confidence Report (CCR) as required by the FDOH.
- Completed fully compliant Reclaimed Water User Report as required by the FDOH.

City of Plant City – Organizational Chart – Water Resource Management



Fund: Water/Sewer	Department: Water Resource Management	Org Code: 40257201
	Program: Water Conservation	

APPROPRIATIONS DETAIL

Object Code	2018-19	2019-20	2019-20	2019-20	2020-21
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 49,706	\$ 50,620	\$ 50,620	\$ 50,394	\$ 46,496
414000 Overtime Pay	804	700	700	700	700
415500 Other Benefits	110	110	110	110	100
421000 Social Security	3,530	3,556	3,556	3,610	3,276
422000 Pension	4,040	4,114	4,114	4,195	3,785
423000 Health and Life Insurance	12,826	13,251	13,251	12,862	13,118
424000 Workers' Compensation	874	918	918	918	964
TOTAL PERSONAL SERVICES	\$ 71,890	\$ 73,269	\$ 73,269	\$ 72,789	\$ 68,439
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 80	\$ 200	\$ 200	\$ 200	\$ 5,390
440000 Courses Training and Meetings	797	600	600	600	600
441000 Telephone	2,526	200	200	2,800	2,760
444000 Rental Agreement Office Eq	1,240	2,400	2,400	2,400	2,400
445000 Insurance	1,531	1,800	1,800	2,180	2,290
446040 Maintenance of Motor Equipment	2,968	1,915	1,915	1,915	2,045
446100 Radio Maintenance	-	100	100	-	100
446110 Building and Property Repair	200	300	300	300	300
451000 Office Supplies	743	750	750	750	750
452000 Fuel	519	600	600	325	600
452100 Other Supplies	501	500	500	500	500
452120 Uniforms and Clothing	-	200	200	200	200
452300 Safety Equipment & Supplies	150	200	200	200	200
454000 Subscriptions and Memberships	-	100	100	100	100
459000 Depreciation	340	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 11,594	\$ 9,865	\$ 9,865	\$ 12,470	\$ 18,235
<u>NON-OPERATING</u>					
491015 Transfer to GF - PILOT	\$ 7,511	\$ 10,726	\$ 10,726	\$ 10,726	\$ 11,125
491400 Indirect Cost Allocation	12,668	6,806	6,806	6,806	16,988
TOTAL NON-OPERATING	\$ 20,179	\$ 17,532	\$ 17,532	\$ 17,532	\$ 28,113
TOTAL RESOURCE MANAGEMENT	\$ 103,663	\$ 100,666	\$ 100,666	\$ 102,791	\$ 114,787

Performance Spotlight

Program Description

Responsible for the protection of the public drinking water and reclaimed water distribution system, and the health, safety, and welfare of customers that utilize the system. This is accomplished through an assessment program that determines the level of protection (backflow prevention assembly) that must be provided at any point of connection to the distribution system. Over 1,800 backflow prevention assemblies that have been installed are tested and repaired annually. Additionally, a routine monitoring and inspection program helps locate and eliminate potentially harmful cross connections and sources of possible contamination.

Program Goals

Value: Teamwork

- Form City work groups and committees to facilitate project development and problem solving.
 - Cross Connection Control Compliance work group: involves members from the Water Resource Management Division, Utilities Maintenance, Building Department, Fire Department, and Utilities Billing. The group works together to reduce the time required to review, approve and inspect backflow prevention assembly installations.
- Provide support to Utilities Maintenance team in relation to large meter testing and repair program.
- Provide support to Utilities Maintenance and Stormwater teams for forklift safety training.

Value: Integrity

- Establish new protocols for tracking installation, inspection, and testing of dedicated irrigation systems to meet State requirements.

Value: Transparency

- Maintain open door and open book policies with regulatory agencies and the regulated community.
- Develop and implement new public education initiatives to inform the community of the importance of cross connection control and backflow prevention. Utilize social media and other technology options to better promote awareness.
- File annual report related to cross connection control. Ensure report is available to public in a timely and effective manner.
 - Cross Connection Control Annual Report required by the Florida Department of Health

Value: Excellence

- Implement quality control standards to assess work and ensure that it meets the highest professional standards.
 - All work is reviewed and edited on several levels before it is submitted to customers or outside agencies.
 - Quality control follow-up inspections and confirmations are completed internally where relevant.
- Review existing City Code and modify the Cross Connection Control manual to reflect updated State standards.
- Continue to implement Asset Management Program for replacing older backflow prevention assemblies.

Performance Spotlight

- Streamline backflow prevention assembly testing and repair program by modifying scheduling procedures, updating and improving parts inventory, and enhancing data tracking efficiency through Access database revisions.

Value: Respect

- Meet with customers at their home or business to address cross connection control and backflow prevention concerns.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Fostering Community Engagement			
Public Education Initiatives	2	4	4
Core Strategy: Empowering Outstanding Customer Service			
Backflow Prevention Assembly Tests	1,830	1,900	1,900
Backflow Prevention Assembly Repairs	443	630	665

Goals & Objectives Accomplished

- Completed fully compliant Cross Connection Control Annual Report required by the Florida Department of Health (FDOH)
- Coordinated replacement of ten large backflow prevention assemblies that met Asset Management Program criteria for end-of-service life.

Capital Outlay

Backflow Prevention Assembly Test Gauge	1,500
Total	\$1,500

Fund: Water/Sewer	Department: Water Resource Management	Org Code: 40257202
	Program: Cross Connection Control	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 87,954	\$ 103,796	\$ 116,446	\$ 108,476	\$ 123,474
414000 Overtime Pay	894	300	300	5,500	2,000
415500 Other Benefits	200	234	234	100	234
421000 Social Security	6,724	7,864	5,317	5,506	9,481
422000 Pension	7,180	8,346	5,683	5,887	10,058
423000 Health and Life Insurance	16,606	19,567	12,127	6,798	18,690
424000 Workers' Compensation	1,858	1,951	1,951	1,951	2,049
TOTAL PERSONAL SERVICES	\$ 121,417	\$ 142,058	\$ 142,058	\$ 134,218	\$ 165,986
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 382	\$ 2,500	\$ 2,500	\$ 2,500	\$ 3,000
440000 Courses Training and Meetings	432	2,400	2,400	2,400	3,400
441000 Telephone	61	300	300	300	300
441100 Wireless Communications	421	720	720	720	720
445000 Insurance	3,061	3,500	3,500	4,230	4,450
446040 Maintenance of Motor Equipment	3,559	1,380	1,380	1,380	1,550
446100 Radio Maintenance	-	100	100	100	100
446110 Building and Property Repair	200	400	400	400	400
446580 Distribution System Repair	15,943	16,000	20,000	20,000	18,000
451000 Office Supplies	46	100	100	200	200
452000 Fuel	1,297	1,500	1,500	1,500	1,280
452100 Other Supplies	1,792	1,300	2,300	2,300	1,000
452120 Uniforms and Clothing	141	300	300	300	300
452200 Tools	315	200	200	300	300
452300 Safety Equipment & Supplies	324	450	450	450	600
454000 Subscriptions and Memberships	187	150	150	150	150
459000 Depreciation	965	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 29,126	\$ 31,300	\$ 36,300	\$ 37,230	\$ 35,750
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 3,110	\$ 2,110	\$ 2,110	\$ 1,500
491000 Capital Project Account	100,000	100,000	100,000	100,000	100,000
TOTAL CAPITAL OUTLAY	\$ 100,000	\$ 103,110	\$ 102,110	\$ 102,110	\$ 101,500
<u>NON-OPERATING</u>					
491015 Transfer to GF - PILOT	\$ 23,607	\$ 22,197	\$ 22,197	\$ 22,197	\$ 23,022
491400 Indirect Cost Allocation	14,186	16,458	16,458	16,458	19,255
TOTAL NON-OPERATING	\$ 37,793	\$ 38,655	\$ 38,655	\$ 38,655	\$ 42,277
TOTAL CROSS CONNECTION	\$ 288,336	\$ 315,123	\$ 319,123	\$ 312,213	\$ 345,513

Performance *Spotlight*

Program Description

Responsible for the protection of the City’s sanitary sewer collection system and Water Reclamation Facility. Ensures that municipal, residential, commercial, and industrial sites comply with federal, state, and local regulations through the classification, monitoring and inspection of the sanitary sewer system users, including six significant permitted industrial users, and hundreds of smaller industrial/commercial sites. Administers a comprehensive Grease Management Program, and assists with environmental compliance issues including spill response, waste management, wildlife issues, and other incident investigations. Develops and implements municipal and public educational programs.

Program Goals

Value: Teamwork

- Form City work groups and committees to facilitate project development and problem solving.
 - Wastewater Quality Compliance work group: involves members from Water Resource Management and Utilities Operations. Ensures that the City meets State mandated industrial pretreatment standards.
 - Grease Management Compliance work group: involves members from Water Resource Management, and Utilities Maintenance. Ensures that grease management concerns in the wastewater collection system are remediated.
 - Waste Reduction work group: involves members from Water Resource Management and Solid Waste. Works to reduce and better manage specific waste streams in the community, including used motor oil, Styrofoam, food waste, household hazardous wastes, and other related products.
- Participate in professional organizations, advisory committees, and work groups.
 - Industrial User Compliance work group. Involves members from Water Resource Management and representatives from Industrial User facilities. Provides hands-on support to ensure that industrial users comply with State and Federal standards, assesses new and/or updated regulations and their potential impact.
 - Public Education work group. Involves members from the City, Chamber of Commerce, Hillsborough Community College, local schools, and industrial and commercial businesses to promote environmental public education in Plant City at various community sites and events.
 - Active member of Florida Industrial Pretreatment Association (FIPA).

Value: Transparency

- Maintain open door and open book policies with regulatory agencies and the regulated community.
- Develop and implement new public education initiatives to inform the community of the importance of industrial pretreatment and pollution prevention initiatives. Utilize social media and other technology options to better promote awareness.
- File annual report related to industrial pretreatment and wastewater. Ensure reports are available to public in a timely and effective manner.
 - Industrial Pretreatment Program Annual Report required by the Florida Department of Environmental Protection.

Performance

Spotlight

Value: Excellence

- Implement quality control standards to assess work and ensure that it meets the highest professional standards.
 - All work is reviewed and edited on several levels before it is submitted to customers, or outside agencies.
 - Quality control follow-up inspections and confirmations are completed internally where relevant.

Value: Respect

- Meet with customers at their home or business to address industrial pretreatment and environmental concerns. Perform on-site assessments and assist in remediation efforts as needed.
- Provide support to City residents in regard to environmental and wildlife issues by working in conjunction with the Florida Department of Environmental Protection, Florida Fish and Wildlife Conservation Commission, Hillsborough County, and local rescue agencies to remediate related concerns.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Empowering Outstanding Customer Service			
Industrial Pretreatment Inspections	70	50	60
Public Education Initiatives	82	40	60

Goals & Objectives Accomplished

- Received administrative approval from FDEP for required annual report.
- Completed annual on-site inspection of program with FDEP.
- Worked with several civic and industry groups to develop and improve the Plant City Community Gardens on the campus of Hillsborough Community College.
- Conducted various environmental workshops and classes at local schools, civic events, etc.
- Provided on-site support to Saputo Dairy during new construction at facility.
- Worked with Solid Waste Department to assess waste stream reduction issues, including revitalizing the City's Public Used Oil Collection Center, and streamlining the City's program for processing internal hazardous wastes.
- Provided ongoing cooperative efforts with local commercial, industrial, and residential facilities to reduce grease contributions to the sanitary sewer system. New programs coordinated with the Chamber of Commerce and downtown events have been successful. The Food Truck Rally Grease Management Program is one of first in the state.

Fund: Water/Sewer	Department: Water Resource Management	Org Code: 40257203
	Program: Industrial Pretreatmet	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 74,365	\$ 90,798	\$ 90,798	\$ 86,400	\$ 97,691
414000 Overtime Pay	914	3,000	3,000	3,000	3,000
415500 Other Benefits	125	158	158	125	158
421000 Social Security	5,745	7,149	7,149	6,610	7,404
422000 Pension	6,131	7,519	7,519	6,912	8,068
423000 Health and Life Insurance	11,522	14,089	14,089	10,277	16,345
424000 Workers' Compensation	1,202	1,262	1,262	1,262	1,326
TOTAL PERSONAL SERVICES	\$ 100,004	\$ 123,975	\$ 123,975	\$ 114,586	\$ 133,992
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ -	\$ 8,700	\$ 4,700	\$ 8,700	\$ 8,700
440000 Courses Training and Meetings	29	1,300	1,300	1,300	3,300
441000 Telephone	77	300	300	300	300
441100 Wireless Communications	352	480	480	480	480
445000 Insurance	3,061	3,500	3,500	4,230	4,450
446040 Maintenance of Motor Equipment	2,543	1,150	3,900	3,900	1,290
446100 Radio Maintenance	-	100	100	100	100
446110 Building and Property Repair	200	300	300	300	300
451000 Office Supplies	265	300	300	300	300
452000 Fuel	864	1,000	1,000	600	850
452100 Other Supplies	556	800	800	800	800
452120 Uniforms and Clothing	-	300	300	300	300
452200 Tools	-	100	100	100	100
452220 Laboratory Supplies	-	100	100	200	200
452300 Safety Equipment & Supplies	150	200	200	200	200
454000 Subscriptions and Memberships	200	150	150	150	150
459000 Depreciation	340	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 8,638	\$ 18,780	\$ 17,530	\$ 21,960	\$ 21,820
<u>CAPITAL OUTLAY</u>					
491000 Capital Project Account	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
TOTAL CAPITAL OUTLAY	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
<u>NON-OPERATING</u>					
491015 Transfer to GF - PILOT	\$ 15,693	\$ 16,685	\$ 16,685	\$ 16,685	\$ 17,305
491400 Indirect Cost Allocation	10,594	13,005	13,005	13,005	16,631
TOTAL NON-OPERATING	\$ 26,287	\$ 29,690	\$ 29,690	\$ 29,690	\$ 33,936
TOTAL INDUSTRIAL PRETREAT	\$ 184,929	\$ 222,445	\$ 221,195	\$ 216,236	\$ 189,748

Performance Spotlight

Program Description

Responsible for the protection of the City's surface water, and groundwater resources. Ensures that municipal, residential, commercial, and industrial sites comply with federal, state, and local regulations to reduce the potential for stormwater pollution. Monitors and inspects related facilities. Represents City on various regulatory and environmental compliance related committees. Responsible for development and implementation of comprehensive compliance programs related to water, wastewater, and stormwater. Provides support to other City programs in the development and implementation of education programs, especially those related to environmental issues and related initiatives that are beneficial to employees and the public.

Program Goals

Value: Teamwork

- Form City work groups and committees to facilitate project development and problem solving.
 - Stormwater Permit Compliance work group: involves members from Water Resource Management, Stormwater, and Engineering. Ensures that the City meets State mandated requirements set for stormwater system operation and maintenance, and construction site erosion and sedimentation control.
- Participate in professional organizations, advisory committees, and work groups.
 - Public Education work group: involves members from the City, Chamber of Commerce, Hillsborough Community College, local schools, and industrial and commercial businesses to promote environmental public education in Plant City at various community sites and events.
 - Active membership in the Florida Stormwater Association (FSA)
 - Active member of Nitrogen Management Consortium
- Provide support to Utilities Operations and Maintenance, and Stormwater departments to develop and distribute social media content.
- Work with Engineering, Utilities Administration, and Stormwater department team members to create GIS layers for stormwater infrastructure inventory.
- Work with Stormwater Department to implement procedures for gathering stormwater infrastructure inventory data. Provide related training and support.

Value: Transparency

- Maintain open door and open book policies with regulatory agencies and the regulated community.
- Develop and implement new public education initiatives to inform the community of the importance of stormwater/surface water quality, and pollution prevention initiatives. Utilize social media and other technological options to better promote awareness
- File annual report related to stormwater and surface water quality. Ensure reports are available to public in a timely and effective manner.
 - NPDES MS4 (Stormwater) Permit Annual Report required by the Florida Department of Environmental Protection

Performance *Spotlight*

Value: Excellence

- Implement quality control standards to assess work and ensure that it meets the highest professional standards.
 - All work is reviewed and edited on several levels before it is submitted to customers, or outside agencies.
 - Quality control follow-up inspections and confirmations are completed internally where relevant.
- Develop GIS layers related to stormwater system operations and maintenance to provide a more technical platform for presenting information, making decisions, and meeting regulatory compliance.

Value: Respect

- Meet with customers at their home or business to address stormwater/surface water quality and environmental concerns. Perform on-site assessments and assist in remediation efforts as needed.
- Provide support to City residents in regard to environmental issues by working in conjunction with the Florida Department of Environmental Protection, Hillsborough County, Florida Department of Transportation and other agencies to remediate related concerns.
- Participate in the development and implementation of programs to promote respect and consideration of our team members and customers.
 - Active member of Employee Appreciation Committee and Customer Service Committee

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Empowering Outstanding Customer Service			
Environmental Inspections	63	50	60
Environmental Education Initiatives	80	40	70

Goals & Objectives Accomplished

- Completed NPDES MS4 (Stormwater) Permit Annual Report and met all permit requirements.
- Coordinated quarterly compliance monitoring and sampling related to the Sparkman Road Landfill.
- Participated in development of City’s Customer Service Standards and Employee Training Plan.
- Participated in the development and implementation of Employee Appreciation Program.

Fund: Water/Sewer	Department: Water Resource Management	Org Code: 40257204
	Program: Environmental Compliance	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 67,493	\$ 81,453	\$ 81,453	\$ 79,492	\$ 88,070
414000 Overtime Pay	514	500	500	1,800	500
415500 Other Benefits	100	133	133	100	133
421000 Social Security	5,125	6,198	6,198	6,082	6,535
422000 Pension	5,407	6,568	6,568	6,360	7,099
423000 Health and Life Insurance	8,374	11,104	11,104	8,258	14,126
424000 Workers' Compensation	1,312	1,378	1,378	1,378	1,447
TOTAL PERSONAL SERVICES	\$ 88,326	\$ 107,334	\$ 107,334	\$ 103,470	\$ 117,910
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 1,698	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
440000 Courses Training and Meetings	1	1,200	1,200	1,200	3,400
441000 Telephone	77	300	300	300	300
441100 Wireless Communications	368	240	240	240	240
444010 Lease of Vehicles	5,300	6,800	6,800	6,800	6,800
445000 Insurance	1,531	1,800	1,800	2,180	2,290
446040 Maintenance of Motor Equipment	1,647	920	920	920	1,030
446100 Radio Maintenance	-	100	100	100	100
446110 Building and Property Repair	120	300	300	300	300
451000 Office Supplies	202	300	300	300	300
452000 Fuel	595	700	700	400	700
452100 Other Supplies	2,343	3,500	3,500	3,500	3,500
452120 Uniforms and Clothing	-	400	400	400	400
452200 Tools	-	100	100	100	100
452300 Safety Equipment & Supplies	150	200	200	300	300
454000 Subscriptions and Memberships	900	900	900	900	900
459000 Depreciation	688	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 15,619	\$ 21,760	\$ 21,760	\$ 21,940	\$ 24,660
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	-	2,110	2,110	2,110	-
TOTAL CAPITAL OUTLAY	\$ -	\$ 2,110	\$ 2,110	\$ 2,110	\$ -
<u>NON-OPERATING</u>					
491015 Transfer to GF - PILOT	\$ 10,730	\$ 15,344	\$ 15,344	\$ 15,344	\$ 15,914
491400 Indirect Cost Allocation	8,467	10,819	10,819	10,819	14,294
TOTAL NON-OPERATING	\$ 19,197	\$ 26,163	\$ 26,163	\$ 26,163	\$ 30,208
TOTAL NPDES COMPLIANCE	\$ 123,142	\$ 157,367	\$ 157,367	\$ 153,683	\$ 172,778

Performance Spotlight

Department Mission

To provide safe drinking water, adequate pressures, and reliable wastewater treatment, to partner with and serve the community that trusts us with this important responsibility.

Program Description

Water Line

- Responsible for maintaining the water distribution system piping, valves, and appurtenances through maintenance, repairs, testing of over 200 miles of water pipe in the distribution system. A yearly maintenance and testing program of 1,386 fire hydrants, in-house replacement of old galvanized and copper water lines and services, and by replacing systems in lieu of spot repairs to provide a permanent fix.

Sewer Line

- Responsible for maintaining the wastewater collection system piping, manholes, and appurtenances through maintenance, repairing, and testing over 130 miles of waste water pipe in the collection system. This program replaces nearly one mile of 8-inch sewer lines yearly; it replaces sewer services and manholes to prevent blockages or disruption to the customers. Water and sewer projects are coordinated to minimize disruption.

Infiltration and Inflow

- Responsible for inspecting, cleaning and repairing the Wastewater Collection system, piping manholes and appurtenances; through utilizing two high pressured vacuum cleaning trucks to clean the Collection system over a two-year period by video inspecting the inside of sewer collection piping to find damages or issues that could occur. Repairing piping joints, utilizing a chemical grout system to prevent infiltration of unwanted water, smoke testing the system to find and correct water intrusion from storm collection and run off. Rehab of manhole structures with epoxy coatings.

Program Goals

Value: Teamwork

- Communicate closely with internal departments and outside agencies to address concerns and consolidate projects.
- Cross train employees to perform duties seamlessly and safely.

Value: Integrity

- Uphold the values set forth by the City Manager with the highest degree of accountability.
- Inspire each employee to take pride in their job performance.

Value: Transparency

- Open all lines of communication with customers and utilize avenues available to inform on projects through public media, and personal contact.

Performance Spotlight

Value: Leadership

- Provide clear guidance to employees and directives from City management while encouraging new ideas and independent action.

Value: Excellence

- Replace water/service lines rather than doing point repairs whenever possible, so issue is resolved and we do not have to return to the same problem.

Value: Respect

- Treat every situation seriously and every person involved with courtesy and respect.
- Respond to concerns in a timely manner and with due diligence.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Hydrant Inspected, Tested and/or Painted	2,009	1,771	1,800
Backflows Painted	8	15	20
New Meters Installed	61	400	500
Hydrant Meters Installed & Removed	42	40	45
Large Meters Tested	65	70	75
AMR Meters Installed	1,017	920	1,000
Flow Tests	31	30	40
New Services Installed	19	20	20
Core Strategy: Empowering Outstanding Customer Service			
Mainline Point Repairs	41	45	47
Hydrants Replaced	7	10	10
Water Line Repairs (per occurrence)	497	500	550
Water Lines Replaced	4,416	2,000	2,000
Service Lines Replaced	110	125	150
Service Work Order	273	100	300
Lower & Raise Meter Boxes	123	25	100
Sewer Laterals Replaced	128	100	125
Sewer Main Line Replaced (feet)	2,616	3,000	3,100
Sewer Lateral Replaced (Existing (feet)	1,848	1,500	1,700
Cleanout Installations	103	80	90
Cleanout Cap Replacements	96	100	110
Core Strategy: Engaging in Effective Communication			
Grouting Lines (KLF)	23.3	25.5	28.0
Televising Lines (KLF)	165.0	181.0	190.0

Performance *Spotlight*

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Smoke Testing of Lines (feet)	24.6	35.0	40.0
Cleaning Lines (KLF)	459.4	411	460
Manholes Grouted	22	13	20
Point Repairs Liner Project	109	76	100

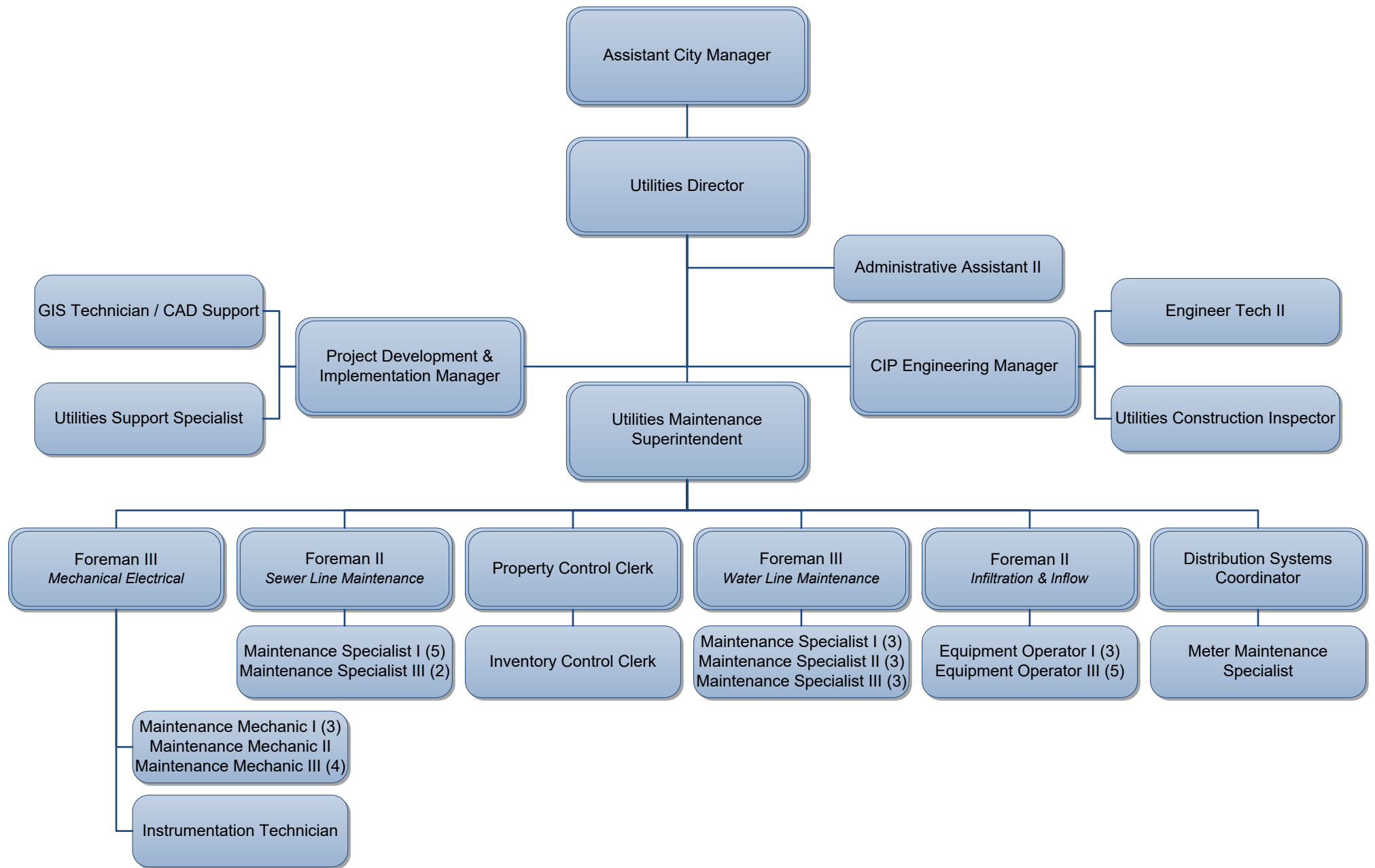
Goals & Objectives Accomplished

- Replaced sewer mainline and services with in-house crews.
- Completed waterline repairs to the City’s distribution system.
- Installed automated meters to upgrade the City’s ride by reading system.
- Grouted sewer lines to prevent infiltration to the City’s collection system.
- Cleaned sewer lines to prevent blockages and to maintain optimal flow capacity.

Capital Outlay

Road Plates (2)	4,075
Total	\$4,075

City of Plant City – Organizational Chart – Utilities Maintenance



Fund: Water/Sewer	Department: Utilities Maintenance Program: Line Maintenance	Org Code: 40257501
-----------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
PERSONAL SERVICES					
412000 Payroll	\$ 1,212,282	\$ 1,430,351	\$ 1,456,359	\$ 1,239,778	\$ 1,444,207
414000 Overtime Pay	78,751	75,000	69,152	87,500	85,000
415500 Other Benefits	2,900	3,645	3,645	3,000	3,715
421000 Social Security	96,411	112,566	108,508	95,246	114,844
422000 Pension	103,412	120,641	116,399	103,506	122,671
423000 Health and Life Insurance	269,158	303,794	291,934	256,987	322,272
424000 Workers' Compensation	18,030	18,932	18,932	18,932	19,879
TOTAL PERSONAL SERVICES	\$ 1,780,943	\$ 2,064,929	\$ 2,064,929	\$ 1,804,949	\$ 2,112,588
OPERATING EXPENSES					
431010 Miscellaneous Professional Svc	\$ 14,816	\$ -	\$ 1,061	\$ 10,086	\$ -
434000 Other Contractual Services	119,303	114,400	114,400	135,700	137,340
434050 Other Contractual-Street Cuts	89,497	130,000	130,000	87,700	110,000
440000 Courses Training and Meetings	7,376	16,000	16,000	16,000	17,250
440100 Car Allowance	1,170	1,170	1,170	1,000	1,170
441000 Telephone	15,722	15,000	15,000	11,100	12,000
442000 Postage	93	500	500	150	600
443000 Water Sewer & Solid Waste	3,845	4,000	4,000	2,900	5,000
443100 Power Heat & Lights	14,964	13,000	13,000	11,200	13,000
444000 Rental Agreement Office Eq	1,642	2,000	2,000	1,600	1,600
444010 Lease of Vehicles	326,100	535,300	524,800	524,800	548,500
445000 Insurance	50,876	59,800	59,800	72,250	75,870
446040 Maintenance of Motor Equipment	236,490	198,490	198,490	198,490	177,630
446100 Radio Maintenance	-	1,500	1,500	1,000	1,000
446110 Building and Property Repair	1,665	3,600	3,600	2,500	3,200
446200 Maintenance of Office Equipmnt	-	500	500	500	500
446560 Collection System Repairs	19,041	50,000	50,000	45,000	50,000
446580 Distribution System Repair	83,336	90,000	90,000	60,000	90,000
449100 Legal Advertising & Recording	-	300	300	300	300
451000 Office Supplies	7,167	7,500	7,500	7,500	7,500
452000 Fuel	53,802	50,000	50,000	40,000	50,000
452100 Other Supplies	12,663	10,500	8,004	8,000	8,000
452120 Uniforms and Clothing	7,063	12,000	12,000	9,800	12,000
452200 Tools	15,384	15,000	15,000	13,000	15,000
452210 Chemicals	43,876	50,000	50,000	50,000	50,000
452300 Safety Equipment & Supplies	19,894	24,950	24,950	24,000	29,100
454000 Subscriptions and Memberships	-	1,000	1,000	1,000	1,000
459000 Depreciation	2,433,691	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 3,579,475	\$ 1,406,510	\$ 1,394,575	\$ 1,335,576	\$ 1,417,560
CAPITAL OUTLAY					
464100 Other Capital Equipment	\$ -	\$ 13,880	\$ 26,876	\$ 13,865	\$ 4,075
491000 Capital Project Account	701,975	2,700,000	2,250,000	2,250,000	965,000
TOTAL CAPITAL OUTLAY	\$ 701,975	\$ 2,713,880	\$ 2,276,876	\$ 2,263,865	\$ 969,075
NON-OPERATING					
491015 Transfer to GF - PILOT	\$ 461,000	\$ 367,820	\$ 367,820	\$ 367,820	\$ 381,480
491400 Indirect Cost Allocation	271,792	311,841	311,841	311,841	387,606
491510 Trsfr to Fleet Replacement Fnd	-	-	-	-	131,418
TOTAL NON-OPERATING	\$ 732,792	\$ 679,661	\$ 679,661	\$ 679,661	\$ 900,504
TOTAL LINE MAINTENANCE	\$ 6,795,185	\$ 6,864,980	\$ 6,416,041	\$ 6,084,051	\$ 5,399,727

Performance Spotlight

Program Description

Responsible for maintaining the Water Distribution System and Wastewater Collection and treatment facilities via a state of the art SCADA System. This system utilized by maintenance personnel, monitors and controls many functions from a computer terminal. The computerized maintenance tracking program allows the field personnel to maintain the system.

Program Goals

Value: Teamwork

- Communicate closely with internal departments and outside agencies to address concerns and consolidate projects.
- Cross-train employees to perform duties seamlessly and safely.

Value: Integrity

- Uphold the values set forth by the City Manager and uphold the highest degree of accountability.
- Inspire each employee to take pride in their job performance.

Value: Transparency

- Open all lines of communication with customers and utilize avenues available to inform on projects through public media, and personal contact.

Value: Leadership

- Provide clear guidance to employees and directives from City management while encouraging new ideas and, independent action.

Value: Respect

- Treat every situation seriously and every person involved with courtesy and respect.
- Respond to concerns in a timely manner and with due diligence.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Preventative/Maintenance of Lift Stations	330	340	320
Treatment Plant Inspections	251	250	240
Treatment Plant Prevention/Scheduled Maintenance & PM	278	280	270
Treatment Plant Repairs	301	300	290
Water Well Inspections	241	250	260
Water Well Preventative Maintenance Performed & PM	228	250	240
Water Reuse Plant Inspections	245	250	260
Water Reuse Preventative Maintenance & PM	156	160	170

Performance *Spotlight*

Goals & Objectives Accomplished

- Performed inspections to wells, reuse, and treatment facility to maintain operational functions and reliability.
- Completed preventative maintenances to the collection and distribution facilities.

Fund: Water/Sewer	Department: Utilities Maintenance Program: Mechanical and Electrical	Org Code: 40257502
-----------------------------	---	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 374,860	\$ 426,185	\$ 430,129	\$ 342,550	\$ 469,097
414000 Overtime Pay	28,086	25,000	25,000	24,000	25,000
415500 Other Benefits	800	900	900	800	1,000
421000 Social Security	29,768	33,405	32,611	26,784	36,858
422000 Pension	33,035	36,081	35,251	29,668	39,619
423000 Health and Life Insurance	73,341	77,920	75,600	72,224	99,467
424000 Workers' Compensation	10,492	11,017	11,017	11,017	11,568
TOTAL PERSONAL SERVICES	\$ 550,381	\$ 610,508	\$ 610,508	\$ 507,043	\$ 682,609
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 23,338	\$ 25,000	\$ 25,000	\$ 17,650	\$ 17,650
440000 Courses Training and Meetings	471	1,500	1,500	1,600	1,600
440100 Car Allowance	1,170	1,170	1,170	1,000	1,170
441000 Telephone	627	2,100	2,100	400	1,500
443000 Water Sewer & Solid Waste	7,422	8,000	8,000	8,800	11,000
443100 Power Heat & Lights	79,229	70,000	70,000	61,000	90,000
444010 Lease of Vehicles	78,700	104,000	104,000	104,000	94,300
445000 Insurance	28,032	34,700	34,700	41,930	44,030
446040 Maintenance of Motor Equipment	56,982	49,470	49,470	49,470	43,828
446100 Radio Maintenance	-	300	300	300	300
446110 Building and Property Repair	1,296	2,500	2,500	2,100	2,500
446560 Collection System Repairs	172,408	250,000	250,000	230,000	250,000
451000 Office Supplies	694	1,000	1,000	1,400	1,500
452000 Fuel	20,176	19,000	19,000	13,500	21,000
452100 Other Supplies	13,185	10,500	10,500	10,000	10,000
452120 Uniforms and Clothing	2,315	4,200	4,200	2,800	3,500
452200 Tools	3,959	8,000	8,000	7,500	8,000
452210 Chemicals	2,254	8,000	8,000	1,100	11,000
452300 Safety Equipment & Supplies	3,902	8,000	8,000	8,000	8,150
459000 Depreciation	14,244	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 510,403	\$ 607,440	\$ 607,440	\$ 562,550	\$ 621,028
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 1,800	\$ 1,800	\$ 1,700	\$ -
491000 Capital Project Account	770,000	685,000	685,000	685,000	1,125,000
TOTAL CAPITAL OUTLAY	\$ 770,000	\$ 686,800	\$ 686,800	\$ 686,700	\$ 1,125,000
<u>NON-OPERATING</u>					
491015 Transfer to GF - PILOT	\$ 161,625	\$ 142,420	\$ 142,420	\$ 142,420	\$ 147,710
491400 Indirect Cost Allocation	79,135	102,608	102,608	102,608	110,139
TOTAL NON-OPERATING	\$ 240,760	\$ 245,028	\$ 245,028	\$ 245,028	\$ 257,849
TOTAL MECHANICAL AND ELECTRICAL	\$ 2,071,544	\$ 2,149,776	\$ 2,149,776	\$ 2,001,321	\$ 2,686,486

Performance Spotlight

Program Description

Responsible for housing parts and equipment for repairs and new projects for the City’s Utilities Maintenance crews through ordering, stocking and maintaining pipe fittings and construction materials. Parts are issued to crews and project costs are tracked. This area is also responsible for having equipment serviced, maintained, and ready for each job.

Program Goals

Value: Teamwork

- Communicate closely with internal departments and outside agencies to address concerns and consolidate projects.
- Cross-train employees so they can perform duties seamlessly and safely.

Value: Integrity

- Uphold the values set forth by the City Manager and uphold the highest degree of accountability.
- Inspire each employee to take pride in a job performance and take ownership in a job well done.

Value: Transparency

- Open all lines of communication with customers and utilize avenues available to inform on projects through public media, and personal contact.

Value: Leadership

- Provide clear guidance to employees and directives from City management while encouraging new ideas and independent action.

Value: Respect

- Treat every situation seriously and every person involved with courtesy and respect.
- Respond to concerns in a timely manner and with due diligence.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Processing Purchase Orders	555	516	619
Received Inventory Shipments	119	108	130
Processed Material Sheets	1,358	1,030	1,236
Tracking of Equipment Service	384	282	338

Goals & Objectives Accomplished

- Generated requisitions to order shipments of supplies and materials stocked for in-house maintenance and repairs.
- Tracked equipment for maintenance and services.

Fund: Water/Sewer	Department: Utilities Maintenance	Org Code: 40257504
	Program: Inventory/Stores	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 71,319	\$ 75,983	\$ 75,983	\$ 73,768	\$ 78,312
414000 Overtime Pay	590	1,500	1,500	1,500	1,500
415500 Other Benefits	200	200	200	200	200
421000 Social Security	5,067	5,490	5,490	5,248	5,660
422000 Pension	5,764	6,216	6,216	6,009	6,403
423000 Health and Life Insurance	22,906	23,962	23,962	23,720	25,996
424000 Workers' Compensation	1,202	1,262	1,262	1,262	1,326
TOTAL PERSONAL SERVICES	\$ 107,049	\$ 114,613	\$ 114,613	\$ 111,707	\$ 119,397
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 889	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,720
440000 Courses Training and Meetings	60	500	500	250	250
441000 Telephone	390	500	500	500	450
442000 Postage	-	500	500	500	500
443000 Water Sewer & Solid Waste	1,282	1,300	1,300	1,300	1,500
443100 Power Heat & Lights	1,747	2,000	2,000	1,300	2,000
444010 Lease of Vehicles	7,000	6,600	6,600	6,600	6,600
445000 Insurance	2,487	3,100	3,100	3,750	3,940
446040 Maintenance of Motor Equipment	1,296	4,810	4,810	4,810	4,330
446100 Radio Maintenance	-	500	500	200	500
446110 Building and Property Repair	1,261	2,000	2,000	1,700	1,700
451000 Office Supplies	413	500	500	100	500
452000 Fuel	1,158	1,000	1,000	900	1,000
452100 Other Supplies	854	1,000	1,000	1,000	1,000
452120 Uniforms and Clothing	612	850	850	950	1,000
452200 Tools	-	500	500	450	500
452300 Safety Equipment & Supplies	300	300	300	200	300
459000 Depreciation	320	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 20,068	\$ 28,960	\$ 28,960	\$ 27,510	\$ 29,790
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	-	1,800	1,800	1,500	-
TOTAL CAPITAL OUTLAY	\$ -	\$ 1,800	\$ 1,800	\$ 1,500	\$ -
<u>NON-OPERATING</u>					
491015 Transfer to GF - PILOT	\$ 11,535	\$ 16,536	\$ 16,536	\$ 16,536	\$ 17,150
491400 Indirect Cost Allocation	9,118	12,041	12,041	12,041	12,594
TOTAL NON-OPERATING	\$ 20,653	\$ 28,577	\$ 28,577	\$ 28,577	\$ 29,744
TOTAL INVENTORY/STORES	\$ 147,770	\$ 173,950	\$ 173,950	\$ 169,294	\$ 178,931

Performance Spotlight

Department Mission

To efficiently provide safe, reliable potable water, reclaimed water, and wastewater services to the community, in compliance with local, state, and federal requirements.

Program Description

The Utilities Operations Division operates four separate potable drinking water plants. There is also an interconnect with the City of Lakeland System for emergency fire flow. All facilities are operated and monitored 24 hours per day, 365 days a year by operators licensed by the State of Florida Department of Environment Protection.

Program Goals

Value: Teamwork

- Work together to maintain compliance with state and federal regulations for the drinking water system.

Value: Integrity

- Serve our community with efficient, safe, reliable, potable drinking water.

Value: Transparency

- Maintain customer outreach by utilizing the city website to convey information pertinent to our drinking water quality.

Value: Leadership

- Encourage employees to increase their professional knowledge in order to help maintain our award winning status.

Value: Excellence

- Engage customers on water quality issues so they are promptly and effectively taken care of to a resolution.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Potable Water Produced, Million gallons per day (MGD)	6.17	6.25	6.40
% of Permit Capacity	83.4%	84.5%	86.6%
Core Strategy: Empowering Outstanding Customer Service			
# of Total Customer Concerns	107	110	110
# of Concerns that are Internal Customer Issues	89	85	85
# of Concerns that are City Issues	18	25	25

Performance Spotlight

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
# of Unresolved Reported Concerns	0	0	0
Core Strategy: Maximizing Organizational Effectiveness			
# of Permit and Regulatory Violations	0	0	0

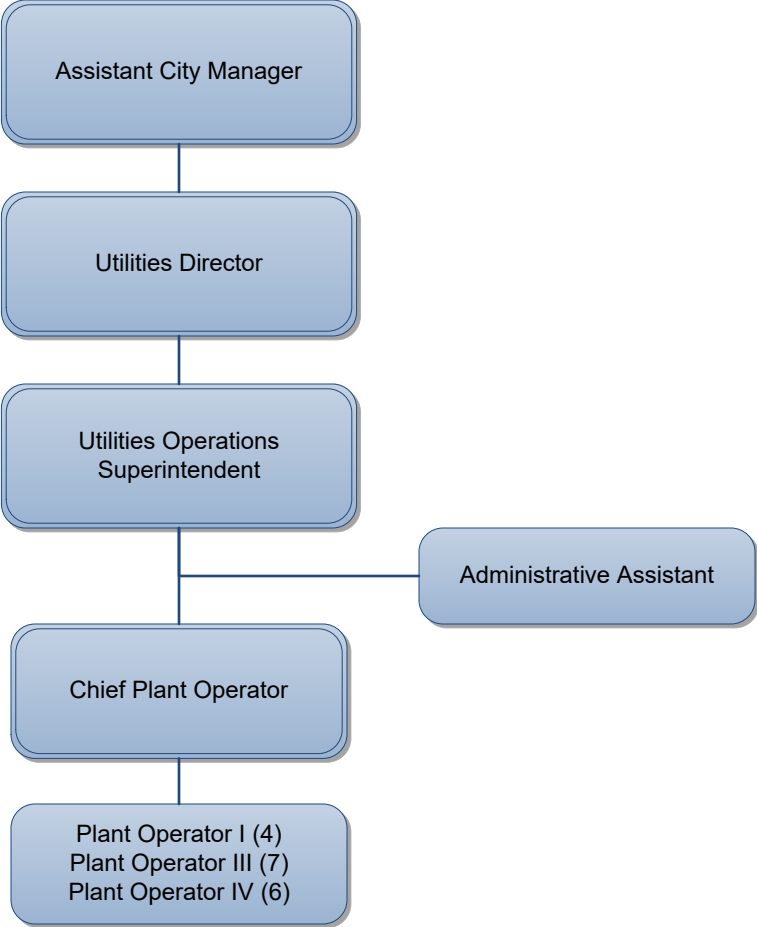
Goals & Objectives Accomplished

- Maintained compliant and safe operation of the drinking water systems with no violations or warnings.
- Received the following awards for the drinking water system and personnel:
 - 2019 Medium Public Water System of the Year Award - Presented by the Florida Rural Water Association.
 - 2019 David B. Lee Award - Water – Zoé Chaiser - Presented by the Florida Water & Pollution Control Operators Association.

Capital Outlay

Chlorine Analyzer	1,300
Auto Flusher (4)	8,800
Total	\$10,100

City of Plant City – Organizational Chart – Utilities Operations



Fund: Water/Sewer	Department: Utilities Operations Program: Water Treatment	Org Code: 40257801
-----------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
PERSONAL SERVICES					
412000 Payroll	\$ 533,037	\$ 532,769	\$ 536,667	\$ 553,777	\$ 569,807
414000 Overtime Pay	42,676	60,000	59,018	60,000	60,000
415500 Other Benefits	995	1,035	1,035	1,245	3,055
421000 Social Security	42,862	44,145	43,557	45,034	46,904
422000 Pension	46,025	47,479	46,865	49,330	50,491
423000 Health and Life Insurance	90,666	96,813	95,099	90,722	107,947
424000 Workers' Compensation	9,507	9,982	9,982	9,982	10,482
TOTAL PERSONAL SERVICES	\$ 765,768	\$ 792,223	\$ 792,223	\$ 810,090	\$ 848,686
OPERATING EXPENSES					
431000 Administration & Legal Svcs	\$ 8,525	\$ 8,700	\$ 8,700	\$ 8,700	\$ 8,700
431010 Miscellaneous Professional Svc	14,816	-	-	1,786	-
431300 Litigation and Outside Counsel	-	7,500	7,500	7,500	7,500
434000 Other Contractual Services	82,971	172,250	192,750	144,045	160,646
440000 Courses Training and Meetings	4,820	17,000	17,000	13,500	16,925
441000 Telephone	3,530	4,036	4,036	4,035	3,736
442000 Postage	40	250	250	250	250
443000 Water Sewer & Solid Waste	-	1,800	1,800	1,800	1,800
443100 Power Heat & Lights	304,838	289,000	289,000	295,800	299,500
444000 Rental Agreement Office Eq	1,589	2,120	2,120	1,500	2,000
444010 Lease of Vehicles	13,400	13,400	13,400	13,400	17,500
445000 Insurance	35,972	41,000	41,000	49,540	52,020
446040 Maintenance of Motor Equipment	5,087	11,604	11,604	11,604	5,901
446100 Radio Maintenance	-	1,000	1,000	1,000	1,000
446110 Building and Property Repair	11,330	11,000	11,000	11,000	11,000
449100 Legal Advertising & Recording	-	500	500	500	500
451000 Office Supplies	2,361	1,800	1,800	1,800	1,800
452000 Fuel	8,985	15,000	15,000	7,500	9,000
452100 Other Supplies	3,582	6,250	6,250	6,250	6,220
452120 Uniforms and Clothing	3,068	3,950	3,950	4,200	4,950
452200 Tools	-	500	500	500	500
452210 Chemicals	179,324	203,910	203,910	203,910	205,905
452220 Laboratory Supplies	12,702	18,300	18,300	18,300	19,000
452300 Safety Equipment & Supplies	2,570	6,325	6,325	5,500	5,450
454000 Subscriptions and Memberships	725	1,935	1,935	1,435	1,820
459000 Depreciation	316,471	-	-	215	-
TOTAL OPERATING EXPENSES	\$ 1,016,705	\$ 839,130	\$ 859,630	\$ 815,570	\$ 843,623
CAPITAL OUTLAY					
464100 Other Capital Equipment	\$ -	\$ 10,100	\$ 10,100	\$ 10,100	\$ 10,100
491000 Capital Project Account	734,724	125,000	1,986,623	1,986,623	2,443,835
TOTAL CAPITAL OUTLAY	\$ 734,724	\$ 135,100	\$ 1,996,723	\$ 1,996,723	\$ 2,453,935
NON-OPERATING					
491015 Transfer to GF - PILOT	\$ 152,773	\$ 203,649	\$ 203,649	\$ 203,649	\$ 211,213
491400 Indirect Cost Allocation	210,750	158,151	158,151	158,151	264,988
TOTAL NON-OPERATING	\$ 363,523	\$ 361,800	\$ 361,800	\$ 361,800	\$ 476,201
TOTAL WATER TREATMENT	\$ 2,880,719	\$ 2,128,253	\$ 4,010,376	\$ 3,984,183	\$ 4,622,445

Performance Spotlight

Program Description

The Utilities Operations Division operates a 10 million gallons per day wastewater treatment system. All wastewater entering the facility is treated to Part III reclaimed water standards for reuse throughout the City and by users along Highway 39. The facilities are operated and monitored 24 hours per day, 365 days a year by operators licensed by the State of Florida Department of Environment Protection.

Program Goals

Value: Teamwork

- Work together to maintain compliance with state and federal regulations for the water reclamation process.

Value: Integrity

- Serve our community by efficiently removing contaminants from the wastewater and improving the environment.

Value: Transparency

- Maintain customer outreach by offering tours of the Water Reclamation Facility to our community.

Value: Leadership

- Encourage employees to increase their professional knowledge in order to help maintain our award winning status.

Value: Excellence

- Engage customers on their concerns through the Operations Center are addressed promptly and effectively.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
WRF Treated Influent, Million gallons per day (MGD)	5.44	5.6	5.7
WRF Treated Effluent, Million gallons per day (MGD)	5.05	5.1	5.2
% of Permit Capacity	68.0%	70.0%	71.2%
Core Strategy: Maximizing Organizational Effectiveness			
# of Permit and Regulatory Violations	1	0	0

Performance *Spotlight*

Goals & Objectives Accomplished

- Maintained compliant and safe operation of the wastewater systems with no major violations or warnings.
- Received the following awards for the wastewater system and personnel:
 - 2020 Earle B. Phelps - 1st Place - Presented by the Florida Water Environments Association.
 - 2020 William Hatfield Award – Patrick Murphy; CPO - Presented by the Florida Water Environments Association.
 - 2019 Wastewater Operator of the Year – Zoé Chaiser- Presented by the Florida Rural Water Association.
 - 2019 System Office Employee of the Year – Patsy Frier- Presented by the Florida Rural Water Association.
 - 2019 Utility Benchmarking Award – PCU - Presented by the Florida Water Environments Association.
 - 2019 Earle B. Phelps – Top Three - Presented by the Florida Water Environments Association.
 - 2019 Florida Select Society of Sanitary Sludge Shovelers Award – Patrick Murphy- Presented by the Water Environment Federation.
 - 2019 Quarter Century Operator Club -Patrick Murphy -Presented by the Water Environment Federation.

Capital Outlay

Ice Machine	5,000
SC-200 Industrial Cleaner	2,300
Luminescent Dissolved Oxygen Probe	2,500
Electric Chain Hoist	6,000
Total	\$15,800

Fund: Water/Sewer	Department: Utilities Operations	Org Code: 40257802
	Program: Water Reclamation Treatment	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 517,095	\$ 504,627	\$ 508,525	\$ 553,777	\$ 540,034
414000 Overtime Pay	42,129	60,000	59,018	60,000	60,000
415500 Other Benefits	970	985	985	1,245	3,005
421000 Social Security	41,530	41,987	41,399	45,034	44,724
422000 Pension	44,686	45,232	44,618	49,330	48,113
423000 Health and Life Insurance	88,053	92,590	90,876	90,722	102,381
424000 Workers' Compensation	9,507	9,982	9,982	9,982	10,482
TOTAL PERSONAL SERVICES	\$ 743,970	\$ 755,403	\$ 755,403	\$ 810,090	\$ 808,739
<u>OPERATING EXPENSES</u>					
431000 Administration & Legal Svcs	\$ 6,750	\$ 8,300	\$ 8,300	\$ 8,300	\$ 8,300
431300 Litigation and Outside Counsel	4,726	7,500	7,500	7,500	7,500
434000 Other Contractual Services	476,979	539,380	538,656	642,000	671,340
440000 Courses Training and Meetings	5,746	17,000	17,000	17,000	14,925
441000 Telephone	3,530	4,060	4,660	4,200	3,760
443000 Water Sewer & Solid Waste	29,042	43,000	43,000	39,000	39,000
443100 Power Heat & Lights	624,809	658,000	658,000	630,000	630,000
444000 Rental Agreement Office Eq	-	2,000	2,000	-	2,000
444010 Lease of Vehicles	25,800	27,700	27,700	27,700	11,200
445000 Insurance	50,236	53,200	53,200	69,270	72,740
446040 Maintenance of Motor Equipment	4,348	16,130	16,130	7,300	4,830
446100 Radio Maintenance	-	1,000	1,000	1,000	1,000
446110 Building and Property Repair	4,186	11,000	11,000	11,000	11,000
449100 Legal Advertising & Recording	-	1,700	1,700	1,700	1,700
451000 Office Supplies	1,414	2,000	2,000	1,700	1,700
452000 Fuel	22,792	30,000	30,000	20,000	25,000
452100 Other Supplies	8,897	12,100	12,333	12,010	11,900
452120 Uniforms and Clothing	2,985	4,452	4,452	4,950	4,860
452200 Tools	27	250	250	250	250
452210 Chemicals	210,171	245,437	245,437	251,330	255,000
452220 Laboratory Supplies	33,329	41,000	41,131	38,000	37,000
452300 Safety Equipment & Supplies	1,198	3,775	3,775	4,000	4,550
454000 Subscriptions and Memberships	2,055	3,745	3,745	3,745	1,630
459000 Depreciation	2,062,570	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 3,581,588	\$ 1,732,729	\$ 1,732,969	\$ 1,801,955	\$ 1,821,185
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 18,300	\$ 23,924	\$ 23,924	\$ 15,800
491000 Capital Project Account	125,000	50,000	(137,825)	-	1,437,175
TOTAL CAPITAL OUTLAY	\$ 125,000	\$ 68,300	\$ (113,901)	\$ 23,924	\$ 1,452,975
<u>NON-OPERATING</u>					
491015 Transfer to GF - PILOT	\$ 496,812	\$ 694,373	\$ 694,373	\$ 694,373	\$ 720,162
491400 Indirect Cost Allocation	409,311	231,229	231,229	231,229	316,516
TOTAL NON-OPERATING	\$ 906,123	\$ 925,602	\$ 925,602	\$ 925,602	\$ 1,036,678
TOTAL WATER RECLAMATION	\$ 5,356,680	\$ 3,482,034	\$ 3,300,073	\$ 3,561,571	\$ 5,119,577

Fund: Water Sewer Debt Service	Debt Service \$2,670,199 State Revolving Funds Construction Loan 60420P	Org Code: 420559*
--	--	-----------------------------

Issue Date: July 7, 2005

Uses: Expand and Upgrade Wastewater Treatment Plant.

Interest Rate: 2.45%

Loan principal and interest due January 15 and July 15 beginning January 15, 2009.

Final Maturity: July 15, 2028

Funding Source: Water and Sewer Revenues

As of October 1, 2020, the outstanding principal was \$1,328,624.

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<u>REVENUES - OTHER SOURCES</u>				
381007 Transfer from W/S Fund - Principal	\$ 9,412	\$ 150,430	\$ 150,430	\$ 154,138
381008 Transfer from W/S Fund - Interest	37,086	33,470	33,470	29,759
TOTAL REVENUES	\$ 46,498	\$ 183,900	\$ 183,900	\$ 183,897
<u>EXPENDITURES</u>				
471000 Principal	\$ 9,412	\$ 150,430	\$ 150,430	\$ 154,138
472000 Interest	38,113	33,470	33,470	29,759
TOTAL EXPENDITURES	\$ 47,525	\$ 183,900	\$ 183,900	\$ 183,897

Fund: Water Sewer Debt Service	Debt Service \$40,000,000 State Revolving Funds Construction Loan 604210	Org Code: 421559*
--	---	-----------------------------

Issue Date: January 18, 2006

Uses: Expand and Upgrade Wastewater Treatment Plant.

Interest Rate: 2.35% to 2.51%

Loan principal and interest due January 15 and July 15 beginning January 15, 2009.

Final Maturity: July 15, 2028

Funding Source: Water and Sewer Revenues

As of October 1, 2020, the outstanding principal was \$19,175,321.

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<u>REVENUES - OTHER SOURCES</u>				
381007 Transfer from W/S Fund - Principal	\$ 134,743	\$ 2,172,881	\$ 2,172,881	\$ 2,225,991
381008 Transfer from W/S Fund - Interest	530,862	479,021	479,021	425,911
TOTAL REVENUES	\$ 665,606	\$ 2,651,902	\$ 2,651,902	\$ 2,651,902
<u>EXPENDITURES</u>				
471000 Principal	\$ 134,743	\$ 2,172,881	\$ 2,172,881	\$ 2,225,991
472000 Interest	545,577	479,021	479,021	425,911
TOTAL EXPENDITURES	\$ 680,320	\$ 2,651,902	\$ 2,651,902	\$ 2,651,902

Fund:	Debt Service	Org Code:
Water Sewer Debt Service	\$5,000,000 State Revolving Funds Construction Loan 604220	422559*

Issue Date: October 29, 2007

Uses: Expand and Upgrade Wastewater Treatment Plant

Interest Rate: 2.5%

Loan principal and interest due January 15 and July 15 beginning January 15, 2009.

Final Maturity: July 15, 2028

Funding Source: Water and Sewer Revenues

As of October 1, 2020, the outstanding principal was \$2,371,502.

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2020-21 PROPOSED BUDGET
<u>REVENUES - OTHER SOURCES</u>				
381007 Transfer from W/S Fund - Principal	\$ 17,130	\$ 267,960	\$ 267,960	\$ 274,701
381008 Transfer from W/S Fund - Interest	67,527	60,952	60,952	54,212
TOTAL REVENUES	\$ 84,657	\$ 328,912	\$ 328,912	\$ 328,913
<u>EXPENDITURES</u>				
471000 Principal	\$ 17,130	\$ 267,960	\$ 267,960	\$ 274,701
472000 Interest	69,393	60,952	60,952	54,212
TOTAL EXPENDITURES	\$ 86,523	\$ 328,912	\$ 328,912	\$ 328,913

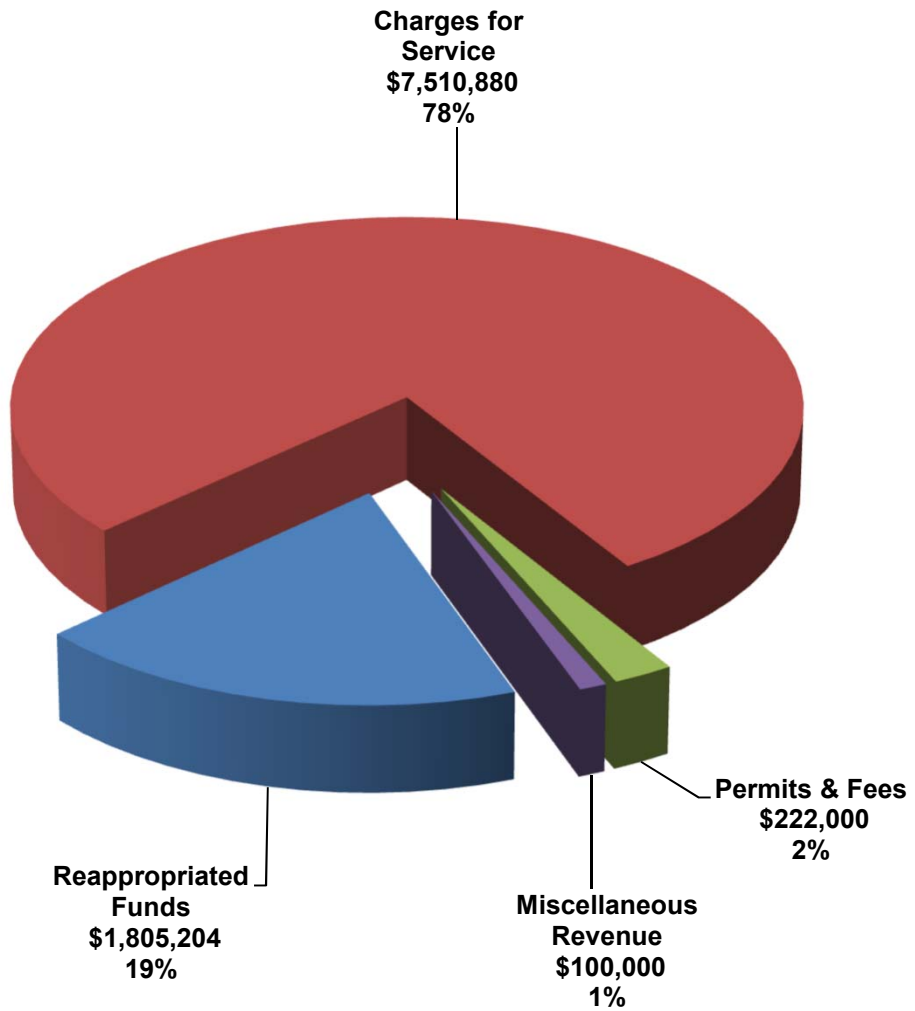


*This page intentionally left
blank*

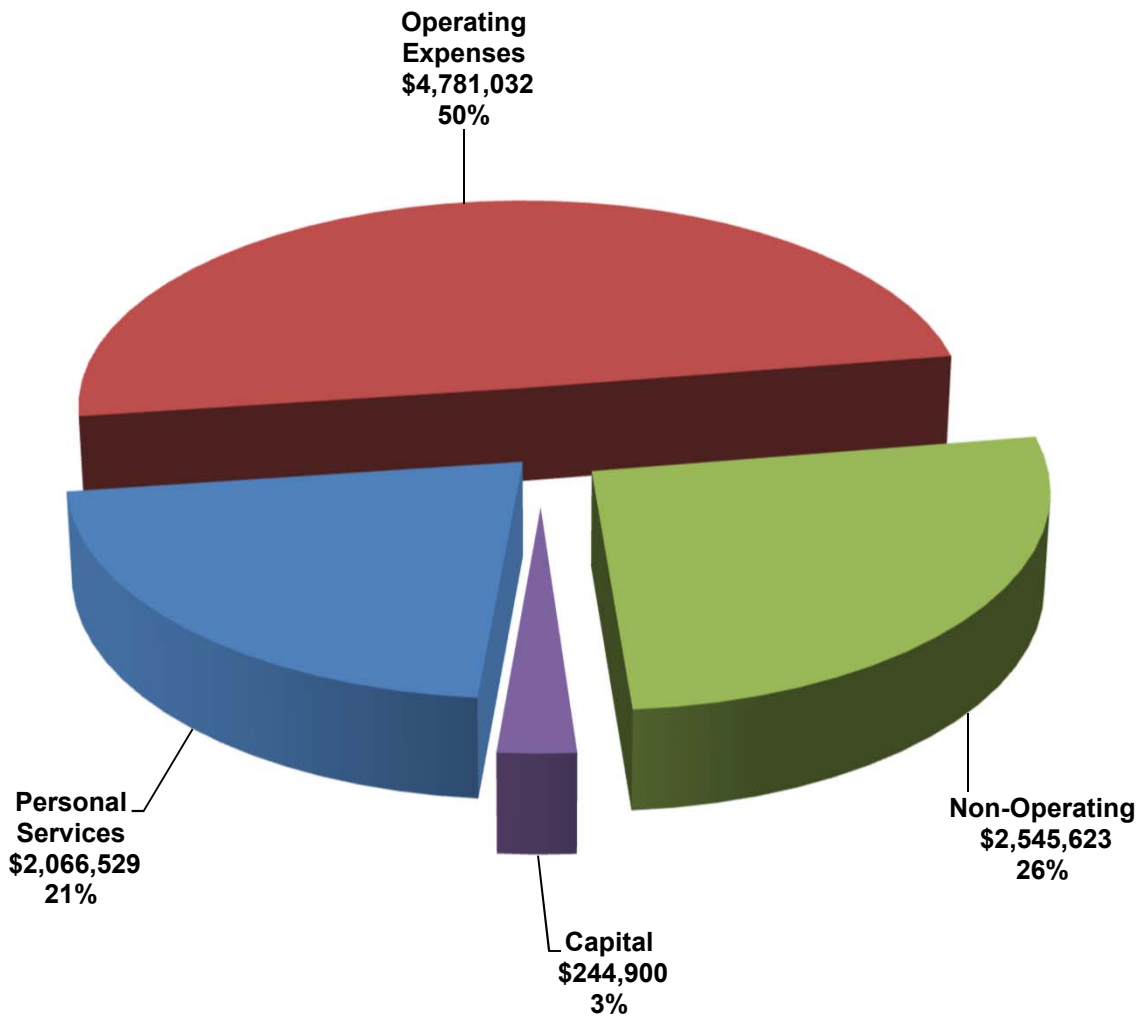


Solid Waste Fund

**City of Plant City
Fiscal Year 2020-21
Solid Waste Fund
Revenues - \$9,638,084**



**City of Plant City
Fiscal Year 2020-21
Solid Waste Fund
Expenditures - \$9,638,084**



Fund: Solid Waste	Department: Solid Waste	Org Code: 4055840*
-----------------------------	-----------------------------------	------------------------------

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
272000 Reappropriated Funds	\$ -	\$ -	\$ 661,100	\$ -	\$ 1,805,204
TOTAL REAPPROPRIATED	\$ -	\$ -	\$ 661,100	\$ -	\$ 1,805,204
<u>PERMITS & FEES</u>					
323700 Solid Waste Franchise Income	\$ -	\$ -	\$ 250,000	\$ 210,000	\$ 222,000
TOTAL REAPPROPRIATED	\$ -	\$ -	\$ 250,000	\$ 210,000	\$ 222,000
<u>INTERGOVERNMENTAL REVENUE</u>					
331510 Federal Grant	\$ 756,758	\$ -	\$ -	\$ -	\$ -
334510 State Grant	42,042	-	-	-	-
TOTAL INTERGOVERNMENTAL REVENUE	\$ 798,801	\$ -	\$ -	\$ -	\$ -
<u>CHARGES FOR SERVICES</u>					
343180 Recycling - Aluminum	\$ 8	\$ 500	\$ 500	\$ -	\$ -
343190 Recycling - Newspaper	351	1,000	1,000	-	-
343192 Recycling - Plastic	99	300	300	-	-
343195 Recycling - Cardboard	38,394	70,000	70,000	12,000	14,880
343400 Residential Solid Waste Rev	3,400,977	2,912,438	2,912,438	2,900,000	3,420,000
343401 Commercial Solid Waste Rev	2,827,143	2,768,534	2,768,534	2,692,922	2,850,000
343402 Multi Unit Solid Waste Rev	748,158	917,562	917,562	720,000	726,000
343430 Roll Off/Compactor Serv (ROCS)	652,299	850,000	600,000	450,000	500,000
TOTAL CHARGES FOR SERVICES	\$ 7,667,429	\$ 7,520,334	\$ 7,270,334	\$ 6,774,922	\$ 7,510,880
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 378,671	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
365100 Sale of Surplus Material	9,575	-	-	472	-
369900 Miscellaneous Revenue	10,078	-	-	15,000	-
TOTAL MISCELLANEOUS REVENUE	\$ 398,324	\$ 100,000	\$ 100,000	\$ 115,472	\$ 100,000
TOTAL REVENUES	\$ 8,864,554	\$ 7,620,334	\$ 8,281,434	\$ 7,100,394	\$ 9,638,084

Fund: Solid Waste	Department: Solid Waste	Org Code: 4055840*
-----------------------------	-----------------------------------	------------------------------

APPROPRIATIONS BY DIVISION/PROGRAM

Division/Program	2018-19	2019-20	2019-20	2019-20	2020-21
	ACTUAL	ADOPTED BUDGET	REVISED BUDGET	PROJECTED ACTUAL	PROPOSED BUDGET
Solid Waste					
Residential Collection	\$ 2,293,135	\$ 2,745,269	\$ 3,402,109	\$ 2,518,235	\$ 4,419,824
Commerical Collection	2,068,326	2,220,571	2,221,346	2,207,834	2,334,988
Recycling	471,585	501,690	506,017	498,259	535,088
Disposal	2,097,735	2,152,804	2,157,759	2,241,658	2,348,184
Total Expenditures	\$ 6,930,781	\$ 7,620,334	\$ 8,287,231	\$ 7,465,986	\$ 9,638,084

Performance Spotlight

Department Mission

To provide customers with exceptional waste collection, recycling and disposal services that protect, preserve and improve the environment and quality of life in the community.

Program Description

The Residential program collects garbage manually at curbside two times per week and yard debris once per week. Bulk items are picked up at the curb either manually or with a "grabber" truck, usually at no extra charge. Conversion to an automated collection system will be implemented over the next two fiscal years. Three of the six routes will be converted in August 2021 barring any major, unforeseen circumstances. City-owned "roll carts" will be distributed to customers on the Phase 1 routes. There will be no changes in service with regard to service frequency or collection of yard waste and bulk pickup.

Program Goals

Value: Excellence

- Respond to customer inquiries within one business day.
- Complete work orders within three business days.
- Convert three garbage routes from manual to automated collection system.
- Implement route optimization software.
- Contain preventable incidents.

Value: Leadership

- Attend an industry conference and online webinars for leadership development.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Residential refuse tonnage	16,916	15,500	16,695
Core Strategy: Fostering Community Engagement			
Attend community meetings to educate public on solid waste conversion to automated collection	N/A	5	10
Core Strategy: Empowering Outstanding Customer Service			
Average response time to customer inquiries	2 days	1 day	1 day
Convert garbage routes from manual to automated system	N/A	N/A	3

Performance *Spotlight*

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Average number of business days to complete work orders	7	5	3
Implement route automation software	N/A	N/A	1
Administrative staff who attend at least one industry conference	4	4	4

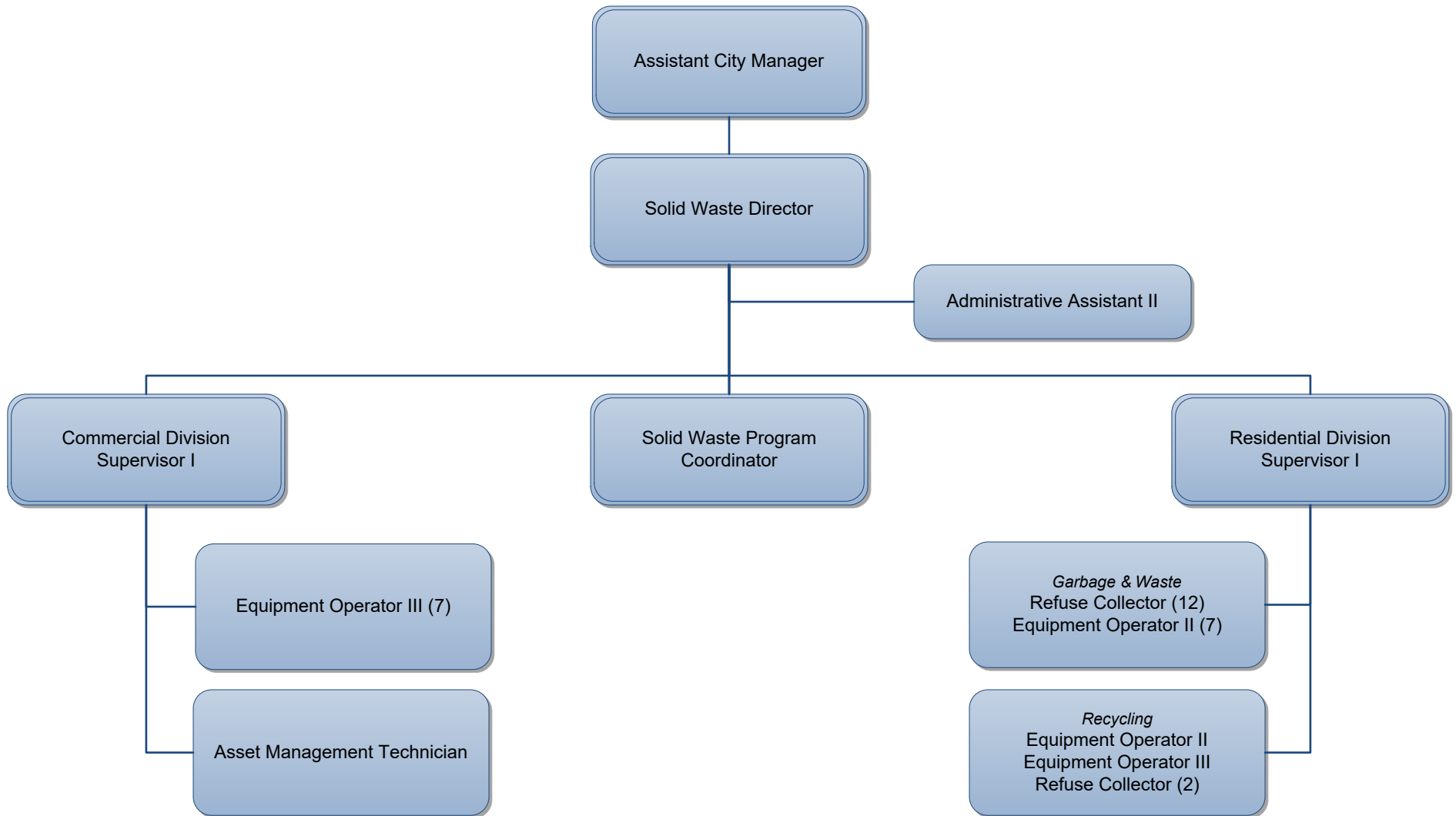
Goals & Objectives Accomplished

- Streamlined the manual work order process to reduce cycle time and improve tracking for billing.
- Strived to fully implement the electronic work order module in Munis.
- Attended three different industry conferences in FY 2020.
- Participated in Leadership Plant City 2020 (Michael Davis).

Capital Outlay

Radios (60)	44,100
Total	\$44,100

City of Plant City – Organizational Chart – Solid Waste



Fund: Solid Waste	Department: Solid Waste Program: Residential Collection	Org Code: 40558401
-----------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 549,883	\$ 627,427	\$ 654,973	\$ 476,958	\$ 617,934
412500 Temporary Pay	-	21,305	21,305	-	-
414000 Overtime Pay	9,632	40,845	40,845	9,173	19,450
415500 Other Benefits	1,755	1,935	1,935	1,195	1,855
421000 Social Security	41,621	49,932	43,536	31,285	47,662
422000 Pension	44,335	53,621	46,932	34,501	51,147
423000 Health and Life Insurance	159,244	182,181	162,765	111,846	165,378
424000 Workers' Compensation	29,067	30,520	30,520	30,520	32,046
TOTAL PERSONAL SERVICES	\$ 835,538	\$ 1,007,766	\$ 1,002,811	\$ 695,478	\$ 935,472
<u>OPERATING EXPENSES</u>					
432000 Annual Audit	\$ 6,500	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,400
434000 Other Contractual Services	210,462	206,218	206,218	330,218	391,260
440000 Courses Training and Meetings	2,774	5,000	5,000	5,000	7,575
440100 Car Allowance	585	585	585	585	585
441000 Telephone	4,333	6,550	6,550	6,950	7,350
443000 Water Sewer & Solid Waste	2,083	2,100	2,100	2,100	2,100
443100 Power Heat & Lights	2,431	2,200	2,200	2,200	2,200
444010 Lease of Vehicles	255,000	198,300	198,300	198,300	198,300
445000 Insurance	45,731	51,300	51,300	61,980	65,080
446040 Maintenance of Motor Equipment	132,504	135,414	135,414	135,414	120,989
446100 Radio Maintenance	-	30,000	30,000	-	1,000
446110 Building and Property Repair	3,901	6,100	6,100	6,100	6,100
451000 Office Supplies	586	1,100	1,100	1,100	1,155
452000 Fuel	97,074	125,000	119,826	100,000	110,000
452100 Other Supplies	2,890	3,150	3,150	3,150	687,150
452120 Uniforms and Clothing	10,840	12,600	12,600	12,600	12,600
452200 Tools	-	800	800	800	1,000
452210 Chemicals	-	2,200	2,200	2,200	2,200
452300 Safety Equipment & Supplies	3,043	4,900	4,900	4,900	5,550
454000 Subscriptions and Memberships	297	500	500	500	500
459000 Depreciation	4,038	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 785,072	\$ 801,217	\$ 796,043	\$ 881,297	\$ 1,630,094
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ -	\$ 5,869	\$ 5,174	\$ 44,100
491000 Capital Project Account	-	-	-	-	165,000
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 5,869	\$ 5,174	\$ 209,100
<u>NON-OPERATING</u>					
491015 Transfer to GF - PILOT	\$ 299,398	\$ 313,840	\$ 313,840	\$ 313,840	\$ 313,654
491400 Indirect Cost Allocation	359,886	314,946	314,946	314,946	331,004
491510 Solid Waste Trf to Fleet Rep	7,835	300,000	961,100	300,000	993,000
494000 Allowance for Bad Debt	5,406	7,500	7,500	7,500	7,500
TOTAL NON-OPERATING	\$ 672,524	\$ 936,286	\$ 1,597,386	\$ 936,286	\$ 1,645,158
TOTAL RESIDENTIAL COLLECTION	\$ 2,293,135	\$ 2,745,269	\$ 3,402,109	\$ 2,518,235	\$ 4,419,824

Performance Spotlight

Program Description

The Commercial program collects garbage from a variety of service types such as dumpsters, roll-off containers (open top and compactors), and bags/cans (curbside). Service is provided as needed six days per week and for special events. The roll-off collection service is operated under contract with Waste Connections but is billed by the City. The department has a container maintenance program for tracking, repairing and replacing dumpsters.

Program Goals

Value: Excellence

- Convert most commercial bulk accounts from manual to automated collection.
- Respond to customer inquiries within one business day.
- Contain preventable incidents.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Commercial refuse tonnage	16,374	14,900*	16,695
Distribute “roll carts” to most commercial bulk accounts	N/A	N/A	100
Core Strategy: Fostering Community Engagement			
Attend professional and civic organization meetings to educate on the automation of commercial bulk	N/A	N/A	5
Core Strategy: Empowering Outstanding Customer Service			
Respond to customer contact within one business day	1	1	1

**Experienced a reduction in commercial tonnage due to closing of businesses in response to COVID19.*

Goals & Objectives Accomplished

- Balanced routes and audited various accounts for accurate billing.
- Cross-trained personnel to ensure adequate coverage of all services (i.e., grabber trucks).
- Strived to fully implement the electronic work order module in Munis.
- Started implementing the asset tracking module in Munis.

Capital Outlay

Compactor Trash Cans (2)	6,400
Radios (30)	22,050
Total	\$28,450

Fund: Solid Waste	Department: Solid Waste Program: Commerical Collection	Org Code: 40558402
-----------------------------	---	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 332,517	\$ 358,522	\$ 358,522	\$ 366,937	\$ 364,796
414000 Overtime Pay	59,386	47,250	47,250	55,926	47,250
415500 Other Benefits	835	835	835	835	835
421000 Social Security	28,249	28,977	28,977	30,634	29,764
422000 Pension	31,000	32,533	32,533	34,476	33,047
423000 Health and Life Insurance	80,928	95,275	95,275	88,886	98,175
424000 Workers' Compensation	11,373	11,942	11,942	11,942	12,540
TOTAL PERSONAL SERVICES	\$ 544,287	\$ 575,334	\$ 575,334	\$ 589,636	\$ 586,407
<u>OPERATING EXPENSES</u>					
432000 Annual Audit	\$ 3,700	\$ 4,100	\$ 4,100	\$ 4,100	\$ 4,200
434000 Other Contractual Services	347,864	390,433	390,433	390,433	396,433
440000 Courses Training and Meetings	1,747	2,500	2,500	2,500	4,790
440100 Car Allowance	585	585	585	585	585
441000 Telephone	595	1,940	1,940	268	-
443000 Water Sewer & Solid Waste	2,020	2,000	2,000	2,000	2,000
443100 Power Heat & Lights	2,431	2,500	2,500	2,500	2,500
444010 Lease of Vehicles	257,000	247,900	247,900	247,900	359,900
445000 Insurance	11,660	12,900	12,900	15,590	16,370
446040 Maintenance of Motor Equipment	161,827	167,750	168,525	168,525	150,586
446100 Radio Maintenance	-	25,000	25,000	10,000	800
446110 Building and Property Repair	3,773	2,900	2,900	2,900	2,900
449010 Special Activities	406	1,000	1,000	1,995	1,200
451000 Office Supplies	539	1,400	1,400	1,400	1,400
452000 Fuel	81,608	105,000	99,827	85,000	85,000
452100 Other Supplies	56,721	73,555	73,555	73,555	72,475
452120 Uniforms and Clothing	6,575	7,000	7,000	7,000	7,000
452200 Tools	-	950	950	950	950
452210 Chemicals	-	800	800	800	800
452300 Safety Equipment & Supplies	2,008	5,400	5,400	5,400	5,900
454000 Subscriptions and Memberships	297	500	500	500	500
459000 Depreciation	3,060	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 944,415	\$ 1,056,113	\$ 1,051,715	\$ 1,023,901	\$ 1,116,289
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ -	\$ 5,173	\$ 5,173	\$ 28,450
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ 5,173	\$ 5,173	\$ 28,450
<u>NON-OPERATING</u>					
491015 Transfer to GF - PILOT	\$ 274,162	\$ 287,386	\$ 287,386	\$ 287,386	\$ 287,216
491400 Indirect Cost Allocation	296,405	296,738	296,738	296,738	311,626
491510 Solid Waste Trf to Fleet Rep	7,835	-	-	-	-
494000 Allowance for Bad Debt	1,222	5,000	5,000	5,000	5,000
TOTAL NON-OPERATING	\$ 579,623	\$ 589,124	\$ 589,124	\$ 589,124	\$ 603,842
TOTAL COMMERCIAL COLLECTION	\$ 2,068,326	\$ 2,220,571	\$ 2,221,346	\$ 2,207,834	\$ 2,334,988

Performance Spotlight

Program Description

Recycling service is provided free to residential and commercial customers. The department pays a disposal fee per ton minus the market price for each commodity. Commodity prices vary widely throughout the year and have been declining steadily for a sustained period of time. Processing fees doubled in FY 2020.

- Residential customers are provided with an 18-gallon container for single stream, curbside collection of a variety of material, collected once per week. This material is processed at a material recycling facility owned by Republic Services.
- Commercial customers are provided a dumpster for disposal of cardboard, collected up to five days per week. This material is taken to a processing facility in Tampa owned by West Rock.

The department operates a Public Use Oil Collection Center for residents to dispose of motor and cooking oil, which are recycled by Synergy Recycling, LLC.

Program Goals

Value: Excellence

- Improve the quality of the material in bins to reduce the contamination rate by conducting community outreach.

Value: Transparency

- Inform customers of current, relevant trends in Plant City’s recycling program.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Fostering Community Engagement			
Recycling refuse tonnage	1,798	1,350*	1,700
Core Strategy: Facilitating Economic Development			
Provide presentations on recycling Plant City’s programs	2	4	5

**Temporarily suspended the residential recycling during the COVID19 incident.*

Goals & Objectives Accomplished

- Continued to promote the installation of City dumpsters for cardboard to offset disposal fees, increase recycling tonnage, and increase rebate (revenue).
- Scrapped old dumpster (metal recycling).
- Created educational material to share with residents about acceptable material for recycling bins.
- Spoke to local civic groups about the state of recycling in the state and nationally.

Capital Outlay

Radios (10)	7,350
Total	\$7,350

Fund: Solid Waste	Department: Solid Waste Program: Recycling	Org Code: 40558403
-----------------------------	---	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 196,738	\$ 181,233	\$ 199,436	\$ 193,192	\$ 192,621
414000 Overtime Pay	5,628	6,750	6,750	6,709	6,750
415500 Other Benefits	435	435	435	235	535
421000 Social Security	15,093	14,044	10,469	11,446	15,116
422000 Pension	15,993	15,079	11,340	12,418	15,995
423000 Health and Life Insurance	43,670	39,332	28,443	25,687	41,315
424000 Workers' Compensation	12,678	13,312	13,312	13,312	13,978
TOTAL PERSONAL SERVICES	\$ 290,235	\$ 270,185	\$ 270,185	\$ 262,999	\$ 286,310
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 17,586	\$ 51,447	\$ 51,447	\$ 51,447	\$ 53,467
440000 Courses Training and Meetings	81	1,500	1,500	1,500	2,475
440100 Car Allowance	585	585	585	585	585
441000 Telephone	17	-	-	-	-
443000 Water Sewer & Solid Waste	1,878	2,000	2,000	2,000	2,000
443100 Power Heat & Lights	2,431	3,300	3,300	3,300	3,300
444010 Lease of Vehicles	9,900	12,700	12,700	12,700	12,700
445000 Insurance	24,875	28,400	28,400	34,310	36,030
446040 Maintenance of Motor Equipment	32,502	34,203	34,203	34,203	30,352
451000 Office Supplies	382	500	500	500	1,025
452000 Fuel	8,376	11,000	11,000	9,000	9,500
452100 Other Supplies	16,650	31,405	36,427	32,500	31,005
452120 Uniforms and Clothing	910	1,160	465	1,160	1,160
452200 Tools	-	350	350	350	350
452300 Safety Equipment & Supplies	928	1,500	1,500	1,500	1,700
454000 Subscriptions and Memberships	317	500	500	500	500
459000 Depreciation	2,849	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 120,268	\$ 180,550	\$ 184,877	\$ 185,555	\$ 186,149
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ -	\$ -	\$ -	\$ 7,350
TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ 7,350
<u>NON-OPERATING</u>					
491400 Indirect Cost Allocation	\$ 61,222	\$ 49,705	\$ 49,705	\$ 49,705	\$ 54,029
494000 Allowance for Bad Debt	(140)	1,250	1,250	-	1,250
TOTAL NON-OPERATING	\$ 61,082	\$ 50,955	\$ 50,955	\$ 49,705	\$ 55,279
TOTAL RECYCLING	\$ 471,585	\$ 501,690	\$ 506,017	\$ 498,259	\$ 535,088

Performance Spotlight

Program Description

The City disposes of solid waste at several facilities based on the type of waste and operational logistics. These facilities include: Polk County Landfill, Angelo’s Aggregate Material, Hillsborough County, and Paragon Development Group.

The department provides collection service six days a week for roll-off containers (open top and compactors) to commercial and multi-family accounts. The roll-off collection service is provided through a contract with Waste Connections of Florida, but the City pays the disposal fees.

The department collects bulk items such as furniture, appliances, tires and electronic devices as requested by customers via work orders and from other City departments. These items are placed in containers located at the operations yard, which are hauled for disposal by Waste Connections.

Program Goals

Value: Excellence

- Deliver the required tonnage to Hillsborough County per the interlocal agreement.
- Evaluate and track tons of solid waste associated with new annexations from Hillsborough County.
- Dispose of solid waste at Polk County Landfill, Angelo’s Aggregate Material and Paragon Development Group.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Facilitating Economic Development			
Disposal refuse cost at Hillsborough County facilities	\$362,232	\$315,000	\$325,000
Core Strategy: Maximizing Organizational Effectiveness			
Additional tons from residential properties annexed from Hillsborough County	13	15	15
Core Strategy: Maximizing Organizational Effectiveness			
Disposal of refuse cost at Polk, Paragon, and Angelo’s	\$1,693,628	\$1,700,000	\$1,770,000

Goals & Objectives Accomplished

- Met the obligation to dispose 4,216 tons at Hillsborough County’s facility for calendar year 2019. Took additional tons due to hazardous conditions at Polk County Landfill on various days.
- Recorded tons of solid waste associated with residential land annexations from Hillsborough County.
- Utilized Hillsborough County disposal facility during COVID-19 response in FY 2020.

Fund: Solid Waste	Department: Solid Waste Program: Disposal	Org Code: 40558404
-----------------------------	--	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
PERSONAL SERVICES					
412000 Payroll	\$ 155,674	\$ 163,926	\$ 173,049	\$ 165,893	\$ 166,670
414000 Overtime Pay	14,993	15,120	15,120	14,323	15,120
415500 Other Benefits	375	395	395	335	375
421000 Social Security	12,562	13,211	12,414	11,821	13,452
422000 Pension	13,479	14,372	13,538	13,055	14,591
423000 Health and Life Insurance	35,278	39,747	37,210	32,645	39,570
424000 Workers' Compensation	7,766	8,154	8,154	8,154	8,562
TOTAL PERSONAL SERVICES	\$ 240,127	\$ 254,925	\$ 259,880	\$ 246,226	\$ 258,340
OPERATING EXPENSES					
434000 Other Contractual Services	\$ 2,430	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000
434010 Landfill Fees - Commercial	756,906	750,760	750,760	826,543	826,760
434020 Landfill Fees - Residential	529,902	591,760	591,760	601,760	617,310
434030 Landfill Fees - Recyclables	3,276	16,400	16,400	32,000	53,400
434155 Disposal Fees to Hillsborough	362,232	245,000	245,000	245,000	260,000
440000 Courses Training and Meetings	90	1,000	1,000	1,000	1,315
440100 Car Allowance	585	585	585	585	585
441000 Telephone	22	-	-	-	-
443000 Water Sewer & Solid Waste	1,878	2,000	2,000	2,000	2,000
443100 Power Heat & Lights	2,431	3,080	3,080	3,080	3,080
445000 Insurance	9,089	10,400	10,400	12,570	13,200
452000 Fuel	23,605	31,000	31,000	25,000	25,000
452100 Other Supplies	150	150	150	150	150
452120 Uniforms and Clothing	894	2,000	2,000	2,000	2,000
452200 Tools	-	400	400	400	400
452300 Safety Equipment & Supplies	139	300	300	300	300
TOTAL OPERATING EXPENSES	\$ 1,693,628	\$ 1,697,835	\$ 1,697,835	\$ 1,795,388	\$ 1,848,500
NON-OPERATING					
491400 Indirect Cost Allocation	\$ 163,980	\$ 192,806	\$ 192,806	\$ 192,806	\$ 241,344
495000 Contingency	-	7,238	7,238	7,238	-
TOTAL NON-OPERATING	\$ 163,980	\$ 200,044	\$ 200,044	\$ 200,044	\$ 241,344
TOTAL DISPOSAL	\$ 2,097,735	\$ 2,152,804	\$ 2,157,759	\$ 2,241,658	\$ 2,348,184

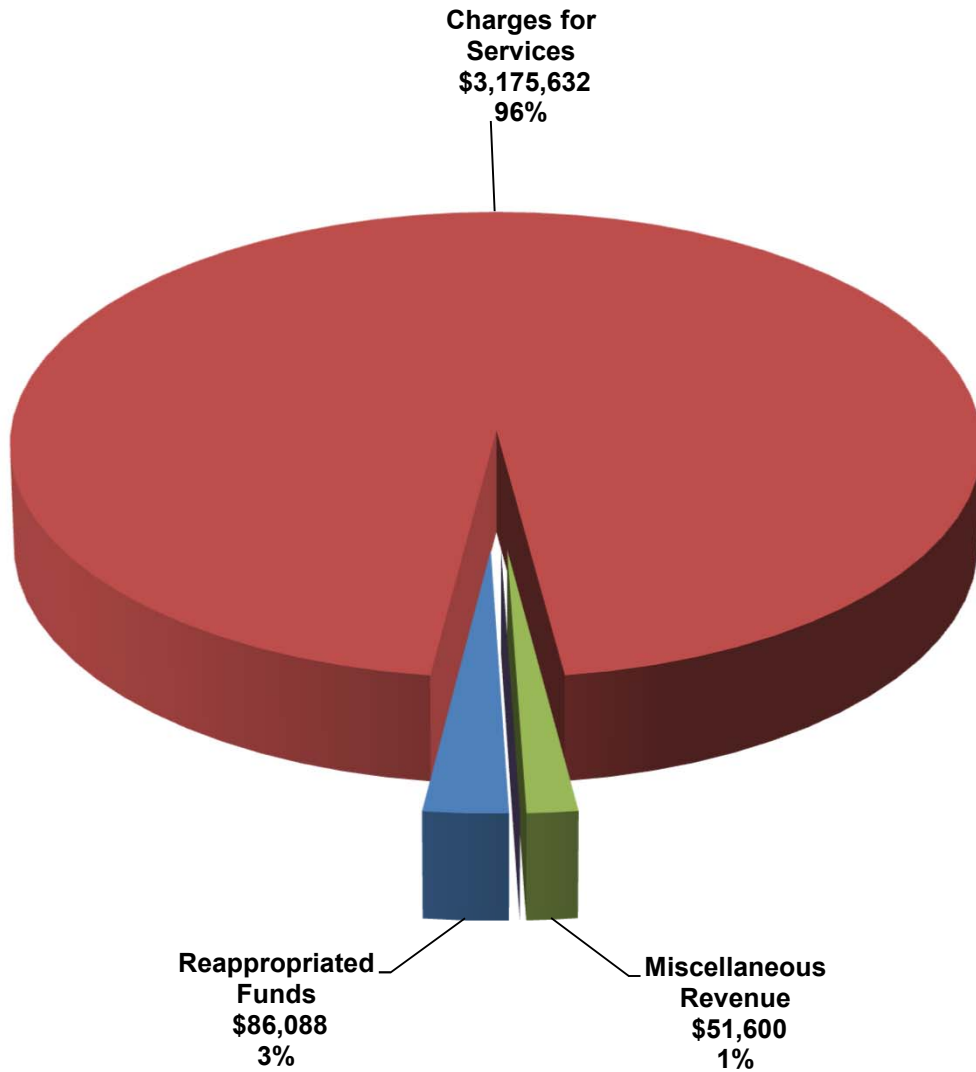


*This page intentionally left
blank*

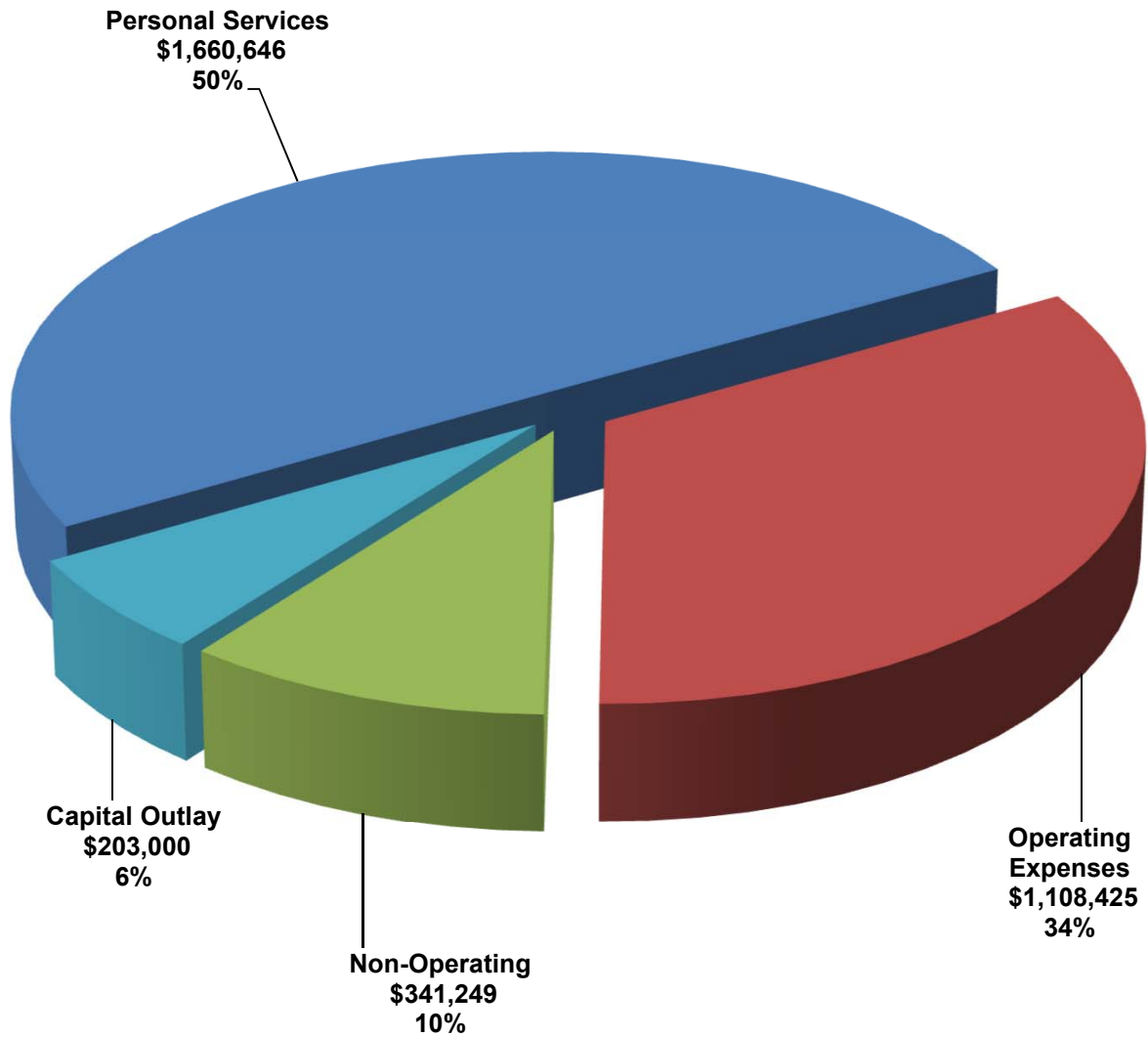


Stormwater Fund

**City of Plant City
Fiscal Year 2020-21
Stormwater Fund
Revenues - \$3,313,320**



**City of Plant City
Fiscal Year 2020-21
Stormwater Fund
Expenditures - \$3,313,320**



Fund: Stormwater	Department: Street & Stormwater	Org Code: 40756600
	Program: Stormwater	

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
272000 Reappropriated Funds	\$ -	\$ 359,683	\$ 359,683	\$ -	\$ 86,088
TOTAL REAPPROPRIATED	\$ -	\$ 359,683	\$ 359,683	\$ -	\$ 86,088
<u>CHARGES FOR SERVICES</u>					
343900 Stormwater Revenue	\$ 1,213,120	\$ 1,250,000	\$ 1,250,000	\$ 1,200,000	\$ 1,238,966
343901 Commercial Stormwater Revenue	1,871,157	1,922,000	1,922,000	1,880,000	1,936,666
TOTAL CHARGES FOR SERVICES	\$ 3,084,278	\$ 3,172,000	\$ 3,172,000	\$ 3,080,000	\$ 3,175,632
<u>MISCELLANEOUS REVENUE</u>					
361100 Interest Income	\$ 126,917	\$ 30,000	\$ 30,000	\$ 50,000	\$ 51,600
364410 Sale of Equipment	(120,179)	-	-	-	-
365100 Sale of Surplus Material & Scrap	1,455	-	-	-	-
369900 Miscellaneous Revenue	4,515	-	-	13,000	-
TOTAL MISCELLANEOUS REVENUE	\$ 12,708	\$ 30,000	\$ 30,000	\$ 63,000	\$ 51,600
<u>OTHER SOURCES</u>					
381000 Interfund Transfer	\$ 168,784	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER SOURCES	\$ 168,784	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 3,265,770	\$ 3,561,683	\$ 3,561,683	\$ 3,143,000	\$ 3,313,320

Performance Spotlight

Department Mission

To enhance the quality of life in Plant City by providing environmental protection and flood control through active maintenance programs and stormwater management.

Program Description

The Stormwater Division maintains the integrity of the City's waterways through proper maintenance and operation of the stormwater system; reducing instances of flooding while enhancing scenic and environmental values.

Program Goals

Value: Teamwork

- Collaborate proactively with other departments and agencies to develop mutually beneficial solutions for our citizens.
- Improve standards, performance and provision of services through work in partnership with other City Departments to obtain American Public Works Association (APWA) Accreditation.
- Work with Resource Management to provide pollution prevention measures, controls and activities for our Municipal Separate Storm Sewer System (MS4s) as mandated by our National Pollution Discharge Elimination System (NPDES) Permit.

Value: Integrity

- Commit to meet the goals and promises we, as individuals and a department, make 100 percent of the time.

Value: Transparency

- Provide an atmosphere of free and open exchange for ideas, information, cooperation, and trust for all citizens, employees and agencies.
- Maintain clear and concise records to support reporting and data retrieval.
- Work to create GIS layers for information sharing and accessibility.

Value: Leadership

- Encourage leadership within the department to set goals, being innovative, motivational and trustworthy.
- Coach and inspire our teams.
- Provide yearly leadership training addressing motivational, supervisory and industry changes.
- Encourage independent ideas that focus on growth and individual development.

Value: Excellence

- Achieve flood protection, water quality protection and erosion prevention through the concerted maintenance of 29 miles of stormwater conveyances and 41 detention systems.
- Provide excellent service to our citizens and visitors through best management practices. Dedicated to continuously evolving through learning, innovation and improvement.
- Provide training for every person within the department promoting safety, skills and growth.

Performance Spotlight

Value: Respect

- Treat all people with kindness and politeness, listening with detail and empathy. Everyone matters.
- Respond to citizen and visitor inquiries by the end of each business day.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Empowering Outstanding Customer Service			
Customer Service Requests Addressed (each)	180	200	200
Core Strategy: Maximizing Organizational Effectiveness			
Median/Rights-of-Way/Alley Mowing (miles)	1,516	1,600	1,600
Litter Control by Hand (miles)	665	700	700
Liter Control by Hand (cubic yards)	482	600	600
Ditches Cleaned & Mowed (miles)	2,203	2,200	2,200
Canal & Pond Inspections (each)	644	650	650
Street Sweeping – Outsourced (miles)	2,659	2,650	2,650
Street Sweeping – Disposal Outsourced (tons)	170	200	200
Pipes Televised and Inspected (linear foot)	N/A	1,200	1,500
Pipe Cleaning & Maintenance (feet)	32,080	25,000	40,000
Cross Training (hours)	212	220	260
Safety Training (hours)	328	330	400
Informational Training (hours)	260	60	80

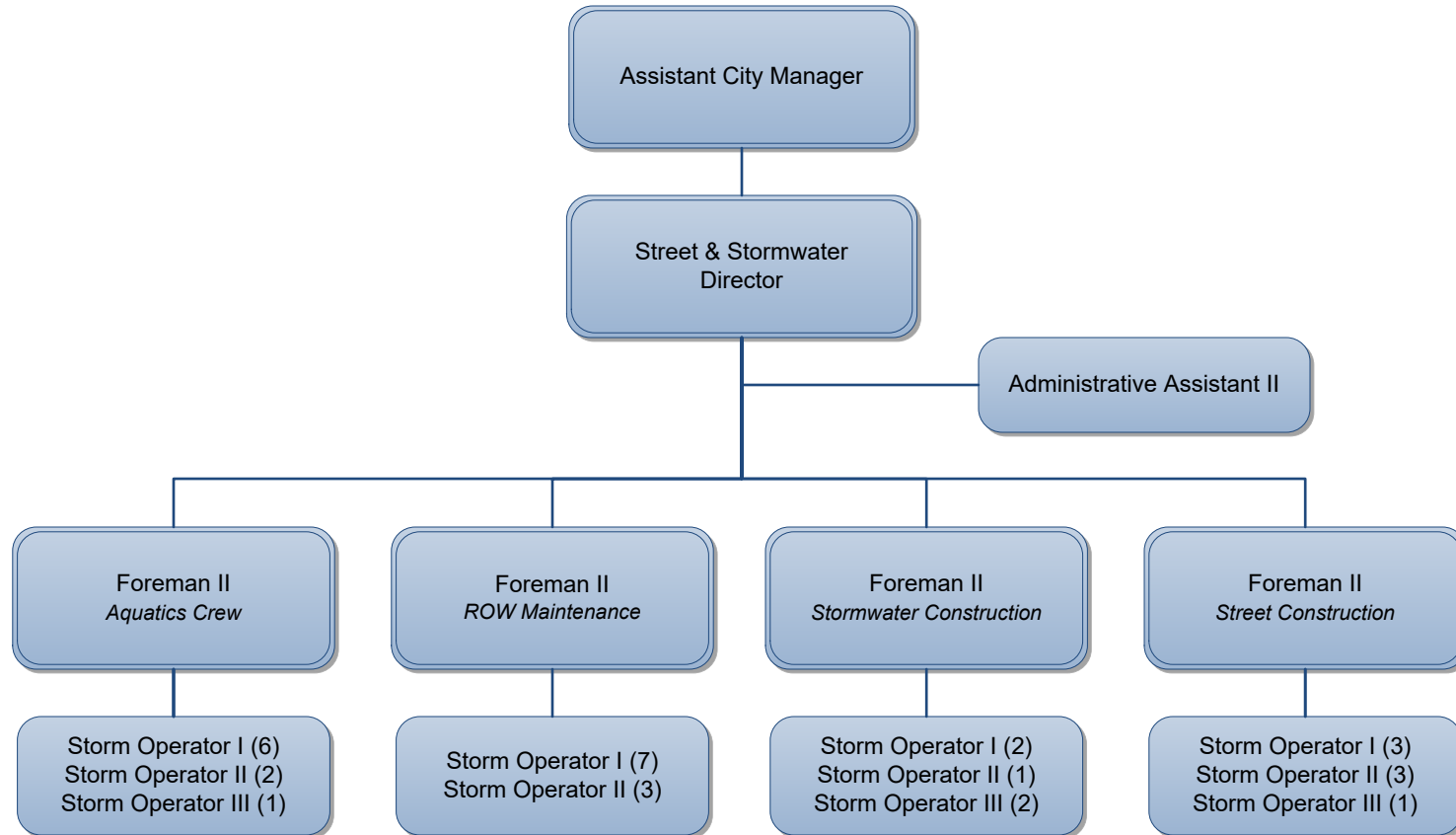
Goals & Objectives Accomplished

- Restored a 290' stormwater swale at Devane Street and Vermont Street to ensure proper residential drainage.
- Cleaned 6,824 inlet grates and interior basins to ensure proper drainage to avoid ponding.
- Screened ditch digging spoils, dirt from sidewalk replacement, dirt from pipe work, sediment removal from ponds, in order to reuse this screened soil for City projects.
- Replaced 20' of collapsed 15" ADS pipe on E. Tennessee Street, installed an additional 40' of pipe and dug out 242' of ditch to prevent residential flooding.
- Dug 785' of ditch beginning at 3505 W. Reynolds Street to restore the ditch line and ensure proper drainage.
- Installed 40' of 12" ADS pipe at 600 Pennsylvania Avenue along with one inlet box to eliminate standing water.
- Accepted the maintenance of W. Johnson Road from Hillsborough County.

Capital Outlay

Office Furniture Suite	3,000
Total	\$3,000

City of Plant City – Organizational Chart – Street & Stormwater



Fund: Stormwater	Department: Street & Stormwater	Org Code: 40756600
	Program: Stormwater	

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>PERSONAL SERVICES</u>					
412000 Payroll	\$ 946,744	\$ 1,041,784	\$ 1,074,911	\$ 993,314	\$ 1,129,806
414000 Overtime Pay	11,758	12,000	16,292	21,837	20,000
415500 Other Benefits	2,622	2,907	2,907	2,547	3,015
421000 Social Security	70,839	78,236	72,011	68,722	84,920
422000 Pension	76,285	84,380	77,871	75,693	92,257
423000 Health and Life Insurance	248,427	248,583	230,398	237,809	289,325
424000 Workers' Compensation	37,481	39,355	39,355	39,355	41,323
TOTAL PERSONAL SERVICES	1,394,156	1,507,245	1,513,745	1,439,277	1,660,646
<u>OPERATING EXPENSES</u>					
434000 Other Contractual Services	\$ 146,387	\$ 150,150	\$ 125,150	\$ 139,500	\$ 108,824
434150 Landfill Fees	1,058	3,000	3,000	2,000	10,300
440000 Courses Training and Meetings	2,402	4,850	4,850	5,099	6,070
440100 Car Allowance	819	1,638	1,638	1,200	2,457
441000 Telephone	3,030	4,052	4,052	3,500	2,860
442000 Postage	50	100	100	100	100
443000 Water Sewer & Solid Waste	8,284	8,600	8,600	8,600	8,600
443100 Power Heat & Lights	9,656	14,800	14,800	12,800	14,800
444010 Lease of Vehicles	221,300	329,000	329,000	329,000	389,300
444020 Leases	300	300	300	300	64,700
445000 Insurance	52,332	59,200	59,200	71,520	75,100
446040 Maintenance of Motor Equipment	296,132	293,852	293,852	293,852	256,529
446100 Radio Maintenance	-	440	440	400	440
446110 Building and Property Repair	674	7,000	6,116	6,500	9,000
446560 Collection System Repairs	40,033	38,000	38,000	38,000	38,000
451000 Office Supplies	567	600	600	600	600
452000 Fuel	57,280	65,000	61,500	55,000	65,000
452100 Other Supplies	3,323	8,870	8,520	8,870	14,265
452120 Uniforms and Clothing	7,435	7,400	7,400	8,000	8,000
452200 Tools	2,665	4,500	4,500	4,500	4,500
452210 Chemicals	12,317	17,000	10,500	10,500	17,000
452300 Safety Equipment & Supplies	6,441	10,661	7,961	7,961	11,200
454000 Subscriptions and Memberships	-	780	780	500	780
459000 Depreciation	497,208	-	-	-	-
TOTAL OPERATING EXPENSES	1,369,693	1,029,793	990,859	1,008,302	1,108,425
<u>CAPITAL OUTLAY</u>					
464100 Other Capital Equipment	\$ -	\$ 13,104	\$ 47,154	\$ 42,250	\$ 3,000
491000 Capital Project Account	711,235	700,000	700,000	700,000	200,000
TOTAL CAPITAL OUTLAY	711,235	713,104	747,154	742,250	203,000
<u>NON-OPERATING</u>					
491400 Indirect Cost Allocation	\$ 288,350	\$ 311,541	\$ 311,541	\$ 311,541	\$ 341,249
494000 Allowance for Bad Debt	3,286	-	-	-	-
TOTAL NON-OPERATING	291,636	311,541	311,541	311,541	341,249
TOTAL STORMWATER	3,766,721	3,561,683	3,563,299	3,501,370	3,313,320



Fleet Replacement Fund

Fund: Fleet Replacement	Department: All Departments	Org Code: 51050000
	Program: Fleet Replacement	

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
272000 Reappropriated Funds	\$ -	\$ 24,911	\$ 24,911	\$ -	\$ 28,543
TOTAL REAPPROPRIATED	\$ -	\$ 24,911	\$ 24,911	\$ -	\$ 28,543
<u>CHARGES FOR SERVICES</u>					
341104 Lease Revenue-MIS	\$ 4,800	\$ 6,200	\$ 6,200	\$ 6,200	\$ 6,200
341110 Lease Revenue-Fire Rescue	107,000	95,000	95,000	95,000	209,600
341111 Lease Revenue-Police	232,500	230,300	230,300	230,300	407,400
341113 Lease Revenue-Recreation	5,900	9,700	9,700	9,700	25,200
341115 Lease Revenue-Building	-	6,600	6,600	6,600	13,400
341116 Lease Revenue-Engineering	-	-	-	-	13,700
341117 Lease Revenue-Parks Maint	43,000	67,500	67,500	67,500	103,400
341118 Lease Revenue-Cemeteries	19,700	34,700	34,700	34,700	34,700
341119 Lease Revenue-Stadium	-	58,900	58,900	58,900	71,300
341120 Lease Revenue-General Services	-	-	-	-	9,200
341122 Lease Revenue - Code Enforceme	9,700	19,600	19,600	19,600	19,600
341171 Lease Revenue-Traffic Maint	39,800	90,600	90,600	90,600	110,300
341173 Lease Revenue-Rights-of-Way	17,100	-	-	-	-
341421 Lease Revenue-Utility Billing	11,900	16,400	16,400	16,400	18,200
341423 Lease Revenue-Utility Maint	411,800	645,900	645,900	645,900	649,400
341424 Lease Revenue-Utility Op	39,200	41,100	41,100	41,100	28,700
341425 Lease Revenue-Water Resource	5,300	6,800	6,800	6,800	6,800
341451 Lease Revenue-Solid Waste	521,900	458,900	1,120,000	458,900	570,900
341471 Lease Revenue-Stormwater Maint	221,300	329,000	329,000	329,000	389,300
TOTAL CHARGES FOR SERVICES	\$ 1,690,900	\$ 2,117,200	\$ 2,778,300	\$ 2,117,200	\$ 2,687,300
<u>MISCELLANEOUS REVENUE</u>					
361010 Interest	\$ 264,927	\$ 50,000	\$ 50,000	\$ 122,250	\$ 32,500
364410 Sale of Equipment	(68,204)	-	-	-	-
369300 Proceeds from Insurance	85,927	-	-	46,468	-
TOTAL MISCELLANEOUS REVENUE	\$ 282,651	\$ 50,000	\$ 50,000	\$ 168,718	\$ 32,500
<u>OTHER SOURCES</u>					
381423 Transfer from Utilities Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 131,418
381451 Transfer from Solid Waste	15,669	300,000	300,000	300,000	993,000
TOTAL OTHER SOURCES	\$ 15,669	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,124,418
			\$ 945		
TOTAL REVENUES	\$ 1,989,220	\$ 2,492,111	\$ 3,153,211	\$ 2,585,918	\$ 3,872,761

Fund: Fleet Replacement	Department: All Departments Program: Fleet Replacement	Org Code: 51050000
-----------------------------------	---	------------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>OPERATING EXPENSES</u>					
449410 Insurance Claims	\$ 115,116	\$ -	\$ -	\$ 49,242	\$ 111,000
TOTAL OPERATING EXPENSES	\$ 115,116	\$ -	\$ -	\$ 49,242	\$ 111,000
<u>CAPITAL OUTLAY</u>					
464000 General Fund	\$ -	\$ 1,215,044	\$ 1,215,044	\$ 1,215,044	\$ 1,477,621
464000 Street Fund	-	19,053	19,053	19,053	179,725
464000 Water Sewer Fund	-	658,014	673,765	673,765	504,240
464000 Solid Waste Fund	-	600,000	1,261,100	600,000	1,532,000
464000 Stormwater Fund	-	-	55,833	55,833	68,175
459000 Depreciation	1,967,203	-	-	-	-
TOTAL CAPITAL OUTLAY	\$ 1,967,203	\$ 2,492,111	\$ 3,224,795	\$ 2,563,695	\$ 3,761,761
TOTAL FLEET REPLACEMENT	\$ 2,082,319	\$ 2,492,111	\$ 3,224,795	\$ 2,612,937	\$ 3,872,761

Performance Spotlight

Department Mission

To establish a fund for the replacement of vehicles and large equipment.

Program Description

The Fleet Replacement Fund was established to replace vehicles and large equipment that have exceeded their useful life. Equipment requests are evaluated for age and condition prior to replacement. Fleet Replacement is funded through department lease payments.

Program Goals

Value: Excellence

- Establish replacement accounts for each vehicle the City owns.
- Purchase City vehicles and large equipment through the Fleet Replacement Fund.

Program Objectives

Performance Outcome	2019 Actual	2020 Projected	2021 Proposed
Core Strategy: Maximizing Organizational Effectiveness			
Dollar amount spend on vehicles	1,012,490	2,492,11	3,761,761
Number of vehicles/equipment being funded for replacement	44	40	55

General Fund:

Fire

Program - Fire Prevention

Truck - 1/2 Ton - 4x4 - Crew Cab 48,000

Program - Operations

Truck - 3/4 Ton - 4X4 - 4 Door Crew Cab 63,000

Program - EMS

Ambulance - Type III 250,000

Police

Program - Uniform Patrol

Police Sedans - Marked (3) 99,000

Police Sedans - Marked - TMU (2) 63,000

Police Sedans - Unmarked - Administrative (3) 81,000

Police SUVs - Marked - K9 (2) 91,000

Police SUVs - Marked (2) 79,000

Recreation

Van - 15 Passenger 53,500

Performance Spotlight

Parks

Program - Park Maintenance

Trailer	7,500
Mower - 5 Gang Reel	64,550
Mower - 60" ZTR (2)	21,600
Truck - 3/4 Ton - Crew Cab - Longbed	40,000
Turf Sprayer - 100-200 Gallon	8,980
Turf Sprayer	62,455
Skid-Steer Track Vehicle	107,859

Program - Cemetery

Pressure Washer	4,500
Utility Vehicles (2)	33,000
Truck - Crew Cab	33,500
Truck - Dump	50,892
Tractor - Compact - Bucket & Backhoe	63,500

Building

Truck - 1/2 Ton - 4x4 - Extended Cab (2)	67,000
--	--------

Engineering

Truck - 1/2 Ton - 4x4 - 4 Door Crew Cab	35,285
---	--------

General Services

Truck - 3/4 Ton - 4x4 - Regular Cab - Utility Body	49,500
--	--------

General Fund Total

\$ 1,477,621

Streets Fund:

Street Maintenance

Mower - Slope	56,375
Truck - Mini Dump (2)	123,350

Streets Fund Total:

\$ 179,725

Water Sewer Fund:

Water Resources

Program - Resource Management

Truck - 3/4 Ton - 4x2 - Extended Cab - Utility Body	49,500
---	--------

Program - Cross Connections

Truck - 3/4 Ton - 4x4 - Crew Cab	36,285
----------------------------------	--------

Utilities Maintenance

Program - Line Maintenance

Pipe Threading Machine - Electric	9,750
Plate Compactor - Diesel Powered Vibratory (2)	26,350
Generator - Diesel Powered 40KW Enclosed (2)	153,762
Camera - Lateral Launch System Retrofit	131,418

Performance Spotlight

Truck - 1 1/2 Ton - Mini Dump - 4 Yard	63,675
Utilities Operations	
<i>Program - Water Reclamation Treatment</i>	
Truck - 1/2 Ton - 4x2 - Crew Cab	33,500
Water Sewer Fund Total:	\$ 504,240
Solid Waste Fund:	
<i>Program - Residential</i>	
Refuse Truck - Automated (3)	993,000
Truck - Grabber	250,500
<i>Program - Commercial</i>	
Truck - 1/2 Ton - Crew Cab	38,500
Truck - Rear Loader with Cart Tipper	250,000
Solid Waste Fund Total:	\$ 1,532,000
Stormwater Fund:	
Trailer	6,500
Truck - 1 Ton - 4x4 - Crew Cab - Mini Dump	61,675
Stormwater Fund Total:	\$ 68,175
Total Capital Outlay	\$ 3,761,761



Community Redevelopment Fund

Fund: Community Redevelopment Fund	Department: Community Redevelopment Agency	Org Code: 370505*
---	---	-----------------------------

REVENUES DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>REAPPROPRIATED</u>					
271200 Reappropriated Funds	\$ -	\$ -	\$ 1,355,583	\$ -	\$ -
TOTAL REAPPROPRIATED	\$ -	\$ -	\$ 1,355,583	\$ -	\$ -
<u>TAXES</u>					
311400 Hillsborough County	\$ 713,012	\$ 830,213	\$ 830,213	\$ 830,213	\$ 924,029
311450 Tampa Port Authority	14,308	16,659	15,210	15,210	16,929
311500 City of Plant City	711,121	828,011	828,011	828,011	921,578
TOTAL TAXES	\$ 1,438,440	\$ 1,674,883	\$ 1,673,434	\$ 1,673,434	\$ 1,862,536
<u>INTERGOVERNMENTAL REVENUE</u>					
369910 Sale of Tax Credits - CRA	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL INTERGOVERNMENT REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 1,438,440	\$ 1,674,883	\$ 3,029,017	\$ 1,673,434	\$ 1,862,536

Fund: Community Redevelopment Fund	Department: Community Redevelopment Agency	Org Code: 370505*
---	---	-----------------------------

APPROPRIATIONS DETAIL

Object Code	2018-19 ACTUAL	2019-20 ADOPTED BUDGET	2019-20 REVISED BUDGET	2019-20 PROJECTED ACTUAL	2020-21 PROPOSED BUDGET
<u>OPERATING EXPENSES</u>					
431010 Miscellaneous Professional Svcs	\$ 77,053	\$ 80,000	\$ 81,021	\$ 81,000	\$ 80,000
431300 Litigation and Outside Counsel	42,290	30,000	30,000	20,000	30,000
434000 Other Contractual Services	125,299	240,000	170,000	190,000	290,000
440000 Courses Training and Meetings	-	-	2,800	2,800	2,800
441000 Telephone	844	1,100	1,100	1,100	1,100
442000 Postage	3,671	5,500	3,000	3,000	5,500
443100 Power Heat & Lights	793	1,200	1,200	1,000	1,200
445000 Insurance	4,349	4,500	4,562	4,562	6,400
446050 Demolition and Lot Clearing	11,792	50,000	17,500	15,000	50,000
446110 Building and Property Repair	36,247	75,000	77,003	85,000	85,000
446115 1914 Building Repair	12,943	50,000	50,000	30,000	50,000
448100 Advertising	2,048	10,000	5,500	5,000	10,000
452100 Other Supplies	-	2,500	5,238	5,225	4,000
454000 Subscriptions and Memberships	1,445	1,600	1,600	1,300	1,500
TOTAL OPERATING EXPENSES	\$ 318,775	\$ 551,400	\$ 450,524	\$ 444,987	\$ 617,500
<u>GRANTS AND AID</u>					
482000 Union Depot Plaza Preservation	\$ 25,000	\$ -	\$ -	\$ -	\$ -
482610 Incentive	34,850	100,000	80,000	40,000	150,000
TOTAL GRANTS AND AID	\$ 59,850	\$ 100,000	\$ 80,000	\$ 40,000	\$ 150,000
<u>CAPITAL OUTLAY</u>					
461500 Prop Acquisition/Infras Improv	\$ 611,819	\$ 200,000	\$ 593,754	\$ 585,313	\$ -
462000 Building Improvements	600,000	-	80,000	80,000	-
463157 Downtown Improvements	23,936	-	14,923	63,204	-
463200 Railroad Quiet Zones	468,176	-	30,803	30,803	-
463400 Infrastructure Improvements	18,152	350,000	881,403	881,403	310,000
463590 Parking Lot Improvements	42,848	50,000	609,050	524,693	175,000
463700 Street Resurfacing - 1 mil	6,144	144,866	275,367	275,366	161,236
464100 Other Capital Equipment	9,130	-	172,188	7,200	165,000
TOTAL CAPITAL OUTLAY	\$ 1,780,204	\$ 744,866	\$ 2,657,487	\$ 2,447,982	\$ 811,236
<u>NON-OPERATING</u>					
495000 Contingency	\$ -	\$ 278,617	\$ -	\$ -	\$ 283,800
TOTAL NON-OPERATING	\$ -	\$ 278,617	\$ -	\$ -	\$ 283,800
TOTAL CRA	\$ 2,158,828	\$ 1,674,883	\$ 3,188,011	\$ 2,932,969	\$ 1,862,536

Note: \$400,000 Loans Payable to Hillsborough County - Funds borrowed by the CRA under the Florida Brownsfields Act for the redevelopment of two City properties. The loans are non-interest bearing to be repaid upon sale of the properties or at maturity in ten years, original agreement date of January 19, 2012. On September 30, 2015, the City had drawn a total of \$251,250 of available funds.

PROJECT: Public Parking Lot Paving - ST008 & CR009

Department/Program: Street Maintenance

Description: Resurface/repave City owned parking lots.

Justification: The City-owned a number of parking areas. To properly maintain the parking areas, funds are being programmed for resurfacing/repaving. Each lot will be reviewed every 10 years.

Core Strategies: Providing free and well-maintained parking lots for visitors demonstrates to prospective businesses that the City welcomes new *Economic Development*.

Dates: The following list of City owned parking areas includes projected dates for the improvements and landscaping:

Year	Description	CIT Funding	CRA Funding
2021	South Municipal Lot	\$ -	\$ 56,000
2021	Police Headquarters	\$ 141,000	\$ -
2022	1914 Facility	\$ 25,000	\$ -
2023	Fleet Maintenance	\$ 150,000	\$ -
2024	Plant City Stadium & Larsen Parking	\$ 150,000	\$ -
2030	City Hall	\$ 62,000	\$ -
2035	Mahoney Street	\$ -	\$ 60,000
2035	North Municipal Lot	\$ -	\$ 128,000
Various	Linear Park parking along CSX tracks	\$ -	\$ 10,000
		\$ 528,000	\$ 254,000

The design for Mahoney Street and the North Municipal Lot was complete in March 2020 at an estimated cost of \$590,000 for both projects.

Operating

Impact: Completion of the projects listed above will increase the life cycle of each asset. There will be no increase in operating expenses as a result of the completion of this

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Repair & Maintenance	709,091	250,000	175,000	125,000	125,000	125,000
TOTAL	709,091	250,000	175,000	125,000	125,000	125,000
FUNDING SOURCES						
CIT	100,972	150,000	150,000	100,000	100,000	125,000
CRA	608,119	100,000	25,000	25,000	25,000	25,000
TOTAL	709,091	250,000	175,000	125,000	125,000	150,000

PROJECT: Street Resurfacing and Paving from Additional Mil - ST026

Department/Program: Street Maintenance (Asset Management)

Description: Resurface and pave various roads throughout the City.

Justification: Resurfacing streets and paving City-maintained dirt roads is necessary to sustain the City's infrastructure in a serviceable condition and prevent deterioration of the roadway.

As part of the resurfacing project, the City will also address the ADA's requirements for ramps. Title II of the Americans with Disabilities Act (ADA) requires that local governments ensure that persons with disabilities have access to the pedestrian routes in the public right-of-way. An important part of this requirement is the obligation whenever streets are altered (resurfaced) to provide curb ramps where pedestrian walkways cross curbs. Of the \$2,540,494 generated by the 1 mil, \$325,000 will be transferred to the Street Fund to cover some of the cost to maintain streets leaving \$2,215,494 for this CIP.

The list of streets to be resurfaced and dirt roads to be paved for FY 2020-21 will be submitted to the City Commission for approval in the second quarter of the fiscal year.

Core Strategies: Maintaining the City streets facilitates *Economic Development* by providing citizens and visitors with safe and efficient travel.

Dates: The approved list of streets for resurfacing and roads for paving will be completed by September 2021.

Operating

Impact: A progressive and preventative maintenance program for the 160 centerline miles of paved streets and nearly 2 miles of dirt roads is an efficient method and prudent use of public funds to maintain the City's infrastructure.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Maintenance & Construction	2,001,950	2,215,494	2,281,959	2,350,418	2,420,930	2,493,558
TOTAL	2,001,950	2,215,494	2,281,959	2,350,418	2,420,930	2,493,558
FUNDING SOURCES						
General Fund	1,857,084	2,054,258	2,115,886	2,179,362	2,244,743	2,312,085
CRA	144,866	161,236	166,073	171,055	176,187	181,473
TOTAL	2,001,950	2,215,494	2,281,959	2,350,418	2,420,930	2,493,558

NEW

PROJECT: Brick Road Restoration

Department/Program: Street Maintenance

Description: Restore functionality and aesthetics to brick roads within historic downtown and surrounding areas.

Justification: Establish a level of maintenance and restoration while maintaining historical accuracy.

Locations:

Drane St. - between Wheeler St. and Evers St.
 Gilchrist St. - between Collins St. and Evers St.

This project also provides funding to restripe downtown streets.

Core Strategies: Maintain *Operational Effectiveness* and *Customer Service* by restoring the functionality of these deteriorating roadways back to their original functionality and nostalgia.

Dates: Spring 2021 - Drane St.
 Spring 2022 - Gilchrist St.

Operating

Impact: There will be no increase in operating expenses associated with the completion of this project.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Maintenance	-	75,000	75,000	-	-	-
Striping	-	15,000	-	-	-	-
TOTAL	-	90,000	75,000	-	-	-
FUNDING SOURCES						
CRA Fund	-	90,000	75,000	-	-	-
TOTAL	-	90,000	75,000	-	-	-

NEW

PROJECT: Ballfield and Court Lighting Refurbishment

Department/Program: Recreation and Parks: Parks Division (Asset Management)

Description: Multi-year accumulation of funds for re-bulbing and repairs to ball field and court lighting systems.

Justification: There are a total of over 1,400 light fixtures illuminating our various 41 ball fields and 22 courts. Over time, metal halide bulbs lose their brightness, reducing the light level on the playing surface. Additionally, over 855 of the fixtures were installed over 20 years ago and many are having wiring issues due to their age and weathering. The 142 fixtures in Plant City Stadium were refurbished in FY 2019-20. This project will fund the replacement of bulbs and repairs for the remaining lighting systems over the next three years.

Core Strategies: Improvements to facilities enhance the user experience and provide suitable playing areas, addressing our *Community Engagement* and *Customer Service* goals.

Dates: This project will be phased over FY 2020-21, FY 2021-22, and FY 2022-23, scheduling the oldest, highest used, and most problematic fields first.

Operating Impact: Ongoing annual repair costs will be reduced due to new bulbs and repairs being made by this project.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Material & Labor	-	150,000	100,000	50,000	-	-
TOTAL	-	150,000	100,000	50,000	-	-
FUNDING SOURCES						
CIT Fund	-	130,000	100,000	50,000	-	-
CRA	-	20,000	-	-	-	-
TOTAL	-	150,000	100,000	50,000	-	-

NEW

PROJECT: Brewer Park Parking Improvements

Department/Program: Parks & Recreation: Parks Division

Description: Design and construct improved parking for Dr. Hal and Lynn Brewer Park.

Justification: Brewer Park is one of our highest use passive parks in the city, with numerous users walking the 0.5 mile paved trail or sitting on the benches enjoying the scenic pond and wildlife. Originally constructed decades ago, the pond was only a fenced water retention area. When enhanced into a passive park in 2014, parking was not addressed.

Due to the heavy use, parking improvements are needed to accommodate the increased quantity of vehicles as well as the safety of the park users.

Core Strategies: Parking improvements will enhance our park users' experience, addressing our *Community Engagement* and *Customer Service* goals.

Dates: Design would be completed during FY 2020-21. Future construction would be dependent upon available funding.

Operating

Impact: Research and design will help determine an ongoing annual cost, depending on the type of system selected.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Research & Design	-	75,000	-	-	-	-
TOTAL	-	75,000	-	-	-	-
FUNDING SOURCES						
General Fund	-	-	-	-	-	-
Impact	-	-	-	-	-	-
CRA	-	75,000	-	-	-	-
TOTAL	-	75,000	-	-	-	-

NEW

PROJECT: Cooper Park Fitness Trail Equipment

Department/Program: Parks & Recreation: Parks Division

Description: Install fitness trail equipment along the Samuel W. Cooper Park trail.

Justification: The Cooper Park paved walking trail is a very utilized passive park amenities in town. The installation of fitness equipment along the trail will provide additional opportunities for park users to improve their fitness, thus improving the overall community's health. A ten to fourteen station fitness system will be installed along the Cooper Park 0.6 mile long trail. Equipment installation would include safety fall zone protection at each station.

Core Strategies: Improvements to this facility will enhance the user experience and provide a new fitness development area, addressing our *Community Engagement* and *Customer Service* goals.

Dates: Design and installation would be completed during FY 2020-21.

Operating Impact: Increase of under \$1,000 annually for maintenance of equipment and safety surfacing. New equipment should be purchased every ten years.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Installation	-	165,000	-	-	-	-
TOTAL	-	165,000	-	-	-	-
FUNDING SOURCES						
General Fund	-	-	-	-	-	-
Impact	-	-	-	-	-	-
CRA	-	165,000	-	-	-	-
TOTAL	-	165,000	-	-	-	-

PROJECT: Midtown Utility Systems - UM027

Department/Program: Utilities: Utilities Maintenance: Line Maintenance (Asset Management)

Description: In order to adequately serve the Midtown redevelopment project, upgrades to the some of the existing utilities in the Midtown area as well as the installation of some additional utilities is needed.

Justification: To provide sufficient and quality service to the Midtown Redevelopment area, upgrades and additions to the existing gravity sewer collection system is needed. Prior to the build out of Midtown a wastewater lift station, a force main and new water mains will need to be installed.

Currently, sanitary sewer lines that can service the area are not available and must be extended. Additional water mains must be added and extended to provide adequate service to the Midtown development.

Core Strategies: Ensuring utilities can support new commercial development aids in the City's goals of facilitating *Economic Development*, empowering outstanding *Customer Service*, and maximizing *Organizational Effectiveness*.

Dates: This project will accommodate the Midtown Redevelopment Plan. The project will begin once a Plan for Phase II is approved. Capacity is acceptable for Phase I.

Operating Impact: There will be no increase in operating expenses other than normal routine maintenance as a result of completion of these projects.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Engineering Construction	800,000	200,000	200,000	-	-	-
TOTAL	800,000	200,000	200,000	-	-	-
FUNDING SOURCES						
Water/Sewer Fund	600,000	-	-	-	-	-
CRA	200,000	200,000	200,000	-	-	-
TOTAL	800,000	200,000	200,000	-	-	-

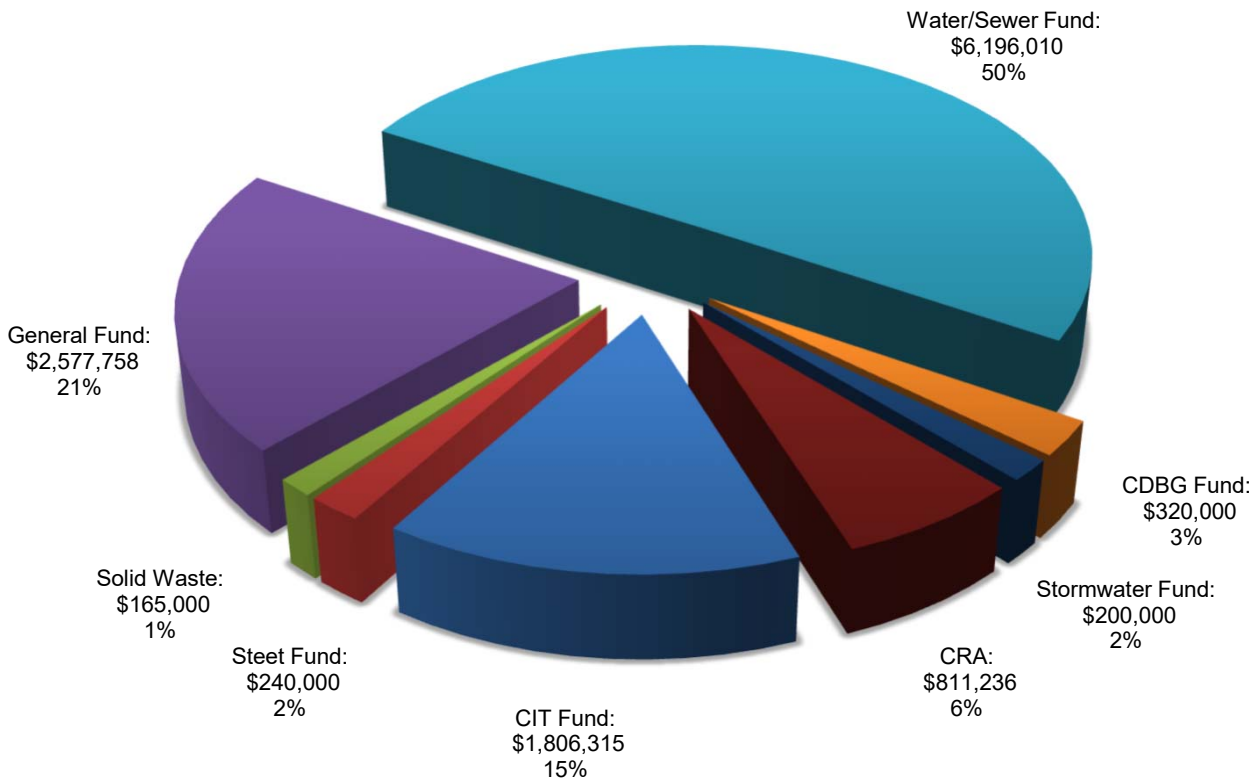


Capital Improvement Plan

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2020-21 THROUGH FY 2024-25**

	Cost of Five-Year Program	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
GENERAL FUND	\$ 13,034,935	\$ 2,577,758	\$ 2,736,786	\$ 2,550,012	\$ 2,590,643	\$ 2,579,735
CIT FUND	3,731,315	1,806,315	1,100,000	300,000	250,000	275,000
CDBG FUND	320,000	320,000	-	-	-	-
STREET FUND	1,610,000	240,000	420,000	325,000	325,000	300,000
WATER/SEWER FUND	33,006,010	6,196,010	14,660,000	4,320,000	3,890,000	3,940,000
SOLID WASTE FUND	1,315,000	165,000	1,150,000	-	-	-
STORMWATER FUND	1,000,000	200,000	200,000	200,000	200,000	200,000
TOTAL CITY FUNDS	\$ 54,017,260	\$ 11,505,083	\$ 20,266,786	\$ 7,695,012	\$ 7,255,643	\$ 7,294,735
CRA	1,881,024	811,236	466,073	196,055	201,187	206,473
TOTAL ALL FUNDS	\$ 55,898,284	\$ 12,316,319	\$ 20,732,859	\$ 7,891,068	\$ 7,456,830	\$ 7,501,208

Fiscal Year 2020-21



**OPERATING IMPACT SUMMARY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM**

OPERATING IMPACT:

All projects have been considered for their operating impact over the next five years. Majority of our projects will have a one time cost of the project with no impact to operating; however, below is a list of the projects that have an anticipated operating impact.

<u>PROJECT</u>	<u>DESCRIPTION</u>	<u>LONG TERM OPERATING COSTS ASSOCIATED</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Five Year Total</u>
GENERAL FUND								
FD006	Fire Vehicle Preemption System	Annual maintenance	\$ -	\$ 3,975	\$ 3,975	\$ 3,975	\$ 3,975	\$ 15,900
PK022	Walking Trail/Parking Lighting	Annual maintenance and utilities	1,000	1,000	1,000	1,000	1,000	5,000
PK023	Tennis Center Restroom/Shower/Admin Building	Annual maintenance and utilities	15,000	15,000	15,000	15,000	15,000	75,000
PK025	Ellis-Methvin Park Pedestrian Bridge	Annual preventative maintenance and repair	1,000	1,000	1,000	1,000	1,000	5,000
NEW	Sadye Gibbs Martin Community Center Playground	Annual preventative maintenance and repair	1,000	1,000	1,000	1,000	1,000	5,000
NEW	Dr. Martin Luther King Jr. Recreation Complex Parking	Annual maintenance and utilities	2,000	2,000	2,000	2,000	2,000	10,000
NEW	Cooper Park Fitness Trail Equipment	Annual preventative maintenance and repair	1,000	1,000	1,000	1,000	1,000	5,000
GS028	Renovate Old Post Office Building	Annual maintenance and utilities	-	-	-	60,000	60,000	120,000
TOTAL GENERAL FUND			\$ 21,000	\$ 24,975	\$ 24,975	\$ 84,975	\$ 84,975	\$ 120,900
STREET (GAS TAX) FUND								
TR005	LED Illuminated Street Name Sign Install/Upgrade	Annual preventative maintenance and repair	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,250
TOTAL STREET FUND			\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,250
WATER/SEWER FUND								
UM020	Lift Station Maintenance and Rehabilitation	Reduction in unplanned repairs	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (25,000)
UO010	Water Treatment Plant 5	Annual maintenance and utilities	-	15,000	15,000	15,000	15,000	60,000
UO032	Utilities Operations Building Improvements	Reduction in unplanned repairs	(2,500)	(2,500)	(2,500)	(2,500)	(2,500)	(12,500)
TOTAL WATER/SEWER FUND			\$ (7,500)	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 22,500
TOTAL ALL FUNDS			\$ 13,750	\$ 32,725	\$ 32,725	\$ 92,725	\$ 92,725	\$ 144,650



Capital Improvement Plan

Fund Summaries

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2020-21 THROUGH FY 2024-25**

GENERAL FUND										
PROJECT	DESCRIPTION	CIE	Previously Allocated	Cost of 5 Year Program	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	
GENERAL SERVICES										
GS003	City Building AC Units	R	\$ 101,218	\$ 375,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
GS004	Roof Maintenance/Upgrade									
	Police	R	-	147,000	-	24,500	61,250	49,000	12,250	
	Library	R	130,490	186,750	-	41,500	62,250	62,250	20,750	
	Fire Stations	D	54,700	184,500	100,000	33,050	17,150	17,150	17,150	
	City Hall	R	28,324	87,000	-	34,800	17,400	17,400	17,400	
	General Services	R	26,980	122,250	-	48,900	24,450	24,450	24,450	
	Parks & Recreation Administration	R	206,665	198,600	140,000	14,650	14,650	14,650	14,650	
	Small Roofs	R	3,702	200,000	40,000	40,000	40,000	40,000	40,000	
GS005	City Hall Brick/Exterior	R	13,050	30,000	6,000	6,000	6,000	6,000	6,000	
GENERAL SERVICES TOTAL			\$ 565,129	\$ 1,531,100	\$ 361,000	\$ 318,400	\$ 318,150	\$ 305,900	\$ 227,650	
PARKS & RECREATION										
NEW	Planteen Recreation Center Remodel	R	-	\$ 275,000	\$ 25,000	\$ 250,000	-	-	-	
PK006	Bike Nature Trail - Sansone Park	R	32,502	37,500	12,500	12,500	12,500	-	-	
PK018 (User)	Park Improvements	R	118,029	200,000	40,000	40,000	40,000	40,000	40,000	
PK022	Ellis-Methvin Park Walking Trail Lighting	G	38,718	20,000	20,000	-	-	-	-	
PK023	Tennis Center Restroom/Shower/Admin Building	D	298,406	-	-	-	-	-	-	
NEW	Oaklawn Cemetery Fence	G	-	65,000	65,000	-	-	-	-	
PARKS & RECREATION TOTAL			\$ 487,655	\$ 597,500	\$ 162,500	\$ 302,500	\$ 52,500	\$ 40,000	\$ 40,000	
STREET										
ST026	Street Resurfacing from Additional Mil	R	\$ 1,857,084	\$ 10,906,335	\$ 2,054,258	\$ 2,115,886	\$ 2,179,362	\$ 2,244,743	\$ 2,312,085	
STREET TOTAL			\$ 1,857,084	\$ 10,906,335	\$ 2,054,258	\$ 2,115,886	\$ 2,179,362	\$ 2,244,743	\$ 2,312,085	
GENERAL FUND TOTAL			\$ 2,909,868.00	\$ 13,034,935	\$ 2,577,758	\$ 2,736,786	\$ 2,550,012	\$ 2,590,643	\$ 2,579,735	
PROJECTED FUNDING										
	General Fund				\$ 483,500	\$ 580,900	\$ 330,650	\$ 305,900	\$ 227,650	
	1.0 Mil Increase				2,054,258	2,115,886	2,179,362	2,244,743	2,312,085	
	Parks User Fees				40,000	40,000	40,000	40,000	40,000	
	Impact Fees				-	-	-	-	-	
TOTAL FUNDING AVAILABLE					\$ 2,577,758	\$ 2,736,786	\$ 2,550,012	\$ 2,590,643	\$ 2,579,735	

City of Plant City
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2020-21 THROUGH FY 2024-25

COMMUNITY INVESTMENT TAX FUND			Previously Allocated	Cost of 5 Year	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
PROJECT	DESCRIPTION								
STREET									
ST002	Railroad Crossing Repair	R	\$ 456,203	\$ 250,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
ST008	Public Parking Lots	R,G	100,972	625,000	150,000	150,000	100,000	100,000	125,000
STREET TOTAL			\$ 557,175	\$ 875,000	\$ 200,000	\$ 200,000	\$ 150,000	\$ 150,000	\$ 175,000
RECREATION & PARKS									
PK025	Ellis-Methvin Park Pedestrian Bridge	D	\$ 125,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
RC008	Playground Improvements	D	44,429	600,000	150,000	150,000	100,000	100,000	100,000
PK023	Tennis Center Restroom/Shower/Admin Building	D	-	335,865	335,865	-	-	-	-
NEW	Ballfield and Court Lighting Refurbishment	R	-	280,000	130,000	100,000	50,000	-	-
NEW	Dort Street Basketball/Tennis Courts Reconstruction	G	-	165,450	165,450	-	-	-	-
NEW	Sadye Gibbs Martin Community Center Playground	G	-	175,000	175,000	-	-	-	-
NEW	Dr. Martin Luther King Jr. Recreation Complex Parking	G	-	75,000	75,000	-	-	-	-
NEW	Spray Park	G	-	750,000	100,000	650,000	-	-	-
NEW	Boy Scout Pit Park Development		-	50,000	50,000	-	-	-	-
RECREATION & PARKS TOTAL			\$ 169,429	\$ 2,456,315	\$ 1,206,315	\$ 900,000	\$ 150,000	\$ 100,000	\$ 100,000
POLICE									
PD006	Flooring PCPD Headquarters	R	\$ 60,000	\$ 175,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -
POLICE TOTAL			\$ 60,000	\$ 175,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -
FIRE									
FD006	Fire Vehicle Preemption System	G	\$ 2,592	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -
FIRE TOTAL			\$ 2,592	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -
GENERAL SERVICES									
GS028	Future Use of Old Post Office Building	G	\$ 100,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -
GENERAL SERVICES TOTAL			\$ 100,000	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -
TOTAL CIT FUND			\$ 889,196	\$ 3,731,315	\$ 1,806,315	\$ 1,100,000	\$ 300,000	\$ 250,000	\$ 275,000
PROJECTED FUNDING									
Cash Carried Forward					\$ 829,347	\$ 199,795	\$ 388,474	\$ 1,481,543	\$ 2,739,770
Community Investment Tax					1,980,000	2,079,000	2,182,950	2,292,098	2,406,702
Less: Debt Service					(803,237)	(790,321)	(789,881)	(783,871)	-
TOTAL FUNDING AVAILABLE					\$ 2,006,110	\$ 1,488,474	\$ 1,781,543	\$ 2,989,770	\$ 5,146,472
BALANCE AVAILABLE AT SEPTEMBER 30					\$ 199,795	\$ 388,474	\$ 1,481,543	\$ 2,739,770	\$ 4,871,472

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2020-21 THROUGH FY 2024-25**

COMMUNITY DEVELOPMENT FUND										
PROJECT	DESCRIPTION	CIE	Previously Allocated	Cost of 5 Year Program	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	
COMMUNITY DEVELOPMENT										
NEW	Madison Park/Wilson Elementary Neighborhoods	D	\$ -	\$ 320,000	\$ 320,000	\$ -	\$ -	\$ -	\$ -	-
COMMUNITY DEVELOPMENT TOTAL			\$ -	\$ 320,000	\$ 320,000	\$ -	\$ -	\$ -	\$ -	-
PROJECTED FUNDING										
	CDBG				\$ 320,000	\$ -	\$ -	\$ -	\$ -	-
TOTAL FUNDING AVAILABLE					\$ 320,000	\$ -	\$ -	\$ -	\$ -	-
BALANCE AVAILABLE AT SEPTEMBER 30					\$ -	\$ -	\$ -	\$ -	\$ -	-

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2020-21 THROUGH FY 2024-25**

STREET (GAS TAX) FUND									
PROJECT	DESCRIPTION	CIE	Previously Allocated	Cost of 5 Year	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
STREET MAINTENANCE PROJECTS									
ST009	Sidewalk Replacement	R	\$ 120,977	\$ 450,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
ST010	Bridge Repair/Replacement Upgrade	R	160,943	275,000	-	50,000	50,000	75,000	100,000
ST027	Pedestrian Handrail & Safety Guardrail	R	99,750	200,000	-	50,000	50,000	50,000	50,000
NEW	GIS Server	R	-	35,000	-	35,000	-	-	-
STREET TOTAL			\$ 381,670	\$ 960,000	\$ 50,000	\$ 235,000	\$ 200,000	\$ 225,000	\$ 250,000
TRAFFIC MAINTENANCE PROJECTS									
TR001	Advance Traffic Management Center (ATMS)	R	\$ 53,302	\$ 225,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
TR005	LED Illuminated Street Sign Install/Upgrade	D	6,676	100,000	25,000	50,000	25,000	-	-
TR006	Fiber Optic Cable Upgrade	R	470	200,000	50,000	50,000	50,000	50,000	0
TR007	Traffic Signal Controller Upgrade	R	2,675	125,000	90,000	35,000	-	-	-
TRAFFIC CONTROL TOTAL			\$ 63,123	\$ 650,000	\$ 190,000	\$ 185,000	\$ 125,000	\$ 100,000	\$ 50,000
TOTAL STREET FUND			\$ 1,658,793	\$ 1,610,000	\$ 240,000	\$ 420,000	\$ 325,000	\$ 325,000	\$ 300,000
PROJECTED FUNDING									
Cash Carried Forward					\$ 632,851	\$ 473,453	\$ 201,325	\$ 95,463	\$ 65,069
Gas Tax					1,661,600	1,744,680	1,831,914	1,923,510	2,019,685
Less: Non-Capital Expenditures					(1,580,998)	(1,596,808)	(1,612,776)	(1,628,904)	(1,645,193)
TOTAL FUNDING AVAILABLE			\$ 713,453	\$ 621,325	\$ 420,463	\$ 390,069	\$ 439,561	\$ 439,561	\$ 439,561
BALANCE AVAILABLE AT SEPTEMBER 30			\$ 473,453	\$ 201,325	\$ 95,463	\$ 65,069	\$ 139,561	\$ 139,561	\$ 139,561

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2020-21 THROUGH FY 2024-25**

WATER/SEWER FUND			Previously Allocated	Cost of 5 Year Program	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
CIE									
UTILITIES MAINTENANCE									
UM006	Meter Repair/Replacement	R	\$ 246,363	610,000	\$ 50,000	\$ 230,000	\$ 230,000	\$ 50,000	\$ 50,000
UM009	Water Distribution System Asset Management	R	1,286,655	2,500,000	400,000	450,000	500,000	550,000	600,000
UM011	Minor Sewer Main Extensions (Dev Fees)	R	50,000	325,000	125,000	50,000	50,000	50,000	50,000
UM012	Collection System Asset Management	R	2,620,386	7,600,000	200,000	1,850,000	1,850,000	1,850,000	1,850,000
UM017	WRF Asset Management	R	251,663	550,000	150,000	100,000	100,000	100,000	100,000
UM018	WTP Asset Management	R	948,300	885,000	285,000	300,000	100,000	100,000	100,000
UM019	Lift Station Generator & Pump Replacement	R	353,053	250,000	50,000	50,000	50,000	50,000	50,000
UM020	Lift Station Maintenance & Rehab	R	849,615	1,425,000	165,000	315,000	315,000	315,000	315,000
UM021	Building Rehabilitation/Replacement	D	86,397	1,315,000	165,000	1,150,000	-	-	-
UM033	Lift Station 2 Basin Project	G	200,000	1,125,000	625,000	500,000	-	-	-
WATER TOTAL			\$ 6,892,432	\$ 16,585,000	\$ 2,215,000	\$ 4,995,000	\$ 3,195,000	\$ 3,065,000	\$ 3,115,000
UTILITIES OPERATIONS									
UO009	Water System Storage Tank Rehab	R	\$ 291,765	\$ 375,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
UO010	Water Treatment Plant 5	R	1,469,997	2,368,835	2,368,835	-	-	-	-
UO030	Wastewater/Reclaimed Water Tank Rehab	R	294,854	250,000	50,000	50,000	50,000	50,000	50,000
UO031	Reclaimed Water Recharge	R	180,735	1,700,000	900,000	500,000	300,000	-	-
UO032	Utilities Operations Building Improvements	D	98,663	100,000	100,000	-	-	-	-
UO033	McIntosh Park Wetland Expansion	G	65,000	8,392,175	287,175	8,105,000	-	-	-
UO034	McIntosh Park Indirect Potable Reuse (IPR)	G	-	100,000	100,000	-	-	-	-
NEW	Additional Lift Stations (Dev Fees)	G	-	1,800,000	-	600,000	400,000	400,000	400,000
NEW	Upsizing Mains (Dev Fees)	G	-	400,000	-	100,000	100,000	100,000	100,000
NEW	Water System Improvements (Dev Fees)	G	-	200,000	-	50,000	50,000	50,000	50,000
SEWER TOTAL			\$ 2,401,014	\$ 15,686,010	\$ 3,881,010	\$ 9,480,000	\$ 975,000	\$ 675,000	\$ 675,000
WATER RESOURCE MANAGEMENT									
WR001	Backflow Prevention Assembly & Large Meter	R	\$ 250,324	\$ 500,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
WR003	Wastewater Pollutant Management Program	R	138,170	200,000	-	50,000	50,000	50,000	50,000
WATER RESOURCE MANAGEMENT TOTAL			\$ 388,494	\$ 700,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
OTHER DEPARTMENTS									
NEW	GIS Server	R	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -
OTHER DEPARTMENTS TOTAL			\$ -	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -
WATER/SEWER FUND TOTAL			\$ 9,681,940	\$ 33,006,010	\$ 6,196,010	\$ 14,660,000	\$ 4,320,000	\$ 3,890,000	\$ 3,940,000
PROJECTED FUNDING									
	Utility Revenue			\$ 5,783,835	\$ 9,857,500	\$ 3,770,000	\$ 3,340,000	\$ 3,390,000	
	Water Development Fees			0	150,000	150,000	150,000	150,000	150,000
	Wastewater Development Fees			125,000	600,000	400,000	400,000	400,000	400,000
	Grants			287,175	4,052,500	0	0	0	0
TOTAL FUNDING AVAILABLE				\$ 6,196,010	\$ 14,660,000	\$ 4,320,000	\$ 3,890,000	\$ 3,940,000	

CITY OF PLANT CITY
 FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
 FY 2020-21 THROUGH FY 2024-25

SOLID WASTE FUND

PROJECT	DESCRIPTION	CIE	Previously Allocated	Cost of 5 Year Program	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
---------	-------------	-----	-------------------------	---------------------------	-------------	-------------	-------------	-------------	-------------

OTHER DEPARTMENTS

UM021	New Utilities/Solid Waste Building	D	\$ 121,608	\$ 1,315,000	\$ 165,000	\$ 1,150,000	\$ -	\$ -	\$ -
-------	------------------------------------	---	------------	--------------	------------	--------------	------	------	------

SOLID WASTE FUND TOTAL

\$	121,608	\$	1,315,000	\$	165,000	\$	1,150,000	\$	-	\$	-	\$	-
-----------	----------------	-----------	------------------	-----------	----------------	-----------	------------------	-----------	----------	-----------	----------	-----------	----------

PROJECTED FUNDING

Solid Waste Revenue			\$ 165,000	\$ 1,150,000	\$ -	\$ -	\$ -	\$ -	\$ -
---------------------	--	--	------------	--------------	------	------	------	------	------

TOTAL FUNDING AVAILABLE

\$	165,000	\$	1,150,000	\$	-	\$	-	\$	-
-----------	----------------	-----------	------------------	-----------	----------	-----------	----------	-----------	----------

BALANCE AVAILABLE AT SEPTEMBER 30

\$	-	\$	-	\$	-	\$	-	\$	-
-----------	----------	-----------	----------	-----------	----------	-----------	----------	-----------	----------

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2020-21 THROUGH FY 2024-25**

STORMWATER FUND			Previously Allocated	Cost of 5 Year	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
PROJECT	DESCRIPTION	CIE							
STORMWATER									
SW014	Stormwater Drainage Pipe Rehab	R	\$ 40,276	\$ 1,000,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
STORMWATER TOTAL			\$ 40,276	\$ 1,000,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
STORMWATER FUND TOTAL			\$ 40,276	\$ 1,000,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
PROJECTED FUNDING									
	Cash Carried Forward				\$ 1,026,832	\$ 985,635	\$ 952,378	\$ 927,458	\$ 911,293
	Stormwater Revenue				3,085,080	3,239,334	3,401,301	3,571,366	3,749,934
	Less: Non-Capital Expenditures				(2,926,277)	(3,072,591)	(3,226,220)	(3,387,531)	(3,556,908)
TOTAL FUNDING AVAILABLE					\$ 1,185,635	\$ 1,152,378	\$ 1,127,458	\$ 1,111,293	\$ 1,104,319
BALANCE AVAILABLE AT SEPTEMBER 30					\$ 985,635	\$ 952,378	\$ 927,458	\$ 911,293	\$ 904,319

**CITY OF PLANT CITY
FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
FY 2020-21 THROUGH FY 2024-25**

COMMUNITY REDEVELOPMENT AGENCY

PROJECT	DESCRIPTION	CIE	Previously Allocated	Cost of 5 Year Program	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
COMMUNITY DEVELOPMENT									
CR009	Public Parking Lot (CIT other funds)	D	\$ 608,119	\$ 200,000	\$ 100,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
ST026	Street Resurfacing from Additional Mil	R	144,866	856,024	161,236	166,073	171,055	176,187	181,473
NEW	Brick Road Restoration	R	-	165,000	90,000	75,000	-	-	-
NEW	Ballfield and Court Lighting	G	-	20,000	20,000	-	-	-	-
NEW	Brewer Park Parking Improvements	G	-	75,000	75,000	-	-	-	-
NEW	Cooper Park Fitness Trail Equipment	G	-	165,000	165,000	-	-	-	-
UM027	Midtown Utility Systems	G	200,000	400,000	200,000	200,000	-	-	-
COMMUNITY DEVELOPMENT TOTAL			\$ 952,985	\$ 1,881,024	\$ 811,236	\$ 466,073	\$ 196,055	\$ 201,187	\$ 206,473

PROJECTED FUNDING

Cash Carried Forward	\$ 96,048	\$ 44,498	\$ 337,845	\$ 899,784	\$ 1,453,911
Tax Increment Financing	1,912,500	1,969,875	2,028,971	2,089,840	2,152,536
Less: Non-Capital Expenditures	(1,152,814)	(1,210,455)	(1,270,977)	(1,334,526)	(1,401,253)

TOTAL FUNDING AVAILABLE

\$ 855,734	\$ 803,918	\$ 1,095,839	\$ 1,655,098	\$ 2,205,194
-------------------	-------------------	---------------------	---------------------	---------------------

BALANCE AVAILABLE AT SEPTEMBER 30

\$ 44,498	\$ 337,845	\$ 899,784	\$ 1,453,911	\$ 1,998,721
------------------	-------------------	-------------------	---------------------	---------------------



City of Plant City Capital Improvement Plan by Department

Project	Project Name	Funding	Project	Project Name	Funding
Fire Department			Traffic		
FD006	Fire Vehicle Preemption System	\$ 75,000	TR001	Advanced Traffic Management System (ATMS)	\$ 25,000
Total		\$ 75,000	TR005	LED Illuminated Street Sign Install/Upgrade	25,000
Police			TR006	Fiber Optic Cable Upgrade	50,000
PD006	Flooring PCPD Headquarters	\$ 175,000	TR007	Traffic Signal Controller Upgrade	90,000
Total		\$ 175,000	Total		\$ 190,000
Recreation			Water Resource Management		
RC008	Playground Improvements	\$ 150,000	WR001	Backflow Prevention Assembly & Large Meter	\$ 100,000
NEW	Planteen Recreation Center Remodel	25,000	Total		\$ 100,000
Total		\$ 175,000	Utilities Maintenance		
Parks			UM006	Meter Replacement/Repair Program	\$ 50,000
PK006	Bike/Nature Trail - Sansone Park	\$ 12,500	UM009	Water Distribution System Asset Management	400,000
PK018	Park Improvements	40,000	UM011	Minor Sewer Main Extensions	125,000
PK022	Walking Trail/Parking Lighting	20,000	UM012	Collection System Asset Management	200,000
PK023	Tennis Center Restroom/Shower/Admin Building	335,865	UM017	WRF Asset Management	150,000
PK025	Ellis-Methvin Park Pedestrian Bridge	25,000	UM018	WTP Asset Management	285,000
NEW	Ballfield and Court Lighting Refurbishment	150,000	UM019	Lift Station Generator and Pump Replacement	50,000
NEW	Dort St Basketball/Tennis Courts Reconstruction	165,450	UM020	Lift Station Maintenance and Rehabilitation	165,000
NEW	Sadye Gibbs Martin Community Center Playground	175,000	UM021	Building Rehabilitation/Replacement	330,000
NEW	Dr. MLK Jr Recreation Complex Parking	75,000	UM027	Midtown Utility Systems	200,000
NEW	Spray Park	100,000	UM033	Lift Station 2 Basin Project	625,000
NEW	Brewer Park Parking Improvements	75,000	Total		\$ 2,580,000
NEW	Cooper Park Fitness Trail Equipment	165,000	Utilities Operations		
NEW	Oaklawn Cemetery Fence	65,000	UO009	Water System Storage Tank Rehab Program	\$ 75,000
NEW	Boy Scout Pit Park Development	50,000	UO010	Water System Improvements	2,368,835
Total		\$ 1,453,815	UO030	Wastewater/Reclaimed Water Tank Rehab	50,000
General Services			UO031	Reclaimed Water Recharge	900,000
GS003	City Buildings Air Conditioning	\$ 75,000	UO032	Utilities Operations Building Improvements	100,000
GS004	Roof Upgrade/Maintenance	280,000	UO033	McIntosh Park Wetland Expansion	287,175
GS005	City Hall Exterior Brick & Window Maintenance	6,000	UO034	McIntosh Park Indirect Potable Reuse (IPR)	100,000
GS028	Renovate Old Post Office Building	150,000	Total		\$ 3,881,010
Total		\$ 511,000	Stormwater		
Street			SW014	Stormwater Drainage Pipe Rehab/Repair	\$ 200,000
ST002	Railroad Crossing	\$ 50,000	Total		\$ 200,000
ST008	Public Parking Lot Paving	150,000	Community Services		
ST009	Sidewalk Replacement	50,000	NEW	Madison Park/Wilson Elementary Neighborhoods	\$ 320,000
ST026	Street Resurfacing from Additional Mil	2,215,494	Total		\$ 320,000
NEW	Brick Road Restoration	90,000	Community Redevelopment Agency		
Total		\$ 2,555,494	CR009	Public Parking Lot Paving	100,000
			Total		\$ 100,000

Total Budget of \$12,316,319



Capital Improvement Plan

Fire

PROJECT: Fire Vehicle Preemption System - FD006

Department/Program: Fire Rescue

Description: Install a secure GPS, radio enabled preemption system for emergency fire rescue vehicles to communicate with traffic signals.

Justification: This project is a two-year plan to install equipment on six fire rescue emergency vehicles to allow the vehicles to traverse the high volume intersections in a safer environment. The preemption technology allows drivers responding to an emergency to request preemption from the traffic signal in both directions. The fire rescue units can respond from either station using the main corridor without delay from each traffic signal along the route. The always-ready system is available outside Plant City and has interoperability with similar systems. The following cities are using the technology: Destin, Rockledge, Deltona, Port Orange, Winter Haven, Bartow, New Port Richey, Orange City, Gulf Breeze, Palm City, Merritt Island, Maitland, Zephyrhills, Clermont, Northport, St. Cloud, Winter Park, Temple Terrace, and Tampa.

Other jurisdictions that use this FDOT approved technology have seen improved response times which provides expedited patient transport to local hospitals. The County may fund a regional project that would provide compatibility.

Nineteen intersections have been selected for this project. The first phase will be installed at following ten intersections along Alexander Street: Baker, Thonotosassa, Reynolds, MLK, Grant, Mendonsa, Timberlane, James L Redman, Walmart, and Walden Woods. Phase II will include nine intersections.

Core Strategies: Fire emergency responders are the lifeline of the community. Delays in arriving at the scene puts lives and property at risk. This product will improve *Customer Service* by allowing Fire Rescue personnel to arrive sooner at incidents and the hospital.

Dates: Installation of equipment on the six fire emergency vehicles and ten intersections will be completed by September 2020. The remaining nine will be completed in 2021.

Operating

Impact: The operating impact is estimated to be \$225 for annual maintenance of a central management software, after the first year, and annual maintenance of the system at \$150 per intersection/vehicle for a total cost of \$3,975.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Traffic Intersections	-	75,000	-	-	-	-
Fire Rescue Vehicles	2,592	-	-	-	-	-
TOTAL	2,592	75,000	-	-	-	-
FUNDING SOURCES						
CIT Fund	2,592	75,000	-	-	-	-
TOTAL	2,592	75,000	-	-	-	-



Capital Improvement Plan

Police

PROJECT: Flooring PCPD Headquarters - PD006

Department/Program: Police (Asset Management)

Description: Replace specific areas of carpet and tile at Plant City Police Department's headquarters.

Justification: The Plant City Police Department's headquarters was built in 2004/2005. After 15 years of around the clock usage, the carpet and tile flooring is worn in the high traffic areas. Additionally, tile throughout the building is cracking and rising up causing trip hazards.

Replacement of the flooring at the police headquarters will lessen the likelihood of a trip and fall incident, reduce the maintenance of the flooring (matching tile is no longer produced and the PD has resorted to spot replacement of non-matching tiles), and preserve the professional image of our headquarters for many years to come.

<u>Type</u>	<u>Cost/Sq. Ft</u>	<u>Sq. Ft</u>	<u>Total Cost</u>
Tile	\$8	6,000	48,000
Carpet	\$11	15,000	165,000

Core Strategies: Replacing the flooring will maximize *Organizational Effectiveness* and empower outstanding *Customer Service* by providing a safe and aesthetically pleasing environment.

Dates: **FY 2019-20:** Tile Phase
FY 2020-21: Carpet Phase

Operating Impact: There will be no increase in operating expenses as a result of the completion of this program project.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Flooring	60,000	175,000	-	-	-	-
TOTAL	60,000	175,000	-	-	-	-
FUNDING SOURCES						
CIT	60,000	175,000	-	-	-	-
TOTAL	60,000	175,000	-	-	-	-



Capital Improvement Plan

Recreation

PROJECT: Playground Improvements - RC008

Department/Program: Parks & Recreation: Recreation Division (Asset Management)

Description: Multi-year accumulation of funds to upgrade or replace playground equipment as needed due to normal weathering and wear and tear at 12 playgrounds.

Justification: The life expectancy of a playground is around 15 years. Older playgrounds need replacement pieces of equipment and upgrades to keep the equipment safe and appealing for public use. At times, repair costs exceed 50% of the replacement cost of a playground, making it more beneficial to replace the equipment. This funding is used to maintain or replace playground equipment on an annual basis. Replacement playgrounds with fall zone safety surfacing run \$85,000 to \$100,000 per unit.

Seven of our twelve playgrounds are between 19 and 25 years old. The current playground inventory with year of installation includes:

- 1995-1997: Planteen Rec, Gilchrist South, Washington.
- 2001-2002: OMA-West, Burchwood, Larson Four-Plex, Sansone.
- 2005: Gilchrist North.
- 2010: Ellis-Methvin.
- 2015: Snowden Park.
- 2019: OMA-East.
- 2020: Marie B. Ellis Park

All locations are evaluated since they are at various levels of need for repair, rehabilitation or replacement.

Core Strategies: This project relates to our core strategies of *Customer Service* and *Community Engagement* by providing suitable playgrounds for park visitors.

Dates: This project is continuous with playgrounds being evaluated and repaired or replaced each year.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Improvements	44,429	150,000	150,000	100,000	100,000	100,000
TOTAL	44,429	150,000	150,000	100,000	100,000	100,000
FUNDING SOURCES						
CIT	44,429	150,000	150,000	100,000	100,000	100,000
TOTAL	44,429	150,000	150,000	100,000	100,000	100,000

NEW

PROJECT: Planteen Recreation Center Remodel

Department/Program: Parks & Recreation: Recreation Division

Description: Remodel the interior and exterior of the Planteen Recreation Center.

Justification: The Planteen was originally built in 1959, with an addition constructed in 1988. In FY 2019, the Planteen had a kitchen remodel including the floor drains, electrical outlets, and replacement of cabinetry.

The building is showing its age and could use the following improvements:

- Interior remodel including stripping and repainting
- Assessment of ceiling and possible replacement
- Exterior sealing to deter water intrusion
- Rust removal from columns
- Exterior painting
- Landscaping stripped away from the building due to years of build-up
- New plantings installed to provide a fresh look

Core Strategies: This project relates to our core strategies of *Customer Service* and *Community Engagement* by providing suitable recreational facilities for our residents and visitors.

Dates: Design is scheduled for FY 2020-21, with the improvements to be completed during FY 2021-22.

Operating

Impact: A minimal operating expense decrease should be seen due to the improvements.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Design Improvements	-	25,000	-	-	-	-
TOTAL	-	25,000	250,000	-	-	-
FUNDING SOURCES						
General Fund Impact	-	25,000	250,000	-	-	-
TOTAL	-	25,000	250,000	-	-	-



Capital Improvement Plan

Parks

PROJECT: Bike/Nature Trail - Sansone Park - PK006

Department/Program: Parks & Recreation: Parks Division (Asset Management)

Description: Multi-year accumulation of funds to repair and resurface the 0.38 mile asphalt bike/nature trail at Mike Sansone Park.

Justification: Repairing and resurfacing the asphalt regularly will avoid more expensive rebuilding due to wear and tear from use and weather. This work is recommended for every 7-10 years and was last done in 2013.

Core Strategies: Resurfacing of the trail will help extend its life as well as meet our goals of *Customer Service* and *Community Engagement* by providing a suitable walking

Dates: This project is planned for FY 2022-23 at a projected cost of \$70,000.

Operating Impact: There will be no increase in operation expenses.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Improvements	32,502	12,500	12,500	12,500	-	-
TOTAL	32,502	12,500	12,500	12,500	-	-
FUNDING SOURCES						
General Fund	32,502	12,500	12,500	12,500	-	-
TOTAL	32,502	12,500	12,500	12,500	-	-

PROJECT: User Fee Park Improvements - PK018

Department/Program: Parks & Recreation: Parks Division (Asset Management)

Description: Multi-year funding for park improvements supported by user fees paid by local independent youth sports programs.

Justification: Each season, local independent youth sports programs pay a per player, per season user fee toward City expenses generated by their programs. This CIP is to support a program of park improvements that will benefit users in both the independent youth sports programs as well as the Plant City Parks & Recreation programs, using some of the fees generated by these programs.

Each year, youth sports programs paying the per player, per season fee include:
 Plant City Little League Baseball/Softball
 Plant City Dolphins Tackle Football/Cheerleading
 Plant City Colts Tackle Football/Cheerleading
 Plant City Football Club Lancers Competitive Soccer

Facilities used by these programs are:
 Baseball/Softball: Mike Sansone Park, Ellis-Methvin Park, MLK Rec ball fields
 Football/Soccer: OMA Sports Complex, Ellis-Methvin Park

Projects being considered include:
 Batting cages at Mike Sansone Park
 Replacement soccer goals/nets for OMA Sports Complex and Ellis-Methvin Park
 Lightning detection systems for all facilities

Core Strategies: These added amenities will meet our goals of *Customer Service* and *Community Engagement* by providing enhanced facilities for our users.

Dates: Batting cages will be completed during Summer 2020. Goals/nets are planned for FY 2020-21. Lightning detection system is planned for FY 2021-22.

Operating Impact: Minimal operating costs for potential repairs to the batting cages and soccer goals/nets. Operating costs are yet to be developed for the lightning detection system.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Design, Construction	118,029	40,000	40,000	40,000	40,000	40,000
TOTAL	118,029	40,000	40,000	40,000	40,000	40,000
FUNDING SOURCES						
General Fund (User Fees)	118,029	40,000	40,000	40,000	40,000	40,000
TOTAL	118,029	40,000	40,000	40,000	40,000	40,000

PROJECT: Ellis-Methvin Park Walking Trail Lighting - PK022

Department/Program: Parks & Recreation: Parks Division

Description: Complete the walking trail lighting at Ellis-Methvin Park.

Justification: Recently installed trail lighting projects at Brewer Park, Snowden Park and Ellis-Methvin Park have been popular with park users who have requested additional lighting in some other areas.

The north and east portions of the Ellis-Methvin Park perimeter paved walking trail were not part of the original lighting plan. This area is used extensively by residents. It would be beneficial to light this 1,000 foot portion of the trail, which will make the entire 0.9 mile perimeter trail fully lighted. LED equipment will match the existing park trail and parking lighting.

Core Strategies: This added lighting will increase public safety and encourage more use of the facility, both of which link to our *Customer Service* and *Community Engagement* goals.

Dates: Tennis Center parking lot lighting and the Snowden Park connector trail lighting are completed. This Ellis-Methvin Park lighting is scheduled for FY 2020-21.

Operating Impact: Electrical usage will increase slightly with the added LED lighting. Potential for vandalized or otherwise inoperable fixtures could raise maintenance costs \$1,000 annually.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	<small>7/14/2020</small>					
Ellis Methvin Park	38,718	20,000	-	-	-	-
TOTAL	38,718	20,000	-	-	-	-
FUNDING SOURCES						
General Fund	38,718	20,000	-	-	-	-
CRA	-	-	-	-	-	-
TOTAL	38,718	20,000	-	-	-	-

PROJECT: Tennis Center Restroom/Shower/Admin Building - PK023

Department/Program: Parks & Recreation: Parks Division

Description: Design and construct a restroom, shower, and administration building for the Plant City Tennis Center.

Justification: The Plant City Tennis Center opened in 2006. The original building design did not provide for adequate restrooms or a shower facility for patrons to clean up after play. The wood observation deck is showing signs of deterioration from nearly 15 years of use and weather. An adequate storage area was not provided for court maintenance equipment and supplies. This project would provide funding to design and construct a full-service building to meet the needs of the users and staff.

Core Strategies: This project supports our *Customer Service* and *Community Engagement* goals for local residents and visiting patrons by providing a full-service tennis facility.

Dates: Complete the design and start construction in Fiscal Year 2020-21.

Operating

Impact: An estimated annual increase of \$15,000 is expected for maintenance, water, electric and custodial expenses.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Design	75,000	-	-	-	-	-
Construction	223,406	350,000	-	-	-	-
TOTAL	298,406	350,000	-	-	-	-
FUNDING SOURCES						
General Fund	298,406	-	-	-	-	-
Impact	-	-	-	-	-	-
CIT	-	335,865	-	-	-	-
Transfer from RC006	-	14,135	-	-	-	-
TOTAL	298,406	350,000	-	-	-	-

PROJECT: Ellis-Methvin Park Pedestrian Bridge - PK025

Department/Program: Parks & Recreation: Parks Division

Description: Install a pedestrian bridge over the Ellis-Methvin Park pond to enhance user access to the new restroom/concession/event administration building.

Justification: The Ellis-Methvin walking trail around the pond is approximately half a mile. Adding a pedestrian bridge across the pond will provide users with quicker access to the new restroom/concession/event administration building.

This project was originally funded and titled as Rowena Mays Park Pedestrian Bridge.

Core Strategies: This improvement meets our *Community Engagement* and *Customer Service* goals by providing improved access and enhanced facilities.

Dates: Design will be completed during Fiscal Year 2019-20. Construction is planned for Fiscal Year 2020-21.

Operating

Impact: Annual operating cost of the bridge is estimated at \$1,000 for preventative maintenance and potential repairs to the structure.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Design	35,000	-	-	-	-	-
Construction	90,000	25,000	-	-	-	-
TOTAL	125,000	25,000	-	-	-	-
FUNDING SOURCES						
CIT	125,000	25,000	-	-	-	-
TOTAL	125,000	25,000	-	-	-	-

NEW

PROJECT: Ballfield and Court Lighting Refurbishment

Department/Program: Recreation and Parks: Parks Division (Asset Management)

Description: Multi-year accumulation of funds for re-bulbing and repairs to ball field and court lighting systems.

Justification: There are a total of over 1,400 light fixtures illuminating our various 41 ball fields and 22 courts. Over time, metal halide bulbs lose their brightness, reducing the light level on the playing surface. Additionally, over 855 of the fixtures were installed over 20 years ago and many are having wiring issues due to their age and weathering. The 142 fixtures in Plant City Stadium were refurbished in FY 2019-20. This project will fund the replacement of bulbs and repairs for the remaining lighting systems over the next three years.

Core Strategies: Improvements to facilities enhance the user experience and provide suitable playing areas, addressing our *Community Engagement* and *Customer Service* goals.

Dates: This project will be phased over FY 2020-21, FY 2021-22, and FY 2022-23, scheduling the oldest, highest used, and most problematic fields first.

Operating Impact: Ongoing annual repair costs will be reduced due to new bulbs and repairs being made by this project.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Material & Labor	-	150,000	100,000	50,000	-	-
TOTAL	-	150,000	100,000	50,000	-	-
FUNDING SOURCES						
CIT Fund	-	130,000	100,000	50,000	-	-
CRA	-	20,000	-	-	-	-
TOTAL	-	150,000	100,000	50,000	-	-

NEW

PROJECT: **Dort Street Basketball/Tennis Courts Reconstruction**

Department/Program: **Recreation and Parks: Parks Division**

Description: Rebuild the Dort Street Basketball/Tennis Courts.

Justification: The Dort Street Basketball/Tennis Courts are severely worn due to age, heavy use, and weathering. The asphalt courts have had cracking issues over the years and have been patched several times. The courts are now at end of life and need replacement to provide a suitable playing surface. Additionally, the fencing surrounding the courts is in need of replacement due to age, heavy use, and weathering. This project will replace the courts, fencing, basketball goals, tennis nets and posts, benches and trash receptacles.

Core Strategies: Improvements to facilities enhance the user experience and provide suitable playing areas, addressing our *Community Engagement* and *Customer Service* goals.

Dates: Design will be scheduled for early FY 2020-21. Construction will be scheduled as soon as possible after design is completed.

Operating Impact: Ongoing facility maintenance will be reduced slightly due to new materials in place.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Design	-	50,000	-	-	-	-
Construction	-	250,000	-	-	-	-
TOTAL	-	300,000	-	-	-	-
FUNDING SOURCES						
CIT Fund	-	165,450	-	-	-	-
Impact Fees	-	-	-	-	-	-
Transfer from PK012	-	134,550	-	-	-	-
TOTAL	-	300,000	-	-	-	-

NEW

PROJECT: Sadye Gibbs Martin Community Center Playground

Department/Program: Recreation and Parks: Parks Division

Description: Install a playground at the Sadye Gibbs Martin Community Center.

Justification: During the design of the Sadye Gibbs Martin Community Center, space was allocated for the addition of a playground. With the facility now in operation, a playground would provide a great addition that after school and summer program participants could use, as well as the general public. This project provides funding for the purchase and installation of a playground and swings, both with safety fall zone surfacing.

Core Strategies: Improvements to facilities enhance the user experience and provide suitable playing areas, addressing our *Community Engagement* and *Customer Service* goals.

Dates: Design will be scheduled for early FY 2020-21. Construction will be scheduled as soon as possible after design is completed.

Operating

Impact: Annual maintenance costs will increase approximately \$1,000 for safety fall zone surfacing replacement and miscellaneous repairs.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Improvement	-	175,000	-	-	-	-
TOTAL	-	175,000	-	-	-	-
FUNDING SOURCES						
CIT Fund	-	175,000	-	-	-	-
CRA	-	-	-	-	-	-
Impact	-	-	-	-	-	-
TOTAL	-	175,000	-	-	-	-

NEW

PROJECT: Dr. Martin Luther King Jr. Recreation Complex Parking

Department/Program: Parks & Recreation: Parks Division

Description: Parking area for the ball fields at the Dr. Martin Luther King Jr. Recreation Complex and overflow parking for the Sadye Gibbs Martin Community Center.

Justification: The existing parking area at the Recreation Complex is an open grass area containing drainage swales which become extremely wet during the rainy season. Users park haphazardly in the facility, reducing the available space for larger activities.

This project will design the parking area to maximize its capacity, address stormwater issues, and join it to the Sadye Gibbs Martin Community Center overflow grass parking area. The new parking area will allow use for both facilities.

Core Strategies: Improvements to this facility will maximize its capacity, enhance the user experience and provide a suitable parking area, addressing our *Community Engagement* and *Customer Service* goals.

Dates: Design would be completed during FY 2020-21. Construction would be planned for FY 2021-22.

Operating Impact: Increase of under \$1,000 annually for maintenance of parking area and lighting fixtures. Increase of electrical costs under \$1,000 annually for added parking lot lighting.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Design	-	75,000	-	-	-	-
TOTAL	-	75,000	-	-	-	-
FUNDING SOURCES						
CIT Fund	-	75,000	-	-	-	-
Impact	-	-	-	-	-	-
CRA	-	-	-	-	-	-
TOTAL	-	75,000	-	-	-	-

NEW

PROJECT: Spray Park

Department/Program: Parks & Recreation: Parks Division

Description: Design and install a splash pad.

Justification: A spray park or splash pad is an aquatic play feature, often in a public park, for water play that has little or no standing water, eliminating the need for lifeguards or other supervision. Splash pads utilize climb-resistant play components that are used in water play environments that have in-ground and above-grade interactive nozzles, jets, cannons or water dump systems.

Detailed planning is needed to discuss design issues (e.g., best location, parking, shade, signage, trash, etc.) as well as security, safety and budget. Research is also needed to decide between potable flow-through versus recirculating water systems which is important for daily facility maintenance and water costs.

Core Strategies: As an added amenity, a spray park will enhance our park users' experience within our City, addressing our *Community Engagement* and *Customer Service* goals.

Dates: Research and design would be completed during FY 2020-21. Future construction would be dependent upon available funding.

Operating

Impact: Research and design will help determine an ongoing annual cost, depending on the type of system selected.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Research & Design	-	100,000	-	-	-	-
Construction	-	-	650,000	-	-	-
TOTAL	-	100,000	650,000	-	-	-
FUNDING SOURCES						
CIT Fund	-	100,000	650,000	-	-	-
Impact	-	-	-	-	-	-
CRA	-	-	-	-	-	-
TOTAL	-	100,000	650,000	-	-	-

NEW

PROJECT: Brewer Park Parking Improvements

Department/Program: Parks & Recreation: Parks Division

Description: Design and construct improved parking for Dr. Hal and Lynn Brewer Park.

Justification: Brewer Park is one of our highest use passive parks in the city, with numerous users walking the 0.5 mile paved trail or sitting on the benches enjoying the scenic pond and wildlife. Originally constructed decades ago, the pond was only a fenced water retention area. When enhanced into a passive park in 2014, parking was not addressed.

Due to the heavy use, parking improvements are needed to accommodate the increased quantity of vehicles as well as the safety of the park users.

Core Strategies: Parking improvements will enhance our park users' experience, addressing our *Community Engagement* and *Customer Service* goals.

Dates: Design would be completed during FY 2020-21. Future construction would be dependent upon available funding.

Operating

Impact: Research and design will help determine an ongoing annual cost, depending on the type of system selected.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Research & Design	-	75,000	-	-	-	-
TOTAL	-	75,000	-	-	-	-
FUNDING SOURCES						
General Fund	-	-	-	-	-	-
Impact	-	-	-	-	-	-
CRA	-	75,000	-	-	-	-
TOTAL	-	75,000	-	-	-	-

NEW

PROJECT: Cooper Park Fitness Trail Equipment

Department/Program: Parks & Recreation: Parks Division

Description: Install fitness trail equipment along the Samuel W. Cooper Park trail.

Justification: The Cooper Park paved walking trail is a very utilized passive park amenities in town. The installation of fitness equipment along the trail will provide additional opportunities for park users to improve their fitness, thus improving the overall community's health. A ten to fourteen station fitness system will be installed along the Cooper Park 0.6 mile long trail. Equipment installation would include safety fall zone protection at each station.

Core Strategies: Improvements to this facility will enhance the user experience and provide a new fitness development area, addressing our *Community Engagement* and *Customer Service* goals.

Dates: Design and installation would be completed during FY 2020-21.

Operating Impact: Increase of under \$1,000 annually for maintenance of equipment and safety surfacing. New equipment should be purchased every ten years.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Installation	-	165,000	-	-	-	-
TOTAL	-	165,000	-	-	-	-
FUNDING SOURCES						
General Fund	-	-	-	-	-	-
Impact	-	-	-	-	-	-
CRA	-	165,000	-	-	-	-
TOTAL	-	165,000	-	-	-	-

NEW

PROJECT: Oaklawn Cemetery Fence

Department/Program: Parks & Recreation: Parks Division: Cemetery Program

Description: Install ornamental fencing along North Wheeler Street as it passes through Oaklawn Cemetery.

Justification: Ornamental fencing was installed along the recently built retaining wall as a safety precaution. Around 1,520 additional linear feet of fencing is needed to complete the fencing along both sides of North Wheeler Street. This fencing will replace the high maintenance hedge and provide a pleasant, yet historic appearance along the cemetery.

Core Strategies: Improvements to the facility enhances the appearance and safety of the area, addressing our *Community Engagement* and *Customer Service* goals.

Dates: Project will be scheduled for completion during Fiscal Year 2020-21.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this program project.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Installation	-	65,000	-	-	-	-
TOTAL	-	65,000	-	-	-	-
FUNDING SOURCES						
General Fund	-	65,000	-	-	-	-
Impact Fees	-	-	-	-	-	-
TOTAL	-	65,000	-	-	-	-

NEW

PROJECT: Boy Scout Pit Park Development

Department/Program: Parks: Park Maintenance

Description: Explore development of the city-owned Boy Scout pit property on Coronet Road .

Justification: The Boy Scout pit is currently not being utilized. This project was established to explore design concepts for a waterfront park on currently city-owned property. Development of the envisioned park would be the first of its kind for the City of Plant City. The envisioned park would provide for water-based recreational activities to include fishing and kayaking.

To improve this facility a study will be conducted to identify potential uses, to include, but not limited to a pier, dock, and parking lot.

Funding will be identified after the study is complete.

Core Strategies: Improvements to facilities enhance the user experience, addressing our *Community Engagement* and *Customer Service* goals.

Dates: Study projected completion - September 2021.
Design is projected completion - September 2022.

Operating

Impact: Estimated annual operating cost increase will be determined after the study and design have been completed.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Study	-	50,000	-	-	-	-
TOTAL	-	50,000	-	-	-	-
FUNDING SOURCES						
CIT	-	50,000	-	-	-	-
TOTAL	-	50,000	-	-	-	-



Capital Improvement Plan

General Services

PROJECT: City Buildings Air Conditioning Maintain/Upgrade/Replacement - GS003

Department/Program: General Services (Asset Management)

Description: Maintain, upgrade and replace all the HVAC units for various City-owned facilities.

Justification: The commercial use lifespan of an HVAC system is 10 to 15 years. Currently, the City has 82 Commercial AC units. A number of those units are well beyond their service life. This program will systematically upgrade/replace these air conditioning systems by proactively replacing units once they reach their life expectancy and are not functioning efficiently, or the condition of the unit mandates upgrading.

A new unit can cost between \$15,000 and \$24,000. Replacing a compressor is estimated to cost \$5,000. A chiller unit at City Hall could cost \$75,000, and there are four such units on the roof.

Air conditioning systems currently being monitored for near future replacement and/or upgrade include:

Unit	Quantity	Location	Yrs. in Service	Condition
General Services	2	Police Center Dr	24	Fair
Police	4	Police Center Dr	23	Fair
Train Depot	2	Palmer St	21	Fair
City Hall	1	Reynolds St	20	Poor

Core Strategies: Replacing our AC units with high efficiency systems will reduce the amount of repair work and energy costs, which will maximize *Organizational Effectiveness*.

Dates: HVAC units are repaired and replaced as needed.

Operating

Impact: Replacing or upgrading old, outdated A/C units with up-to-date high efficiency systems will result in approximately a 60% increase in cooling efficiency and approximately a 15% to 40% reduction in energy use.

ACTIVITY	Previously Allocated	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
	7/14/2020					
Construction	101,218	75,000	75,000	75,000	75,000	75,000
TOTAL	101,218	75,000	75,000	75,000	75,000	75,000
FUNDING SOURCES						
General Fund	101,218	75,000	75,000	75,000	75,000	75,000
TOTAL	101,218	75,000	75,000	75,000	75,000	75,000

PROJECT: Roof Upgrade/Maintenance - GS004

Department/Program: General Services (Asset Management)

Description: Multi-year accumulation of funds to update, maintain, or repair roofs for 35 buildings.

Justification: Staff continually assesses the condition of all City facilities. Annually, several buildings are scheduled for recoating, which costs approximately \$8,000 per year per building to extend the life of the roofs for three to seven years. This project is used for repairs and maintenance costs for the six major roofs.

The **Recreation & Parks Administration** roof was installed in 2001, coated in 2014, repaired in 2016, and scheduled for replacement in 2021. The **Library** modified bitumen style east roof was replaced in 2007 and the west roof was replaced in 2016. The **Police Department** modified bitumen style roof was replaced in late 2013, the replacement roof is a TPO single-ply roof membrane. **Fire Station 2's** roof was installed in 1993 and replaced in 2019. **Fire Station 1's** roof was installed in 1994 and is scheduled for replacement in 2021. **City Hall** modified bitumen style roof was recoated in 2009 and in 2016 to extend the life. City Hall and General Services roofs were replaced in 2020.

Core Strategies: A roof is the most important component of a building because it protects the integrity of the building. Maintaining and replacing the City's roofs maximizes *Organizational Effectiveness*.

Dates: Below is an estimated time table and cost in current dollars for replacement:

Location	Remaining Life	Inflated Cost	Annual
Fire Station 1	0	150,000	9,200
Parks & Rec Admin	0	240,000	14,650
Police	12	245,000	12,250
Library	15	415,000	20,750
Fire Station 2	18	159,000	7,950
City Hall	19	348,000	17,400
General Services	19	489,000	24,450
Small Roofs	Replaced as Needed		40,000

*1% inflation over 20 years

Operating

Impact: Replacing or recoating roofs will maximize our investment and result in approximately a 10% in reduction in energy use and expand the roof's lifespan.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	2/11/2020					
Improvements	450,861	280,000	237,400	237,150	224,900	224,900
TOTAL	450,861	280,000	237,400	237,150	224,900	224,900
FUNDING SOURCES						
General Fund	433,881	280,000	237,400	237,150	224,900	224,900
CIT	16,980	-	-	-	-	-
TOTAL	450,861	280,000	237,400	237,150	224,900	224,900

PROJECT: City Hall Exterior Brick & Window Maintenance - GS005

Department/Program: General Services (Asset Management)

Description: Maintenance of City Hall exterior brick and windows

Justification: Every 6 to 7 years the exterior of City Hall must be pressure washed, caulked, and sealed to maintain water tight integrity. This project will be a proactive approach to extend the life of the building.

The building was last sealed in 2020 and will need to be completed again in the 2026-27 budget cycle. The cost is approximately \$35,000.

Core Strategies: Maintaining the City Hall's exterior helps ensure that the building is protected against the elements which maximizes *Organizational Effectiveness*.

Dates: Next coating will be done in FY 2026-27.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this program project.

ACTIVITY	Previously Allocated <small>7/14/2020</small>	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Maintenance	13,050	6,000	6,000	6,000	6,000	6,000
TOTAL	13,050	6,000	6,000	6,000	6,000	6,000
FUNDING SOURCES						
General Fund	13,050	6,000	6,000	6,000	6,000	6,000
TOTAL	13,050	6,000	6,000	6,000	6,000	6,000

PROJECT: Future Use of Old Post Office Building - GS028

Department/Program: General Services

Description: Design and construct new facility on the property located at 301 W Reynolds

Justification: In December 2018, the City purchased three parcels located at 301 W Reynolds Street property. One parcel has an 18,000 square foot building, formerly used as a U.S. Post Office, and two parking lot parcels. The City found that the roof should be replaced due to significant moisture damage, and the interior would have to be completely remediated due to mold, lead paint and asbestos. Renovating the existing building is not practical; therefore, it would be in the best interest of the City to demolish the facility.

Once the City determines the highest and best use of the property for the citizens of Plant City, the City could proceed with an architectural concept and design of a new facility to implement the vision. This will be accomplished as follows: 1) demolish current facility; 2) hire a consultant for a conceptual plan; 3) design a new facility based on the determination of the best use for the property; 4) finalize design; and 5) construct a new facility based on best use.

Core Strategies: Providing a facility with convenient customer access will support the goal of *Excellent Customer Service*. Determining the best use will support the goal of optimizing *Organizational Effectiveness*.

Dates: Assessment of the building in Fiscal Year 2018-19
 Demolition in Fiscal Year 2020-21
 Design in Fiscal Year 2021-22
 Construction in Fiscal Year 2022-23

Operating Impact: Once the facility opens, the utility costs will be an additional expense of approximately \$60,000 per year. Maintenance of the facility will be programmed into the annual recurring costs.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Architectural Study	10,000	-	-	-	-	-
Design	90,000	-	-	-	-	-
Demolition	-	150,000	-	-	-	-
TOTAL	100,000	150,000	-	-	-	-
FUNDING SOURCES						
CIT Fund	100,000	150,000	-	-	-	-
TOTAL	100,000	150,000	-	-	-	-



Capital Improvement Plan

Street

PROJECT: Railroad Crossing - ST002

Department/Program: Street Maintenance (Asset Management)

Description: Future year allocations of railroad crossing improvements are programmed for renovation based on crossing condition.

Justification: Funds are set aside every year to be used for railroad projects to maintain the level of service on City roads at railroad crossings. CSX completes the repairs and the City funds the improvements.

The City must be prepared to pay for each project without the ability to plan. At this time, the City has not been notified of any immediate improvements.

Core Strategies: Improvements at railroad crossings show citizens and prospective businesses that Plant City takes pride in the City streets. This is an indication to prospective businesses that the City spends funds to maintain its transportation infrastructure and welcomes new *Economic Development*.

Dates: The repair of railroad crossings occur throughout the fiscal year.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this program project.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Repair Railroad Crossing	465,778	50,000	50,000	50,000	50,000	50,000
TOTAL	465,778	50,000	50,000	50,000	50,000	50,000
FUNDING SOURCES						
CIT	456,203	50,000	50,000	50,000	50,000	50,000
Streets	9,575	-	-	-	-	-
TOTAL	465,778	50,000	50,000	50,000	50,000	50,000

PROJECT: Public Parking Lot Paving - ST008 & CR009

Department/Program: Street Maintenance

Description: Resurface/repave City owned parking lots.

Justification: The City-owned a number of parking areas. To properly maintain the parking areas, funds are being programmed for resurfacing/repaving. Each lot will be reviewed every 10 years.

Core Strategies: Providing free and well-maintained parking lots for visitors demonstrates to prospective businesses that the City welcomes new *Economic Development*.

Dates: The following list of City owned parking areas includes projected dates for the improvements and landscaping:

Year	Description	CIT Funding	CRA Funding
2021	South Municipal Lot	\$ -	\$ 56,000
2021	Police Headquarters	\$ 141,000	\$ -
2022	1914 Facility	\$ 25,000	\$ -
2023	Fleet Maintenance	\$ 150,000	\$ -
2024	Plant City Stadium & Larsen Parking	\$ 150,000	\$ -
2030	City Hall	\$ 62,000	\$ -
2035	Mahoney Street	\$ -	\$ 60,000
2035	North Municipal Lot	\$ -	\$ 128,000
Various	Linear Park parking along CSX tracks	\$ -	\$ 10,000
		\$ 528,000	\$ 254,000

The design for Mahoney Street and the North Municipal Lot was complete in March 2020 at an estimated cost of \$590,000 for both projects.

Operating

Impact: Completion of the projects listed above will increase the life cycle of each asset. There will be no increase in operating expenses as a result of the completion of this

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Repair & Maintenance	709,091	250,000	175,000	125,000	125,000	125,000
TOTAL	709,091	250,000	175,000	125,000	125,000	125,000
FUNDING SOURCES						
CIT	100,972	150,000	150,000	100,000	100,000	125,000
CRA	608,119	100,000	25,000	25,000	25,000	25,000
TOTAL	709,091	250,000	175,000	125,000	125,000	150,000

PROJECT: Sidewalk Replacement - ST009

Department/Program: Street Maintenance (Asset Management)

Description: Sidewalk repairs and retrofitting to meet the ADA requirements for sidewalks.

Justification: To keep sidewalks safe for pedestrian traffic throughout the City and retrofit sidewalks to meet Federal ADA requirements. A safe, well maintained sidewalk system will encourage people to walk on the sidewalk and not walk in the street, thereby reducing reducing potential pedestrian/vehicular conflicts.

The current funds will be used to replace sidewalks and also mitigate sidewalk hazards. The priority list of sidewalks are evaluated annually.

Plans for FY 2020-21 include the following areas:

- Collins St. / Baker St. to Calhoun St. Eastside (158' x 5', 15 yards)
- Collins St. / Baker St. to Calhoun St. Westside (187' x 6', 21 yards)
- Country Hills Blvd. / Hunts Ct. to Westwind Dr. (110' x 6', 12.5 yards)
- Herring St. / Palmer St. to Wheeler St. Northside (180' x 5', 17 yards)
- Collins St. / Tever St. to Calhoun St. Eastside (105' x 5', 10 yards)
- Walter Dr. / Baker to Reynolds (461' x 4', 34.5 yards)

Core Strategies: Repairing sidewalks and retrofitting ADA ramps throughout the City is necessary to provide a safe, well-maintained sidewalk system for the citizens and visitors. Sidewalks also provide safe routes to schools for pedestrian foot traffic. Ensuring the safety of pedestrians empowers outstanding *Customer Service*.

Dates: Sidewalk repairs and retrofitting ADA ramps is a continuous project throughout the fiscal year.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this program project. Sidewalk improvements will reduce the City's exposure to potential liability associated with pedestrian accidents.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Maintenance & Construction	120,977	50,000	100,000	100,000	100,000	100,000
TOTAL	120,977	50,000	100,000	100,000	100,000	100,000
FUNDING SOURCES						
Street Fund	120,977	50,000	100,000	100,000	100,000	100,000
TOTAL	120,977	50,000	100,000	100,000	100,000	100,000

PROJECT: Street Resurfacing and Paving from Additional Mil - ST026

Department/Program: Street Maintenance (Asset Management)

Description: Resurface and pave various roads throughout the City.

Justification: Resurfacing streets and paving City-maintained dirt roads is necessary to sustain the City's infrastructure in a serviceable condition and prevent deterioration of the roadway.

As part of the resurfacing project, the City will also address the ADA's requirements for ramps. Title II of the Americans with Disabilities Act (ADA) requires that local governments ensure that persons with disabilities have access to the pedestrian routes in the public right-of-way. An important part of this requirement is the obligation whenever streets are altered (resurfaced) to provide curb ramps where pedestrian walkways cross curbs. Of the \$2,540,494 generated by the 1 mil, \$325,000 will be transferred to the Street Fund to cover some of the cost to maintain streets leaving \$2,215,494 for this CIP.

The list of streets to be resurfaced and dirt roads to be paved for FY 2020-21 will be submitted to the City Commission for approval in the second quarter of the fiscal year.

Core Strategies: Maintaining the City streets facilitates *Economic Development* by providing citizens and visitors with safe and efficient travel.

Dates: The approved list of streets for resurfacing and roads for paving will be completed by September 2021.

Operating

Impact: A progressive and preventative maintenance program for the 160 centerline miles of paved streets and nearly 2 miles of dirt roads is an efficient method and prudent use of public funds to maintain the City's infrastructure.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Maintenance & Construction	2,001,950	2,215,494	2,281,959	2,350,418	2,420,930	2,493,558
TOTAL	2,001,950	2,215,494	2,281,959	2,350,418	2,420,930	2,493,558
FUNDING SOURCES						
General Fund	1,857,084	2,054,258	2,115,886	2,179,362	2,244,743	2,312,085
CRA	144,866	161,236	166,073	171,055	176,187	181,473
TOTAL	2,001,950	2,215,494	2,281,959	2,350,418	2,420,930	2,493,558

NEW

PROJECT: Brick Road Restoration

Department/Program: Street Maintenance

Description: Restore functionality and aesthetics to brick roads within historic downtown and surrounding areas.

Justification: Establish a level of maintenance and restoration while maintaining historical accuracy.

Locations:

Drane St. - between Wheeler St. and Evers St.
 Gilchrist St. - between Collins St. and Evers St.

This project also provides funding to restripe downtown streets.

Core Strategies: Maintain *Operational Effectiveness* and *Customer Service* by restoring the functionality of these deteriorating roadways back to their original functionality and nostalgia.

Dates: Spring 2021 - Drane St.
 Spring 2022 - Gilchrist St.

Operating

Impact: There will be no increase in operating expenses associated with the completion of this project.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Maintenance	-	75,000	75,000	-	-	-
Striping	-	15,000	-	-	-	-
TOTAL	-	90,000	75,000	-	-	-
FUNDING SOURCES						
CRA Fund	-	90,000	75,000	-	-	-
TOTAL	-	90,000	75,000	-	-	-



Capital Improvement Plan

Traffic

PROJECT: Advanced Traffic Management System (ATMS) - TR001

Department/Program: Engineering: Traffic (Asset Management)

Description: Multi-year plan to maintain the ATMS system: upgrade servers, CCTV cameras, fiber hubs, switches, software and video wall.

Justification: In 2019, 38 major traffic incidents created congestion through Plant City's arterial corridors. The Advanced Traffic Management System provides state-of-the-art, real-time traffic management response, and incident management. FDOT requires upgrades to maintain compliance with and connectivity to the FDOT subsystem.

Management of this system reduces motorist's fuel cost, vehicle emissions, and traffic congestion by reducing the number of stops and intersection delays. In November 2019, an arterial study on the corridor of Alexander Street and James L. Redman Parkway showed a reduction of fuel consumption by 4.8%, stops by 16%, and travel delays by 26.4%.

Core Strategies: This project supports *Customer Service*, *Organizational Effectiveness*, and *Economic Development*.

Dates: Upgrade of the ATMS system is expected to occur in 5-7 years for an estimated cost of \$250,000. This server and software, upgraded in FY 2017-18, has a six-year life cycle.

Operating

Impact: There will be no increase in maintenance of traffic signals operating expenses as a result of the completion of this project. The City receives \$50,422 from the FDOT for having 34 intersections that are monitored and interconnected through a central management center.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
ATMS	53,302	25,000	50,000	50,000	50,000	50,000
TOTAL	53,302	25,000	50,000	50,000	50,000	50,000
FUNDING SOURCES						
Street Fund	53,302	25,000	50,000	50,000	50,000	50,000
TOTAL	53,302	25,000	50,000	50,000	50,000	50,000

PROJECT: LED Illuminated Street Sign Install/Upgrade - TR005

Department/Program: Engineering: Traffic Operations

Description: Install/upgrade all signalized intersections with LED illuminated street signs.

Justification: LED illuminated signs consume 75% less power than incandescent or fluorescent bulbs. This allows the signal battery backup system to have a longer run time during unexpected power outages. Illuminated signs will also benefit first responders, elderly travelers, and visitors with better visualization of upcoming intersections.

In FY 2019-20, illuminated street signs were replaced at Alexander/Baker, Alexander/Mendonsa, Alexander/Grant, Alexander/I-4, Thonotosassa/Baker, Wheeler/MLK and Franklin/Baker at a cost of \$46,312.

Annually, five intersections will be completed. In FY 2020-21, installation of four signs at each location will be completed:

- Reynolds/Palmer
- Reynolds/Evers
- Reynolds/Wheeler
- Alexander/Jim Johnson
- Alexander/High School

Core Strategies: This project will improve *Customer Service* by providing first responders and motorists a clear visual indication of street names and directions.

Dates: The five intersections will be completed by the end of Fiscal Year 2020-21. The entire project will be completed in Fiscal Year 2022-23.

Operating

Impact: The operating impact will include annual maintenance. The sign has minimal costs associated with maintenance of the LED bulb which has a life expectancy of 5-8 years.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	<i>7/14/2020</i>					
Installation	6,676	25,000	50,000	25,000	-	-
TOTAL	6,676	25,000	50,000	25,000	-	-
FUNDING SOURCES						
Street Fund	6,676	25,000	50,000	25,000	-	-
TOTAL	6,676	25,000	50,000	25,000	-	-

PROJECT: Fiber Optic Cable Upgrade - TR006

Department/Program: Engineering: Traffic Operations

Description: Replace 125,000 ft of Fiber Optic cable throughout the City Traffic Network.

Justification: The traffic fiber was installed between 1995-2003 with a life expectancy of 18-20 years. This fiber provides communications of real-time conditions. These conditions are captured and transferred to our central management center in real-time to improve timing and coordination on city streets. Modernizing the fiber optics, traffic signals, and ITS equipment throughout the City will increase public safety, shorten commutes, reduce greenhouse gases, and increase mobility at intersections for all modes of travel. During the network upgrade, the fiber tested showed numerous spikes, micro bends, and poor light passage indicating aging fiber. Approximately half of this project will be able to be performed in-house at a substantial cost savings to the City. This five-year project will target failing fiber spans first.

Core Strategies: This project will facilitate *Economic Development* by installing fiber cable that will be used for future transportation needs for advancing technologies and projects. It will also empower outstanding *Customer Service* by decreasing the number of communication failures, which result in increased response times.

Dates: Beginning in FY 2019-20, 25,000 LF will be replaced annually for the next five years. The most critical fiber spans will be replaced first and the project will be complete by FY 2023-24.

Operating Impact: There will be no increase in operating expenses with this project. Annual preventative maintenance will occur per routine schedule.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Fiber Replacement	470	50,000	50,000	50,000	50,000	-
TOTAL	470	50,000	50,000	50,000	50,000	-
FUNDING SOURCES						
Street Fund	470	50,000	50,000	50,000	50,000	-
TOTAL	470	50,000	50,000	50,000	50,000	-

PROJECT: Traffic Signal Controller Upgrade - TR007

Department/Program: Engineering: Traffic Operations

Description: Upgrade 60 traffic controllers.

Justification: The current hardware platform that Traffic has deployed is the Naztec/Trafficware 900 series (980) model controller installed in 2007/2008. This controller has been removed from the Florida Department of Transportation (FDOT) approved products list. Also, it is not ATC 6.25 engine board compliant in hardware or software.

Implementation of a new controller will provide the City with a FDOT compliant product. New controllers have two processors; one has video and web server capabilities and the other runs general controller and advanced processes. The advanced processes include the Synchro Green Adaptive and Connected Vehicle capabilities. The dual processors are firewalled from each other so that a hacker cannot exploit the system processes. The controller will be built to run Trafficware's new Scout software which fully supports the latest cabinet technologies including NEMA, ATC, and advanced software offerings such as Vehicle-to-Infrastructure (V2I) and Smart City technologies.

Core Strategies: This project will support *Customer Service* and *Effective Communication* goals by providing infrastructure that is compatible with Smart City technologies.

Dates: **FY 2019-20:** 25 Controllers (Completed)
FY 2020-21: 25 Controllers
FY 2021-22: 10 Controllers

Operating

Impact: Operating expenses, after the one year manufacturer warranty, will continue to be incorporated into Traffic's operating maintenance budget.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Controller Upgrade	2,675	90,000	35,000		-	-
TOTAL	2,675	90,000	35,000	-	-	-
FUNDING SOURCES						
Street Fund	2,675	90,000	35,000	-	-	-
TOTAL	2,675	90,000	35,000	-	-	-



Capital Improvement Plan

Water Resource Management

PROJECT: Backflow Prevention Assembly & Large Meter - WR001

Department/Program: Water Resource Management: Cross Connection Control (Asset Management)

Description: Replace large backflow prevention assemblies and associated water meters.

Justification: Florida Administrative Code Rule 62-555.360 requires that public water systems establish and implement a "routine Cross Connection Control program." Routine testing, repair, maintenance and replacement of backflow prevention assemblies protects public health, safety and welfare and also protects the City's liability as the water provider. Backflow Prevention Assemblies have an anticipated service life of 15 to 20 years. As the assemblies approach the end of their useful life, many will no longer be repairable. Replacing these ensures protection of the water distribution system.

Replacing large meters concurrent with their backflow prevention assemblies provides improved cost efficiency and coordination, and ensures accurate ongoing assessment of water use.

Core Strategies: These programs enhance *Organizational Effectiveness* and support outstanding *Customer Service*.

Dates: Routine tests, repairs, maintenance, and replacements of backflow prevention assemblies and associated meters occur throughout the fiscal year, as scheduled, and/or as needed.

Operating

Impact: There will be no increase in operating expenses as a result of completing this program.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
BFP Assemblies	200,324	50,000	50,000	50,000	50,000	50,000
Large Meters	50,000	50,000	50,000	50,000	50,000	50,000
TOTAL	250,324	100,000	100,000	100,000	100,000	100,000
FUNDING SOURCES						
Water/Sewer Fund	250,324	100,000	100,000	100,000	100,000	100,000
TOTAL	250,324	100,000	100,000	100,000	100,000	100,000



Capital Improvement Plan

Utilities Maintenance

PROJECT: Meter Replacement/Repair Program - UM006

Department/Program: Utilities: Utilities Maintenance: Line Maintenance (Asset Management)

Description: Scheduled meter replacement program on a ten-year cycle to ensure accuracy in measuring and billing consumption.

Justification: Water meters are the asset by which water usage is tracked. Proper recording of usage is paramount to accurate reporting and billing.

Since the City is fully automated with meters using wireless technology, the ten-year cycle of replacing 5/8" to 2" meters has resumed.

The larger meters 3" and up will continue to be tested by an outside vendor.

Core Strategies: The meter program helps to maximize *Organizational Effectiveness* and enables us to provide outstanding *Customer Service*.

Dates: The meters are replaced on a ten-year cycle.

	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>	<u>2024-25</u>
Estimated Number of Meters	513	1,041	757	0	0
	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>2029-30</u>
	940	3,282	2,389	845	1,306

Operating

Impact: There will be no increase in operating expenses as a result of completion of these projects.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	<i>7/14/2020</i>					
Meter Replacement	246,363	50,000	230,000	230,000	50,000	50,000
TOTAL	246,363	50,000	230,000	230,000	50,000	50,000
FUNDING SOURCES						
Water/Sewer Fund	246,363	50,000	230,000	230,000	50,000	50,000
TOTAL	246,363	50,000	230,000	230,000	50,000	50,000

PROJECT: Water Distribution System Asset Management - UM009

Department/Program: Utilities: Utilities Maintenance: Line Maintenance (Asset Management)

Description: Replacement and upsizing of existing water mains that have reached or exceeded their useful life.

Justification: The funds in this project will be utilized for engineering, construction, and related services including, but not limited to the items below:

1. Replacement of existing water mains and related appurtenances.
2. Replacement of lead, galvanized, and copper services and mains with ductile iron or PVC throughout the City.
3. Upsizing of water mains when in conjunction with the replacement of undersized existing lines to improve service in various areas throughout the City.
4. Replace water mains and services in cooperation with street resurfacing, when feasible.
5. Annual valve exercising in accordance with DEP recommendations.
6. Water main looping where feasible of the City's 112+ dead end water mains will be phased into this project as development funds allow.

Core Strategies: Maintaining the water mains supports the safety of the public health, maximizes *Organizational Effectiveness*, and empowers outstanding *Customer Service*.

Dates: Approximately 400 valves will be exercised each fiscal year. Specific projects for replacing, upsizing, and looping for quality will be finalized after the master plan is complete in July 2020.

Operating

Impact: Replacing deteriorated water lines will reduce the costs and disruptions associated with emergency repairs, as well as, improve water quality and fire protection where feasible.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Engineering and Construction	1,286,655	400,000	450,000	500,000	550,000	600,000
TOTAL	1,286,655	400,000	450,000	500,000	550,000	600,000
FUNDING SOURCES						
Water/Sewer Fund	1,286,655	400,000	450,000	500,000	550,000	600,000
TOTAL	1,286,655	400,000	450,000	500,000	550,000	600,000

PROJECT: Minor Sewer Main Extensions - UM011

Department/Program: Utilities: Utilities Maintenance: Line Maintenance (Asset Management)

Description: Minor sewer main extensions.

Justification: This project is used to cover the cost to upsize sewer mains that a developer will install when the upsizing will accommodate future development for the City.

This project also provides funding for minor extensions to connect existing City residents where sewer is available via gravity to an existing sewer main, and have paid the development fees to connect to City wastewater.

The funding has been increased for FY 2020-21 for the possible upsizing of the force main being installed on Maryland Avenue.

Core Strategies: Providing these services enables *Organizational Effectiveness*, empowers outstanding *Customer Service*, and facilitates *Economic Development*.

Dates: Minor sewer main extensions are an ongoing process. Upsizing and minor extensions occur based upon need.

Operating

Impact: There will be no increase in operating expenses as a result of completion of these projects.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Engineering, Permitting, and Construction	82,470	125,000	50,000	50,000	50,000	50,000
TOTAL	82,470	125,000	50,000	50,000	50,000	50,000
FUNDING SOURCES						
Development Fees	50,000	125,000	50,000	50,000	50,000	50,000
Water Sewer	32,470	-	-	-	-	-
TOTAL	82,470	125,000	50,000	50,000	50,000	50,000

PROJECT: Collection System Asset Management - UM012

Department/Program: Utilities: Utilities Maintenance (Asset Management)

Description: Replacement of gravity sanitary sewer lines and force mains that have reached or exceeded their useful life.

Justification: The funds in the project will be utilized for engineering, construction, and related services including but not limited to the items listed below:

1. Replace, relocate, and upgrade wastewater lines, manholes and related appurtenances by both in-house staff and contractors.
2. Replace, Cured-In-Place-Pipe (CIPP) Line, or point repair the sanitary sewer mains deemed to be critical in accordance with the Sanitary Sewer Condition Assessment.
3. Replace sanitary sewer mains and services in cooperation with street resurfacing.

Projects are prioritized to improve service in various areas throughout the City as outlined in the Sanitary Sewer Condition Assessment Report.

Core Strategies: This program supports our ability to maintain *Organizational Effectiveness* and provide outstanding *Customer Service*. It also enhances the City's ability to protect public health.

Dates: Specific projects for replacing and upsizing gravity sanitary sewer lines and force mains will be finalized once the master plan is complete in June 2020.

Operating

Impact: Replacing deteriorated sanitary sewer lines will reduce the costs and disruptions associated with emergency repairs, and reduce costs associated with treatment, pumping, and disposal of groundwater entering the system through infiltration.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Engineering, Design, Permitting and Construction	2,620,386	100,000	1,750,000	1,750,000	1,750,000	1,750,000
In-house Replacement		100,000	100,000	100,000	100,000	100,000
TOTAL	2,620,386	200,000	1,850,000	1,850,000	1,850,000	1,850,000
FUNDING SOURCES						
Water/Sewer Fund	2,620,386	200,000	1,850,000	1,850,000	1,850,000	1,850,000
TOTAL	2,620,386	200,000	1,850,000	1,850,000	1,850,000	1,850,000

PROJECT: WRF Asset Management - UM017

Department/Program: Utilities Maintenance: Mechanical/Electrical (Asset Management)

Description: Upgrade electrical, mechanical equipment or systems at the Water Reclamation Facility.

Justification: Staff at the Water Reclamation Facility monitor, maintain, upgrade and dispose of assets or components in a cost effective manner. This includes but is not limited to eliminating or upgrading parts, components, and/or processes that are not functioning as intended or no longer serve a purpose. These projects include: replace headworks screening system; modify dechlorinating system; modify SCADA system; upgrade security system; modify the sludge drying bed system; and modify the truck wash system.

Funds are also used for systematic repair, rehabilitation, and replacement of assets that have failed or are at the end of their service life.

Continuing from FY 2018-19, this project includes funding to replace the three different sizes of automatic valves. The 42 automatic valves in the plant are 11 years old and are giving ROM errors. The boards inside the actuators are no longer available for purchase separately and the entire unit must be replaced at a cost of approximately \$5,500 each. The total cost to replace all units would be approximately \$152,000. The \$50,000 AM scheduled replacement is the final installment of the \$152,000.

Core Strategies: Maintaining the Water Reclamation Facility enables *Organizational Effectiveness* and empowers outstanding *Customer Service*.

Dates: Projects anticipated are subject to change based on operational priorities.

FY 2020-21: Compliance & Process Control Meter/Probes/Components Replacement/Repair

FY 2021-22: Scum pumps and Anoxic Basin Mixers

FY 2022-23: Truck wash and drying beds.

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this projects.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Replace and Repair	251,663	100,000	100,000	100,000	100,000	100,000
Scheduled AM	-	50,000		-	-	-
TOTAL	251,663	150,000	100,000	100,000	100,000	100,000
FUNDING SOURCES						
Water/Sewer Fund	251,663	150,000	100,000	100,000	100,000	100,000
TOTAL	251,663	150,000	100,000	100,000	100,000	100,000

PROJECT: WTP Asset Management - UM018

Department/Program: Utilities Maintenance: Mechanical/Electrical (Asset Management)

Description: Repair and rehabilitate the water treatment plants.

Justification: The City owns and operates four Water Treatment Plants (WTP). Staff at the Water Treatment Plant monitor, maintain, upgrade and dispose of assets or components in a cost effective manner. This includes but is not limited to eliminating or upgrading parts, components, and/or processes that are not functioning as intended or no longer serve a purpose. The following projects are in the planning stages: repair and replace chemical feed systems; modify SCADA system; upgrade security system; and upgrade tank mixing; replace chlorine tank(s); maintain chlorine spill protection and containment; and overhaul and beautification of the water plant facilities and wells.

Funds are also used to repair, rehabilitate, and replace assets that have failed or are at the end of their service life.

Core Strategies: Maintaining the Water Treatment Plants protects the public's health, enables *Organizational Effectiveness*, and empowers outstanding *Customer Service*.

Dates: Projects anticipated are subject to change based on operational priorities.
FY 2020-21 WTP 2 - Replace auxiliary generator, Cl2 tank replacements, overhaul & beautification
WTP 3 - Tank flushing
FY 2021-22 WTP 3 - Chlorine tank replacement, Cl2 tank replacement, overhaul & beautification
FY 2022-23 WTP 1 - Chlorine tanks 1 and 2 replacements, overhaul & beautification
FY 2023-24 WTP 4 - Chlorine Tank 1 replacement, overhaul & beautification
FY 2024-25 WTP 4 - Chlorine Tank 2 replacement

Operating Impact: There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated <small>7/14/2020</small>	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Unscheduled Repairs	543,300	100,000	100,000	100,000	100,000	100,000
Scheduled AM	405,000	185,000	200,000	-	-	-
TOTAL	948,300	285,000	300,000	100,000	100,000	100,000
FUNDING SOURCES						
Water/Sewer Fund	948,300	285,000	300,000	100,000	100,000	100,000
TOTAL	948,300	285,000	300,000	100,000	100,000	100,000

PROJECT: Lift Station Generator and Pump Replacement - UM019

Department/Program: Utilities: Utilities Maintenance: Mechanical Electrical (Asset Management)

Description: Upgrade generators and pumps for sanitary lift stations.

Lift Station Pumps

The City's lift stations are an integral part of wastewater collection system. stations that have two to three pumps each. The average life expectancy of the lift station pumps is 10 to 15 years. Due to the increase of flushable wipes being introduced into the system, the standard lift station pumps are requiring excessive maintenance and are prematurely failing. In an effort to reduce the disproportionate maintenance and early failures of the standard pumps, the more expensive chopper pumps are being selected to replace the failing standard pumps. Estimated annual pump replacement cost is approximately \$50,000.

Generators

The City currently has stationary back-up generators for 18 of the 43 lift stations to protect the lift stations with the largest flow and those with overflow issues. The life expectancy of the generators is approximately 20 to 25 years. The program will provide uniform funding annually which will allow for the replacement of generators when they reach the end of their useful life.

Core Strategies: Maintaining the generators that support the lift stations, which aid in mitigating sanitary sewer overflows and regulatory violations, maximizes *Organizational Effectiveness*. Generators also keep lift stations running when power is not available, which empowers outstanding *Customer Service*. It also enhances the City's ability to protect public health.

Dates: Below is the schedule for lift station generator replacement:

LS #	Year Installed	Year To Be Replaced	LS #	Year Installed	Year To Be Replaced	LS #	Year Installed	Year To Be Replaced
LS #2	1995	2020	LS #28	2004	2024	LS #17	2005	2025
LS #5	1999	2020	LS #22	2004	2024	LS #20	2005	2025
LS #3	2004	2024	LS #14	2005	2025	LS #26	2005	2025
LS #11	2004	2024	LS #13	2005	2025			

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this program project.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Pump and Generator Replacement	353,053	50,000	50,000	50,000	50,000	50,000
TOTAL	353,053	50,000	50,000	50,000	50,000	50,000
FUNDING SOURCES						
Water/Sewer Fund	353,053	50,000	50,000	50,000	50,000	50,000
TOTAL	353,053	50,000	50,000	50,000	50,000	50,000

PROJECT: Lift Station Maintenance and Rehabilitation - UM020

Department/Program: Utilities: Utilities Maintenance: Mechanical Electrical (Asset Management)

Description: Maintain and rehab lift stations.

Justification: The City's 44 lift stations are a vital part of the City's collection system. Proper maintenance reduces the probability of system failures and emergency repairs that can lead to violations of regulations and subsequent fines. Maintenance includes, but is not limited to electrical, mechanical, pumps, motors, instrumentation, control panels, access hatches, valves, etc.

The City has incorporated chopper pumps into the lift stations to reduce the amount of rags that cause pump failures and screen clogging at the City's WRF. A complete condition assessment is being performed for all lift stations performed to accurately develop a repair/upgrade program based on criticality.

Core Strategies: Maintaining the City's lift stations, which aid in mitigating sanitary sewer overflows and regulatory violations, maximizes *Organizational Effectiveness*. Keeping lift stations running properly empowers outstanding *Customer Service*.

Dates: Upgrades and repairs to the City's lift stations are done throughout the year. Most lift stations are approximately 20-50 years old. A lift station condition assessment project is being done to evaluate and prioritize the repair and replacement needs for the lift stations. The assessment is anticipated to be completed July 2020.

Operating Impact: There will be a savings from unplanned repair costs as a result the continued execution of this project. Continuous upgrade will provide a more efficient system.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Maintenance/Repair	18,281	15,000	15,000	15,000	15,000	15,000
Scheduled Rehab.	831,334	150,000	300,000	300,000	300,000	300,000
TOTAL	849,615	165,000	315,000	315,000	315,000	315,000
FUNDING SOURCES						
Water/Sewer Fund	849,615	165,000	315,000	315,000	315,000	315,000
TOTAL	849,615	165,000	315,000	315,000	315,000	315,000

PROJECT: Building Rehabilitation/Replacement - UM021

Department/Program: Utilities: Utilities Maintenance: Line Maintenance / Solid Waste

Description: Construct a new facility or renovate the Utilities Maintenance/Solid Waste complex.

Justification: The facility located at 1802 Spooner Drive houses both the Utilities Maintenance and Solid Waste departments. The building, 30 years in age, requires significant repairs along with renovations to meet Building Code requirements. The City enlisted the services of an architect to evaluate the existing building and develop a space needs assessment. The report from the architect, completed in April 2020, provided the following three options, and estimated project costs:

1. Minimal improvements to meet Building Code requirements - \$1,000,000
2. Renovate the existing facility to meet space needs - \$1,750,000
3. Construct a new 12,000 sf single story facility - \$3,300,000

Note: The estimated project costs are for budgetary purposes and will be refined during development of the construction documents in the design phase.

Core Strategies: Improving the current working environment will maximize *Organizational Effectiveness* by reducing the amount of repairs and providing comfortable workspace for employees.

Dates: April 2020 - Conducted evaluation and space needs assessment
 November 2020 - Begin design of a new facility
 December 2022 - Complete construction of a new facility

Operating Impact: Depending on the size and efficiency of the new facility, operating expenses could increase or decrease as a result of the completion of this project.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Design	208,005	30,000	-	-	-	-
Construction	-	550,000	2,500,000	-	-	-
TOTAL	208,005	580,000	2,300,000	-	-	-
FUNDING SOURCES						
Water/Sewer Fund	86,397	165,000	1,150,000	-	-	-
Solid Waste Fund	121,608	165,000	1,150,000	-	-	-
Transfer from UM030	-	250,000	-	-	-	-
TOTAL	208,005	580,000	2,300,000	-	-	-

PROJECT: Midtown Utility Systems - UM027

Department/Program: Utilities: Utilities Maintenance: Line Maintenance (Asset Management)

Description: In order to adequately serve the Midtown redevelopment project, upgrades to the some of the existing utilities in the Midtown area as well as the installation of some additional utilities is needed.

Justification: To provide sufficient and quality service to the Midtown Redevelopment area, upgrades and additions to the existing gravity sewer collection system is needed. Prior to the build out of Midtown a wastewater lift station, a force main and new water mains will need to be installed.

Currently, sanitary sewer lines that can service the area are not available and must be extended. Additional water mains must be added and extended to provide adequate service to the Midtown development.

Core Strategies: Ensuring utilities can support new commercial development aids in the City's goals of facilitating *Economic Development*, empowering outstanding *Customer Service*, and maximizing *Organizational Effectiveness*.

Dates: This project will accommodate the Midtown Redevelopment Plan. The project will begin once a Plan for Phase II is approved. Capacity is acceptable for Phase I.

Operating Impact: There will be no increase in operating expenses other than normal routine maintenance as a result of completion of these projects.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Engineering Construction	800,000	200,000	200,000	-	-	-
TOTAL	800,000	200,000	200,000	-	-	-
FUNDING SOURCES						
Water/Sewer Fund	600,000	-	-	-	-	-
CRA	200,000	200,000	200,000	-	-	-
TOTAL	800,000	200,000	200,000	-	-	-

PROJECT: Lift Station 2 Basin Project - UM033

Department/Program: Utilities: Utilities Maintenance: Mechanical Electrical

Description: Evaluate, design, and construct an upgrade to the Lift Station 2 basin.

Justification: Lift Station 2 serves the entire northeast basin. The lift station and the basin pipe network have reached their maximum capacities. To continue servicing future developments, the wastewater capacity within that basin should be increased. Staff will utilize Black and Veatch and FY 2019-2020 funds to evaluate alternatives for the Lift Station 2 Basin. The consultant will develop alternatives on the most feasible way to address increasing the capacity of the lift station, splitting the basin, or a hybrid of the two. The consultant will develop a preliminary design and cost estimate for the selected alternative.

FY 2020-2021 and FY 2021-2022 funds will be utilized to complete the engineering design and construction of the selected alternative.

Core Strategies: Development support and system optimization of the Lift Station 2 basin will maximize *Organization Effectiveness* and *Economic Development*.

Dates: FY 2020-21 - Move forward with full design and begin construction
 FY 2021-22 - Complete construction

Operating Impact: There will be no increase in operating expenses as a result of completion of these projects.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Design	200,000	125,000	-	-	-	-
Construction	-	500,000	500,000	-	-	-
TOTAL	200,000	625,000	500,000	-	-	-
FUNDING SOURCES						
Water/Sewer Fund	200,000	625,000	500,000	-	-	-
TOTAL	200,000	625,000	500,000	-	-	-



Capital Improvement Plan

Utilities Operations

PROJECT: Water System Storage Tank Rehab Program - UO009

Department/Program: Utilities: Utilities Operations: Water Treatment (Asset Management)

Description: A rehabilitation program to maintain and extend the service life of four existing water storage tanks.

Justification: A comprehensive rehabilitation program on a ten-year revolving schedule is essential to long-term preservation of the storage tanks. The following list is not intended to be all inclusive. A trained technician will inspect the tanks bi-annually to prevent undetected progress of corrosion or failure of protective paint system. State regulations require cleaning and inspection of the interior of the potable water storage tanks at least once every five years. Rehabilitation may include replacement or restoration of corroded steel components, removal and replacement of internal and external painting systems, and repair or replacement of piping, headers, valves, and ancillary components.

The program will provide uniform funding of \$75,000 per year for maintenance and/or renovation on a ten-year schedule for the tanks listed below.

Core Strategies: Maintaining the City's ground storage tanks is a regulatory requirement and enables *Organizational Effectiveness*. Keeping our tanks operational, clean, and painted supports protection of public health and outstanding *Customer Service*.

Dates: Projected dates for rehab are:

2023-24	Tank #4	500,000 gallon elevated tank
2024-25	Tank #5	500,000 gallon elevated tank
2025-26	Tank #6	500,000 gallon elevated tank

Operating

Impact: There will be no increase in operating expenses as a result of completing this program.

ACTIVITY	Previously Allocated <small>7/14/2020</small>	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Design, Inspection & Repair	-	-	-	-	-	-
	291,765	75,000	75,000	75,000	75,000	75,000
	-	-	-	-	-	-
TOTAL	291,765	75,000	75,000	75,000	75,000	75,000
FUNDING SOURCES						
Water/Sewer Fund	291,765	75,000	75,000	75,000	75,000	75,000
TOTAL	291,765	75,000	75,000	75,000	75,000	75,000

PROJECT: Water Treatment Plant 5 - UO010

Department/Program: Utilities: Utilities Operations: Water Treatment

Description: Construct Water Treatment Plant 5

Justification: The 2016 Capacity Analysis Report (CAR) for existing Water Treatment Plants (WTPs) evaluated the current water demands, available water resources, and the City's ability to meet its future customer demands while remaining in compliance with Florida Administrative Code 62-555.348 (Planning for Expansion of Public Water System, Treatment, or Storage).

Construction of WTP 5 was one of the recommendations in the CAR. Ten years of Real-time data from the System Control and Data Acquisition (SCADA) system was evaluated to develop projected water flows, demands, and available useful water storage. According to the projections, the City will run out of useful storage in 2021. Design is currently underway. The well has been tested and found to be fully functional as a usable well.

Core Strategies: Providing an additional Water Treatment Plant supports both residential and economic growth, and is a regulatory requirement. A healthy system enables protection of public health, *Organizational Effectiveness*, and supports outstanding *Customer Service*.

Dates: Began design - October 2019
 Begin construction - 1st Quarter 2021
 Complete construction - 2nd Quarter 2022

Operating

Impact: The cost for withdrawing, treating and pumping the water at WTP 5 will be reflected in the water/sewer operating budget.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Construction	1,469,997	4,350,000	-	-	-	-
TOTAL	1,469,997	4,350,000	-	-	-	-
FUNDING SOURCES						
Water/Sewer	472,247	2,368,835	-	-	-	-
Water Development	997,750	-	-	-	-	-
Transfer From UO013		1,981,165	-	-	-	-
TOTAL	1,469,997	4,350,000	-	-	-	-

PROJECT: Wastewater/Reclaimed Water Tank Rehab Program - UO030
Department/Program: Utilities: Utilities Operations: Water Reclamation (Asset Management)

Description: A rehabilitation program to maintain and extend the service life of large concrete process and storage tanks.

Justification: A comprehensive rehabilitation program on a ten-year revolving schedule is essential to long-term preservation of the reclaimed water tanks.

Rehabilitation may include replacement or restoration of walls and walkways, replacement of internal and external painting systems, and repair or replacement of piping, headers, valves, and ancillary components, painting, pressure washing, or any other rehabilitation effort needed to insure the resilience of the tanks in the WRF.

This list is not intended to be all inclusive.

Rehab	Tank
FY 2021	Anoxic Basin
FY 2022	Aeration Basin (2 total)
FY 2023	Clarifier (3 total)
FY 2024	Chlorine Contact Basin (4 total)

The program will provide uniform funding of \$50,000 per year for future maintenance and/or renovation.

Core Strategies: Maintaining the City's ground storage tanks is a regulatory requirement and enables *Organizational Effectiveness*. Keeping our tanks operational, clean, and painted supports protection of public health and empowers outstanding *Customer Service*.

Dates: The maintenance/rehab is as proposed as funding allows.

Operating

Impact: There will be no increase in operating expenses as a result of completing this program.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Design	-	-	-	-	-	-
Inspection	-	-	-	-	-	-
Construction	294,854	50,000	50,000	50,000	50,000	50,000
TOTAL	294,854	50,000	50,000	50,000	50,000	50,000
FUNDING SOURCES						
Water/Sewer Fund	294,854	50,000	50,000	50,000	50,000	50,000
TOTAL	294,854	50,000	50,000	50,000	50,000	50,000

PROJECT: Reclaimed Water Recharge - UO031

Department/Program: Utilities: Utilities Operations: Water Reclamation (Asset Management)

Description: Evaluate cost estimates and ranking to construct reclaimed water extensions for compliance with SWFWMD Grant L816.

Justification: The City received grants from SWFWMD that partially funded the reclaimed water main extension to the Walden Lake Golf course. One criterion of the agreement was to supply approximately .55 mgd of reclaimed water to customers that use approximately .40 mgd of ground water for irrigation and industrial purposes. To date, the City has not met the requirement primarily due to the loss of the Walden Lake Golf Course as a high user.

The feasibility study completed in 2019 recommended that the City retrofit properties in the downtown area that currently irrigate using potable water with reclaimed water. The project area includes City Hall, Library, Veterans Park, and Linear Park, which is approximately 4,000 linear feet of 6" to 8" reclaimed main.

The design is expected to be 60% complete in July. Cost estimates are based on 30% design. Once the first phase is complete, another feasibility study in Fiscal Year 2021-22 will assist with determining if additional extensions to Snowden Park and Brewer Park will contribute to the goal of the entire .55 mgd obligation.

Core Strategies: Maintaining the City's Reclaimed Water Program is a regulatory requirement and aids in maximizing *Organizational Effectiveness* and providing outstanding *Customer Service*.

Dates: The first phase of evaluations was completed in FY 2019. The design for extending reclaim mains to irrigate City owned properties will be completed in FY 2020. Construction should be completed in FY 2021.

Operating

Impact: There will be no increase in operating costs associated with this project. The improvements could enhance water quality and assist with meeting reclaimed water usage criteria.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Design	-	150,000	-	-	-	-
Construction	180,735	750,000	500,000	300,000	-	-
TOTAL	180,735	900,000	500,000	300,000	-	-
FUNDING SOURCES						
Water/Sewer Fund	180,735	900,000	500,000	300,000	-	-
TOTAL	180,735	900,000	500,000	300,000	-	-

PROJECT: Utilities Operations Building Improvements - UO032

Department/Program: Utilities: Utilities Operations: Water Reclamation

Description: Replacement and restoration work on the Utilities Operations Building to repair and extend useful life.

Justification: The funds were used in Fiscal Year 2019-20 to repair and replace components of the building at 1500 Victoria Street as listed below:

1. Restore roofing system - roof was leaking and the restoration will prevent further damage.
2. Install new HVAC units for enhanced efficiency of the air handling systems which were inefficient and not functioning properly.
3. Replace windows and seal the masonry block work. The windows and block walls were leaking.

Funding included in Fiscal Year 2020-21 will be used to renovate the sampling laboratory for increased work and space efficiencies.

Projects were prioritized to improve the condition of the building based on a report by the Lunz Group.

Core Strategies: This program supports our ability to maintain *Organizational Effectiveness* and provide outstanding *Customer Service*. It also enhances the City's ability to protect public health.

Dates: FY 2020-21: Lab Upgrades

Operating

Impact: There will be no increase in operating expenses as a result of the completion of this project. Updating the facility will reduce maintenance cost associated with the deficiencies.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Rehabilitation	98,663	100,000	-	-	-	-
TOTAL	98,663	100,000	-	-	-	-
FUNDING SOURCES						
Water/Sewer Fund	98,663	100,000	-	-	-	-
TOTAL	98,663	100,000	-	-	-	-

PROJECT: McIntosh Park Wetland Expansion - UO033

Department/Program: Utilities: Utilities Operations: Water Reclamation Treatment

Description: Utilize McIntosh Park tract for integrated water treatment and flood mitigation by increasing stormwater capacity and expanding the use of wetlands.

Justification: Phase I feasibility results will determine the available stormwater capacity and the ability to use reclaimed water as a supplemental source to maintain wetland hydration. Phase IIA will build upon previous investments in water quality and provide additional storage and treatment capacity. The concept will be brought to 100% design and permitted to expand the wetlands providing water resource benefits, supporting recreational improvements, and producing multifaceted environmental benefits.

- Water Quality
 - o Reduce nitrogen and phosphorus from Hillsborough River
 - o Reduce fecal coliform bacteria
 - o Provide a source of fecal coliform to the East Creek Canal
- Natural Systems
 - o Improve hydrology that will treat stormwater in the southwest corner
 - o Sustain ecosystem functions
 - o Recharge surficial aquifer
 - o Reduce flooding
- Water Supply
 - o Increase stormwater storage capacity
 - o Augment aquifer levels in the Dover/Plant City Water Use Caution Area
 - o Increase water supply and receive credits from SWFWMD

Core Strategies: The Park will facilitate *Economic Development* by becoming a beacon of ecological stewardship. The park empowers outstanding *Customer Service* by providing birding and wildlife events, park exploration for visitors, and learning opportunities.

Dates: May 2020 - Begin 30% wetland expansion design of Phase IIA
 FY 2020-21 - Complete detailed design and permitting
 FY 2022 - Complete wetlands construction

Operating

Impact: There will be no increase in operating expenses as a result of completing this program.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Design	65,000	574,350	-	-	-	-
Construction	-	-	8,105,000	-	-	-
TOTAL	65,000	574,350	8,105,000	-	-	-
FUNDING SOURCES						
Water/Sewer	-	-	4,052,500	-	-	-
SWFWMD	32,500	287,175	4,052,500	-	-	-
State Legislative	-	-	-	-	-	-
Transfer from UO013	32,500	287,175	-	-	-	-
TOTAL	65,000	574,350	8,105,000	-	-	-

PROJECT: McIntosh Park Indirect Potable Reuse (IPR) - UO034

Department/Program: Utilities: Utilities Operations: Water Reclamation Treatment

Description: Design and permit a water treatment system that will recharge the aquifer, have a self sustained supply of water.

Justification: The City's WRF is designed to treat 12 mgd, but will be limited to 6 mgd on discharging highly treated effluent into Black Creek. With advanced technology, the reclaimed water can be treated to potable standards, thereby creating a self supply of water for the City's growth, and allowing the City to potentially sell water to neighboring regional water supply authorities, such as the Polk Cooperative or Tampa Bay Water. This project is a multi-phase, multi-year effort, beginning with a pilot program to test utilizing reclaimed water to produce potable water for the City's use and for credits/sale to adjacent water supply authorities. The advanced treatment of the City's reclaimed could ultimately become a new potable water treatment plant.

Future phases of this project will be determined based on the IPR feasibility and pilot findings. Upon completion of the pilot program, final design and construction costs will be determined.

Core Strategies: This project maximizes *Organizational Effectiveness* by properly utilizing highly treated reclaimed water and providing the City with a return on investment. It also supports *Economic Development* by providing water for future growth.

Dates: May 2020 - Begin design with consultant
 October 2020 - Select alternative treatment system, design pilot system, and begin six month testing period

Operating Impact: There will be no increase in operating expenses as a result of completing this program.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Design	-	-	-	-	-	-
Sampling for Pilot	-	100,000	-	-	-	-
TOTAL	-	100,000	-	-	-	-
FUNDING SOURCES						
Water/Sewer	-	100,000	-	-	-	-
SWFWMD	-	-	-	-	-	-
TOTAL	-	100,000	-	-	-	-



Capital Improvement Plan

Stormwater

PROJECT: Stormwater Drainage Pipe Rehabilitation and Repair - SW014

Department/Program: Stormwater (Asset Management)

Description: Rehabilitate and/or repair drainage pipes and inlets.

Justification: Pipe settlement resulting from corroded pipes and/or leaking joints leads to groundwater infiltration and increased loss of the soil matrix surrounding the pipe, ultimately causing depressions and hazardous conditions on roadways and properties.

An example of such damage occurring was the Concord Way project within the Walden Lake development. This project was completed in April 2020, with costs to repair exceeding \$50,000.

Small pipe repair priorities are evaluated yearly and the schedule of improvements in FY 2020-21 is listed below. The construction of these projects will be performed using contract services.

- Maki Road
- Sansone Park, Girl Scout Entrance
- Powell Street
- Martin Luther King, Jr. Boulevard
- W. Herring Street

In addition to these specific areas, funding includes rehabilitation or repairs to drainage pipes when the system has failures. Funds will also be used for inspections including televising, evaluation, and actual rehabilitation or repairs by Cured in Place Pipe (CIPP). This yearly program will improve the condition of the stormwater system.

Core Strategies: Repairing and/or replacing drainage pipes and inlets will reduce damage to streets which optimizes *Organizational Effectiveness*.

Dates: The repair and/or replacement of drainage pipe and inlets will occur throughout the fiscal year.

Operating

Impact: Repairs to drainage pipes and inlets will reduce damage to streets and keep the total costs down.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Construction	40,276	200,000	200,000	200,000	200,000	200,000
TOTAL	40,276	200,000	200,000	200,000	200,000	200,000
FUNDING SOURCES						
Stormwater Fund	40,276	200,000	200,000	200,000	200,000	200,000
TOTAL	40,276	200,000	200,000	200,000	200,000	200,000



Capital Improvement Plan

Community Services

NEW

PROJECT: Madison Park/Wilson Elementary Neighborhoods

Department/Program: Community Services

Description: Sidewalk, Road Resurfacing and Drainage Improvements

Justification: This CIP is based upon the 2020 CDBG application for Fiscal Year 2020-21 to install sidewalks, resurface roads, and drainage improvements

Approximately 3,540 linear feet of new sidewalk, which include:

- W. Spencer St./N. Alexander St. connection to Wilson Elementary
- W. Warren St., S. Empire St., W. Washington St., and N. Waller St. in Madison Park neighborhood

Streets to be milled and resurfaced in the Madison Park Neighborhood are:

- S. Tyler St. from W. Grant St. to W. Ball St. (approximately 0.38 miles)
- W. Renfro St. from S. Franklin St. to S. Wheeler St. (approximately 0.24 miles)

Drainage modifications of S. Tyler St. which includes topographic survey and Subsurface Utility Engineering (SUE) survey. Design of stormwater improvements will be based on the topographic and SUE surveys. Construction will consist of Type D curbing, existing drainage vault modification, and piping connected to existing vault with both sides being sodded.

Core Strategies: This improvement will support the goal of *Economic Development*.

Dates: Design - November 2021
 Contract Award - May 2021
 Complete Construction - September 2021

Operating Impact: There will be no increase in operating expenses as a result of the completion of this project.

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Sidewalks, Roads & Drainage	-	320,000	-	-	-	-
TOTAL	-	320,000	-	-	-	-
FUNDING SOURCES						
CDBG Fund	-	320,000	-	-	-	-
TOTAL	-	320,000	-	-	-	-



Capital Improvement Plan

Community Redevelopment Agency

PROJECT: Public Parking Lot Paving - ST008 & CR009

Department/Program: Street Maintenance

Description: Resurface/repave City owned parking lots.

Justification: The City-owned a number of parking areas. To properly maintain the parking areas, funds are being programmed for resurfacing/repaving. Each lot will be reviewed every 10 years.

Core Strategies: Providing free and well-maintained parking lots for visitors demonstrates to prospective businesses that the City welcomes new *Economic Development*.

Dates: The following list of City owned parking areas includes projected dates for the improvements and landscaping:

Year	Description	CIT Funding	CRA Funding
2021	South Municipal Lot	\$ -	\$ 56,000
2021	Police Headquarters	\$ 141,000	\$ -
2022	1914 Facility	\$ 25,000	\$ -
2023	Fleet Maintenance	\$ 150,000	\$ -
2024	Plant City Stadium & Larsen Parking	\$ 150,000	\$ -
2030	City Hall	\$ 62,000	\$ -
2035	Mahoney Street	\$ -	\$ 60,000
2035	North Municipal Lot	\$ -	\$ 128,000
Various	Linear Park parking along CSX tracks	\$ -	\$ 10,000
		\$ 528,000	\$ 254,000

The design for Mahoney Street and the North Municipal Lot was complete in March 2020 at an estimated cost of \$590,000 for both projects.

Operating

Impact: Completion of the projects listed above will increase the life cycle of each asset. There will be no increase in operating expenses as a result of the completion of this

ACTIVITY	Previously Allocated	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
	7/14/2020					
Repair & Maintenance	709,091	250,000	175,000	125,000	125,000	125,000
TOTAL	709,091	250,000	175,000	125,000	125,000	125,000
FUNDING SOURCES						
CIT	100,972	150,000	150,000	100,000	100,000	125,000
CRA	608,119	100,000	25,000	25,000	25,000	25,000
TOTAL	709,091	250,000	175,000	125,000	125,000	150,000



*This page intentionally left
blank*



Other Information

**BUDGET SUMMARY
CITY OF PLANT CITY
FISCAL YEAR 2020/2021**

**THE PROPOSED OPERATING BUDGET EXPENDITURES
OF THE CITY OF PLANT CITY ARE 8.3% MORE THAN
LAST YEARS TOTAL EXPENDITURES**

ESTIMATED REVENUES:		GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUND	ENTERPRISE FUNDS	INTERNAL SERVICE FUND	TOTAL ALL FUNDS
Taxes:	Millage Rate \$1,000						
Ad Valorem Taxes	5.7157	14,535,703	-	-	-	-	14,535,703
Other Taxes		7,070,640	3,223,757	-	-	-	10,294,397
Permits & Fees		5,283,600	-	-	222,000	-	5,505,600
Intergovernmental Revenue		5,278,789	6,025,796	-	287,175	-	11,591,760
Charges For Services		1,839,050	40,000	-	30,160,738	2,687,300	34,727,088
Fines and Forfeits		131,500	40,000	-	-	-	171,500
Miscellaneous Revenues		230,000	118,000	-	521,600	32,500	902,100
TOTAL SOURCES		34,369,282	9,447,553	-	31,191,513	2,719,800	77,728,148
Transfers In		4,278,283	686,516	803,237	3,458,071	1,124,418	10,350,525
Fund Balances/Reserves/Net Assets		1,278,660	773,143	-	4,655,341	28,543	6,735,687
TOTAL REVENUES, TRANSFERS AND BALANCES		39,926,225	10,907,212	803,237	39,304,925	3,872,761	94,814,360
EXPENDITURES:							
Personal Services		26,823,165	1,016,584	-	9,441,224	-	37,280,973
Operating Expenses		8,234,180	1,999,041	-	11,134,353	111,000	21,478,574
Capital Outlay		2,913,034	5,557,951	-	6,550,385	3,761,761	18,783,131
Debt Service		-	-	803,237	3,164,712	-	3,967,949
Grants and Aid		330,080	173,000	-	-	-	503,080
Non-Operating		1,271,578	1,143,800	-	34,750	-	2,450,128
TOTAL EXPENDITURES		39,572,037	9,890,376	803,237	30,325,424	3,872,761	84,463,835
Transfers Out		354,188	1,016,836	-	8,979,501	-	10,350,525
TOTAL APPROPRIATED EXPENDITURES TRANSFERS, RESERVES & BALANCES		39,926,225	10,907,212	803,237	39,304,925	3,872,761	94,814,360

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE ABOVE REFERENCED TAXING AUTHORITY AS A PUBLIC RECORD.



CITY OF PLANT CITY PROPERTY TAX ROLLS

PROPERTY TAX ROLLS

<u>Tax Roll Year</u>	<u>CRA Area</u>	<u>Total Roll</u>	<u>Millage Rate</u>	<u>Taxes Levied</u>	<u>Rolled Back Millage Rate</u>
2001	48,406,582	1,198,401,958	4.7000	5,632,489	4.3877
2002	54,257,504	1,282,056,970	4.7000	6,025,668	4.5378
2003	59,065,154	1,367,123,325	4.7000	6,425,480	4.5573
2004	66,937,242	1,477,036,619	4.7000	6,942,072	4.4326
2005	91,637,551	1,671,475,959	4.7000	7,855,937	4.1738
2006	128,789,170	1,930,922,262	4.7000	9,075,335	4.1432
2007	155,107,990	2,146,703,453	4.1653	8,941,664	4.3845
2008	154,051,616	2,078,117,193	4.1653	8,655,982	4.4012
2009	125,160,283	1,819,964,573	4.7157	8,582,407	4.7205
2010	93,617,539	1,604,053,175	4.7157	7,564,233	5.3362
2011	82,468,755	1,489,754,928	4.7157	7,025,237	5.0573
2012	77,137,267	1,452,611,428	4.7157	6,850,080	4.8906
2013	78,953,053	1,517,915,227	4.7157	7,158,033	4.5654
2014	83,298,479	1,599,226,763	4.7157	7,541,474	4.5796
2015	90,145,146	1,674,448,985	4.7157	7,896,199	4.5981
2016	103,049,582	1,858,217,005	4.7157	8,762,794	4.4883
2017	116,493,484	2,000,261,839	5.7157	11,432,897	4.4969
2018	130,963,478	2,190,581,951	5.7157	12,520,709	5.3651
2019	152,490,625	2,397,560,289	5.7157	13,703,735	5.3277
2020	169,722,398	2,674,204,538	5.7157	15,284,951	5.2846

Fund: Major Funds	Department: Major Funds	Org Code: 001-510*
-----------------------------	-----------------------------------	------------------------------

ESTIMATED CHANGES IN FUND BALANCE FOR MAJOR FUNDS AS OF SEPTEMBER 30, 2020 & 2021

FUND	AVALIABLE	2019-20		PROJECTED	2020-21		ESTIMATED	2020-21
	FUND BALANCE 9/30/2019	PROJECTED REVENUE	PROJECTED EXPENSES	FUND BALANCE 9/30/2020	ESTIMATED REVENUE	ESTIMATED EXPENSES	FUND BALANCE 9/30/2021	% CHANGE FUND BALANCE
General Fund	\$ 14,677,136	\$ 36,632,832	\$ 35,121,437	16,188,531	\$ 38,647,565	\$ 39,576,225	\$ 15,259,871	-6%
Community Investment Tax	570,570	2,104,647	1,945,870	729,347	2,005,000	2,609,552	124,795	-83%
Street Fund	896,904	2,250,989	2,513,542	634,351	2,716,552	2,720,143	630,760	-1%
Water/Sewer Fund	20,282,159	20,312,732	20,858,155	19,736,736	20,424,760	23,188,809	16,972,687	-14%
Solid Waste Fund	14,088,794	7,100,394	7,458,748	13,730,440	7,832,880	9,638,084	11,925,236	-13%
Stormwater Fund	1,385,202	3,143,000	3,501,370	1,026,832	3,227,232	3,313,320	940,744	-8%
Community Redevelopment Fund	1,355,583	1,673,434	2,932,969	96,048	1,862,536	1,578,736	379,848	295%
Total Fund Balance	<u>\$ 53,256,348</u>	<u>\$ 73,218,028</u>	<u>\$ 74,332,091</u>	<u>\$ 52,142,285</u>	<u>\$ 76,716,525</u>	<u>\$ 82,624,869</u>	<u>\$ 46,233,941</u>	

Changes in Fund Balance from FY 2019-20 to FY 2020-21 that are more than 10%:

Community Investment Tax

Expenditures in the fund are projected to exceed revenues by \$604,552, causing a decrease to fund balance equal to this amount. Many capital projects are associated with the use of fund balance this year.

Water/Sewer Fund

Expenditures in the fund are projected to exceed revenues by \$2,764,049, causing a decrease to fund balance equal to this amount. Several capital projects, Water Treatment Plant 5, Lift Station 2 Basin, Building Rehabilitation/Replacement, and Reclaimed Water Recharge, are associated with the use of fund balance this year.

Solid Waste Fund

Expenditures in the fund are projected to exceed revenues by \$1,805,204, causing a decrease to fund balance equal to this amount. Solid Waste will be converting to automated collection for residential customers. This conversion includes the purchase of three automated vehicles (\$993,000) and approximately 12,000 roll carts (\$684,000) for FY 2020-21.

Community Redevelopment Fund

Revenues in the fund are projected to exceed expenditures by \$283,800, causing an increase to fund balance equal to this amount. The excess funds will be used for projects outlined in the Community Redevelopment Plan within the next three years.

Fund: All Funds	Department: All Departments	Org Code: 001-510*
---------------------------	---------------------------------------	------------------------------

INTERFUND TRANSFERS

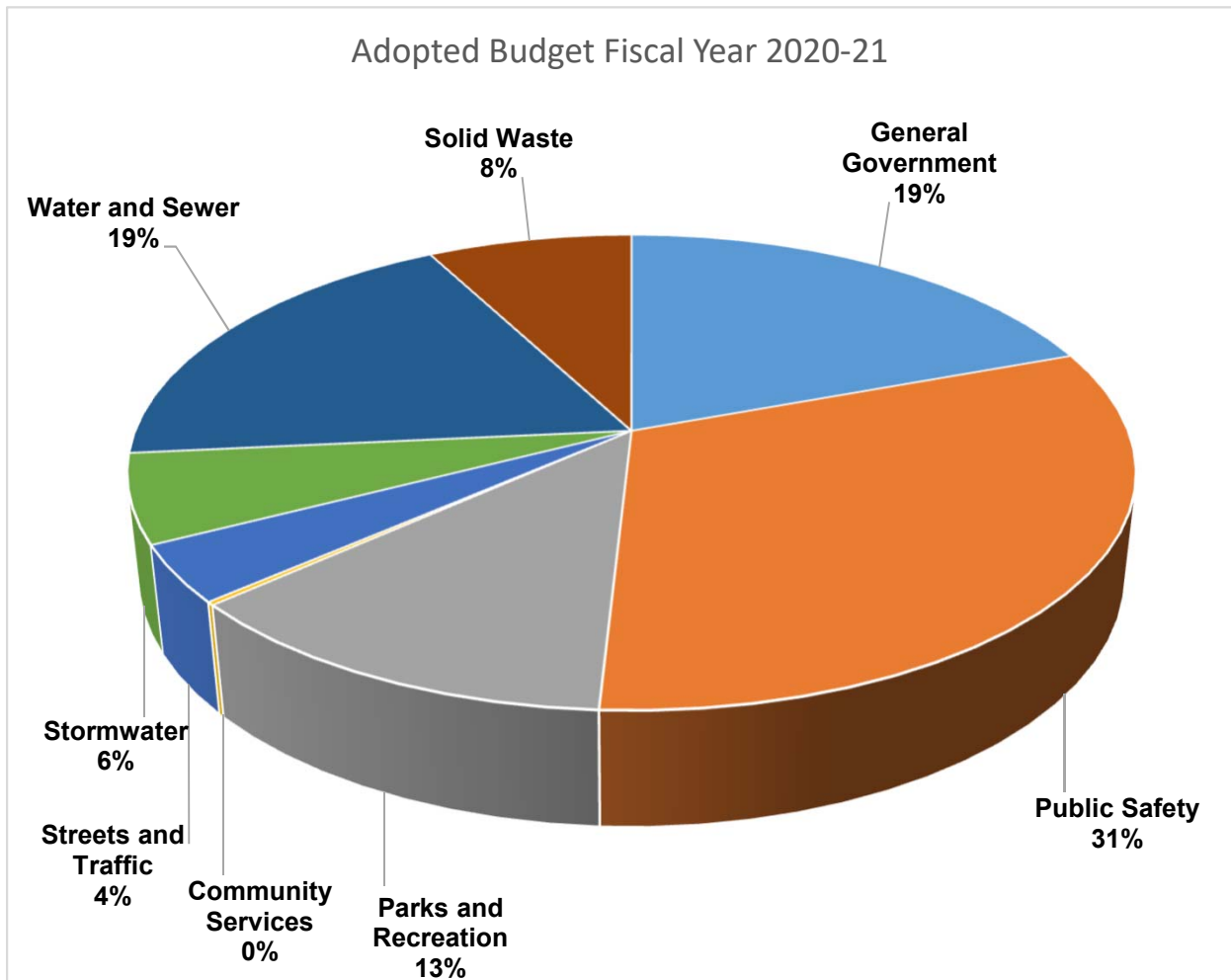
Transferred From:	Transferred To:						
	General Fund	Water/Sewer Fund	Street Fund	Debt Service Fund	Community Services	Fleet Replacement	Total
General Fund	\$ -	\$ -	\$ 325,000	\$ -	\$ 29,188	\$ -	\$ 354,188
Water/Sewer Fund	\$ 2,653,046	\$ 3,164,712	\$ 157,203	\$ -	\$ -	\$ 131,418	\$ 6,106,379
Street Fund	\$ 213,599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213,599
Stormwater Fund	\$ 254,707	\$ 86,542	\$ -	\$ -	\$ -	\$ -	\$ 341,249
Solid Waste Fund	\$ 1,156,931	\$ 206,817	\$ 175,125	\$ -	\$ -	\$ 993,000	\$ 2,531,873
Community Investment Tax	\$ -	\$ -	\$ -	\$ 803,237	\$ -	\$ -	\$ 803,237
Total	\$ 4,278,283	\$ 3,458,071	\$ 657,328	\$ 803,237	\$ 29,188	\$ 1,124,418	\$ 10,350,525

3 Year Budgeted Positions by Department / Function

	2018-19 Actual	2019-20 Actual	2020-21 Budgeted
General Fund			
City Manager	4	4	4
Professional Standrads	2	4	4
City Attorney	2	2	2
City Clerk	2.5	3	3
Human Resources	5	5	5
Information Technology	5	5	5
Accounting	10	10	10
Procurement	4	4	4
Fire	51	54	54
Police	88	92	92
Planning and Zoning	3	4	5
Parks and Recreation	52	54	58
Public Library	12	12	12
Building Department	9.5	10	11
Code Enforcement	3.5	5	5
Engineering	10	11	11
General Services	9	9	9
Total General Fund	272.5	288	294
Community Services	1	1	1
Streets and Traffic	18	18	18
Stormwater	27	27	28
Water and Sewer	85.5	85.5	87
Solid Waste	36	36	36
Total Citywide Personnel	440	455.5	464

3 Year Budgeted Positions by Department / Function

	2018-19 Actual	2019-20 Actual	2020-21 Budgeted
Function:			
General Government	81.5	88	90
Public Safety	139	146	146
Parks and Recreation	52	54	58
Community Services	1	1	1
Streets and Traffic	18	18	18
Stormwater	27	27	28
Water and Sewer	85.5	85.5	87
Solid Waste	36	36	36
Total Citywide Personnel by Function	440	455.5	464



3 Year Budgeted Positions

BUDGETED POSITIONS		2018-19	2019-20	2020-21
Office of the City Attorney				
City Attorney		1	1	1
Paralegal		1	1	1
		2	2	2
Office of the City Manager				
Assistant City Manager		2	2	2
City Manager		1	1	1
Executive Assistant II		1	1	1
		4	4	4
Professional Standards				
ADA Coordinator		0	1	1
Professional Standards Director		0	1	1
Community Engagement Professional		2	2	2
		2	4	4
Office of the City Clerk				
Assistant City Clerk P/T		0.5	0	0
Assistant City Clerk		1	2	2
City Clerk		1	1	1
		2.5	3	3
Human Resources				
Administrative Assistant		1	0	0
Benefits Technician		1	0	0
Human Resources Generalist		0	2	2
Human Resources/Risk Mgmt. Coordinator		1	1	1
Human Resources/Risk Mgmt. Director		1	1	1
Payroll Technician		1	1	1
		5	5	5
Information Technology				
IT Manager		1	1	1
IT Technician II		2	1	1
Network Coordinator		1	2	2
Network Technician		1	1	1
		5	5	5
Accounting				
Accountant II		2	2	2
Accounting Clerk I		2	2	2
Accounting Supervisor		1	1	1
Administrative Assistant II		1	1	1
Budget Manager		1	1	1
Business Tax Clerk		1	1	1
Chief Accountant		1	1	1
Chief Financial Officer		1	1	1
		10	10	10
Procurement				
Contract Specialist		1	1	1
Fleet Coordinator		1	1	1
Procurement Manager		1	1	1
Procurement Specialist		1	1	1
		4	4	4
Fire Rescue				
Administrative Assistant II		1	1	1
Battalion Chief		3	3	3
Deputy Chief		1	1	1
EMS Division Chief		1	1	1
Fire Chief		1	1	1
Fire Driver/Engineer		6	9	9
Fire Inspector		1	1	1
Fire Shift Captain		6	9	9
Firefighter		30	27	27
Operations Chief		1	1	1
		51	54	54

3 Year Budgeted Positions

BUDGETED POSITIONS	2018-19	2019-20	2020-21
Police			
Evidence Technician	0	0	1
Executive Assistant I	1	1	1
Facilities Technician	0	0	1
Facilities/Evidence Technician	2	2	0
Police Captain	3	3	3
Police Chief	1	1	1
Police Officer	54	58	58
Police Sergeant	9	9	9
Public Service Representative	1	1	1
Records Technician I	1	1	1
Records Technician II	1	1	1
Telecommunications Supervisor	1	1	1
Telecommunicator I	8	8	8
Telecommunicator II	2	2	2
Telecommunicator III	4	4	4
	88	92	92
Planning & Zoning			
Administrative Assistant I	0	1	1
Planner	1	1	2
Planner II	1	0	0
Senior Planner	0	1	1
Planning & Zoning Manager	1	1	1
	3	4	5
Recreation			
Administrative Assistant I	1	1	1
Assistant Program Manager	1	0	0
Athletic Program Manager	0	1	1
Parks & Recreation Director	1	1	1
Recreation Center Coordinator	1	1	1
Recreation Program Manager	1	1	1
Recreation Supervisor	2	2	2
Recreation Supervisor II	1	1	1
Special Events Coordinator	0	1	1
Tennis Facility Supervisor	1	1	1
Youth Athletics Coordinator	1	1	1
	10	11	11
Parks			
Administrative Assistant I	1	1	1
Foreman I	3	3	3
Foreman II	1	1	1
Groundskeeper I	15	15	17
Groundskeeper II	4	4	5
Parks Equipment Operator I	1	1	1
Parks Equipment Operator II	1	1	1
Parks Field Supervisor	2	2	2
Parks Superintendent	1	1	1
	29	29	32
Cemeteries			
Administrative Assistant I	0	0	1
Cemetery Coordinator	1	1	0
Cemetery Superintendent	0	1	1
Foreman I	0	0	1
Groundskeeper I	4	4	4
Groundskeeper II	1	1	1
	6	7	8
Stadium			
Foreman I	1	1	1
Groundskeeper I	4	4	4
Groundskeeper II	1	1	1
Maintenance Specialist I	1	1	1
	7	7	7

3 Year Budgeted Positions

BUDGETED POSITIONS		2018-19	2019-20	2020-21
Library				
Administration & Services Assistant		1	1	1
Administrative Assistant II		1	1	1
Circulation Services Assistant		1	1	1
Information Services Assistant		1	1	1
Library Services Associate		1	1	1
Library Services Director		1	1	1
Technical Services Assistant		1	1	1
Technical Services Librarian		1	1	1
Technology Associate		1	1	1
Technology Librarian		1	1	1
Youth Services Assistant		1	1	1
Youth Services Associate		1	1	1
		12	12	12
Building				
Administrative Assistant II		1	1	1
Building Code Inspector		2	2	2
Building Official		1	1	1
Chief Building Inspector/Plans Examiner		1	1	1
Code Inspector/Plans Examiner		2	2	3
Permit Technician		1.5	2	2
Permit Technician II		1	1	1
		9.5	10	11
Code Enforcement				
Code Enforcement Inspectors		2	2	2
Code Enforcement Inspector (CRA)		0	1	1
Code Enforcement Manager		1	1	1
Code Enforcement Specialist		0	1	1
Permit Technician I		0.5	0	0
		3.5	5	5
Engineering				
Assistant City Engineer		1	0	0
Assistant City Engineer Capital Projects		1	1	1
CIP Projects Manager		1	0	0
City Engineer		1	1	1
Engineer I		0	1	1
Engineering Assistant		1	1	1
Engineering Tech II		1	0	0
Engineering Tech III		1	1	1
Engineering Tech IV		1	1	1
GIS Coordinator		1	1	1
Projects Coordinator		1	1	1
Project Manager		0	2	2
Senior Project Engineer		0	1	1
		10	11	11
General Services				
Administrative Assistant I		1	1	1
General Services Coordinator		1	1	1
General Services Foreman II		1	1	1
Maintenance Specialist I		2	2	2
Maintenance Specialist II		2	2	2
Maintenance Specialist III		1	1	1
Welding Fabricator III		1	1	1
		9	9	9
Community Services				
Community Services Manager		1	1	1
		1	1	1
Traffic				
Traffic Foreman II		1	1	1
Traffic Maintenance Specialist		5	5	5
Traffic Operations Manager		1	1	1
Traffic Signal Technician		1	1	2
Traffic Tech II		1	1	0
		9	9	9

3 Year Budgeted Positions

BUDGETED POSITIONS		2018-19	2019-20	2020-21
Utility Billing				
Customer Service Clerk I		1.5	0	0
Customer Service Clerk II		1	0	0
Customer Service Clerk III		3	0	0
Customer Service Clerk		0	1.5	2
Customer Service Professional		0	4	4
Field Services Representative		0	0	3
Field Representative		3	2	0
Senior Field Representative		1	1	0
Utility Billing Manager		1	1	1
Utility Billing Supervisor		1	1	1
		11.5	10.5	11
Water Resource Management				
Cross Connection Inspector		1	1	1
Environmental Coordinator		1	1	1
Environmental Technician		1	1	1
Industrial Waste Coordinator		1	1	1
Water Conservation Coordinator		1	1	1
Water Resources Supervisor		1	1	1
		6	6	6
Utilities Maintenance				
Administrative Assistant II		1	1	1
CIP Engineering Manager		0	1	1
Distribution Systems Coordinator		1	1	1
Engineer Tech II		0	1	1
Equipment Operator I		3	3	3
Equipment Operator III		5	5	5
Foreman II		2	2	2
Foreman III		2	2	2
GIS Technician/CAD Support		1	1	1
Instrumentation Tech		1	1	1
Inventory Control Clerk		1	1	1
Maintenance Mechanic I		2	2	3
Maintenance Mechanic II		1	1	1
Maintenance Mechanic III		4	4	4
Maintenance Specialist II		3	3	3
Maintenance Specialist III		5	5	5
Meter Maintenance Specialist		1	1	1
Projects Coordinator		1	0	0
Project Development & Implementation Manager		0	1	1
Property Control Clerk		1	1	1
Staff Engineer		1	0	0
Utilities Construction Inspector		1	1	1
Utilities Maintenance Specialist I		8	8	8
Utilities Maintenance Superintendent		1	1	1
		46	47	48
Utilities Operations				
Administrative Assistant II		1	1	1
Assistant Utilities Director		1	0	0
Chief Plant Operator		1	1	1
Plant Operator I		4	4	4
Plant Operator II		0	0	0
Plant Operator III		7	7	7
Plant Operator IV		6	6	6
Utilities Director		1	1	1
Utilities Operations Superintendent		1	1	1
Utilities Support Specialist		0	1	1
		22	22	22

3 Year Budgeted Positions

BUDGETED POSITIONS		2018-19	2019-20	2020-21
Solid Waste				
Administrative Assistant II		1	1	1
Asset Management Technician		1	1	1
Equipment Operator II		8	8	8
Equipment Operator III		8	8	8
Program Coordinator		1	1	1
Refuse Collector		14	14	14
Refuse Collector II		0	0	0
Solid Waste Director		1	1	1
Supervisor I		2	2	2
		36	36	36
Stormwater & Streets				
Administrative Assistant II		1	1	1
Foreman II		4	4	4
Stormwater Operator I		18	18	18
Stormwater Operator II		8	8	9
Stormwater Operator III		4	4	4
Stormwater Superintendent		1	0	0
Streets & Stormwater Director		0	1	1
		36	36	37
TOTALS		440	455.5	464
Part-time		1	0.5	0
Full-time		439	455	464

Changes to Fiscal Year 2019-20

- Added:** (1) ADA Coordinator (Professional Standards)
- Added:** (1) Professional Standards Director (Professional Standards)
- Added:** (1) Human Resources Generalist/ **Deleted:** (1) Administrative Assistant (Human Resources)
- Added:** (2) Human Resources Generalist/ **Deleted:** (1) Benefits Technician (Human Resources)
- Added:** (1) Administrative Assistant I (Planning & Zoning)
- Added:** (1) Senior Planner/ **Deleted:** (1) Planner II (Planning & Zoning)
- Added:** (1) CIP Project Manager (Engineering)
- Added:** (1) Engineer I (Engineering)
- Added:** (1) Engineer Tech II (Utilities Maintenance) / **Deleted:** (1) Engineer Tech II (Engineering)
- Added:** (2) Project Manager (Engineering)/ **Deleted:** (2) CIP Project Manager (Engineering)
- Added:** (1) Senior Project Engineer (Engineering)/ **Deleted:** (1) Assistant City Engineer
- Added:** (1) Streets & Stormwater Director/ **Deleted:** (1) Stormwater Superintendent (Stormwater)
- Moved:** (2) Community Engagement Professional (Professional Standards)

Fiscal Year 2020-21

- Added:** (1) Evidence Technician/ **Deleted:** (1) Facilities/Evidence Technician (Police)
- Added:** (1) Facilities Technician/ **Deleted:** (1) Facilities/Evidence Technician (Police)
- Added:** (2) Groundskeeper I (Parks Maintenance)
- Added:** (1) Administrative Assistant (Cemeteries)
- Added:** (1) Groundskeeper II (Parks Maintenance)
- Added:** (1) Foreman I/ **Deleted:** (1) Cemetery Coordinator (Cemeteries)
- Added:** (1) Planner (Planning & Zoning)
- Added:** (1) Code Inspector/Plans Examiner (Building)
- Added:** (1) Traffic Signal Technician/ **Deleted:** (1) Traffic Tech II (Traffic)
- Added:** (0.5) Customer Service Clerk (Utility Billing)
- Added:** (2) Field Services Representative/ **Deleted:** (2) Field Representative (Utility Billing)
- Added:** (1) Field Services Representative/ **Deleted:** (1) Senior Field Technician (Utility Billing)
- Added:** (1) Maintenance Mechanic I (Utilities Maintenance)
- Added:** (1) Stormwater Operator II (Stormwater & Streets)



City of Plant City Glossary

Accrual Accounting - A basis of accounting in which revenues are recognized in the accounting period in which they are earned and expenses are recognized in the period in which they are incurred.

Adopted Budget - Budget amounts as originally approved by the City Commission at the beginning of the year and also to the budget document which consolidates all adopted operating appropriations and new capital project appropriations.

Ad Valorem Taxes – See property tax.

Aid to Agencies - Agencies the City provides contributions to for community programs.

Appropriation - A legal authorization granted by City Commission to incur obligations and make expenditures for designated purposes.

Amended Budget - Budget which includes changes to the Adopted Budget that are approved by the City Commission and transfers within the authority of management. It is also referred to as the Revised Budget.

Amortization - The gradual elimination of an asset or liability, such as a bond premium, over a specified period of time.

Assigned Fund Balance - The portion of fund balance set aside for planned or intended purposes. The intended use may be expressed by the City Commission or other individuals authorized to assign funds to be used for a specific purpose. Assigned fund balances in special revenue funds will also include any remaining fund balance that is not restricted or committed. This classification is necessary to indicate that those funds are, at a minimum intended to be used for the purpose of that particular fund.

Balanced Budget - A balanced budget according to State budget law is defined as one where expenditures are not in excess of available revenues plus beginning fund balances. A structurally balanced budget is one in which current ongoing expenditures do not exceed current ongoing revenues.

Bond - A written promise to pay a sum of money on a specific date(s) at a specific interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance.

Budget - An estimate of expected revenues and expenditures for a given period in the future.

Budget Calendar - The schedule of key dates which the City follows in the preparation of adoption of the annual budget.

Budget Document - The compilation of the individual departmental spending plans for the various funds, along with supporting schedules, tables and graphs which, in total, comprises the annual revenue and expenditure plan.



City of Plant City Glossary

Budget Message - The opening section of the budget from the City Manager, which provides the City Commission and the public with a general summary of the most important aspects of the budget.

Budgetary Control - The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

Capital Assets - Assets with a cost of \$1,000 or greater and an estimated useful life of at least two years. Capital assets include land, buildings, improvements, equipment, and infrastructure assets such as roads, bridges, storm sewers and similar items.

Capital Outlay - Use of funds for the purchase of capital assets.

Capital Projects - Major, non-recurring projects that have a purpose of acquiring or building assets such as buildings, facilities and roadways with a cost of \$50,000 or more.

Capital Improvements Plan (CIP) - A long-range plan for providing the capital outlays necessary to ensure that adequate services are provided the residents of the City. The plan includes improvements to, or the acquisition of, structural improvements and major equipment purchases.

City Commission - The Mayor and four commission members that collectively act as the legislative and policy making body of the City.

Committed Fund Balance – Consists of amounts that can be used only for specific purposes determined by formal action by the City Commission or resolution.

Community Development Block Grant (CDBG) - A type of federal grant to improve the infrastructure in low to middle income areas of the community. This includes loans to low and middle income families for housing rehabilitation.

Debt Service - The annual payment of principal and interest on the City's debt obligations.

Debt Service Fund - A fund established to accumulate resources to pay the principal, and interest of long-term debt or lease obligations.

Department - An individual section within the City government having a specialized function or activity and a separate spending plan.

Depreciation - The allocation of the cost of property, plant and equipment over their estimated useful life, in the accounting period in which these assets are used.

Encumbrances - Obligations in the form of requisitions, purchase orders, and contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved because the goods or services have not been received. When paid, the encumbrance is eliminated, and an actual expense is recorded.



City of Plant City Glossary

Enterprise Fund - A fund established to finance and account for the acquisition, operation and maintenance of governmental facilities and services which are entirely or predominantly self-supporting by user charges.

Expenditures - An actual payment made by the City for goods or service, this includes current operating expenses which require the current or future use of net current assets, debt services, and capital outlays.

Fiduciary Funds - The City maintains three fiduciary funds. See Fiscal Policy for definition.

Fiscal Policy - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of governmental budgets and their funding.

Fiscal Year (FY) - A 12-month period to which the annual budget applies. The City of Plant City has specified October 1st to September 30th as its fiscal year.

Full-Time Equivalents (FTEs) - Employee positions, which are authorized in the adopted budget, to be filled during the year. One FTE is equivalent to a 40-hour per week position.

Fund - An accounting device established to control receipt and disbursement of income from sources set aside to support specific activities or attain certain objectives. Each fund is treated as a distinct fiscal entity with a self-balancing set of accounts.

Fund Balance - Fund balance is the excess of assets over liabilities. Fund balance is accumulated when revenues exceed expenditures and is decreased when revenues are less than expenditures. A negative fund balance is often referred to as a deficit.

General Fund - A fund set up to account for the ordinary operations of a governmental unit that are financed from taxes and other general revenues. All transactions not accounted for in some other fund are accounted for in this fund.

Governmental Funds - The City maintains thirty governmental funds. See Fiscal Policy for definition.

Intergovernmental Revenues - Revenue from other governments primarily Federal and State grants, but also payments from other local governments.

Internal Service Funds - The City maintains two internal service funds which are used to centralize services and allocate the cost of the services within the City government.

Millage – Tax rate on real property. One mill equals \$1 of tax per \$1,000 of assessed property value.

NonSpendable Fund Balance – Consist of amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to remain intact.

Operating Budget - The financial plan adopted for a single fiscal year.



City of Plant City Glossary

Operating Expenses - Those expenses from a fund which are directly related to accomplishing the fund's primary functions. Payroll would be one example of an operating expense.

Organization Chart - A flowchart or picture representation of the employee positions within a department and the hierarchy related to those positions.

P-Card - This is the City's procurement card program of credit cards for individual City employees.

Performance Measures - Accomplishments of a particular activity in relation to desired standards workload, effectiveness, and efficiency. These measures must be meaningful to the tasks of the activity involved, and verifiable.

Projected Revenues - The amount of estimated revenues to be collected during the fiscal year.

Property Tax - An ad valorem tax levied on both real and personal property according to the property's valuation and the tax rate.

Proposed Budget - The recommended City's budget submitted by the City Manager to the City Commission for adoption for the next fiscal year.

Proprietary Fund - The City maintains six proprietary funds, called enterprise funds and internal service funds. See Fiscal Policy for definition.

Purchase Order - A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

Resolution - A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.

Reserves - Accounts used to hold certain portions of a fund or types of assets as unappropriated for expenditures, or as legally set aside for a specific purpose.

Restricted Fund Balance - Consist of amounts that can be spent for specific purposes because of the City Charter, City Code, State or Federal laws, or externally imposed conditions by grantors or creditors.

Revenue - Income received by the City in support of the government's program of services to the community. It includes such items as property taxes, fees, user charges, grants and fines.

Special Revenue Funds - Funds established to account for revenues received by the City that are required by law, contract, or City policy to be spent for a particular purpose.

Transfers - The transfer of dollars from one fund to another. Treated for budget purposes as revenue in the receiving fund and as an expenditure from the originating fund. A transfer from a department to another department in the same fund or a program to



City of Plant City Glossary

another program in the same fund simply moves the appropriation, and does not require a revenue or expenditure to be recorded.

Unassigned Fund Balance - The residual portion of fund balance that does not meet any of the criteria for Restricted, Committed, or Assigned Fund Balance.

Unencumbered Balance - The year-end balance of a fund less outstanding encumbrances. The unencumbered balance at year-end in a fund together with the estimated revenues for the upcoming year determines the maximum amount available for appropriation in the next year's budget.



City of Plant City

Acronyms

ADA	American Disabilities Act
ALS	Advanced Life Support
ATMS	Advanced Traffic Management System
BLS	Basic Life Support
BOA	Board of Adjustment
CAFR	Comprehensive Annual Financial Report
CDBG	Community Development Block Grant
CDL	Commercial Driver's License
CGFO	Certified Government Finance Officer
CIA	Certified Internal Auditor
CIE	Capital Improvement Element
CIP	Capital Improvement Plan
CIT	Community Investment Tax
CJNET	Criminal Justice Network
COLA	Cost-of-living allowance
CPA	Certified Public Accountant
CRA	Community Redevelopment Agency
DEA	Drug Enforcement Administration
DRC	Development Review Committee
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ePCR	Electronic Patient Care Reporting
EQ	Equipment
EXP	Expense
FCIC	Florida Crime Information Center
FDLE	Florida Department of Law Enforcement
FDOT	Florida Department of Transportation
FEMA	Federal Emergency Management Agency
FF	Firefighter
FICA	Federal Insurance Contribution Act
FLC	Florida League of Cities
FR	Fire Rescue
FTE	Full-Time Equivalent
FLSA	Fair Labor Standards Act
FPS	Fire Protection
FRS	Florida Retirement System



City of Plant City

Acronyms

FY	Fiscal Year
GAAP	Generally Accepted Accounting Principals
GASB	Government Accounting Standards Board
GFOA	Government Finance Officers Association
GIS	Geographic Information System
HCPLC	Hillsborough County Public Library Cooperative
HR	Human Resources
HRB	Historic Resources Board
IFB	Information for Bid
I.M.S.A	International Traffic Signal Association
IT	Information Technology
MIS	Management Information System
MLK	Martin Luther King
NCIC	National Crime Information Center
NFPA	National Fire Protection Association
NPDES	National Pollutant Discharge Elimination System
OSHA	Occupational Safety and Health Administration
P-Card	Purchasing Card
PCFR	Plant City Fire Rescue
PT	Part-Time
PY	Prior Year
REV	Revenue
RFP	Request for Proposal
RFQ	Request for Qualifications
RMS	Records Management System
RR&I	Repair, Replace and Improve
SCADA	Supervisory Control and Data Acquisition System
STEMI	S-Elevation Myocardial Infarction
SVCS	Services
SWFWMD	Southwest Florida Water Management District
TIF	Tax Increment Financing
TMT	Traffic Management Team
UCR	Uniform Crime Report
UM	Utilities Maintenance
UO	Utilities Operations
WRF	Water Reclamation Facility
WRM	Water Resource Management
WTP	Water Treatment Plants
W&S	Water & Sewer