FY 2017 BUDGET

ADOPTED: September 29, 2016

PREPARED BY:
BUDGET DEPARTMENT
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NOTE: The online version of the Table of Contents” is interactive.  www.MiltonFL.org

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<td>100 Facilities</td>
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**GOVERNMENT FUNDS**

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<tr>
<th>001 GENERAL FUND</th>
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<tr>
<td>111 CRA I – DOWNTOWN FUND</td>
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<table>
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ACRONYMS
GLOSSARY
INTRODUCTION
City Council and Staff

Mayor

Wesley Meiss

COUNCIL MEMBERS

Ward I
Ashley Lay
M. Peggi Smith

Ward II
Patsy Lunsford
Mary Ellen Johnson

Ward III
Alan Lowery
Jeff Snow

Ward IV
Sharon Holley
Casey Powell

City Manager
W. Brian Watkins

City Clerk
Dewitt Nobles

Attorney
Heather Lindsay
City of Milton Ward Map and Demographics
Community Profile

Income
The average household income for Santa Rosa County between 2009 and 2013 was $57,703. The per capita income is $26,861.

EASI Statistics (Easy Analytic Software Inc.)
- EASI Quality of Life Index: 136 (U.S. average 100)
- EASI Best Weather Index: 184 (U.S. average 100)

Population
2010 Population
- City of Gulf Breeze - 5,763
- City of Milton - 8,826
- Pensacola-Ferry Pass-Brent MSA - 451,172
- Santa Rosa County – 167,937 (2016 Population)
- Town of Jay - 535
- Year 2021 Projection for Santa Rosa County – 182,150 (Shimberg Center)

Population by ZIP Code (2009)
- Navarre (32566) - 32,082
- Milton (32570) - 30,271
- Milton (32583) - 23,695
- Milton / Pace (32571) - 30,229
- Gulf Breeze (32561) - 8,314
- Jay (32565) - 5,841

Housing
Milton offers a wide variety of housing options ranging from luxury to waterfront, secluded to suburban.
- Median Home Value Owner Occupied - $110,200
- Housing CPI (U.S. Average is 100) - 188.2
- SRC Median Home Value Owner Occupied $162,300
**Key Industries**

**Government Major Employers**

- Santa Rosa County Courthouse: Located in the Historic Downtown Milton
- Santa Rosa County Administrative Complex
- City of Milton Municipal Complex

**Military**

NAS Whiting Field is located 8 miles north of Milton, provides support services and materials for a training air wing and 6 training squadrons providing primary and intermediate training of fixed-wing aviation and advanced helicopter training to student aviators. The $44 billion industry is the state’s third top economic sector behind tourism and agriculture; it tops the list in Santa Rosa County.

**Healthcare**

The Santa Rosa Medical Center is a state-of-the-art medical facility serving Santa Rosa County and the surrounding area. The mission of Santa Rosa Medical Center is "To improve health and quality of life in our community." SRMC believes meeting and exceeding customer expectations is a key strategy in fulfilling its mission.

**Agribusiness**

Agriculture accounts for nearly $60 million in annual revenue in Santa Rosa County. It is big business, and has the potential to be even larger because Santa Rosa County has the finest soil and growers in northwest Florida and throughout the state.

**Military**

**Whiting Field**

Home to Naval Air Station Whiting Field, Santa Rosa County helps make up the cradle of Naval Aviation. The $44 billion industry is the state’s 3rd top economic sector behind tourism and agriculture; it tops the list in Santa Rosa County.

Known as the world’s most efficient naval air complex, Whiting Field has served as a naval aviation training facility since its establishment as a naval air auxiliary station in July 1943.

Whiting Field, located 8 miles north of Milton, has served as a prisoner-of-war camp for German soldiers, home of the famed Blue Angels flight demonstration team and home of the Navy’s first jet training unit.

Today Whiting Field hosts a fleet of over 180 T-6A Texan IIs, and 150 TH-57s. Over 1,200 students complete primary flight training here each year on 2 airfields and 13 outlying fields.
Our Mission and Our Values

CITY OF MILTON

~Our Mission ~

The mission of The City of Milton is to develop a first rate full service residential, business, and governmental community that responds to customer needs in establishing a safe, caring, and quality environment for all city residents.

~Our Values ~

Competence — Hire and develop the best staff. The challenge of public service demands the best. Assure effective and efficient delivery of all department services.

Caring — Treat citizens, customers, and employees with respect and consideration. Be responsive to their requests.

Commitment — Accomplish departmental goals and objectives. Be results oriented. Follow through to achieve desired results. Leadership is action, not position.

Communication — Provide multiple ways to listen to citizens’ comments about city services and empower employees to respond to those needs. Develop and encourage meaningful two-way employee communication at all levels of the organization. Listen to employees and seek opportunities for employee involvement in solutions through various avenues.
Guide for Readers

The Fiscal Year 2017 Annual Operating Budget for the City of Milton, Florida is intended to serve four purposes:

**The Budget as a Policy Guide**

As a policy document, the budget indicates what services the City will provide during the twelve-month period beginning October 1, 2016 and why. The Budget Message summarizes the challenges facing Milton and how the budget addresses them. The Budget Summary and Revenue Assumptions provide more detail information such as revenue sources and trends and expenditure categories. The Department budget sections provide major goals and objectives for each department in the City.

**The Budget as a Financial Plan**

As a financial plan, the budget outlines how much City services will cost and how they will be funded. The Budget Summary Section provides an overview of the budget, including major revenue and expenditure categories. Also included are a description of major revenues and trends.

**The Budget as an Operations Guide**

As an operations guide, the budget indicates how services will be delivered to the community. The Departmental budget sections outline department appropriations approved by the City Council for the provision of services by each department. An organizational chart is proved to show how the City is structured for efficient and effective work.

**The Budget as a Communications Device**

The budget is designed to be user friendly with summary information in text, table, and graphs. A glossary of budget terms is included for your reference. In addition to this reader’s guide, the table of contents provides a listing of the various topics in the budget document.

Copies of this document are available for review in the Budget Department located at City Hall. In addition, this document can be accessed through the internet at http://www.miltonfl.org.
The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Milton, Florida for its annual budget for the fiscal year beginning October 1, 2015. 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.

This 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.
CITY MANAGER’s BUDGET MESSAGE

M E M O R A N D U M

City Manager

To: The Honorable Wesley Meiss, Mayor
   and Members of City Council

From: Brian Watkins, City Manager

RE: FY2017 Budget

On behalf of the City of Milton, I am pleased to present the FY2017 budget. The budget is balanced and sustainable at a total of $22,709,350 which is 3.5% more than the FY2016 budget.

The millage rate of 3.2373 mills will remain the same as was in FY2016. This rate is equal to a 0.62% decrease in the rolled back rate of 3.2575 mills. It will generate $972,842 in taxes.

The budget is comprised of 13 Funds. **7 - Government Funds:** (General Fund, CRA I-Downtown Redevelopment Fund, CRA II-North Fund, CRA III-South Fund, Debt Service Fund, 301-Capital Projects Fund, and 302-Capital Projects Fund for Paving); and **6 - Proprietary Funds often referred to as Enterprise Funds:** (Natural Gas Fund, Water/Sewer Fund, Sanitation Fund, Stormwater Fund, Riverwalk Marina Fund, and Sundial Utilities Fund.) When preparing a budget, the goal is to have revenues equal expenditures. However, it is not normal, nor is it even likely, that actual revenues will match expenditures in a fiscal year. Either a decrease or increase of fund balance should be expected in any given year. For FY2017 all of the funds are balanced and do not require a decrease of fund balance reserves to balance.

Balancing the budget was again challenging this year and required some difficult funding decisions. By working together with the directors, department heads, and staff we were able to make huge progress to the point that drawdown from reserves was not necessary.

For FY2017 we have again held Interfund Transfers to the level of our FY2015 and FY2016 transfers instead of allowing them to increase as historically they were doing. However, the Sanitation Fund, in preparation for purchasing a new truck, did not make any transfer to the General Fund for FY2017.
CHANGES:

FY2017 has brought about some changes in our budget. Two new CRA areas were created: CRA II-North, and CRA III-South. No revenue is projected for FY2017 in either of these 2 new funds. The baseline valuation for these 2 new areas will be based on the 2016 tax year where revenue due these CRA Funds is calculated over and above the baseline year calculation. Revenue is contributed from the City Millage for the increase in value, and from Santa Rosa County’s Millage for the increase in value.

Department 0519 for Facilities Maintenance was re-established for FY2017 to better define work performed in our Road & Street Department.

REVENUE:

Our Enterprise Funds receive their revenue mostly from charges for services, whereas the General Fund is funded from various revenue sources. The FY2017 General Fund is budgeted at 1.3% higher than FY2016; and in comparison noting that the average rate of inflation “CPI” was .1% for the prior year. One of the largest drops in revenue in the General Fund is the Communication Services Tax (CST) where revenue has been trending down for the last few years as customers are using land line phones less and less. For the most part we are trending up but slower than anticipated.

Revenue of $207,806 from the 6¢ Fuel Tax was new for FY2016 and is included in the FY2017 budget which is allocated for road paving projects.

Revenue of $226,981 from Fire Fee assessments are new for FY2017 to help fund the increasing needs for Fire Truck replacement and other various Fire Department operation costs.

The half-cent sales tax passed by voters in August will be new for FY2017. Revenue was not projected in this budget because of the late passage of this tax by Santa Rosa County voters. It is anticipated that the City will see this revenue beginning as early as March 2017 at which time a Budget Adjustment will be done to recognize this new revenue.

EXPENSES:

The breakdown for General Fund Expenses:

- 42% for Public Safety (Law Enforcement & Fire Department),
- 29% for General Government
- 13% for Culture/Recreation
- 11% for Transportation
- 5% for Other Uses.

The costs for Healthcare for our employees rose 8.0% for FY2017. Liability Insurance saw a 2% increase.
In comparison of Full Time Equivalents of our employees for FY2016 to FY2017 there was a net change of +5.5 positions. Finance removed 1 position (Utilities Billing Supervisor), and increased the part time Accounting Clerk III to full time. A Public Information Officer was added with 50% expensed to the General Fund’s Administration Department; and 50% expensed to the Natural Gas Fund’s Marketing Department. Parks added 2 part time positions. Landscaping added 1 position. Natural Gas added 1 Utility Service Tech III. And, Water Sewer Fund added 2 Water Service Tech II positions. Our employees are what make the city we live in so great; I am proud of each of our employees for their hard work. The FY2017 budget includes step increases as well as a 1.5% COLA for our employees.

**ACCOMPLISHMENTS:**

We have recently attained some big accomplishments. As we strive to be more transparent, our new webpage is something we are very proud of. Please check us out at [www.miltonfl.org](http://www.miltonfl.org). More information about our city is readily available from viewing monthly financials, to registering for sports online, to requesting to be notified of meetings, or to voicing your questions and concerns.

The Government Finance Officers Association (GFOA) presented a Distinguished Budget Presentation Award to the City of Milton, FL for our annual budget for fiscal year beginning October 1, 2015. Our budget document had to meet certain program criteria. This was our 1st year for award.

In September 2016 the City transitioned over its phone service to Voice Over Internet “VOIP” with anticipated considerable savings expected to our monthly phone service expense. City Hall’s lighting is now all LED; we should see considerable savings this year for this change.

**SUMMARY:**

The review and adoption of the annual budget is one of the most important policy-making responsibilities of the City Council. The budget establishes priorities for the next year by allocating the sources of funds for City services and authorizing expenditures for those services.

With the City Council’s continued guidance and policy development skills, the citizens of our city should feel confident that they will continue to receive the best possible services at a reasonable cost, there will be a continuation of the “small town” attitude where people can freely express their opinions and seek service support, and they can rely on employees who value public service and seek to be responsive to their community.
Organizational Chart

City Council & Mayor

City Manager

City Clerk

Purchasing Agent/ Risk Manager
Budget Coordinator
Public Information/ Marketing

Executive Assistant
HR Coordinator

Fire Chief

Police Chief

Planning Director

Parks & Rec Director

Public Works Director

A Shift

Operations/Patrol
Investigations

B Shift

Administration/ Dispatch

C Shift

Current Planning GIS

Community Center

Street & Sanitation

Mitigation

Utilities

Code Enforcement

Landscape

Billing

Accounting

Payroll

Billing

Accounting

Payroll

Community Center

Youth Sports

Events

Street & Sanitation

Utilities

Landscape

Revised August 2016
### Fulltime Equivalent

**FUNDED POSITION COMPARISON**

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<th>FY2015</th>
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<td>Mayor &amp; City Council</td>
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<td>Parks &amp; Recreation</td>
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<td><strong>ENTERPRISE FUND EMPLOYEES:</strong></td>
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<td><strong>Subtotal ENTERPRISE FUNDS</strong></td>
<td>43</td>
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<td><strong>TOTAL AUTHORIZED POSITIONS</strong></td>
<td>135</td>
<td>138</td>
<td>139</td>
<td>144.5</td>
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<tr>
<td><strong>NET CHANGE</strong></td>
<td>-2</td>
<td>+3</td>
<td>+1</td>
<td>+5.5</td>
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</table>

**FY 2015 Changes (+3 positions):**
- .5 position added in Finance (PT Accounting Clerk III)
- .5 position added in Law Enforcement (PT Police Officer)
- 1 position added in Parks (Facility Coordinator)
- 1 position added Gas
- 1 position added Wastewater
- 1 position removed Sanitation

**FY 2016 Changes (+1 positions):**
- .5 position added in Admin (PT Admin Filing Clerk)
- .5 position removed in Parks (Concession Workers)
- 1 position added in Gas
- 1 position added in Water Services (Service Tech II)
- 1 position removed Sanitation (Driver)

**FY 2017 Changes (+5.5 positions):**
- 1 position removed Finance (Utilities Billing Supervisor)
- .5 position added Finance (PT Acctg Clerk III now FT)
- .5 position added in Admin (PIO/Marketing, 1/2 is in GAS)
- 1 position added in Parks (2 x .5 part time positions)
- 1 position added in Landscaping (MSW I)
- .5 position added in Gas (PIO/Marketing)
- 1 position added in Gas (Utility Service Tech III)
- 2 positions added in Water/Sewer (Water Service Tech II)
Budget Planning Calendar
FY2017

April 15 …..  Budget Office provides departments worksheets and instructions.

May 1 .......  Merit Worksheets for each department due from Human Resources.

May 16 .......  Department Budgets due to Budget Coordinator.

May 15-30 ...  Departmental Budget reviews with City Manager and/or Dept. Heads.

June 1 .........  Property Appraiser provides estimate of total assessed non-exempt property.

July 1 .........  Property Appraiser provides Certificate of Property Value.

July 5 .........  Council discusses Millage.

July 12 .........  Council approves Millage.

July .............  Department Budgets presented at all Committee Meetings.

Aug 4 ...........  Advise Property Appraiser of:

1. Maximum Millage Rate
2. Rollback Rate
3. Date, Time, Place of 1st Public Hearing (on or before Aug 4)

Aug 24 ...........  Property Appraiser mails proposed property tax (TRIM). (on or before)

Sept 13 ...........  1st Public Hearing on Tentative Budget. (at 5:01 p.m.)

2 Ordinances: Budget; and Pay Table/Position Schedule (1st Read).

Sept 17 ...........  2 Ordinance Advertisements: Budget; and Pay Table/Position Schedule

Sept 24 ...........  2 TRIM Advertisements: Notice of Hearing (or Tax Increase); and Budget Summary.

Sept 29 ...........  Final Public Hearing on Proposed Budget. (at 5:01 p.m.)

Millage Resolution; Budget Resolution; Fire Resolution; 2 Ordinances (2nd Read).

### Budget Summary Advertised

#### BUDGET SUMMARY
City of Milton - Fiscal Year 2016 - 2017

The proposed operating budget expenditures of the City of Milton are 3.5% more than last year's total operating expenditures.

<table>
<thead>
<tr>
<th>General Fund 3.2373</th>
<th>GENERAL FUND</th>
<th>CRA I,II,III</th>
<th>DEBT SERVICE</th>
<th>CAPITAL FUND</th>
<th>NATURAL GAS FUND</th>
<th>WATER SEWER FUND</th>
<th>SANITATION FUND</th>
<th>OTHER FUNDS</th>
<th>TOTAL ALL</th>
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<td>Taxes:</td>
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<tr>
<td>Ad Valorem Taxes</td>
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<td>Millage per $1000</td>
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<td>Local Option Gas Tax</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Electricity Taxes</td>
<td>685,000</td>
<td>685,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Service Tax</td>
<td>362,000</td>
<td>362,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Taxes</td>
<td>134,000</td>
<td>134,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remits, Fees:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric Franchise Fees</td>
<td>685,000</td>
<td>685,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Fire Assessments</td>
<td>226,981</td>
<td>226,981</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other License &amp; Fees</td>
<td>30,250</td>
<td>30,250</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intergovernmental Revenue</td>
<td>1,343,457</td>
<td>68,830</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charges for Services</td>
<td>882,287</td>
<td>25,200</td>
<td>4,215,200</td>
<td>6,940,500</td>
<td>1,187,000</td>
<td>13,148,187</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fines and Forfeitures</td>
<td>134,000</td>
<td>134,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>320,000</td>
<td>320,000</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Fund</td>
<td>220,350</td>
<td>220,350</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marina Fund</td>
<td>97,000</td>
<td>97,000</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Sundial Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL SOURCES</td>
<td>5,884,923</td>
<td>94,020</td>
<td>-</td>
<td>207,806</td>
<td>4,235,200</td>
<td>6,870,500</td>
<td>1,187,500</td>
<td>$37,350</td>
<td>19,117,299</td>
</tr>
<tr>
<td>Transfers In</td>
<td>3,202,504</td>
<td>319,547</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund Balances/Reserves/Net Assets</td>
<td>70,000</td>
<td>70,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL REVENUES, TRANSFERS &amp; BALANCES</td>
<td>$9,087,427 $164,020 $319,547 $207,806 $4,235,200 $6,870,500 $1,187,500 $37,350 $22,709,350</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### EXPENDITURES

| General Government | 2,591,383 |                      |              |              |                  |                  |                 |            |           |
| Public Safety      | 3,797,681 |                      |              |              |                  |                  |                 |            |           |
| Physical Environment| 3,176,000 | 4,177,274            | 1,084,377    | 8,457,622   |                  |                  |                 |            |           |
| Transportation     | 1,035,663 | 207,806              |              |              |                  |                  |                 |            |           |
| Debt Service       | 5,852     | 319,547              | 23,463       | 526,450     | 1,975,420        |                  |                 |            |           |
| Economic Environment| 164,020    |                      |              |              |                  |                  |                 |            |           |
| Culture / Recreation| 1,225,689 |                      |              |              |                  |                  |                 |            |           |
| Other Funds:       |              |                      |              |              |                  |                  |                 |            |           |
| Stormwater Fund    | 220,350    |                      |              |              |                  |                  |                 |            |           |
| Marina Fund        | 97,000     |                      |              |              |                  |                  |                 |            |           |
| Sundial Fund       | 320,000    |                      |              |              |                  |                  |                 |            |           |
| TOTAL EXPENDITURES | 8,656,368 | 164,020              | 319,547      | 207,806     | 3,199,464        | 4,703,732        | 1,084,377      | $37,350    | 18,972,664|
| Transfers Out      | 393,420    | 1,035,736            | 2,166,768    | 3,595,924   |                  |                  |                 |            |           |
| Fund Balances/Reserves/Net Assets| 103,123 | 140,762               |              |              |                  |                  |                 |            |           |
| TOTAL APPROPRIATED EXPENDITURES | $9,087,427 $164,020 $319,547 $207,806 $4,235,200 $6,870,500 $1,187,500 $37,350 | $22,709,350 |

The tentative, adopted, and/or final budgets are on file in the office of the above referenced taxing authority as a public record.
Where Does the Money Come From?

GENERAL FUND - Where Does the Money Come From?

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>FY2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes</td>
<td>$2,458,232</td>
</tr>
<tr>
<td>Permits Fees</td>
<td>$942,231</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>$1,343,457</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>$882,287</td>
</tr>
<tr>
<td>Fines &amp; Forfeits</td>
<td>$26,950</td>
</tr>
<tr>
<td>Misc.</td>
<td>$231,766</td>
</tr>
<tr>
<td>Transfers</td>
<td>$3,202,504</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$9,087,427</strong></td>
</tr>
</tbody>
</table>

GENERAL FUND REVENUE

- Taxes, $2,458,232
- Permits Fees, $942,231
- Intergovernmental, $1,343,457
- Charges for Services, $882,287
- Misc., $231,766
- Fines & Forfeits, $26,950
- Transfers, $3,202,504
Where Does the Money Go?

**GENERAL FUND - Where Does the Money Go?**

<table>
<thead>
<tr>
<th>General Fund</th>
<th>FY2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures by Class</td>
<td></td>
</tr>
<tr>
<td>General Government Services</td>
<td>$2,597,335</td>
</tr>
<tr>
<td>Public Safety</td>
<td>$3,797,681</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,035,663</td>
</tr>
<tr>
<td>Culture/Recreation</td>
<td>$1,225,689</td>
</tr>
<tr>
<td>Other Uses</td>
<td>$393,420</td>
</tr>
<tr>
<td>Other NonOperating</td>
<td>$37,639</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,087,427</strong></td>
</tr>
</tbody>
</table>

**GENERAL FUND EXPENSES**

- **General Government Services**, $2,597,335
- **Public Safety**, $3,797,681
- **Transportation**, $1,035,663
- **Culture/Recreation**, $1,225,689
- **Other Uses**, $393,420
- **Other NonOperating**, $37,639

**Class by Dept**

- General Government Services
- Public Safety
- Transportation
- Culture/Recreation
- Other Uses
- Other NonOperating
## General Fund Summary of Major Revenues

### General Fund - Major Revenues (State, Local, & Other Shared)

#### Budget FY 2017

<table>
<thead>
<tr>
<th>Account #</th>
<th>Description</th>
<th>Actual For: FY 2014</th>
<th>Actual For: FY 2015</th>
<th>Budget for: Budget FY 2016</th>
<th>Budget for: Budget FY 2017</th>
<th>Change PY Inc/(Decr.)</th>
<th>% Chg PY Inc/(Decr.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>311-00-00</td>
<td>Advalorem Taxes</td>
<td>$924,913</td>
<td>$983,530</td>
<td>$957,828</td>
<td>$972,842</td>
<td>$15,014</td>
<td>1.65%</td>
</tr>
<tr>
<td>323-10-00</td>
<td>Electricity Franchise Fee</td>
<td>$644,602</td>
<td>$690,975</td>
<td>$650,000</td>
<td>$685,000</td>
<td>$35,000</td>
<td>6.73%</td>
</tr>
<tr>
<td>314-10-00</td>
<td>Electricity Tax</td>
<td>$635,880</td>
<td>$675,019</td>
<td>$650,000</td>
<td>$685,000</td>
<td>$35,000</td>
<td>7.95%</td>
</tr>
<tr>
<td>315-00-00</td>
<td>Communication Serv. Tax</td>
<td>$416,319</td>
<td>$438,703</td>
<td>$439,828</td>
<td>$362,039</td>
<td>($77,789)</td>
<td>-13.18%</td>
</tr>
<tr>
<td>335-18-00</td>
<td>Local Govt ½ Cent Sales Tax</td>
<td>$399,001</td>
<td>$419,494</td>
<td>$416,131</td>
<td>$465,747</td>
<td>$49,616</td>
<td>14.31%</td>
</tr>
<tr>
<td>335-12-00</td>
<td>Gen Gov-Rev Share Proceed</td>
<td>$299,844</td>
<td>$312,139</td>
<td>$317,731</td>
<td>$337,264</td>
<td>$19,533</td>
<td>6.59%</td>
</tr>
<tr>
<td>312-10-00</td>
<td>Local Option Fuel Taxes</td>
<td>$277,684</td>
<td>$288,384</td>
<td>$219,741</td>
<td>$304,351</td>
<td>$84,610</td>
<td>41.14%</td>
</tr>
<tr>
<td>316-20-00</td>
<td>Prof- Business Lic</td>
<td>$117,870</td>
<td>$119,407</td>
<td>$117,000</td>
<td>$125,000</td>
<td>$8,000</td>
<td>6.96%</td>
</tr>
<tr>
<td>335-19-02</td>
<td>FL Motor Fuel Tax</td>
<td>$10,266</td>
<td>$9,893</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>316-10-00</td>
<td>Mun Share-Bus Lic/Tax</td>
<td>$8,871</td>
<td>$8,798</td>
<td>$9,000</td>
<td>$9,000</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>335-15-00</td>
<td>Alcoholic License Tax</td>
<td>$5,905</td>
<td>$6,149</td>
<td>$5,000</td>
<td>$6,000</td>
<td>$1,000</td>
<td>25.00%</td>
</tr>
<tr>
<td>335-14-00</td>
<td>Mobile Home License Tax</td>
<td>$1,853</td>
<td>$1,717</td>
<td>$2,600</td>
<td>$2,600</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td>366-30-00</td>
<td>Other/Shared From Local Units (optional from SRC)</td>
<td>$29,105</td>
<td>$29,105</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>$3,772,113</td>
<td>$3,983,313</td>
<td>$3,794,859</td>
<td>$3,964,843</td>
<td>$169,984</td>
<td></td>
</tr>
</tbody>
</table>

% of change from Prior Year: -0.5% 7.0% -4.7% 4.5%
**MAJOR REVENUE HISTORY (as of 10/07/16)**

- **3.2373 Mills - Ad Valorem Tax**
- **Local Option Gas Tax - 5.05% share of Total Fuel Taxes - Interlocal w/ SRC**
- **10% Electricity Tax - on Utility Bills**
- **6.12% Communication Service Tax - on Communication Services**
- **5% Electricity Franchise Fee - 30 yr agreement w/Gulf Power**
- **Municipal Revenue Sharing - City's Share: (City Population Factor) x (1.3409% of County Sales Tax + 1¢ Municipal Fuel Tax)**
- **Local Gov ½¢ Sales Tax - City's Share: (City Population Factor) x (8.814% of County Sales Tax)**
- **Shared Revenue - Municipal Aid from SRC**
REVENUE ASSUMPTIONS

The City of Milton relies on a variety of revenue sources to finance operations and construction activities. These sources include taxes, special assessments, fees, intergovernmental funding and service charges. Examples of user fees are those used to finance the City’s natural gas utility, water and sewer, and its sanitation department.

Several major factors impact revenues: changes in overall city-wide population, changes in specific service populations and their demands, increases or decreases in real disposable income (which measures residents’ after-tax buying power adjusted for inflation), and inflation. One or more of the factors impact most revenues directly or indirectly. Estimates of revenues for budgetary purposes are gathered from a variety of sources. Based on past trends and experienced judgment of current and future conditions, estimates of revenues are calculated from program-related fees (charges for services), state and federal grants, licenses and permits, fines and assessments. The Florida Department of Revenue provides estimates of revenues from the Local Government Half-Cent Sales Tax, Municipal Revenue Sharing, Communication Services Tax, and the Local Option Gasoline Tax. These estimates are compared with our trend analysis revenue estimates. Ad valorem tax revenue is estimated from taxable property values provided by the Property Appraiser by July 1st of each year in conjunction with the applicable millage rate. Once the revenue estimates from the State of Florida and the Property Appraiser’s estimated taxable property values are received there may be an adjustment in revenues in the final approved budget.

The following provides a brief explanation of our major revenue categories.
General Fund Major Revenues

Ad Valorem Taxes

<table>
<thead>
<tr>
<th>AD VALOREM TAXES</th>
<th>GENERAL FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORIZATION</td>
<td>F. S. 192-197 and 200 Ordinance Done Annually With Budget</td>
</tr>
<tr>
<td>REVENUE SOURCE</td>
<td>Ad Valorem Tax</td>
</tr>
<tr>
<td>REVENUE CLASSIFICATION</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td>001-0000-311-00-00</td>
</tr>
<tr>
<td>Uniform Accounting System #</td>
<td>311.000</td>
</tr>
<tr>
<td>Rates</td>
<td></td>
</tr>
<tr>
<td>Current Millage</td>
<td>3.2373</td>
</tr>
<tr>
<td>Maximum Millage</td>
<td>10.00</td>
</tr>
</tbody>
</table>

DESCRIPTION:
Property taxes computed as a percentage of the Fair Market value of locally assessed real estate, and tangible personal property less any exclusions, differentials, exemptions and credits and expressed in mills. The City Council sets the millage rate annually prior to October 1st. One mill is $1 of tax per $1,000 of taxable assessed value.

FEE SCHEDULE:
General Fund millage rate, per thousand dollars valuation: 3.2373
Discount for early payment: Nov. 4%; Dec. 3%; Jan. 2%; Feb. 1%. March - payments are due.

RESTRICTIONS:
Federal, State, County and municipal property is exempt from ad valorem tax.

COLLECTION FREQUENCY:
Funds are received approximately monthly from the Tax Collector. State law requires the Tax Collector to make a minimum of 14 distributions per year - two in November, two in December, and one per month for the rest of the year.

ADMINISTRATION:
Revenues are received into the General Fund and are used to provide a major portion of City services.

COLLECTION HISTORY AND CURRENT BUDGET (BASED ON PROPERTY APPRAISER ESTIMATE):

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$917,699</td>
<td>$1,022,2</td>
<td>$984,660</td>
<td>$967,369</td>
<td>$935,372</td>
<td>$922,419</td>
<td>$924,913</td>
<td>$983,530</td>
<td>$957,828</td>
<td>$972,842</td>
</tr>
<tr>
<td>% Change</td>
<td>4%</td>
<td>11%</td>
<td>-4%</td>
<td>-2%</td>
<td>-3%</td>
<td>-1%</td>
<td>0%</td>
<td>6%</td>
<td>-3%</td>
<td>2%</td>
</tr>
</tbody>
</table>

Revenue % Change
General Fund Major Revenues

Local Option Fuel Tax

---

### LOCAL OPTION FUEL TAXES (.06 cents)

**GENERAL FUND**

<table>
<thead>
<tr>
<th>AUTHORIZATION</th>
<th>REVENUE SOURCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.S.206; 336.025</td>
<td>Local Option Fuel Taxes</td>
</tr>
<tr>
<td>Interlocal Agreement w/ Santa Rosa County</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVENUE CLASSIFICATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
</tr>
<tr>
<td>001-0000-312-10-00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RATES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
</tr>
<tr>
<td>6.4285</td>
</tr>
</tbody>
</table>

**DESCRIPTION:**
Fuel Taxes imposed by State (transportation use). City of Milton has an agreement with Santa Rosa County dated 06/20/2016. Formula uses population estimates and transportation expenditures. Agreement is good through September 1, 2026.

FY2017 shows a significant increase due to a revised interlocal agreement with Santa Rosa County reflecting updated transportation costs.

**FEE SCHEDULE:**
50% of the total fuel taxes are divided proportionately among the City of Milton, City of Gulf Breeze, and Town of Jay based on transportation expenditures for each of the cities. It uses the transportation expenditures of the immediately preceding five years.

**RESTRICTIONS:**
Utilized for transportation expenditures. F.S. 336.025 (2)

**COLLECTION FREQUENCY:**
Monthly.

**ADMINISTRATION:**
Revenues are received into the General Fund and are used to provide a major portion of City services.

**COLLECTION HISTORY AND CURRENT BUDGET (BASED ON STATE OF FLORIDA ESTIMATE):**

<table>
<thead>
<tr>
<th>Year</th>
<th>Actual</th>
<th>Revenue</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2008</td>
<td>$230,990</td>
<td>-5%</td>
<td></td>
</tr>
<tr>
<td>FY2009</td>
<td>$264,428</td>
<td>14%</td>
<td></td>
</tr>
<tr>
<td>FY2010</td>
<td>$285,633</td>
<td>8%</td>
<td></td>
</tr>
<tr>
<td>FY2011</td>
<td>$270,463</td>
<td>-5%</td>
<td></td>
</tr>
<tr>
<td>FY2012</td>
<td>$322,986</td>
<td>19%</td>
<td></td>
</tr>
<tr>
<td>FY2013</td>
<td>$276,612</td>
<td>-14%</td>
<td></td>
</tr>
<tr>
<td>FY2014</td>
<td>$277,684</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>FY2015</td>
<td>$211,991</td>
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</tr>
<tr>
<td>FY2016</td>
<td>$219,741</td>
<td>4%</td>
<td></td>
</tr>
<tr>
<td>FY2017</td>
<td>$304,351</td>
<td>39%</td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Revenue</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150,000</td>
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</tr>
<tr>
<td>$200,000</td>
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</tr>
<tr>
<td>$250,000</td>
<td></td>
</tr>
<tr>
<td>$300,000</td>
<td></td>
</tr>
<tr>
<td>$350,000</td>
<td></td>
</tr>
</tbody>
</table>
General Fund Major Revenues

Electricity Tax

<table>
<thead>
<tr>
<th>ELECTRICITY TAX</th>
<th>GENERAL FUND</th>
</tr>
</thead>
</table>

**AUTHORIZATION**
F.S. 166.231 (1)
Ordinance 1046; Ordinance 693

**REVENUE SOURCE:**
Electricity Tax

**REVENUE CLASSIFICATION:**
Account Number 001-0000-314-10-00
Uniform Accounting System # 314.000

**RATES:**
- Current: 10%
- Maximum per Statute: 10%
- Individual Monthly Maximum: $50.00

**DESCRIPTION:**
This revenue originates from the sale of electricity to citizens within City limits. The basis for this tax is a maximum assessment of 10% of Gulf Power's revenue. (There is a cap of $50.00 monthly maximum payment per individual.)

**FEE SCHEDULE:**
10% utility tax on electric services provided to residents. Per F.S. 166.231 10% is the maximum. Ordinance 693 caps $50 monthly maximum payment per individual.

**RESTRICTIONS:**
None.

**COLLECTION FREQUENCY:**
Monthly.

**ADMINISTRATION:**
Revenues are received into the General Fund and are used to provide a major portion of City services.

**COLLECTION HISTORY AND CURRENT BUDGET (BASED ON STATE OF FLORIDA ESTIMATE):**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>$479,821</th>
<th>$486,737</th>
<th>$531,778</th>
<th>$585,741</th>
<th>$549,540</th>
<th>$554,710</th>
<th>$635,880</th>
<th>$675,019</th>
<th>$650,000</th>
<th>$685,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Change</td>
<td>2%</td>
<td>1%</td>
<td>9%</td>
<td>10%</td>
<td>-6%</td>
<td>1%</td>
<td>15%</td>
<td>6%</td>
<td>-4%</td>
<td>5%</td>
</tr>
</tbody>
</table>
## General Fund Major Revenues

### Communication Service Tax (CST)

<table>
<thead>
<tr>
<th>Authorization</th>
<th>Revenue Source:</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.S. 202; Ordinance #1046; Sect. 44-61 to 44-65</td>
<td>Communication Service Tax</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rate</th>
<th>Account Number</th>
<th>Uniform Accounting System #</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.12%</td>
<td>001-0000-315-00-00</td>
<td>315.000</td>
</tr>
<tr>
<td>2.37%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>8.49% Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION:**
Communication service tax on telecommunication, video, direct-to-home satellite, and related communication services. Comprised of two components: a state communications services tax and a local communications services tax. The tax is imposed on retail sales of communications services which originate and terminate in the state, or originate or terminate in the state and are billed to an address within the state.

**FEE SCHEDULE:**
- Residential - Local & State Amounts (6.12% + 2.37% = 8.49% Total)
- Commercial - Local & State Amounts (6.12% + 9.17% = 15.29% Total)

**RESTRICTIONS:**
None.

**COLLECTION FREQUENCY:**
Monthly.

**ADMINISTRATION:**
Revenues are received into the General Fund and are used to provide a major portion of City services.

**COLLECTION HISTORY AND CURRENT BUDGET (BASED ON STATE OF FLORIDA ESTIMATE):**

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2008</td>
<td>$539,966</td>
<td>14%</td>
</tr>
<tr>
<td>FY2009</td>
<td>$541,763</td>
<td>0%</td>
</tr>
<tr>
<td>FY2010</td>
<td>$534,024</td>
<td>-1%</td>
</tr>
<tr>
<td>FY2011</td>
<td>$600,261</td>
<td>12%</td>
</tr>
<tr>
<td>FY2012</td>
<td>$562,216</td>
<td>-6%</td>
</tr>
<tr>
<td>FY2013</td>
<td>$547,725</td>
<td>-3%</td>
</tr>
<tr>
<td>FY2014</td>
<td>$416,319</td>
<td>-24%</td>
</tr>
<tr>
<td>FY2015</td>
<td>$438,703</td>
<td>5%</td>
</tr>
<tr>
<td>FY2016</td>
<td>$439,828</td>
<td>0%</td>
</tr>
<tr>
<td>FY2017</td>
<td>$362,039</td>
<td>-18%</td>
</tr>
</tbody>
</table>

- Revenue
- % Change
# General Fund Major Revenues

## Electric Franchise Fee

### ELECTRICITY FRANCHISE FEE

#### GENERAL FUND

<table>
<thead>
<tr>
<th>AUTHORIZATION</th>
<th>REVENUE SOURCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.S. 180.16</td>
<td>Electricity Franchise Fee</td>
</tr>
<tr>
<td>Ordinance #1155-04 (Part III, Article 1, Sec 1-19)</td>
<td></td>
</tr>
</tbody>
</table>

#### REVENUE CLASSIFICATION:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Uniform Accounting System #</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-0000-323-10-00</td>
<td>323.000</td>
</tr>
</tbody>
</table>

#### RATES:

- Gulf Power Franchise Fee: 5%
- State Norm: 6%

#### DESCRIPTION:

Amount is based on Gulf Power's revenue from city customers. 06/08/2004 - 30 year agreement with Gulf Power for their privilege of constructing upon, and operating within the right of ways owned by the City.

#### FEE SCHEDULE:

Gulf Power pays the City of Milton monthly.

#### RESTRICTIONS:

None.

#### COLLECTION FREQUENCY:

Monthly.

#### ADMINISTRATION:

Revenues are received into the General Fund and are used to provide a major portion of City services.

#### COLLECTION HISTORY AND CURRENT BUDGET (BASED ON HISTORICAL TREND ANALYSIS):

<table>
<thead>
<tr>
<th>Year</th>
<th>Revenue</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>$549,504</td>
<td>0%</td>
</tr>
<tr>
<td>2009</td>
<td>$627,889</td>
<td>14%</td>
</tr>
<tr>
<td>2010</td>
<td>$669,429</td>
<td>7%</td>
</tr>
<tr>
<td>2011</td>
<td>$696,880</td>
<td>4%</td>
</tr>
<tr>
<td>2012</td>
<td>$696,789</td>
<td>-13%</td>
</tr>
<tr>
<td>2013</td>
<td>$669,689</td>
<td>-6%</td>
</tr>
<tr>
<td>2014</td>
<td>$644,602</td>
<td>13%</td>
</tr>
<tr>
<td>2015</td>
<td>$690,975</td>
<td>7%</td>
</tr>
<tr>
<td>2016</td>
<td>$650,000</td>
<td>-6%</td>
</tr>
<tr>
<td>2017</td>
<td>$685,000</td>
<td>5%</td>
</tr>
</tbody>
</table>

![Revenue and % Change Chart](chart.png)
General Fund Major Revenues

Municipal Revenue Sharing

<table>
<thead>
<tr>
<th>GENERAL GOVERNMENT REVENUE SHARE PROCEEDS</th>
<th>GENERAL FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTHORIZATION</td>
<td>REVENUE SOURCE:</td>
</tr>
<tr>
<td>F.S. 206.605(1); 206.879(1)l 212.20(6); 218.20-218.26</td>
<td>General Govt. Revenue Share Proceeds</td>
</tr>
<tr>
<td>REVENUE CLASSIFICATION:</td>
<td>RATES:</td>
</tr>
<tr>
<td>Account Number</td>
<td>Based upon Sales in SRC</td>
</tr>
<tr>
<td>Uniform Accounting System #</td>
<td>335.000</td>
</tr>
</tbody>
</table>

DESCRIPTION:
The Florida Revenue Sharing Act of 1972 was a major attempt by the Legislature to ensure a minimum level of revenue parity across units of local government. An allocation formula is used to distribute 1.3409 percent of sales and use tax collections, 12.5% of the state alternative fuel user decal fee collections, and the net collections from the one-cent municipal fuel tax amount qualifying municipalities. Municipal population, sales tax collections, and relative ability to raise revenue are used in the formula to determine each municipality's portion.

FEE SCHEDULE:
Administered by DOR, and monthly distributions shall be made to governments. Apportionment Factor (County Population+Unincorporated Population+Sales Tax Collection)/3

REstrictions:
According to DOR, municipalities may assume that 23.7% (for FY2015-2016) is derived from the municipal fuel tax and therefore should be used for transportation-related purposes.

COLLECTION FREQUENCY:
Monthly.

ADMINISTRATION:
Revenues are received into the General Fund and are used to provide a major portion of City services.

<table>
<thead>
<tr>
<th>COLLECTION HISTORY AND CURRENT BUDGET (BASED ON STATE OF FLORIDA ESTIMATE):</th>
</tr>
</thead>
<tbody>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>$291,465</td>
</tr>
<tr>
<td>% Change -1%</td>
</tr>
</tbody>
</table>

Revenue % Change

- $-
- $50,000
- $100,000
- $150,000
- $200,000
- $250,000
- $300,000
- $350,000
- $400,000

Revenue

% Change
Historical Expenditures

![Graph showing historical expenditures for different fiscal years]

### Actual - Data for Graph

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>General FUND</th>
<th>Gas</th>
<th>Wtr/Swr</th>
<th>Sanit</th>
<th>Stmwtr</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2005</td>
<td>$7,184,914</td>
<td>$3,558,245</td>
<td>$1,969,811</td>
<td>$749,618</td>
<td>-$</td>
</tr>
<tr>
<td>FY2006</td>
<td>$6,154,337</td>
<td>$4,855,466</td>
<td>$1,914,862</td>
<td>$777,858</td>
<td>-$</td>
</tr>
<tr>
<td>FY2007</td>
<td>$5,829,094</td>
<td>$3,899,611</td>
<td>$1,861,440</td>
<td>$753,653</td>
<td>-$</td>
</tr>
<tr>
<td>FY2008</td>
<td>$6,166,030</td>
<td>$3,747,409</td>
<td>$2,120,143</td>
<td>$769,254</td>
<td>$3,479</td>
</tr>
<tr>
<td>FY2009</td>
<td>$6,453,178</td>
<td>$3,150,698</td>
<td>$2,288,951</td>
<td>$773,469</td>
<td>$18,559</td>
</tr>
<tr>
<td>FY2010</td>
<td>$6,566,608</td>
<td>$2,977,485</td>
<td>$2,191,932</td>
<td>$760,096</td>
<td>$24,692</td>
</tr>
<tr>
<td>FY2011</td>
<td>$6,566,608</td>
<td>$2,977,485</td>
<td>$2,191,932</td>
<td>$760,096</td>
<td>$24,692</td>
</tr>
<tr>
<td>FY2012</td>
<td>$6,942,058</td>
<td>$2,690,678</td>
<td>$2,332,381</td>
<td>$807,004</td>
<td>$52,715</td>
</tr>
<tr>
<td>FY2013</td>
<td>$7,415,002</td>
<td>$2,210,191</td>
<td>$2,611,682</td>
<td>$839,594</td>
<td>$56,989</td>
</tr>
<tr>
<td>FY2014</td>
<td>$7,504,858</td>
<td>$2,639,419</td>
<td>$2,656,360</td>
<td>$783,609</td>
<td>$79,284</td>
</tr>
<tr>
<td>FY2015</td>
<td>$7,629,847</td>
<td>$2,350,564</td>
<td>$2,830,317</td>
<td>$814,615</td>
<td>$38,704</td>
</tr>
</tbody>
</table>
10 Years Property Tax Millage Rates and Revenue

**ADVALOREM TAX**

(Projections/Incomplete Data are in "YELLOW")

<table>
<thead>
<tr>
<th>Tax Year/ Budget Year</th>
<th>Est. Taxable Value (Trim-Line 4)</th>
<th>Final Value (DR-422 Line 2)</th>
<th>Millage Rate</th>
<th>Tax Value X Millage</th>
<th>95% (of Final Value)</th>
<th>Budget Received</th>
<th>Revenue Incr/Dechr from Prior Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007/ 2008</td>
<td>347,395,598</td>
<td>2.7500</td>
<td>955,338</td>
<td>907,571</td>
<td>925,841</td>
<td>914,699</td>
<td>29,785</td>
</tr>
<tr>
<td>2008/ 2009</td>
<td>330,276,774</td>
<td>3.2373</td>
<td>1,069,205</td>
<td>1,015,745</td>
<td>1,015,744</td>
<td>1,022,291</td>
<td>107,592</td>
</tr>
<tr>
<td>2010/ 2011</td>
<td>301,801,404</td>
<td>3.2373</td>
<td>977,022</td>
<td>928,171</td>
<td>931,979</td>
<td>967,369</td>
<td>(17,291)</td>
</tr>
<tr>
<td>2011/ 2012</td>
<td>295,426,651</td>
<td>297,627,518</td>
<td>3.2373</td>
<td>963,510</td>
<td>915,335</td>
<td>907,661</td>
<td>(31,997)</td>
</tr>
<tr>
<td>2012/ 2013</td>
<td>295,534,050</td>
<td>293,943,173</td>
<td>3.2373</td>
<td>951,582</td>
<td>904,004</td>
<td>908,896</td>
<td>(12,953)</td>
</tr>
<tr>
<td>2013/ 2014</td>
<td>298,150,086</td>
<td>297,385,508</td>
<td>3.2373</td>
<td>962,726</td>
<td>914,590</td>
<td>916,941</td>
<td>2,494</td>
</tr>
<tr>
<td>2014/ 2015</td>
<td>308,729,765</td>
<td>307,900,885</td>
<td>3.2373</td>
<td>996,768</td>
<td>946,930</td>
<td>949,478</td>
<td>58,617</td>
</tr>
<tr>
<td>2015/ 2016</td>
<td>311,444,631</td>
<td>313,026,721</td>
<td>3.2373</td>
<td>1,013,361</td>
<td>962,694</td>
<td>957,828</td>
<td>(2,655)</td>
</tr>
<tr>
<td>2016/2017</td>
<td>316,326,622</td>
<td>315,943,469</td>
<td>3.2373</td>
<td>1,022,804</td>
<td>971,664</td>
<td>972,842</td>
<td></td>
</tr>
<tr>
<td>2017/ 2018</td>
<td>316,326,622</td>
<td>315,943,469</td>
<td>3.2373</td>
<td>1,022,804</td>
<td>971,664</td>
<td>972,842</td>
<td></td>
</tr>
</tbody>
</table>

**Property Taxable Value**
### Projected Changes in Fund Balance

**PROJECTED CHANGES IN FUND BALANCE**

*(Cash & Unrestricted CD's)*

<table>
<thead>
<tr>
<th>FUNDS</th>
<th>FYE 2014 AUDITED 09/30/14</th>
<th>FYE 2015 AUDITED 09/30/15</th>
<th>PreAudit Amounts</th>
<th>PreAudit Amounts</th>
<th>FYE 2016 PROJECTED RESERVES BALANCE</th>
<th>FYE 2016 % CHG</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>001 General Fund</strong></td>
<td>2,823,144</td>
<td>3,305,170</td>
<td>(436,513)</td>
<td>2,868,657</td>
<td>a. (13%)</td>
<td></td>
</tr>
<tr>
<td><em>Unrestricted CD's</em></td>
<td>517,697</td>
<td>519,680</td>
<td>2,079</td>
<td>521,759</td>
<td></td>
<td></td>
</tr>
<tr>
<td>402 Natural Gas</td>
<td>833,626</td>
<td>833,266</td>
<td>173,767</td>
<td>1,007,033</td>
<td>b. 21%</td>
<td></td>
</tr>
<tr>
<td><em>Unrestricted CD's</em></td>
<td>271,142</td>
<td>271,238</td>
<td>31</td>
<td>271,269</td>
<td></td>
<td></td>
</tr>
<tr>
<td>403 Water &amp; Sewer</td>
<td>2,752,484</td>
<td>2,917,652</td>
<td>173,767</td>
<td>3,217,581</td>
<td></td>
<td></td>
</tr>
<tr>
<td>404 Sanitation</td>
<td>329,571</td>
<td>440,245</td>
<td>(214,174)</td>
<td>226,071</td>
<td>c. (49%)</td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td>7,527,664</td>
<td>8,287,251</td>
<td>(174,881)</td>
<td>8,112,370</td>
<td></td>
<td></td>
</tr>
<tr>
<td>111 CRA I - Downtown</td>
<td>87,226</td>
<td>77,469</td>
<td>(9,400)</td>
<td>68,069</td>
<td>d. (12%)</td>
<td></td>
</tr>
<tr>
<td>407 Stormwater</td>
<td>137,888</td>
<td>309,664</td>
<td>66,021</td>
<td>375,685</td>
<td>e. 21%</td>
<td></td>
</tr>
<tr>
<td>408 Riverwalk Marina</td>
<td>16,796</td>
<td>(15,554)</td>
<td>1,242</td>
<td>(93%)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>409 Sundial</td>
<td>6,585</td>
<td>102,696</td>
<td>103,577</td>
<td>206,273</td>
<td>g. 101%</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL FUND RESERVES</strong></td>
<td><strong>$ 7,759,362</strong></td>
<td><strong>$ 8,793,876</strong></td>
<td><strong>$ (30,237)</strong></td>
<td><strong>$ 8,763,639</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fund Balance** - The difference between fund assets and fund liabilities of governmental and similar trust funds. The equivalent terminology within proprietary funds is Retained Earnings. (When the term "Fund Balance" is used in reference to Proprietary Funds, it is normally referring to the estimated budgetary basis amount available for appropriations for budgeting purposes.)

**Changes in Fund Balance** - The overall philosophy of the City is to utilize reserve funds to improve conditions, increase efficiencies in the delivery of services, and enhance the experience of living in the City for residents and businesses and their customers. The drawing down of reserves is a result of that philosophy.
Notes for Projected Changes

Notes for:
PROJECTED changes to Fund Balance for Fiscal Year Ended 2016 (FY2017 Beginning)

The most noteworthy changes from Fiscal year ended 2015 to Fiscal year ended 2016 (FY2017 beginning) has occurred in the General Fund, Natural Gas Fund, Sanitation Fund, CRA I-Downtown Fund, Stormwater Fund, Riverwalk Marina Fund, and in Sundial Utilities Fund Balance.

Projected Significant FUND Changes:

a) The City’s General Fund should experience a decrease in the fund balance from FYE2015 to FYE2016 due to various capital improvements for renew and replacement of infrastructure. The City has also been successful at obtaining grants for various capital projects.

b) The Natural Gas Fund should experience an increase in fund balance due to some projects not completed in FY2016 which will be carried forward into FY2017.

c) The Sanitation Fund should experience a decrease in fund balance due to a major purchase of a new sanitation truck.

d) The CRA I-Downtown Fund should experience a decrease in fund balance due to costs for additional Downtown events.

e) The Stormwater Fund should experience an increase in fund balance due to some projects not completed in FY2016 which will be carried forward into FY2017.

f) The Riverwalk Marina Fund should experience a decrease in fund balance due to the final balloon payment and the purchase of two parcels on Quinn Street.

g) The Sundial Utilities Fund should experience an increase in fund balance due to the numerous new customer connections in FY2016.

Other Projected FUND Changes:

• The Water & Sewer Fund should experience a minor increase in fund balance. Future infrastructure projects are in the works.
## Capital Improvement Plan

### Projects/Purchases

<table>
<thead>
<tr>
<th>Project/Purchase</th>
<th>Status</th>
<th>Funding Source</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Vehicles</td>
<td>Pending</td>
<td>Budget</td>
<td>80,000</td>
<td>80,000</td>
<td>80,000</td>
<td>80,000</td>
<td>80,000</td>
</tr>
<tr>
<td>Parks - Misc. Capital Item</td>
<td>Pending</td>
<td>Budget</td>
<td>13,400</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
<td>15,000</td>
</tr>
<tr>
<td>Landscaping - Drag Machine</td>
<td>Pending</td>
<td>Budget</td>
<td>12,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paving Projects</td>
<td>Pending</td>
<td>Revenue</td>
<td>207,806</td>
<td>210,000</td>
<td>220,000</td>
<td>230,000</td>
<td>240,000</td>
</tr>
<tr>
<td>Wastewater Vehicle</td>
<td>In Work</td>
<td>Budget</td>
<td>36,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Services Vehicle</td>
<td>In Work</td>
<td>Budget</td>
<td>36,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CNG Upgrade Project</td>
<td>In Work</td>
<td>Budget</td>
<td>61,804</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Gas Steel Line Replacement</td>
<td>Pending</td>
<td>Budget</td>
<td>10,000</td>
<td>100,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
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<tr>
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<td>Add Sidewalks to Berryhill Rd (Stewart to Dogwood)</td>
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### Capital Improvement Plan (cont.)

**CITY OF MILTON**  
Capital Improvement Projects/Purchases  
FY2017

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<th>Project/Purchase</th>
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<th>Funding Source</th>
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**Capital Expenditures:** Outlays for the acquisition of or addition to fixed assets. $1,000 or more in value and a useful life of more than one (1) year.

Examples: Land, buildings, infrastructure, machinery, equipment, construction in progress, books, publications, collections, and intangible assets.
Detailed Descriptions

FY2017 Projects / Purchases

Detailed Descriptions

Police Vehicles — $80,000.
The City’s police department is on a rotation of replacing 2 police cars annually.

Parks Misc. Capital Item — $13,400.
Allocates funds for Parks miscellaneous capital purchase from excess Revenue from Sports.

Landscaping Drag Machine — $12,000.
New drag machine for parks ball fields to replace old/unsafe machine.

Paving Projects — $207,806
Road paving allocated from the City of Milton's projected share from the 5 cent Local Option Fuel Tax.

Wastewater Services Vehicle — $36,000.
New vehicle purchase needed in the Water & Sewer Fund for Wastewater Department. (To Replace Service Truck #96-04)

Water Services Vehicle — $36,000.
New vehicle purchase needed in the Water & Sewer Fund for Water Services Department. (F250 Super Cab with Tool Body).

CNG Upgrade Project — $61,804.
Replacement of Storage Vessels at the Compressed Natural Gas (CNG) pumps and associated equipment.

Natural Gas Steel Line Replacement — $10,000.
FY2017 Phase 2 & 3 $100,000; FY2018 Phase 4 & 5 $100,000; FY2019 Phase 6 $50,000; and FY2020 Phase 7 $50,000.

Water Well Repairs — $36,000.
Budgets for anticipated pump failure at the Appaloosa Water Well due to the age of the pump.

WWTP Improvements — $80,000.
Repair of #2 main aerator transmission at the Waste Water Treatment Plant (WWTP).
Continued Detailed Descriptions

**Lift Station Refurbishments – $90,000.**
Schedule: FY2017 for Munson Highway; and FY2018 for Georgetown Estates.

**Water Services TV Inspection System – $112,502.**
TV inspection system for main line inspection of Sewer and Stormwater drains from 6" to 24" pipes.

**Stormwater – $18,000.**
Installs and/or repairs Cedar Street Curbs and Sidewalks.

**CRA I Downtown Misc. Projects – $35,000.**
Allocates funds for any miscellaneous projects for CRA I -- Downtown area.

**Naviline Software Upgrade to Edge – $24,264.**
Upgrads the City Enterprise Software to "EDGE" to replace current Naviline and Windows Software.

**Purchase of Property Downtown – $142,000.**
Proposed future purchase of CSX property at the Corner of Pine Street and Elmira Street labeled 03-1N-28-2530-04100-0041.

**Canal Street CDBG(Gill Bass Park) – $750,000.**
Grant funds for administration, engineering, and construction to the Gill Bass Park to include landscaping, fountain, gazebo, sidewalk and lighting.

**Carpenter's Park Upgrades (FRDAP Grant) – $50,000.**
New playground equipment; Rehabilitation & Replacement to the Fishing Pier & Footbridge; and replace restrooms.

**Lucille Johnson Park (FRDAP Grant) – $50,000.**
Rehabilitation & replacement to park structures; and Rehabilitation & replacement to the restrooms.

**Thermal Imager – $10,000.**
Purchase of a Thermal Imager for Fire Department. To see areas of heat through smoke, darkness, or heat-permeable barriers.

**Replace Front End Loader – $50,000.**
Replaces current obsolete Front End Loader in the Water & Sewer Fund.

**Replace Fire Rescue Vehicle – $250,000.**
Replaces current Fire Rescue Vehicle #23 which was purchased in 2001.
GOVERNMENT FUNDS
For the City of Milton

001 General Fund
111 CRA 1 - Downtown Redevelopment Fund
  112 CRA II – North
  113 CRA III - South
201 Debt Service Fund
301 Capital Projects Fund
302 Capital Projects Fund
Mission: The Administration Department is to assist the City Manager, Mayor, and the City Council with the everyday workings of the city. There are 3 additional departments which are a part of Administration. (Purchasing, Budget, & Human Resources)


  Purchasing works with vendors, departments, and division to ensure that products and services ordered are of satisfactory quality and purchased in accordance with the City’s adopted Purchasing Policy and Best Practices and Standards of Purchasing.

  Mission: The mission of the Purchasing Department is to administer all purchasing policies and procedures in obtaining materials and services of the right quality, in the right quantity, at the right price, from the right source, and at the right time for the needs of all departments under the direction of the City Manager and the City Council. Purchasing staff assists department in securing services necessary for the effective and efficient operation of the city and to ensure that such goods and services represents best value, quality service, and timely delivery and that all funding sources for such goods and services are expended in accordance with City policies.

  Solicitation: The City of Milton posts and tracks bids and solicitations through the Florida Purchasing Alliance. Vendors may register to be automatically notified of future solicitations. Vendors are also able to register, free of charge, to download and view any bids that have been posted by the City of Milton.

  The Purchasing Department is also responsible for contract administration, record maintenance, and renewal for service and or commodity contracts held by the city of Milton in support of the departments within the city.

- **Budget** – The Budget Department is responsible for preparing and monitoring the City’s budgetary information. In preparation for the annual budget, the budget department performs revenue projections, and is available for support to department for their expense requests.

  The budget preparation begins in January each year and concludes with the 2 public hearings held in September each year. The fiscal year begins October 1st and ends September 30th each year.

  The budget is monitored continuously for any needed adjustments. Any new Council approved projects and programs may require adjustments to revenue and expense lines.

  Analysis of existing programs and/or projects are also a responsibility of the Budget Department.

- **Human Resources** – The Human Resources Department strives to provide effective personnel services through the development, implementation, and administration of the city’s policies and procedures. The Human Resources Department support the goals, mission and vision of the city by providing guidance and direction to all city employees.

  The City of Milton is an Equal Opportunity Employer, maintain a drug-free and tobacco-free workplace. As of October 1, 2013, the City of Milton has gone Tobacco Free.
FINANCE DEPARTMENT
UNDER DIRECTION OF THE CITY CLERK

Activities / Services / Functions

Mission: The mission of the Finance Department for the City of Milton is to enhance and promote the professional management of governmental financial resources by identifying, developing and advancing fiscal strategies, policies, and practices for the public benefit.

Services: There are 3 main services provided by the Finance Department: Billing, Accounting, and Payroll.

FIRE DEPARTMENT
UNDER DIRECTION OF THE FIRE CHIEF

Activities / Services / Functions

Mission: The City of Milton Fire Department is charged with the responsibility of providing professional and efficient fire suppression, emergency medical services, fire prevention, and public education to the citizens of Milton. The goal is to provide the highest level of service in the most efficient manner possible; to constantly safeguard and preserve life and property against the elements of fire and disaster through effective preparation, training and education; to respond to all emergencies in a safe yet swift manner with sufficient resources to address the situation.

The Fire Department responds to a wide variety of emergency incidents including structure fires, vehicle fires, brush fires, medical emergencies, vehicle accidents, extrication, gas leaks, fuel spills, downed power lines, hazardous material emergencies, and even animal rescues.

Fire hydrants are tested yearly in Milton. The City of Milton Fire Department offers a community CPR and AED course, and basic first aid course.
LAW ENFORCEMENT DEPARTMENT

UNDER DIRECTION OF THE POLICE CHIEF

Activities / Services / Functions

Mission: To create a safe environment through protection of life and property; to enhance the quality of life for residents and visitors of the City of Milton.

The Milton Police Department functions under a City Council / Manager form of municipal government. With roughly 9,200 full-time residents, Milton is located in the Western Florida Panhandle and is the County Seat of Santa Rosa County. The Police Department is staffed by 20 full time Police Officers, 1 part time Police Officer and 7 Civilian Dispatch Records Clerks.

Strategic Plan: Daily police operations are driven by our Strategic Plan, which outlines the Department’s purpose, mission, strategies for success, and core values.

Purpose: The purpose of the Milton Police Department is to enhance the quality of life for everyone in the City of Milton.

Strategies for Success:

- Enhancing technology
- Exercising a community oriented philosophy
- Focusing on employee development
- Promoting efficiency, effectiveness, and accountability

Core Values:

- Community trust and confidence in the Milton Police Department is earned by the integrity of our members.
- We believe in the principles embodied in the Constitution of the United States of America and State of Florida, and will strive to maintain the integrity of our federal, state, and local laws.
- We respect and protect the rights of all people and promise to enforce the law without favoritism or bias, treating everyone with courtesy and fairness.
- We will be accountable to ourselves and to the community we serve, always working to perform at our personal best, with great respect for duty and honor.

Community Policing – The Milton Police Department is dedicated to the philosophy of community policing. By forming partnerships within the community to resolve problems of mutual concern, we strive to enhance the quality of life for everyone in the City of Milton.

Crime is not just a police problem, it is a community problem. By establishing and maintaining open communications with our residents, we are better able to address their concerns.

The Milton Police Department welcomes citizen input to help resolve crime problems and quality of life issues in our community. Our job is service.
PLANNING DEPARTMENT
UNDER DIRECTION OF THE PLANNING DIRECTOR

Activities / Services / Functions

The Planning Department is responsible for: planning and zoning, code enforcement, construction inspections and works closely with a variety of City Committees that guide development, housing and redevelopment for the City of Milton. Many projects that come before the city for review are presented to one or more boards or committees for recommendation to the City Council.

Our department works to ensure that new construction and additions to existing structures meet the policies and guidelines that have been established for public safety, zoning and development.

Core Values: The Planning and Development Department believes in:

- A team oriented approach
- Creative thinking in problem solving
- Customer service
- Effective communication between all departments and levels of staff
- Enthusiasm for its work
- Integrity
- Mutual respect for all
- Professionalism
- State-of-the-art technology to improve our work product.

Smart Growth: The City of Milton embraces many of the principles of Smart Growth utilized to help communities develop in an orderly and harmonious fashion.

The basic principles include:

1. Mix Land Uses
2. Take advantage of compact design
3. Create a range of housing opportunities and choices
4. Create walkable communities
5. Foster distinctive, attractive areas with a strong sense of place
6. Preserve open space, natural beauty, and critical environmental areas
7. Strengthen and direct development toward existing neighborhoods
8. Provide for multi-modal transportation options
9. Make development decisions predictable, fair, and cost effective, and review submittals in an expeditious fashion
10. Encourage collaboration

The city has worked diligently to incorporate these principles into its ordinances, policies, and comprehensive plan. One of the pillars of the city’s smart growth policy involves focusing on development along 3 primary transportation corridors, while working to preserve open space and existing residential neighborhoods. This is accomplished through the application of a transportation corridor overlay.

Other overlays achieve similar objectives while providing well defined zoning and land-use policies and plans that guide development for specific projects, neighborhoods and the community as a whole.
PARKS & RECREATION DEPARTMENT

UNDER DIRECTION OF THE PARKS DIRECTOR

Activities / Services / Functions

Mission: The mission of the Parks and Recreation Department is to improve and promote the quality of life for all citizens of the City of Milton by providing a wide range of recreational, social, and educational opportunities.

Goals:

- Provide amenities to the City that will increase property values, and boost the local Economy
- Promote Health and Wellness
- Strengthen community image and community pride
- Increase cultural and community unity

Services:

- 10 Sports Fields
- 1 Tennis Center (6 courts)
- 1 Community Center
- 1 Skate Park
- 3 Playground Parks
- 1 Dog Park
- 1 Track
- 5 Boat Launches
- 20+ Picnic areas
- Adult and Youth Sports
- Senior activities and programs
- Downtown Events
## 001 General Fund

### REVENUE BY FUND, TYPE, AND SUB-ACCOUNT

**FY2017 BUDGET (October 1, 2016 - SEPTEMBER 30, 2017)**

with comparative amounts for 2014 through 2016

<table>
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<tr>
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<th>FY 2014 Actual</th>
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<td>339-10-00 Milton Housing Authority-</td>
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<td>342-21-00 Cost Recovery/Fire Fight</td>
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<th>Fines &amp; Forfeits</th>
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<td>359-30-00 Police education - 2nd $</td>
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<td>359-31-00 Code Enforcement Educatio</td>
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<td>359-40-00 Witness fees</td>
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<td>359-50-00 Fines for fault equipment</td>
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<td>359-70-00 VIN verification</td>
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<td>$225,392</td>
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<th>Misc</th>
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<tr>
<td>360-10-00 Miscellaneous revenues</td>
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<td>360-12-00 Proceeds from Dmg Claims</td>
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<td>360-13-00 Tower Antenna Rental Fee</td>
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<td>360-19-00 Brick Sales</td>
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<td>360-20-00 Returned cks &amp; redepots</td>
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<td>360-29-00 Flower Fund Revenues- offset 514-56-00</td>
<td>$1,473</td>
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<tr>
<td>360-31-00 Restitution</td>
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<td>360-32-00 Insurance Rebate</td>
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<td>360-41-00 Recreation Assessment Fee</td>
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<td>360-60-00 City Event Fee- offset 514-82-10</td>
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<td>361-10-00 Interest income</td>
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<td>362-10-01 Sundial- Bldg Lease12x$1,000</td>
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<td>362-10-02 RV Rentals and Other- Rentals</td>
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<td>364-66-00 Equipment</td>
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<td>365-00-00 Sales of surplus &amp; scrap</td>
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<td>366-06-00 Donations - Commum Center</td>
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<td>366-07-00 Donations-Skatapark</td>
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<td>366-09-00 Donations-HurricaneRelief</td>
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<td>366-10-00 Misc Donations</td>
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<td>366-20-00 Donations to Mary Street</td>
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<td>366-21-00 Donations-Police Dept</td>
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<td>366-22-00 Donations-Fire Dept</td>
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<td>366-23-00 Donations-SRSCSchool Board</td>
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<td>366-30-00 shrd rev frm local uni- Not Budgeted</td>
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<td>366-70-00 CIAC- FY17 SchoolPymt 5of5</td>
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<td>369-90-00 Other Misc Revenues</td>
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<td>369-90-01 Other Misc Revenues-Credit Card Fee</td>
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<td>369-91-01 Insurance Reimbursement-Fire Department</td>
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<tr>
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<td>381-02-00 Transf from DT Trust</td>
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<td>381-03-00 Transf from W&amp;S Fund</td>
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<tr>
<td>381-05-00 Transfer From Other Funds</td>
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<td>381-12-00 IT Transfr from Gas Fund</td>
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<tr>
<td>381-13-00 IT Transfr from W&amp;S Fund- IT Transfer</td>
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<td>381-14-00 IT Transfr from Sanitation- IT Transfer</td>
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<td>381-18-00 Transfer from Marina</td>
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<td>381-19-00 Transfr from Sundial Fund- IT Transfer</td>
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<td>381-21-00 Trnsfr from Debt Service</td>
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<tr>
<td>381-31-00 Trnsfr from Cap Projects</td>
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<tr>
<td>381-60-00 Transfer from Trust funds</td>
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<tr>
<td>382-42-00 Transfer from Natural Gas</td>
<td>$1,221,852</td>
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<tr>
<td>382-43-00 Transfr from Water &amp; Sewer</td>
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<td>382-44-00 Transfer from Sanitation</td>
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<td>382-47-00 Transfer from Stormwater</td>
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<td>383-00-00 Capital Lease Inception</td>
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<tr>
<td>389-90-01 Other Nonoperating FFwrd FireTrk+Marina+Balance</td>
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| Grand Total Revenue | $8,427,187 | $9,067,517 | $8,970,741 | $9,087,427 |
### CITY OF MILTON

**001 General Fund**

**Expense - 0511 Legislative (City Council)**

<table>
<thead>
<tr>
<th></th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
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<tr>
<td><strong>001 General Fund</strong></td>
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<tr>
<td><strong>511 Council</strong></td>
<td>79,563</td>
<td>122,178</td>
<td>131,681</td>
<td>122,569</td>
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<td>69,431</td>
<td>102,677</td>
<td>105,181</td>
<td>101,069</td>
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<td>4,797</td>
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<td>28,574</td>
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<td><strong>Grand Total</strong></td>
<td>79,563</td>
<td>122,178</td>
<td>131,681</td>
<td>122,569</td>
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## 001 GENERAL FUND

Expense- 0513 Admin-Other

CITY OF MILTON
001 General Fund - 513 Admin

### EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT

FISCAL YEAR ENDING SEPTEMBER 30, 2017

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>001 General Fund</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
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<td>513 Admin</td>
<td>598,759</td>
<td>583,148</td>
<td>631,454</td>
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<td>Personal Services</td>
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<td>001-0513-513.12-00 Regular Salaries -</td>
<td>393,166</td>
<td>379,237</td>
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<td>001-0513-513.14-00 Overtime -</td>
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<td>001-0513-513.15-01 Special Pay - Bonuses</td>
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<td>001-0513-513.15-02 Special Pay - Holiday Pay</td>
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<td>15,806</td>
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<tr>
<td>001-0513-513.16-00 Sick Pay -</td>
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<td>001-0513-513.17-00 Excess Sick Leave Payout -</td>
<td>3,815</td>
<td>2,677</td>
<td>2,677</td>
<td>2,722</td>
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<td>001-0513-513.18-00 Vacation Payout -</td>
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<td>001-0513-513.20-00 Retirees Benefit -</td>
<td>20,408</td>
<td>19,719</td>
<td>20,699</td>
<td>17,954</td>
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<td>001-0513-513.21-00 FICA / Medicare Taxes -</td>
<td>31,555</td>
<td>31,459</td>
<td>33,105</td>
<td>36,439</td>
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<td>001-0513-513.22-00 Retirement Contributions -</td>
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<td>29,995</td>
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<td>6,395</td>
<td>6,485</td>
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<td>001-0513-513.23-00 Life &amp; Health Insurance -</td>
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<td>54,676</td>
<td>55,614</td>
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<td>001-0513-513.24-00 Workers Compensation -</td>
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<td>7,228</td>
<td>6,933</td>
<td>7,023</td>
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<td>001-0513-513.25-00 Unemployment -</td>
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<td>001-0513-513.29-00 Contract Personnel -</td>
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<td>9,638</td>
<td>25,900</td>
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<td>001-0513-513.40-00 Travel &amp; Per Diem -</td>
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<td>1,746</td>
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<td>001-0513-513.41-00 Communication Services -</td>
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<td>445</td>
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<td>001-0513-513.43-00 Utility Services -</td>
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<td>001-0513-513.46-00 R&amp;M -</td>
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<td>1,000</td>
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<td>001-0513-513.49-00 Misc Expenditures -</td>
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<td>001-0513-513.49-01 Misc Expenditures - Gas and Oil</td>
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<td>001-0513-513.49-04 Misc Expenditures - Computer Programming</td>
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<td>001-0513-513.51-00 Office Supplies -</td>
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<td>2,463</td>
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<td>001-0513-513.52-00 Operating Supplies -</td>
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<td>780</td>
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<td>001-0513-513.54-00 Dues/Subscrip/Training -</td>
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<td>Capital</td>
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| 001-0513-513.64-01 Capital Outlay - Vehicles | - | - | - | -
| Grand Total | 598,759 | 583,148 | 631,454 | 692,598 |
### CITY OF MILTON

#### 001 General Fund - 514 Non-Dept.

**Expense - 0514 Non-Departmental**

**FISCAL YEAR ENDING SEPTEMBER 30, 2017**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>001 General Fund</th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
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</thead>
<tbody>
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<td>752,051</td>
<td>670,656</td>
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<td>001-0514-514.31-04 Professional Services - Lobbyist</td>
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<td>001-0514-514.31-05 Professional Services - Retail Recruitment</td>
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<td>16,406</td>
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<td>001-0514-514.34-96 Other Contractual Svcs - Hurricane DENNIS Debris</td>
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<td>001-0514-514.41-00 Communication Services -</td>
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<td>24,173</td>
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<td>14,704</td>
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<td>001-0514-514.42-00 Postage and Shipping -</td>
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<td>5,820</td>
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<td>48,071</td>
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<td>87,276</td>
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<tr>
<td>001-0514-514.52-03 Operating Supplies - Warehouse Expenditures</td>
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<td>001-0514-514.52-08 Operating Supplies - Non-Capital Computer Exp IT Costs</td>
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<td>129,064</td>
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<td>185,943</td>
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<td>001-0514-514.52-90 Operating Supplies - Over/Short - Whse (2,392) (4,590) - -</td>
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<td>001-0514-514.52-91 Operating Supplies - Over/Short - Whse 2</td>
<td>530</td>
<td>67</td>
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<td>001-0514-514.54-00 Dues/Subcrip/Training -</td>
<td>809</td>
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<tr>
<td>001-0514-514.55-01 Education Committee - LEAP</td>
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<tr>
<td>001-0514-514.55-02 Education Committee - Uber Transportation</td>
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<tr>
<td>001-0514-514.56-00 Employee flower exp -</td>
<td>520</td>
<td>630</td>
<td>1,000</td>
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<tr>
<td><strong>Capital</strong></td>
<td>25,784</td>
<td>176,455</td>
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<td>001-0514-514.61-06 Capital Outlay - DT Parcel #6</td>
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<td>63,710</td>
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<td>001-0514-514.61-08 Capital Outlay - DT Parcel #B</td>
<td>-</td>
<td>62,158</td>
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<td>001-0514-514.61-09 Capital Outlay - Willing St</td>
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<tr>
<td>001-0514-514.61-10 Capital Outlay - Hydrangea St</td>
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<tr>
<td>001-0514-514.61-11 Capital Outlay - Washington St</td>
<td>-</td>
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<tr>
<td>001-0514-514.62-01 Capital Outlay - Building Improvements</td>
<td>-</td>
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<tr>
<td>001-0514-514.63-01 Capital Outlay - Infrastructure Cabling for VOIP</td>
<td>-</td>
<td>-</td>
<td>32,000</td>
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<td>001-0514-514.64-02 Capital Outlay - Computers/Printers</td>
<td>-</td>
<td>14,026</td>
<td>4,500</td>
<td>4,500</td>
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<td>001-0514-514.64-03 Capital Outlay - Copy Machine</td>
<td>7,890</td>
<td>3,200</td>
<td>-</td>
<td>4,000</td>
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<td>001-0514-514.64-07 Capital Outlay - Misc. Equip</td>
<td>17,894</td>
<td>33,361</td>
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<td><strong>Debt Service</strong></td>
<td>6,447</td>
<td>5,952</td>
<td>5,952</td>
<td>5,952</td>
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<td>001-0514-514.73-01 Other Debt Service - Copier Lease</td>
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<tr>
<td>001-0514-514.73-02 Other Debt Service - Stuffer Lease</td>
<td>5,952</td>
<td>5,952</td>
<td>5,952</td>
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<td><strong>Grants</strong></td>
<td>37,000</td>
<td>37,000</td>
<td>74,000</td>
<td>54,000</td>
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<tr>
<td>001-0514-514.82-02 Grants &amp; Aids - Cemetery Donations</td>
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<td>11,000</td>
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<td>001-0514-514.82-03 Grants &amp; Aids - Keep Milton Beautiful</td>
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<td>14,500</td>
<td>14,500</td>
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<td>001-0514-514.82-06 Grants &amp; Aids - Milton High School</td>
<td>-</td>
<td>-</td>
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<td>001-0514-514.82-07 Grants &amp; Aids - Contribution to BARC</td>
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<td>1,500</td>
<td>1,500</td>
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<td>001-0514-514.82-08 Grants &amp; Aids - SRC Chamber July 4th</td>
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<td>10,000</td>
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<td>001-0514-514.82-10 Grants &amp; Aids - City Sponsored Events</td>
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<td>-</td>
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<td>001-0514-514.82-11 Grants &amp; Aids - Team Santa Rosa</td>
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<td>001-0514-514.82-12 Grants &amp; Aids - Mt Pilgrim Historic Ch Ky16</td>
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<td>30,000</td>
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<tr>
<td>001-0514-514.82-13 Grants &amp; Aids - Historic Dist Plaque Prgrm</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td>551,103</td>
<td>752,051</td>
<td>670,656</td>
<td>770,853</td>
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</table>
### CITY OF MILTON

**001 General Fund**

**Expense - 0515 Planning & Development**

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>001 General Fund</strong></td>
<td>359,522</td>
<td>323,998</td>
<td>369,371</td>
<td>387,427</td>
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<tr>
<td><strong>515 Planning</strong></td>
<td>359,522</td>
<td>323,998</td>
<td>369,371</td>
<td>387,427</td>
</tr>
</tbody>
</table>

#### Personal Services

- **FY 2014** - 317,780
- **FY 2015** - 300,689
- **FY 2016** - 239,687
- **FY 2017** - 253,677

#### Operating Expenses

- **FY 2014** - 41,743
- **FY 2015** - 23,309
- **FY 2016** - 34,850
- **FY 2017** - 33,750

#### Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grand Total</strong></td>
<td>359,522</td>
<td>323,998</td>
<td>369,371</td>
<td>387,427</td>
</tr>
</tbody>
</table>

Note: The table above provides a detailed breakdown of expenses under the 001 General Fund for 0515 Planning, showing comparative amounts for 2014 through 2016.

---

**City of Milton**

**001 General Fund - 515 Planning**

**Expense by Fund, Department, and Account**

**Fiscal Year Ending September 30, 2017**

with comparative amounts for 2014 through 2016
## CITY OF MILTON

### 001 GENERAL FUND

#### EXPENSE- 0516 Finance

CITY OF MILTON

001 General Fund - 516 Finance

EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT

FISCAL YEAR ENDING SEPTEMBER 30, 2017

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Fund, Department, and Account</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 General Fund</td>
<td>498,340</td>
<td>509,358</td>
<td>536,864</td>
<td>524,691</td>
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<tr>
<td>516 Finance</td>
<td>498,340</td>
<td>509,358</td>
<td>536,864</td>
<td>524,691</td>
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<tr>
<td>Personal Services</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>001-0516-516.12-00 Regular Salaries -</td>
<td>267,561</td>
<td>293,743</td>
<td>333,004</td>
<td>316,995</td>
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<tr>
<td>001-0516-516.14-00 Overtime -</td>
<td>168</td>
<td>78</td>
<td>1,000</td>
<td>1,000</td>
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<tr>
<td>001-0516-516.15-01 Special Pay - Bonuses</td>
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<td>2,000</td>
<td>2,250</td>
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<tr>
<td>001-0516-516.15-02 Special Pay - Holiday Pay</td>
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<td>9,647</td>
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<tr>
<td>001-0516-516.16-00 Sick Pay -</td>
<td>13,820</td>
<td>8,256</td>
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<tr>
<td>001-0516-516.17-00 Excess Sick Leave Payout -</td>
<td>1,905</td>
<td>939</td>
<td>939</td>
<td>5,059</td>
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<td>001-0516-516.18-00 Vacation Payout -</td>
<td>4,933</td>
<td>-</td>
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<td>001-0516-516.20-00 Retirees Benefit -</td>
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<td>14,538</td>
<td>15,077</td>
<td>12,091</td>
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<tr>
<td>001-0516-516.21-00 FICA / Medicare Taxes -</td>
<td>22,050</td>
<td>23,292</td>
<td>24,102</td>
<td>23,844</td>
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<td>001-0516-516.22-00 Retirement Contributions -</td>
<td>35,682</td>
<td>38,185</td>
<td>43,054</td>
<td>37,045</td>
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<tr>
<td>001-0516-516.22-01 Retirement Contributions ICMA - ICMA</td>
<td>3,710</td>
<td>3,849</td>
<td>4,038</td>
<td>4,169</td>
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<tr>
<td>001-0516-516.22-02 Retirement Contributions IRA - IRA</td>
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<td>4,200</td>
<td>4,399</td>
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<tr>
<td>001-0516-516.23-00 Life &amp; Health Insurance -</td>
<td>56,532</td>
<td>75,421</td>
<td>74,208</td>
<td>74,257</td>
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<td>001-0516-516.24-00 Workers Compensation -</td>
<td>4,698</td>
<td>5,622</td>
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<td>5,462</td>
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<td>001-0516-516.29-00 Contract Personnel -</td>
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<td>Operating Expenses</td>
<td>24,113</td>
<td>26,650</td>
<td>29,400</td>
<td>38,100</td>
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<td>001-0516-516.31-00 Professional Services -</td>
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<td>-</td>
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<td>-</td>
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<tr>
<td>001-0516-516.34-03 Other Contractual Svcs - Collection Expense</td>
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<td>553</td>
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<td>1,500</td>
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<tr>
<td>001-0516-516.40-00 Travel &amp; Per Diem -</td>
<td>1,955</td>
<td>1,606</td>
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<td>001-0516-516.41-00 Communication Services -</td>
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<td>1,974</td>
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<td>001-0516-516.42-00 Postage and Shipping -</td>
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<td>34</td>
<td>300</td>
<td>300</td>
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<tr>
<td>001-0516-516.46-00 Advertising / Promotional -</td>
<td>-</td>
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<td>300</td>
<td>300</td>
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<td>001-0516-516.49-00 Misc Expenditures -</td>
<td>147</td>
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<td>400</td>
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<tr>
<td>001-0516-516.49-02 Misc Expenditures - Uniforms</td>
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<td>001-0516-516.49-06 Misc Expenditures - Elections Expense</td>
<td>211</td>
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<td>001-0516-516.49-41 Misc Expenditures - CreditCardConvenienceFee</td>
<td>13,233</td>
<td>15,688</td>
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<td>14,000</td>
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<td>001-0516-516.51-00 Office Supplies -</td>
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<td>5,083</td>
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<td>001-0516-516.52-00 Operating Supplies -</td>
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<td>509</td>
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<td>001-0516-516.52-01 Operating Supplies - Software</td>
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<td>Capital</td>
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<td></td>
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</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>498,340</strong></td>
<td><strong>509,358</strong></td>
<td><strong>536,864</strong></td>
<td><strong>524,691</strong></td>
</tr>
</tbody>
</table>
## 001 GENERAL FUND

Expense- 0519 Facilities Maintenance

**CITY OF MILTON**

001 General Fund - 519 Facilities Maint

**EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT**

**FISCAL YEAR ENDING SEPTEMBER 30, 2017**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
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</thead>
<tbody>
<tr>
<td>001-0519-519.46-03</td>
<td>R&amp;M - WH Issues &amp; PrideProg New FY17</td>
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<td>001-0519-519.46-11</td>
<td>R&amp;M - City Hall New FY17</td>
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<tr>
<td>001-0519-519.46-12</td>
<td>R&amp;M - Utility Dept Bldg New FY17</td>
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<tr>
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<td>R&amp;M - Warehouse/Garage New FY17</td>
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<tr>
<td>001-0519-519.46-15</td>
<td>R&amp;M - LANDSCP-General New FY17</td>
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<td>001-0519-519.46-16</td>
<td>R&amp;M - LANDSCP-Ballfields New FY17</td>
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<tr>
<td>001-0519-519.46-21</td>
<td>R&amp;M - Police Dept New FY17</td>
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<td>001-0519-519.46-22</td>
<td>R&amp;M - Firehouse New FY17</td>
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<td>R&amp;M - Water Well Bldgs New FY17</td>
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<td>001-0519-519.46-43</td>
<td>R&amp;M - WWTP Facility New FY17</td>
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<td>001-0519-519.46-72</td>
<td>R&amp;M - MCC&amp;Skatepark-Street New FY17</td>
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<td>001-0519-519.46-73</td>
<td>R&amp;M - LANDSCP Building New FY17</td>
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<td>001-0519-519.46-74</td>
<td>R&amp;M - Carpenters Park New FY17</td>
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<tr>
<td>001-0519-519.46-75</td>
<td>R&amp;M - Hindall Park New FY17</td>
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<td>7,000</td>
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<tr>
<td>001-0519-519.46-76</td>
<td>R&amp;M - FieldHouse &amp; Fields New FY17</td>
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<tr>
<td>001-0519-519.46-77</td>
<td>R&amp;M - Riverwalk Park New FY17</td>
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<td>-</td>
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<tr>
<td>001-0519-519.46-78</td>
<td>R&amp;M - Russell Harber Land New FY17</td>
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<tr>
<td>001-0519-519.46-79</td>
<td>R&amp;M - Mary/Barnes &amp; Prks New FY17</td>
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<td>-</td>
<td>-</td>
<td>2,000</td>
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<tr>
<td>001-0519-519.46-81</td>
<td>R&amp;M - Community Center New FY17</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>15,000</td>
</tr>
</tbody>
</table>

| Grand Total | -             | -             | -             | 99,197               |
### City of Milton, Florida

#### Expense - 0521 Law Enforcement

**001 General Fund**

**Expense by Fund, Department, and Account**

**Fiscal Year Ending September 30, 2017**

With comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Account</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 General Fund</td>
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<td>2,042,087</td>
<td>2,179,012</td>
<td>2,180,988</td>
</tr>
<tr>
<td>001-0521-521 Law Enf.</td>
<td>2,114,909</td>
<td>2,042,087</td>
<td>2,179,012</td>
<td>2,180,988</td>
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</tbody>
</table>

#### Personal Services

- **Regular Salaries** - 1,061,694
- **Overtime** - 27,569
- **Special Pay - Bonuses** - 1,250
- **Special Pay - Holiday Pay** - 42,644
- **Special Pay - Police Additional Pay** - 15,839
- **Sick Pay** - 42,586
- **Excess Sick Leave Payout** - 6,247
- **Vacation Payout** - -
- **Retirees Benefit** - 57,211
- **FICA / Medicare Taxes** - 84,322
- **Retirement Contributions** - 229,277
- **Life & Health Insurance** - 225,509
- **Workers Compensation** - 23,715
- **Unemployment** - -

**Operating Expenses**

- **Professional Services** - 2,164
- **Other Contractual Svcs** - 6,070
- **Other Contractual Svcs - Smart Cop Agreement** - 16,000
- **Investigations** - 2,024
- **Travel & Per Diem** - 1,158
- **Communication Services** - 29,549
- **Postage and Shipping** - 2,498
- **Utility Services** - 11,303
- **R&M - Vehicle R&M** - 3,236
- **R&M - Damage Claim Repairs** - 500
- **Printing and Binding** - 350
- **Advertising / Promotional** - 877
- **Advertising / Promotional - Community Relations** - 2,522
- **Misc Expenditures - Gas and Oil** - 58,618
- **Misc Expenditures - Uniforms** - 12,603
- **Misc Expenditures - Applicant Processing** - 1,200
- **Misc Expenditures - Bloodborne Pathogens** - -
- **Office Supplies** - 5,038
- **Office Supplies - Reserve Officers** - -
- **Operating Supplies** - 7,313
- **Operating Supplies - Non-Capital Misc. Equip** - 11,096
- **Dues/Subscript/Training** - 829
- **Dues/Subscript/Training - 2nd Dollar Fund** - 3,381
- **Dues/Subscript/Training - Tuition Reimbursement** - 2,829
- **Penalties** - -

**Capital**

- **Capital Outlay - Building Improvements** - 68,115
- **Capital Outlay - Vehicles Repl 2 Polic Cars** - 28,856
- **Capital Outlay - Misc. Equipment** - 8,528

**Debt Service**

- **Other Debt Service - Motorcycle Lease** - 1,300

**Grand Total**

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<th>Amount</th>
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<th>2016</th>
<th>2017</th>
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## 001 General Fund

### EXPENSE- 0522 Fire Control

**CITY OF MILTON**

**001 General Fund**

**EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT**

**FISCAL YEAR ENDING SEPTEMBER 30, 2017**

with comparative amounts for 2014 through 2016

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<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
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## CITY OF MILTON, FLORIDA

**FY 2017 APPROVED BUDGET**

### 001 GENERAL FUND

**EXPENSE- 0541 ROAD & STREET**

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<th></th>
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<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
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<td>Misc Expenditures - Gas and Oil</td>
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<td>Misc Expenditures - Uniforms</td>
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Grand Total: 1,018,604, 1,155,188, 1,122,799, 1,035,663
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<td>Vacation Payout -</td>
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<td>Athletic Programs - Senior Program Expense</td>
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<td>Athletic Programs - Special Park Event Exp</td>
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<td>Athletic Programs - Martial Arts Expense</td>
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<td>Professional Services - Engineering</td>
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<td>001-0572-572.34-00</td>
<td>Other Contractual Svcs -</td>
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<td>001-0572-572.41-00</td>
<td>Communication Services -</td>
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<td>14,116</td>
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<td>001-0572-572.43-00</td>
<td>Utility Services -</td>
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<td>R&amp;M -</td>
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<td>R&amp;M - Damage Claim Repairs</td>
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<td>Misc Expenditures -</td>
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<td>Misc Expenditures - Gas and Oil</td>
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<td>Misc Expenditures - Uniforms</td>
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<td>Operating Supplies -</td>
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<td>Operating Supplies - ConcessionExp offset 001-347-20-02</td>
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<td>Operating Supplies - Non-Capital Computer Exp</td>
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<td>Capital Outlay - Land-Mary St. Lot</td>
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<td>Capital Outlay - Building Improvements</td>
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<td>Capital Outlay - Softball Field-Sanders St.</td>
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<td>Capital Outlay - computer/Printers</td>
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<td>Other Debt Service -</td>
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<td>530,728</td>
<td>554,857</td>
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## 001 GENERAL FUND

### EXPENSE- 0573 LANDSCAPING

### CITY OF MILTON

**001 General Fund - 573 Landscaping**

**EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT**

**FISCAL YEAR ENDING SEPTEMBER 30, 2017**

with comparative amounts for 2014 through 2016

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<thead>
<tr>
<th>Account</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
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<td>522,088</td>
<td>578,779</td>
<td>630,812</td>
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<tr>
<td>573 Landscaping</td>
<td>517,879</td>
<td>522,088</td>
<td>578,779</td>
<td>630,812</td>
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**Personal Services**

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<th>FY2015 Actual</th>
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<td>149,802</td>
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<td>001-0573-573.18-00 Vacation Payout -</td>
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**Operating Expenses**

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<td>001-0573-573.49-00 Misc Expenditures -</td>
<td>-</td>
<td>(7)</td>
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<tr>
<td>001-0573-573.49-01 Misc Expenditures - Gas and Oil -</td>
<td>19,972</td>
<td>15,345</td>
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<td>001-0573-573.49-02 Misc Expenditures - Uniforms -</td>
<td>873</td>
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<td>001-0573-573.49-04 Misc Expenditures - Computer Programming -</td>
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<td>001-0573-573.49-05 Misc Expenditures - Tree Removal -</td>
<td>4,730</td>
<td>2,050</td>
<td>4,000</td>
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<td>001-0573-573.51-00 Office Supplies -</td>
<td>129</td>
<td>232</td>
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<tr>
<td>001-0573-573.52-00 Operating Supplies -</td>
<td>22,164</td>
<td>22,916</td>
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<td>23,052</td>
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<td>001-0573-573.54-00 Dues/Subscrip/Training -</td>
<td>256</td>
<td>240</td>
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**Capital**

<table>
<thead>
<tr>
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<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
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<tr>
<td>001-0573-573.64-07 Capital Outlay - Misc. Equipment -</td>
<td>3,594</td>
<td>-</td>
<td>6,000</td>
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<td>001-0573-573.64-25 Capital Outlay - Lawnmower -</td>
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**Grand Total**

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<thead>
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<th>Account</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
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</thead>
<tbody>
<tr>
<td>001 General Fund</td>
<td>517,879</td>
<td>522,088</td>
<td>578,779</td>
<td>630,812</td>
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</table>
## 001 GENERAL FUND

**EXPENSE- 0581 TRANSFER-OUT & 0590 RESERVES**

**CITY OF MILTON**

001 General Fund - 581 Transfers - 590 Reserve/Contingency

**EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT**

**FISCAL YEAR ENDING SEPTEMBER 30, 2017**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th></th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>001 General Fund</strong></td>
<td>622,255</td>
<td>590,460</td>
<td>645,283</td>
<td>431,059</td>
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<tr>
<td><strong>581 Transfers</strong></td>
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<tr>
<td>Transfers</td>
<td>622,255</td>
<td>590,460</td>
<td>645,283</td>
<td>393,420</td>
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<tr>
<td>001-0581-581.91-00 Transfers to other Funds - Marina</td>
<td>12,350</td>
<td>-</td>
<td>254,669</td>
<td>50,000</td>
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<tr>
<td>001-0581-581.91-11 Transfers to other Funds - Tmsfr to Police Spec Inv</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>001-0581-581.91-12 Transfers to other Funds - Tmsfr to Downtwn Devop</td>
<td>19,144</td>
<td>21,548</td>
<td>21,067</td>
<td>23,873</td>
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<td>001-0581-581.91-21 Transfers to other Funds - Transfer to Debt Svc fund</td>
<td>319,121</td>
<td>319,452</td>
<td>319,547</td>
<td>319,547</td>
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<td>001-0581-581.91-31 Transfers to other Funds - Transfer to Cap Projects FY16 CDBG Canal</td>
<td>271,639</td>
<td>249,460</td>
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<td>001-0581-581.91-42 Transfers to other Funds - Transfer to Natural Gas</td>
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<td>001-0581-581.91-43 Transfers to other Funds - Transfer to Water &amp; Sewer</td>
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<td>001-0581-581.91-44 Transfers to other Funds - Transfer to Sanitation</td>
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<td>001-0581-581.91-49 Transfers to other Funds - Transfer to Sundial Fund</td>
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<td>001-0581-581.91-62 Transfer to Police Pension -</td>
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<td>001-0581-581.91-63 Transfer to Fire Pension -</td>
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<td>001-0581-581.91-64 Transfer to General Pension -</td>
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<tr>
<td><strong>590 Reserve/Contingency</strong></td>
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<td>37,639</td>
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<tr>
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<td>001-0590-590.01-00 Contingency</td>
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<td><strong>Grand Total</strong></td>
<td>622,255</td>
<td>590,460</td>
<td>645,283</td>
<td>431,059</td>
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</table>
### 111 CRA I – DOWNTOWN FUND

#### REVENUE

**CITY OF MILTON**

111 CRA I - Downtown

REVENUE BY FUND, TYPE, AND SUB-ACCOUNT

FY2017 BUDGET (October 1, 2016 - SEPTEMBER 30, 2017)

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
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</thead>
<tbody>
<tr>
<td>111 CRA I - Downtown</td>
<td></td>
<td></td>
<td></td>
<td>164,020</td>
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<tr>
<td>Intergovernmental</td>
<td>85,063</td>
<td>95,599</td>
<td>103,300</td>
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<tr>
<td>FY17 - Formerly Fund102</td>
<td>36,050</td>
<td>40,571</td>
<td>60,733</td>
<td>68,820</td>
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<tr>
<td>337-11-00 D/town redevelopment rev-</td>
<td>-</td>
<td>-</td>
<td>68,820</td>
<td>68,820</td>
</tr>
<tr>
<td>338-10-00 O/S Rev from Local Units-</td>
<td>36,050</td>
<td>40,571</td>
<td>39,666</td>
<td>44,947</td>
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<tr>
<td>338-10-01 City Portion of Tiff-</td>
<td>-</td>
<td>-</td>
<td>21,067</td>
<td>23,873</td>
</tr>
<tr>
<td>Charges for Services</td>
<td></td>
<td></td>
<td></td>
<td>25,200</td>
</tr>
<tr>
<td>347-40-00 Special Events-</td>
<td>-</td>
<td>-</td>
<td>34,800</td>
<td></td>
</tr>
<tr>
<td>348-00-00 Promo Revenue- offset 5k;movies;ScratchAnkle/Bands</td>
<td>29,836</td>
<td>33,435</td>
<td>34,800</td>
<td>25,200</td>
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<td>Misc.</td>
<td>32</td>
<td>45</td>
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<tr>
<td>360-10-00 Miscellaneous revenues-</td>
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<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>361-10-00 Interest income-</td>
<td>32</td>
<td>45</td>
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<td>366-10-00 Misc Donations-</td>
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<tr>
<td>Transfers</td>
<td>19,144</td>
<td>21,548</td>
<td>7,767</td>
<td>70,000</td>
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<tr>
<td>380-10-00 O/S Rev from Local Units-</td>
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</tr>
<tr>
<td>381-01-00 From General Fund-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>381-15-00 Interfund Transfer In- Based on TIF</td>
<td>19,144</td>
<td>21,548</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>389-90-01 Funds Brought Forward- Est. Funds Forward PY</td>
<td>-</td>
<td>-</td>
<td>7,767</td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total Revenue</strong></td>
<td><strong>85,063</strong></td>
<td><strong>95,599</strong></td>
<td><strong>103,300</strong></td>
<td><strong>164,020</strong></td>
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</table>
### 111 CRA I – DOWNTOWN FUND

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>CITY OF MILTON</strong></td>
<td>58,839</td>
<td>97,918</td>
<td>103,300</td>
<td>164,020</td>
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<tr>
<td><strong>EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT</strong></td>
<td></td>
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<td></td>
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<tr>
<td><strong>111 CRA I - Downtown</strong></td>
<td></td>
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</tr>
<tr>
<td>Operating Expenses</td>
<td>40,639</td>
<td>39,556</td>
<td>79,800</td>
<td>100,020</td>
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<td>111-0552-552.31-03 Professional Services - Engineering</td>
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<td>-</td>
<td>-</td>
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<td>111-0552-552.34-00 Other Contractual Svcs -</td>
<td>596</td>
<td>-</td>
<td>3,000</td>
<td>8,500</td>
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<tr>
<td>111-0552-552.43-00 Utility Services -</td>
<td>-</td>
<td>3,718</td>
<td>4,000</td>
<td>4,000</td>
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<td>111-0552-552.46-00 R&amp;M -</td>
<td>7,677</td>
<td>3,985</td>
<td>30,000</td>
<td>5,000</td>
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<td>111-0552-552.48-00 Advertising / Promotional -</td>
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<td>800</td>
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<td>111-0552-552.48-01 Advertising / Promotional - 5K Run</td>
<td>8,891</td>
<td>6,206</td>
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<td>111-0552-552.48-02 Advertising / Promotional - Bands on the Blackwater</td>
<td>14,519</td>
<td>15,240</td>
<td>19,000</td>
<td>28,600</td>
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<td>111-0552-552.48-03 Advertising / Promotional - Movie Night</td>
<td>5,759</td>
<td>4,942</td>
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<td>1,828</td>
<td>565</td>
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<td>2,000</td>
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<td>111-0552-552.48-05 Advertising / Promotional - Market</td>
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<td>111-0552-552.48-06 Advertising / Promotional - Other Events</td>
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<td>111-0552-552.49-00 Misc Expenditures -</td>
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<td>3,924</td>
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<td>111-0552-552.49-18 Misc Expenditures - Bank Charges</td>
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<td>111-0552-552.50-00 Operating Supplies -</td>
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<td>175</td>
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<td>500</td>
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<td>111-0552-552.53-00 Materials/Rep &amp; Supplies -</td>
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<td>-</td>
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<td>111-0552-552.54-00 Dues/Subcrip/Training -</td>
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<td>420</td>
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<td>Capital</td>
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<td>1,862</td>
<td>9,500</td>
<td>35,000</td>
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<tr>
<td>111-0552-552.61-01 Capital Outlay - Land Acquisition</td>
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<td>111-0552-552.61-02 Capital Outlay - Easement-Sidewalk</td>
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<td>111-0552-552.64-07 Capital Outlay - Misc.Equipment FY16 Pchse Screen/Proj.</td>
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<td>Grants</td>
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<td>1,500</td>
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<td>4,000</td>
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<td>111-0552-552.82-09 Grants &amp; Aids - Misc.</td>
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<td>1,500</td>
<td>4,000</td>
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<td>111-0552-552.82-16 Grants &amp; Aids - SRC Veterans Memorial</td>
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<td>111-0552-552.82-17 Grants &amp; Aids - Mainstreet Rent Aid</td>
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<td>111-0552-552.91-01 Transfer to General Fund -</td>
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<td>55,000</td>
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<tr>
<td>111-0552-552.91-02 Transfer to Capital Projects -</td>
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</tr>
<tr>
<td>Contingency</td>
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<td>-</td>
<td>10,000</td>
<td>25,000</td>
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<tr>
<td>111-0552-552.99-99 Other Uses - Contingency</td>
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<td>25,000</td>
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<td>111-0590-590.01-00 Contingency - Contingency</td>
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<td>-</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>58,839</td>
<td>97,918</td>
<td>103,300</td>
<td>164,020</td>
</tr>
</tbody>
</table>
## CITY OF MILTON
### 112 CRA II - NORTH FUND

**Revenue**

CITY OF MILTON

112 CRA II - North

REVENUE BY FUND, TYPE, AND SUB-ACCOUNT

FY2017 BUDGET (October 1, 2016 - SEPTEMBER 30, 2017)  
with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Revenue Type</th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>112 CRA II - North</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intergovernmental</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>337-11-00 D/town redevelopment rev- New FY2017</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>338-10-00 O/S Rev from Local Units-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>338-10-01 City Portion of Tiff-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Charges for Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>347-40-00 Special Events-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Misc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>360-10-00 Miscellaneous revenues-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>361-10-00 Interest income-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>366-10-00 Misc Donations-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>380-10-00 O/S Rev from Local Units-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>381-01-00 From General Fund-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>381-15-00 Interfund Transfer In- Based on TIF</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>389-90-01 Funds Brought Forward- Est. Funds Forward PY</td>
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<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Grand Total Revenue</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

*Note: All figures are in dollars.*
### CITY OF MILTON
### 112 CRA II - North
### EXPENSE

#### FISCAL YEAR ENDING SEPTEMBER 30, 2017
with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>112-0552-552.31-03</td>
<td>Professional Services - Engineering</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>112-0552-552.34-00</td>
<td>Other Contractual Svcs -</td>
<td>-</td>
<td>-</td>
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<tr>
<td>112-0552-552.43-00</td>
<td>Utility Services -</td>
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<tr>
<td>112-0552-552.46-00</td>
<td>R&amp;M -</td>
<td>-</td>
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<tr>
<td>112-0552-552.48-00</td>
<td>Advertising / Promotional -</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>112-0552-552.48-06</td>
<td>Advertising / Promotional -</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>112-0552-552.49-00</td>
<td>Misc Expenditures -</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>112-0552-552.49-18</td>
<td>Misc Expenditures - Bank Charges</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>112-0552-552.52-00</td>
<td>Operating Supplies -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>112-0552-552.53-00</td>
<td>Materials/Rep &amp; Supplies -</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>112-0552-552.54-00</td>
<td>Dues/Subcrip/Training -</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>112-0552-552.61-01</td>
<td>Capital Outlay - Land Acquisition</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>112-0552-552.64-07</td>
<td>Capital Outlay - Misc Equipment</td>
<td>-</td>
<td>-</td>
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<tr>
<td>112-0552-552.64-27</td>
<td>Capital Outlay - Downtown project expenses</td>
<td>-</td>
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</tr>
<tr>
<td>112-0552-552.82-09</td>
<td>Grants &amp; Aids - Misc.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>112-0552-552.91-00</td>
<td>Transfers to other Funds -</td>
<td>-</td>
<td>-</td>
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<td>-</td>
</tr>
<tr>
<td>112-0552-552.91-01</td>
<td>Transfer to General Fund -</td>
<td>-</td>
<td>-</td>
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<tr>
<td>112-0552-552.91-02</td>
<td>Transfer to Capital Projects -</td>
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<tr>
<td>112-0552-552.99-99</td>
<td>Other Uses - Contingency</td>
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<tr>
<td>112-0590-590.01-00</td>
<td>Contingency - Contingency</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td>-</td>
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</tbody>
</table>
## CITY OF MILTON

### REVENUE

**113 CRA III – SOUTH FUND**

**REVENUE BY FUND, TYPE, AND SUB-ACCOUNT**

**FY2017 BUDGET (October 1, 2016 - SEPTEMBER 30, 2017)**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Beginning Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>113 CRA IIII - South</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Intergovernmental</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>337-11-00 Downtown redevelopment rev-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>New FY2017</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>328-10-01 City Portion of TIF-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td>Charges for Services</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>347-40-00 Special Events-</td>
<td>$ -</td>
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<tr>
<td>Misc.</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>360-10-00 Miscellaneous revenues-</td>
<td>$ -</td>
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<tr>
<td>361-10-00 Interest income-</td>
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<tr>
<td>366-10-00 Misc Donations-</td>
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<td>Transfers</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>380-10-00 O/S Rev from Local Units-</td>
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<td>$ -</td>
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<tr>
<td>381-01-00 From General Fund-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td>381-15-00 Interfund Transfer In- Based on TIF</td>
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<td>389-90-01 Funds Brought Forward- Est. Funds Forward PY</td>
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<td>$ -</td>
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<td>Grand Total Revenue</td>
<td>$ -</td>
<td>$ -</td>
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<td>$ -</td>
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</tbody>
</table>
### CITY OF MILTON

#### 113 CRA III - South

**Expense by Fund, Department, and Account**

*Fiscal Year Ending September 30, 2017*

*with comparative amounts for 2014 through 2016*

<table>
<thead>
<tr>
<th>Account Code</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>Operating Expenses</strong></td>
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<tr>
<td>113-0552-552.31-03</td>
<td>Professional Services - Engineering</td>
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<tr>
<td>113-0552-552.34-00</td>
<td>Other Contractual Svcs -</td>
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</tr>
<tr>
<td>113-0552-552.43-00</td>
<td>Utility Services -</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>113-0552-552.46-00</td>
<td>R&amp;M -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>113-0552-552.48-00</td>
<td>Advertising / Promotional -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>113-0552-552.48-06</td>
<td>Advertising / Promotional - Other Events</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td>113-0552-552.49-00</td>
<td>Misc Expenditures -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>113-0552-552.49-18</td>
<td>Misc Expenditures - Bank Charges</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>113-0552-552.52-00</td>
<td>Operating Supplies -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>113-0552-552.53-00</td>
<td>Materials/Rep &amp; Supplies -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>113-0552-552.54-00</td>
<td>Dues/Subcrip/Training -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Capital</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>113-0552-552.61-01</td>
<td>Capital Outlay - Land Acquisition</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>113-0552-552.64-07</td>
<td>Capital Outlay - Misc Equipment</td>
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<td>-</td>
</tr>
<tr>
<td>113-0552-552.64-27</td>
<td>Capital Outlay - Downtown project expenses</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td><strong>Grants</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>113-0552-552.82-09</td>
<td>Grants &amp; Aids - Misc.</td>
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<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Transfers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>113-0552-552.91-00</td>
<td>Transfers to other Funds -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>113-0552-552.91-01</td>
<td>Transfer to General Fund -</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>113-0552-552.91-02</td>
<td>Transfer to Capital Projects -</td>
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</tr>
<tr>
<td><strong>Contingency</strong></td>
<td></td>
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<tr>
<td>113-0552-552.99-99</td>
<td>Other Uses - Contingency</td>
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<tr>
<td>113-0590-590.01-00</td>
<td>Contingency - Contingency</td>
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</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
### 201 Debt Service Fund

**Revenue**

CITY OF MILTON

201 Debt Service

**REVENUE BY FUND, TYPE, AND SUB-ACCOUNT**

FY2017 BUDGET (October 1, 2016 - SEPTEMBER 30, 2017)

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th></th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>201 Debt Service</td>
<td>$340,539</td>
<td>$319,092</td>
<td>$340,819</td>
<td>$319,547</td>
</tr>
<tr>
<td>Misc.</td>
<td>$146</td>
<td>$180</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>361-10-00 Interest income-</td>
<td>$146</td>
<td>$180</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfers</td>
<td>$340,393</td>
<td>$318,912</td>
<td>$340,819</td>
<td>$319,547</td>
</tr>
<tr>
<td>381-00-00 Interfund Transfer-</td>
<td>$21,272</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>381-01-00 Transfr from General Fund- Trsfr from GF for Debt Svce</td>
<td>$319,121</td>
<td>$318,912</td>
<td>$319,547</td>
<td>$319,547</td>
</tr>
<tr>
<td>389-90-01 Funds Brought Forward- Marina FY14 $21,241 W/S to 201</td>
<td>$-</td>
<td>-</td>
<td>$21,272</td>
<td>-</td>
</tr>
<tr>
<td><strong>Grand Total Revenue</strong></td>
<td>$340,539</td>
<td>$319,092</td>
<td>$340,819</td>
<td>$319,547</td>
</tr>
</tbody>
</table>
## 201 Debt Service Fund

### Expense

#### City of Milton

**201 Debt Service**

**Expense by Fund, Department, and Account**

**Fiscal Year Ending September 30, 2017**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>201 Debt Service</td>
<td>319,121</td>
<td>318,912</td>
<td>340,819</td>
<td>319,547</td>
</tr>
<tr>
<td>513 Admin</td>
<td>73,339</td>
<td>73,263</td>
<td>73,463</td>
<td>73,463</td>
</tr>
<tr>
<td>Debt Service</td>
<td>73,339</td>
<td>73,263</td>
<td>73,463</td>
<td>73,463</td>
</tr>
<tr>
<td>201-0000-TOTALS</td>
<td>Combined Principal &amp; Interest -</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>201-0513-513.71-00</td>
<td>Principal Expense - Admin Whse.</td>
<td>60,859</td>
<td>63,043</td>
<td>65,488</td>
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<tr>
<td>201-0513-513.72-00</td>
<td>Interest Expense -</td>
<td>12,480</td>
<td>10,220</td>
<td>7,975</td>
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<tr>
<td>522 Fire</td>
<td>206,852</td>
<td>206,733</td>
<td>207,057</td>
<td>207,057</td>
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<tr>
<td>Debt Service</td>
<td>206,852</td>
<td>206,733</td>
<td>207,057</td>
<td>207,057</td>
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<tr>
<td>201-0522-522.71-00</td>
<td>Principal Expense - Fire Station &amp; Fire Truck</td>
<td>176,196</td>
<td>182,254</td>
<td>188,787</td>
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<tr>
<td>201-0522-522.72-00</td>
<td>Interest Expense -</td>
<td>30,657</td>
<td>24,478</td>
<td>18,270</td>
</tr>
<tr>
<td>572 Parks</td>
<td>38,930</td>
<td>38,917</td>
<td>39,027</td>
<td>39,027</td>
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<tr>
<td>Debt Service</td>
<td>38,930</td>
<td>38,917</td>
<td>39,027</td>
<td>39,027</td>
</tr>
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<td>201-0572-572.71-00</td>
<td>Principal Expense - Skate Park</td>
<td>32,339</td>
<td>33,496</td>
<td>34,790</td>
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<tr>
<td>201-0572-572.72-00</td>
<td>Interest Expense -</td>
<td>6,591</td>
<td>5,421</td>
<td>4,237</td>
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<tr>
<td>581 Transfers</td>
<td>-</td>
<td>-</td>
<td>21,272</td>
<td>-</td>
</tr>
<tr>
<td>Transfers</td>
<td>-</td>
<td>-</td>
<td>21,272</td>
<td>-</td>
</tr>
<tr>
<td>201-0581-581.91-00</td>
<td>Transfers to other Funds - Transfer to Other Funds</td>
<td>-</td>
<td>-</td>
<td>21,272</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>319,121</strong></td>
<td><strong>318,912</strong></td>
<td><strong>340,819</strong></td>
<td><strong>319,547</strong></td>
</tr>
</tbody>
</table>
## 301 Capital Projects Fund

### Revenue

CITY OF MILTON

301 Capital Projects

REVENUE BY FUND, TYPE, AND SUB-ACCOUNT

FY2017 BUDGET (October 1, 2016 - SEPTEMBER 30, 2017)

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th></th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>301 Capital Projects</td>
<td>$ 1,743,859</td>
<td>$ 250,035</td>
<td>$ 130,000</td>
<td>$ -</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>$ 1,404,004</td>
<td>$ -</td>
<td>$ 80,000</td>
<td>$ -</td>
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<tr>
<td>331-50-02 Sanders St</td>
<td>$ 963,866</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>331-50-96 Oak Dist Mit</td>
<td>$ 144,404</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>334-39-01 Road Side</td>
<td>$ 295,734</td>
<td>$ -</td>
<td>$ 80,000</td>
<td>$ -</td>
</tr>
<tr>
<td>335-70-00 SRC - TDC</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>337-90-xx Other Grant</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>Misc.</td>
<td>$ 14,841</td>
<td>$ 35</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>361-10-00 Interest</td>
<td>$ 91</td>
<td>$ 35</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>366-70-00 CIAC- use CIAC in General Fund</td>
<td>$ 14,750</td>
<td>$ -</td>
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<tr>
<td>Transfers</td>
<td>$ 325,014</td>
<td>$ 250,000</td>
<td>$ 50,000</td>
<td>$ -</td>
</tr>
<tr>
<td>381-00-00 Other Sources</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>381-01-00 Transf from General Fund</td>
<td>$ 271,639</td>
<td>$ 250,000</td>
<td>$ 50,000</td>
<td>$ -</td>
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<tr>
<td>381-02-00 Transf from DT Trust</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>381-03-00 Transf from W&amp;S Fund</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>381-07-00 Transf from Stormwater</td>
<td>$ 53,375</td>
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<td>$ -</td>
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<tr>
<td>381-70-00 Amount brought forward</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>389-90-01 Other Nonoperating-Funds brought forward</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
</tbody>
</table>

Grand Total Revenue $ 1,743,859 $ 250,035 $ 130,000 $ -
### 301 Capital Projects Fund

**Expense**

**CITY OF MILTON**

301 Capital Projects

**EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT**

**FISCAL YEAR ENDING SEPTEMBER 30, 2017**

With comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>301 Capital Projects</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>514 Non-Dept.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital</td>
<td>-</td>
<td>-</td>
<td>130,000</td>
<td></td>
</tr>
<tr>
<td>301-0514-514.62-01</td>
<td>Capital Outlay - Building Improvements</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>301-0514-514.62-02</td>
<td>Capital Outlay - Mt Pilgrim Historic Ch</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>301-0514-514.64-08</td>
<td>Capital Outlay - HVAC</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>541 Road &amp; St.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital</td>
<td>1,494,658</td>
<td>-</td>
<td>130,000</td>
<td></td>
</tr>
<tr>
<td>301-0541-541.63-02</td>
<td>Capital Outlay - Sanders St Project</td>
<td>1,158,584</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>301-0541-541.63-03</td>
<td>Capital Outlay - Roadside Beautification</td>
<td>295,734</td>
<td>-</td>
<td>80,000</td>
</tr>
<tr>
<td>301-0541-541.63-15</td>
<td>Capital Outlay - Street &amp; Sidewalk Improvnm</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>301-0541-541.63-16</td>
<td>Capital Outlay - City Signage</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>301-0541-541.63-94</td>
<td>Capital Outlay - Elva St Drainage Upgrade Proj</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>301-0541-541.63-95</td>
<td>Capital Outlay - Canal Street - CDBG</td>
<td>26,500</td>
<td>-</td>
<td>50,000</td>
</tr>
<tr>
<td>Debt Service</td>
<td>13,840</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>301-0541-541.63-96</td>
<td>Capital Outlay - CDBG 2014</td>
<td>13,840</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>572 Parks</td>
<td>42,358</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Capital</td>
<td>42,358</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>301-0572-572.63-04</td>
<td>Capital Outlay - Carpenter's Pk Improve.</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>301-0572-572.63-07</td>
<td>Capital Outlay - Riverwalk Pk Improve</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>301-0572-572.63-08</td>
<td>Capital Outlay - Russell Harber Landing</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>301-0572-572.63-11</td>
<td>Capital Outlay - Old River Trail</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>301-0572-572.63-13</td>
<td>Capital Outlay - Tennis Courts FY16 in General</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Fund</td>
<td>42,358</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>301-0572-572.63-17</td>
<td>Capital Outlay - Lucille Johnson Park</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>1,537,016</td>
<td>-</td>
<td>130,000</td>
<td></td>
</tr>
</tbody>
</table>
## 302 Capital Projects Fund

### Revenue

**CITY OF MILTON**

302 Capital Projects

**REVENUE BY FUND, TYPE, AND SUB-ACCOUNT**

FY2017 BUDGET (October 1, 2016 - SEPTEMBER 30, 2017)

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th></th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>302 Capital Projects</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$ 207,806</td>
</tr>
<tr>
<td>Taxes</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$ 207,806</td>
</tr>
<tr>
<td>312-42-00 Local Option Fuel Tax .05- EDR Est./TREND</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$ 207,806</td>
</tr>
<tr>
<td>Transfers</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>381-01-00 Transfr from General Fund-</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Grand Total Revenue</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$ 207,806</td>
</tr>
</tbody>
</table>
# 302 Capital Projects Fund

## Expense

### City of Milton

#### 302 Capital Projects

**Expense by Fund, Department, and Account**

**Fiscal Year Ending September 30, 2017**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Account</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>302 Capital Projects</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>207,806</td>
</tr>
<tr>
<td>541 Road &amp; St.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>207,806</td>
</tr>
<tr>
<td>Capital</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>207,806</td>
</tr>
<tr>
<td>302-0541-541-63-15 Capital Outlay - Street &amp; Sidewalk Improvnm</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>207,806</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>207,806</td>
</tr>
</tbody>
</table>
PROPRIETARY / ENTERPRISE FUNDS
For the City of Milton

402 Natural Gas Fund
403 Water & Sewer Fund
404 Sanitation Fund
407 Stormwater Fund
408 Riverwalk Marina Fund
409 Sundial Utilities Fund
ENTERPRISE FUNDS

ACTIVITIES / SERVICES / FUNCTIONS

PUBLIC WORKS DEPARTMENT

UNDER DIRECTION OF THE PUBLIC WORKS DIRECTOR

Activities / Services / Functions

Overview: The success of the City of Milton Public Works Department results from the partnership among its divisions and the diverse skills and unselfish contributions of their respective staffs. The Department is comprised of the following divisions:

- Landscape
- Road and Streets
- Meters
- Gas Utilities
- Water/Wastewater Treatment
- Sanitation

Mission: The mission of the Public Works Department is to provide affordable and reliable public works infrastructure and services within the city of Milton and its utilities franchise areas. We are committed to our Vision and Core Values.

Vision: Commitment to our mission enhances the quality of life of our citizens and customers and makes the City of Milton an attractive place to live, visit and conduct business. We strive to continuously improve operations in order to provide safe and sustainable infrastructure and services.

Core Values:

- **Customer Service** – We measure the quality of our services by the satisfaction of those we serve.
- **Integrity** – We dedicate ourselves to the highest levels of ethical and professional conduct in serving our customers and working with others.
- **Commitment** – We are dedicated to the delivery of high-quality and responsive services.
- **Teamwork** – We build organizational strength through cooperation and collaboration with others.

PUBLIC WORKS DEPARTMENT

METER DIVISION

Activities / Services / Functions

The City of Milton’s Meter Department is solely responsible for reading gas and water meters to determine the customer’s usage for each month of the year. The readings are given to the billing office, which in turn provides the customer with a utility bill for each month.

Meter Readers read approximately 5,000 gas meters and 6,000 water meters inside and outside the city limits in four billing cycles each month.

Customers often have questions about their reading estimates. Although reading accuracy is a priority, errors can occur.

Meter readers have a specific time frame to read each route of customers. When they encounter any of the above problems, it slows the process of reading meters on a specific route. Customers can help by keeping meters easily accessible.
PUBLIC WORKS DEPARTMENT

NATURAL GAS

Activities / Services / Functions

Clean & Safe Energy

Since 1949, Natural Gas of Milton has provided clean, safe energy to residents of Milton, East Milton and Pace. Environmentally-friendly natural gas keeps many homes, businesses and industries operating smoothly at a significant savings over other forms of energy. We serve approximately 4,500 customers through 253 miles of pipeline, with new upgrades each year. The system is inspected by the Public Service Commission of Florida annually for compliance with Federal Office of Pipeline Safety (OPS) rules and regulations. The City of Milton Gas Department also performs regular maintenance throughout the year to ensure a safe natural gas system.

For the past 24 years, the Department of Energy has consistently reported that natural gas is the best energy buy. Electricity costs four times more on an energy-equivalent basis calculated in Btu, a standard measuring stick for energy value.

In addition to being a financially-savvy choice, the natural gas industry is dedicated to meeting stringent safety regulations. Providing a supply of natural gas to the customer’s meter involves adhering to the ever-changing rules and regulations of many federal and state regulatory agencies. Natural Gas of Milton is committed to constant inspection, maintenance and documentation of our gas mains, lines and related services.
### 402 NATURAL GAS FUND

#### REVENUE

**CITY OF MILTON**

402 Gas

REVENUE BY FUND, TYPE, AND SUB-ACCOUNT

FY2017 BUDGET (October 1, 2016 - SEPTEMBER 30, 2017)

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th></th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>402 Gas</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>331-10-02 General Govt-CDBG-ED Prison Gas/Sewer</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>331-50-97 Federal Grants-Katrina FEMA Disaster Rel</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>331-50-98 Federal Grants-Dennis FEMA Disaster Rel</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>334-50-94 State grants-Katrina FL Public Assist</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>334-50-96 State grants-Dennis FL Public Assist</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>334-50-98 State grants-Ian FL Public Assistance</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Charges for Services</strong></td>
<td>$ 4,159,129</td>
<td>$ 3,917,101</td>
<td>$ 4,063,200</td>
<td>$ 4,213,200</td>
</tr>
<tr>
<td>343-20-00 Natural gas revenues- TREND</td>
<td>$ 4,095,841</td>
<td>$ 3,843,722</td>
<td>$ 4,000,000</td>
<td>$ 4,150,000</td>
</tr>
<tr>
<td>343-20-01 Natural gas revenues-Billed Deposit Revenue</td>
<td>$ -</td>
<td>$ 356</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>343-21-00 Generator Program Revenue-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>343-21-01 Generator Program Revenue-Water Heaters</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>343-25-00 Gas meter service revenue-</td>
<td>$ 720</td>
<td>$ 900</td>
<td>$ 1,200</td>
<td>$ 1,200</td>
</tr>
<tr>
<td>343-28-00 Gas service connections-</td>
<td>$ 6,757</td>
<td>$ 4,503</td>
<td>$ 7,000</td>
<td>$ 7,000</td>
</tr>
<tr>
<td>343-29-00 Penalties-</td>
<td>$ 55,812</td>
<td>$ 67,620</td>
<td>$ 55,000</td>
<td>$ 55,000</td>
</tr>
<tr>
<td><strong>Misc.</strong></td>
<td>$ 22,740</td>
<td>$ 73,919</td>
<td>$ 22,000</td>
<td>$ 22,000</td>
</tr>
<tr>
<td>360-10-00 Miscellaneous revenues-</td>
<td>$ 1,176</td>
<td>$ 1,053</td>
<td>$ 1,000</td>
<td>$ 1,000</td>
</tr>
<tr>
<td>360-11-00 Other Income-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>360-12-00 Proceeds from Dmg Claims-</td>
<td>$ 1,555</td>
<td>$ 2,350</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>360-20-00 Returned cks &amp; redeposits-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>360-27-00 Initial GasSvc Charge-</td>
<td>$ 18,799</td>
<td>$ 20,351</td>
<td>$ 18,000</td>
<td>$ 18,000</td>
</tr>
<tr>
<td>360-30-00 Cash / Over and Short-</td>
<td>$ 221</td>
<td>$(240)</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>361-10-00 Interest income-</td>
<td>$ 989</td>
<td>$ 404</td>
<td>$ 3,000</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>364-01-00 Gain/Loss on Sale-</td>
<td>$ -</td>
<td>$ 50,000</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>364-66-00 Equipment-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>365-00-00 Sales of surplus &amp; scrap-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Transfers</strong></td>
<td>$(865)</td>
<td>$ 610</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>381-01-00 Transfr from General Fund-</td>
<td>$ 510</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>381-05-00 Transfer From Other Funds-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>384-00-00 Debt proceeds-</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>389-80-01 Capital Contrib - Private-Contrib in Aid of Constru</td>
<td>$ (1,375)</td>
<td>$ 610</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>389-90-01 Other Nonoperating-Funds brought forward</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Grand Total Revenue</strong></td>
<td>$ 4,181,005</td>
<td>$ 3,991,630</td>
<td>$ 4,085,200</td>
<td>$ 4,235,200</td>
</tr>
</tbody>
</table>
## 402 NATURAL GAS FUND

### EXPENSE- 0531 METER DEPARTMENT (36%)

### CITY OF MILTON

### 402 Gas - 531 Meter

**EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT**

**FISCAL YEAR ENDING SEPTEMBER 30, 2017**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Account</th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>402 Gas</td>
<td>111,022</td>
<td>122,709</td>
<td>126,171</td>
<td>125,579</td>
</tr>
<tr>
<td>531 Meter</td>
<td>111,022</td>
<td>122,709</td>
<td>126,171</td>
<td>125,579</td>
</tr>
<tr>
<td>Personal Services</td>
<td>93,305</td>
<td>104,193</td>
<td>105,149</td>
<td>104,014</td>
</tr>
<tr>
<td>402-0531-531.12-00 Regular Salaries -</td>
<td>51,992</td>
<td>56,207</td>
<td>65,195</td>
<td>67,028</td>
</tr>
<tr>
<td>402-0531-531.14-00 Overtime -</td>
<td>-</td>
<td>-</td>
<td>360</td>
<td>360</td>
</tr>
<tr>
<td>402-0531-531.15-01 Special Pay - Bonuses</td>
<td>90</td>
<td>450</td>
<td>450</td>
<td>450</td>
</tr>
<tr>
<td>402-0531-531.15-02 Special Pay - Holiday Pay</td>
<td>2,428</td>
<td>2,468</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>402-0531-531.16-00 Sick Pay -</td>
<td>2,656</td>
<td>4,071</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>402-0531-531.17-00 Excess Sick Leave Payout -</td>
<td>82</td>
<td>258</td>
<td>258</td>
<td>263</td>
</tr>
<tr>
<td>402-0531-531.18-00 Vacation Payout -</td>
<td>-</td>
<td>1,183</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>402-0531-531.20-00 Retirees Benefit -</td>
<td>2,982</td>
<td>3,133</td>
<td>3,064</td>
<td>2,847</td>
</tr>
<tr>
<td>402-0531-531.21-00 FICA / Medicare Taxes -</td>
<td>4,302</td>
<td>4,560</td>
<td>4,675</td>
<td>5,310</td>
</tr>
<tr>
<td>402-0531-531.22-00 Retirement Contributions -</td>
<td>12,189</td>
<td>13,293</td>
<td>14,017</td>
<td>9,286</td>
</tr>
<tr>
<td>402-0531-531.23-00 Life &amp; Health Insurance -</td>
<td>15,466</td>
<td>17,232</td>
<td>15,846</td>
<td>17,469</td>
</tr>
<tr>
<td>402-0531-531.24-00 Workers Compensation -</td>
<td>1,119</td>
<td>1,339</td>
<td>1,284</td>
<td>1,301</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>17,717</td>
<td>18,516</td>
<td>21,022</td>
<td>21,565</td>
</tr>
<tr>
<td>402-0531-531.31-04 Professional Services - Test Comm. Gas Meters</td>
<td>-</td>
<td>-</td>
<td>720</td>
<td>720</td>
</tr>
<tr>
<td>402-0531-531.41-00 Communication Services -</td>
<td>729</td>
<td>645</td>
<td>800</td>
<td>1,100</td>
</tr>
<tr>
<td>402-0531-531.43-00 Utility Services -</td>
<td>1,379</td>
<td>1,768</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>402-0531-531.45-00 Insurance &amp; Bonds -</td>
<td>4,939</td>
<td>4,970</td>
<td>5,076</td>
<td>5,169</td>
</tr>
<tr>
<td>402-0531-531.46-00 R&amp;M -</td>
<td>1,832</td>
<td>2,099</td>
<td>2,700</td>
<td>2,700</td>
</tr>
<tr>
<td>402-0531-531.49-00 Misc Expenditures -</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>402-0531-531.49-01 Misc Expenditures - Gas and Oil</td>
<td>5,212</td>
<td>4,992</td>
<td>6,840</td>
<td>6,840</td>
</tr>
<tr>
<td>402-0531-531.49-02 Misc Expenditures - Uniforms</td>
<td>784</td>
<td>874</td>
<td>750</td>
<td>936</td>
</tr>
<tr>
<td>402-0531-531.51-00 Office Supplies -</td>
<td>293</td>
<td>388</td>
<td>576</td>
<td>540</td>
</tr>
<tr>
<td>402-0531-531.52-00 Operating Supplies -</td>
<td>1,260</td>
<td>1,492</td>
<td>2,160</td>
<td>2,160</td>
</tr>
<tr>
<td>402-0531-531.59-00 Depreciation -</td>
<td>1,289</td>
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<td><strong>126,171</strong></td>
<td><strong>125,579</strong></td>
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### CITY OF MILTON

**APPROVED BUDGET FY 2017**

#### 402 NATURAL GAS FUND

**EXPENSE - 0532 UTILITY SERVICE**

<table>
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<tr>
<th>Fund</th>
<th>Description</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
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<th>FY 2017 Budget</th>
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<table>
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<th>Account</th>
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<th>FY2015 Actual</th>
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<th>FY 2017 Budget</th>
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**Operating Expenses**

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<td>Misc Expenditures - Federal Excise Gas Tax</td>
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**Grand Total**: 2,667,746, 2,361,469, 2,868,293, 2,985,784
## 402 Natural Gas Fund

### Expense - 0533 Marketing Programs

**CITY OF MILTON**

**402 Gas - 533 Marketing**

**Expense by Fund, Department, and Account**

**Fiscal Year Ending September 30, 2017**

with comparative amounts for 2014 through 2016

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<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
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<td>Special Pay - Holiday Pay</td>
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<tr>
<td>402-0533-533.52-01</td>
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<tr>
<td>Operating Supplies - Materials/Rep &amp; Supplies</td>
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<td>402-0533-533.52-19</td>
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<tr>
<td>Operating Supplies - Generators</td>
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<td>402-0533-533.59-00</td>
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<tr>
<td>Depreciation</td>
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<tr>
<td><strong>Capital</strong></td>
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<td>402-0533-533.64-01</td>
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<tr>
<td>Capital Outlay - Vehicles</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td>37,994</td>
<td>44,058</td>
<td>55,000</td>
<td>88,101</td>
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</table>
### 402 NATURAL GAS FUND

#### EXPENSE - 0581 TRANSFER-OUT, 0590 CONTINGENCY

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>402 Gas</strong></td>
<td>1,250,852</td>
<td>1,475,197</td>
<td>1,035,736</td>
<td>1,035,736</td>
</tr>
<tr>
<td><strong>581 Transfers</strong></td>
<td>1,250,852</td>
<td>1,489,270</td>
<td>1,035,736</td>
<td>1,035,736</td>
</tr>
<tr>
<td>Transfers</td>
<td>1,250,852</td>
<td>1,489,270</td>
<td>1,035,736</td>
<td>1,035,736</td>
</tr>
<tr>
<td>402-0581-581.91-00 Transfers</td>
<td>1,226,852</td>
<td>1,361,258</td>
<td>1,035,736</td>
<td>1,035,736</td>
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<tr>
<td>402-0581-581.91-01 Transfers</td>
<td>1,226,852</td>
<td>1,361,258</td>
<td>1,035,736</td>
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<tr>
<td>402-0581-581.91-31</td>
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<td><strong>590 Reserve/Contingency</strong></td>
<td>(14,073)</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Contingency</td>
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<td>-</td>
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<tr>
<td>402-0590-590.01-00 Contingency</td>
<td>-</td>
<td>(14,073)</td>
<td>-</td>
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<tr>
<td>Pension Expense</td>
<td>-</td>
<td>(14,073)</td>
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<td>-</td>
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<tr>
<td>402-0590-590.90-03 Pension</td>
<td>-</td>
<td>(14,073)</td>
<td>-</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td>1,250,852</td>
<td>1,475,197</td>
<td>1,035,736</td>
<td>1,035,736</td>
</tr>
</tbody>
</table>
This page left intentionally blank.
WATER SERVICES:
The City of Milton's Drinking Water comes from wells that tap the pristine sand and gravel aquifer. The water is treated as it is pumped by injecting lime for stabilization/corrosion control and chlorine for disinfection.

Services
Water / Sewer Lines
Call Sunshine at 811 at least 48 hours before you plan to dig.

Water Leaks
Call Public Works at 850-983-5410 to report the problem. Please note that the city personnel will repair leaks on the city side of the meter. A leak on the customer side of the meter is normally a customer problem that the customer will need to fix.

Water Outages
The City of Milton will advertise any scheduled water outage in local papers, on local radio and television stations. Any water outage not scheduled is normally the result of one of our lines being cut by a contractor.

New Water Meters
Please call Public Works 850-983-5410 for current pricing of water meter connections. There is usually a 2 week waiting period to have the water connection made.


WASTEWATER SERVICES
History: The City of Milton has operated a Wastewater Treatment Facility since the mid 1900’s. In 1984 the current oxidation ditch facility was constructed and has allowed the city to grow into the 21st century. In 2006, this plant underwent a major upgrade to modernize and enhance the treatment process. Since the effluent is a surface water discharge into the Blackwater River, the city has taken steps to ensure that this “Outstanding Florida Water Body” is protected by performing a Water Quality Based Effluent Limitation (WQBEL) study.

While being centrally located in one of Florida’s fastest growing counties, Milton strives to be a leader in protecting its natural resources.

MISSION: The City’s wastewater treatment plant operations perform their duties in a responsible and professional manner, while meeting or exceeding State of Florida standards and rules, in addition to the public’s health, safety, and welfare. Operations at this facility have three (3) primary goals:

- Produce the very best effluent quality possible
- Help ensure the water quality of the Blackwater River
- Provide this quality and protection at the lowest possible cost to the citizens of Milton and its customers.
# 403 WATER & SEWER FUND

## Revenue

### CITY OF MILTON

### 403 Water & Sewer

**Revenue by Fund, Type, and Sub-Account**

**FY2017 Budget (October 1, 2016 - September 30, 2017)**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>403 Water &amp; Sewer</td>
<td>$14,035,826</td>
<td>$6,967,080</td>
<td>$6,275,500</td>
<td>$6,870,500</td>
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<td><strong>Intergovernmental</strong></td>
<td>$7,638,371</td>
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<td>$500</td>
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<tr>
<td>331-10-02 General Gov't-CDBG-ED Prison Gas\Sewer</td>
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<td>$121,523</td>
<td>$121,523</td>
<td>$121,523</td>
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<tr>
<td>331-50-00 Federal Grants-</td>
<td>$7,638,371</td>
<td>$7,638,371</td>
<td>$7,638,371</td>
<td>$7,638,371</td>
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<tr>
<td>331-50-03 Federal Grants-Glover Lane LS - FEMA</td>
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<tr>
<td>331-50-95 Federal Grants-Isaac FEMA DisasterRelief</td>
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<tr>
<td>331-50-97 Federal Grants-Katrina FEMA Disaster Rel</td>
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<td>$121,523</td>
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<td>$121,523</td>
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<tr>
<td>331-50-98 Federal Grants-Dennis FEMA Disaster Rel</td>
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<td>$121,523</td>
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<td>$121,523</td>
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<tr>
<td>334-31-00 State Grants-WWTP-GRANT</td>
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<td>$5,166,848</td>
<td>$5,166,848</td>
<td>$5,166,848</td>
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<tr>
<td>334-31-01 State Grants-Legislative Appropriation</td>
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<tr>
<td>334-50-94 State grants-Katrina FL Public Assist</td>
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<td>$5,166,848</td>
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<tr>
<td>334-50-96 State grants-Dennis FL Public Assist</td>
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<td>$5,166,848</td>
<td>$5,166,848</td>
<td>$5,166,848</td>
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<tr>
<td>334-50-98 State grants-Ian FL Public Assistance</td>
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<td>$5,166,848</td>
<td>$5,166,848</td>
<td>$5,166,848</td>
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<td>334-61-01 Human Services - Health-DOH Fluoridation Grant</td>
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<td>$5,166,848</td>
<td>$5,166,848</td>
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<tr>
<td><strong>Charges for Services</strong></td>
<td>$6,219,115</td>
<td>$6,770,331</td>
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<td>343-29-00 Penalties-</td>
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<td>$138,572</td>
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<td>343-30-00 Water revenues- TREND</td>
<td>$2,566,731</td>
<td>$2,740,725</td>
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<td>$2,900,000</td>
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<td>343-39-00 Water Impact Fees-</td>
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<td>$113,844</td>
<td>$47,857</td>
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<td>343-50-00 Sewer revenues- TREND</td>
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<td>$3,241,707</td>
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<td>343-51-00 Sewer Impact Fees-</td>
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<td>$327,059</td>
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<td>343-52-00 Sewer-East Milton Prison-</td>
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<td>343-55-00 Backflow fee-</td>
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<td>$600</td>
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<tr>
<td>343-56-00 Fats, Oils &amp; Grease-</td>
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<td>$30,000</td>
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<tr>
<td>343-58-00 Wtr &amp; Sewer svc connects-</td>
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<td>$207,784</td>
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<td>$120,000</td>
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<td>349-25-00 Sundial Labor Charges-</td>
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<tr>
<td><strong>Misc.</strong></td>
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<td>360-10-00 Miscellaneous revenues-</td>
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<td>$29,170</td>
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<td>360-12-00 Proceeds from Dmg Claims-</td>
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<td>$9,123</td>
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<td>360-13-00 Tower Antenna Rental Fee- Rev. moved to 001 FY16</td>
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<td>$130,854</td>
<td>$130,854</td>
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<td>360-20-00 Returned cks &amp; redepósits-</td>
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<tr>
<td>361-10-00 Interest income-</td>
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<tr>
<td>361-20-00 Dividends-</td>
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<td>$5,000</td>
<td>$5,000</td>
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<tr>
<td>364-66-00 Equipment-</td>
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<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
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<tr>
<td>365-00-00 Sales of surplus &amp; scrap-</td>
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<td>366-70-00 CIAC-</td>
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<td><strong>Transfers</strong></td>
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<td>380-11-00 Trucked Wastewater-</td>
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<td>$326</td>
<td>$326</td>
<td>$326</td>
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<tr>
<td>381-01-00 Transf from General Fund-</td>
<td>$326</td>
<td>$326</td>
<td>$326</td>
<td>$326</td>
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<tr>
<td>381-31-00 Tnsfr from Cap Projects-</td>
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<td>381-42-00 Tnsfr from Natural Gas-</td>
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<td>381-44-00 Tnsfr from Sanitation-</td>
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<td>381-49-00 Tnsfr from Sundial- for W/S Labor at Sundial</td>
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<td>$326</td>
<td>$326</td>
<td>$326</td>
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<tr>
<td>384-00-00 Debt proceeds-</td>
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<td>$5,000</td>
<td>$5,000</td>
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<tr>
<td>389-70-00 Capital Contrib - Other-</td>
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<td>$5,000</td>
<td>$5,000</td>
<td>$5,000</td>
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<tr>
<td>389-80-01 Capital Contrib - Private-Contrib in Aid of Constru</td>
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<td>$5,000</td>
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<td>$5,000</td>
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<td>389-90-01 Other Nonoperating-Funds brought forward</td>
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<td>$5,000</td>
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**Grand Total Revenue**

$14,035,826

$6,967,080

$6,275,500

$6,870,500
# 403 WATER & SEWER FUND

### EXPENSE – 0531 METER DEPARTMENT (64%)

## CITY OF MILTON

### 403 Water & Sewer - 531 Meter

#### EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT

**FISCAL YEAR ENDING SEPTEMBER 30, 2017**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Account</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>403 Water &amp; Sewer</td>
<td>197,952</td>
<td>213,182</td>
<td>220,537</td>
<td>219,184</td>
</tr>
<tr>
<td>531 Meter</td>
<td>197,952</td>
<td>213,182</td>
<td>220,537</td>
<td>219,184</td>
</tr>
<tr>
<td><strong>Personal Services</strong></td>
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<td></td>
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<td>403-0531-531.12-00 Regular Salaries -</td>
<td>99,428</td>
<td>101,318</td>
<td>115,903</td>
<td>119,161</td>
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<td>403-0531-531.14-00 Overtime -</td>
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<td>640</td>
<td>640</td>
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<td>403-0531-531.15-01 Special Pay - Bonuses</td>
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<tr>
<td>403-0531-531.15-02 Special Pay - Holiday Pay</td>
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<td>4,387</td>
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<td>403-0531-531.16-00 Sick Pay -</td>
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<td>7,238</td>
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<td>403-0531-531.17-00 Excess Sick Leave Payout -</td>
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<td>459</td>
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<td>467</td>
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<td>403-0531-531.18-00 Vacation Payout -</td>
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<td>2,102</td>
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<td>403-0531-531.20-00 Retirees Benefit -</td>
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<td>5,569</td>
<td>5,447</td>
<td>4,528</td>
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<tr>
<td>403-0531-531.21-00 FICA / Medicare Taxes -</td>
<td>7,647</td>
<td>8,106</td>
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<td>403-0531-531.22-00 Retirement Contributions -</td>
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<td>23,630</td>
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<td>403-0531-531.23-00 Life &amp; Health Insurance -</td>
<td>27,494</td>
<td>30,632</td>
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<tr>
<td><strong>Operating Expenses</strong></td>
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<td>26,665</td>
<td>33,705</td>
<td>34,373</td>
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<tr>
<td>403-0531-531.31-04 Professional Services - Test Comm. Gas Meters</td>
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<td>403-0531-531.41-00 Communication Services -</td>
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<td>403-0531-531.43-00 Utility Services -</td>
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<td>3,142</td>
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<td>403-0531-531.45-00 Insurance &amp; Bonds -</td>
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<td>4,970</td>
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<td>403-0531-531.46-00 R&amp;M -</td>
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<td>4,800</td>
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<tr>
<td>403-0531-531.49-01 Misc Expenditures - Gas and Oil</td>
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<td>8,854</td>
<td>12,160</td>
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<tr>
<td>403-0531-531.49-02 Misc Expenditures - Uniforms</td>
<td>1,416</td>
<td>1,554</td>
<td>1,325</td>
<td>1,664</td>
</tr>
<tr>
<td>403-0531-531.51-00 Office Supplies -</td>
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<td>683</td>
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<td>403-0531-531.52-00 Operating Supplies -</td>
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<td>2,699</td>
<td>3,840</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td>197,952</td>
<td>213,182</td>
<td>220,537</td>
<td>219,184</td>
</tr>
</tbody>
</table>
## 403 WATER & SEWER FUND

### EXPENSE – 0535 Wastewater

### CITY OF MILTON

**403 Water & Sewer - 535 Wastewater**

**EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT**

**FISCAL YEAR ENDING SEPTEMBER 30, 2017**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Account Code</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
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<td>2,701,644</td>
<td>2,136,415</td>
<td>2,308,231</td>
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# 403 WATER & SEWER FUND

## EXPENSE – 0536 WATER SERVICES

### CITY OF MILTON

**403 Water & Sewer - 536 Water Services**

**EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT**

**FISCAL YEAR ENDING SEPTEMBER 30, 2017**

with comparative amounts for 2014 through 2016

<table>
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<th>FY2015 Actual</th>
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<th>FY 2017 Budget</th>
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### CITY OF MILTON, FLORIDA

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<td>Misc Expenditures - State Permit Fees</td>
<td>606</td>
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<td>403-0536-536.46-18</td>
<td>Misc Expenditures - Bank Charges</td>
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<td>403-0536-536.46-41</td>
<td>Misc Expenditures - IT Expense</td>
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<tr>
<td>403-0536-536.46-99</td>
<td>Misc Expenditures - Hurricane IVAN Expenses</td>
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<tr>
<td>403-0536-536.51-00</td>
<td>Office Supplies -</td>
<td>7,770</td>
<td>5,809</td>
<td>12,500</td>
<td>12,875</td>
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<tr>
<td>403-0536-536.52-00</td>
<td>Operating Supplies -</td>
<td></td>
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<tr>
<td>403-0536-536.52-02</td>
<td>Operating Supplies - Meters</td>
<td>18,454</td>
<td>28,451</td>
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<td>20,000</td>
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<tr>
<td>403-0536-536.52-03</td>
<td>Operating Supplies - Operate Supply-WTR</td>
<td>11,572</td>
<td>16,975</td>
<td>16,600</td>
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<td>403-0536-536.52-04</td>
<td>Operating Supplies - Operate Supply - SWR</td>
<td>15,418</td>
<td>13,919</td>
<td>14,300</td>
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<td>403-0536-536.53-01</td>
<td>Materials/Rep &amp; Supplies - Asphalt Repair</td>
<td>3,646</td>
<td>2,532</td>
<td>3,750</td>
<td>3,750</td>
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<td>403-0536-536.53-03</td>
<td>Materials/Rep &amp; Supplies - Water - WH</td>
<td>81,298</td>
<td>75,044</td>
<td>45,000</td>
<td>85,000</td>
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<td>403-0536-536.53-06</td>
<td>Materials/Rep &amp; Supplies - Sewer - WH</td>
<td>17,001</td>
<td>17,629</td>
<td>12,000</td>
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<td>403-0536-536.54-00</td>
<td>Dues/Subscrip/Training -</td>
<td>1,347</td>
<td>2,318</td>
<td>9,000</td>
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<td>403-0536-536.56-01</td>
<td>Capital Outlay - Lift Station Improvements</td>
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<td>403-0536-536.56-17</td>
<td>Capital Outlay - Lassiter/Shields Sewer</td>
<td>90,000</td>
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<td>403-0536-536.56-20</td>
<td>Capital Outlay - Other Sewer Impact Improv Offset</td>
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<tr>
<td>403-0536-536.56-26</td>
<td>Capital Outlay - Whiting Field Circle Swr</td>
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<tr>
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<td>Capital Outlay - Ward Basin Force Main offset w/ Debi</td>
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<td>403-0536-536.58-00</td>
<td>Depreciation -</td>
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<td>778,791</td>
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<td>403-0536-536.59-00</td>
<td>Depreciation -</td>
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<td>238,502</td>
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<td>403-0536-536.62-17</td>
<td>Capital Outlay -</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>403-0536-536.63-20</td>
<td>Capital Outlay - Other Sewer Impact Improv Offset</td>
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<tr>
<td>403-0536-536.63-26</td>
<td>Capital Outlay -</td>
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<tr>
<td>403-0536-536.63-28</td>
<td>Capital Outlay -</td>
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<td>403-0536-536.64-01</td>
<td>Capital Outlay -</td>
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<tr>
<td>403-0536-536.64-07</td>
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<td>403-0536-536.64-10</td>
<td>Capital Outlay -</td>
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<td>403-0536-536.72-00</td>
<td>Interest Expense -</td>
<td>2,107</td>
<td>371</td>
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<td>Grand Total</td>
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<td><strong>1,899,335</strong></td>
<td><strong>2,109,691</strong></td>
<td><strong>1,751,780</strong></td>
<td><strong>2,176,317</strong></td>
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</table>
**403 WATER & SEWER FUND**

**Expense – 0581 Transfer-Out**

---

**CITY OF MILTON**

**403 Water & Sewer - 581 Transfers**

**EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT**

**FISCAL YEAR ENDING SEPTEMBER 30, 2017**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th></th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>403 Water &amp; Sewer</strong></td>
<td>2,469,855</td>
<td>2,819,232</td>
<td>2,166,768</td>
<td>2,166,768</td>
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<tr>
<td><strong>581 Transfers</strong></td>
<td>2,469,855</td>
<td>2,819,232</td>
<td>2,166,768</td>
<td>2,166,768</td>
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<tr>
<td><strong>Transfers</strong></td>
<td>2,469,855</td>
<td>2,819,232</td>
<td>2,166,768</td>
<td>2,166,768</td>
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<tr>
<td>403-0581-581.91-01</td>
<td>2,433,583</td>
<td>2,802,180</td>
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<tr>
<td>403-0581-581.91-21</td>
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<tr>
<td>403-0581-581.91-31</td>
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<tr>
<td>403-0581-581.91-42</td>
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<td>-</td>
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<tr>
<td>403-0581-581.91-48</td>
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<td>-</td>
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<tr>
<td>403-0581-581.91-49</td>
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<td>-</td>
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<tr>
<td>403-0581-581-92-01</td>
<td>15,000</td>
<td>17,052</td>
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<td><strong>Grand Total</strong></td>
<td>2,469,855</td>
<td>2,819,232</td>
<td>2,166,768</td>
<td>2,166,768</td>
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</tbody>
</table>
### 403 WATER & SEWER FUND

Expense – 0590 Reserve/Contingency

---

<table>
<thead>
<tr>
<th></th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>403 Water &amp; Sewer</td>
<td>-</td>
<td>(42,268)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>590 Reserve/Contingency</td>
<td>-</td>
<td>(42,268)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Contingency</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>403-0590-590.01-00 Contingency</td>
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<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Pension Expense</td>
<td>-</td>
<td>(42,268)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>403-0590-590.90-03 Pension GASB 68 -</td>
<td>-</td>
<td>(42,268)</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td>-</td>
<td>(42,268)</td>
<td>-</td>
<td>-</td>
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</tbody>
</table>
404 SANITATION FUND
ACTIVITIES / SERVICES / FUNCTIONS

PUBLIC WORKS DEPARTMENT
SANITATION
UNDER DIRECTION OF THE PUBLIC WORKS DIRECTOR

Activities / Services / Functions

Schedules will be advertised in the Press Gazette and the Pensacola News Journal before each holiday.

Holiday Closure Schedule
New Year’s Day
City Hall closed on Thursday, Jan. 1, 2015 - Thursday's routes will be picked up on Wednesday.

Martin Luther King, Jr. Day
City Hall closed Monday, Jan. 19, 2015 - Monday’s routes will be picked up on Tuesday. Tuesday’s routes will be picked up on Wednesday. Thursday and Friday routes will be picked up as normal.

Memorial Day
City Hall closed Monday, May 25, 2015 - Monday's routes will be picked up on Tuesday. Tuesday's routes will be picked up on Wednesday. Thursday and Friday routes will be picked up as normal.

Independence Day
City Hall closed Friday, July 3, 2015 - Monday and Tuesday routes will be picked up as normal. Thursday route will be picked up on Wednesday. Friday route will be picked up on Thursday.

Labor Day
City Hall closed Monday, Sept. 7, 2015 - Monday’s routes will be picked up on Tuesday. Tuesday’s routes will be picked up on Wednesday. Thursday and Friday routes will be picked up as normal.

Veteran’s Day
City Hall closed Wednesday, Nov. 11, 2015 - All routes will be picked up as normal.

Thanksgiving
City Hall closed Thursday, Nov. 26 and Friday, Nov. 27, 2015 - Monday and Tuesday routes will be picked up as normal. No pick up on Thursday or Friday.

Christmas
City Hall closed Thursday, Dec. 24 and Friday, Dec. 25, 2015 - Monday and Tuesday routes will be picked up as normal. No pickup on Wednesday, Thursday or Friday route.
404 Sanitation

REVENUE

CITY OF MILTON
404 Sanitation

REVENUE BY FUND, TYPE, AND SUB-ACCOUNT
FY2017 BUDGET (October 1, 2016 - SEPTEMBER 30, 2017)

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th></th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>404 Sanitation</td>
<td>$1,146,065</td>
<td>$1,182,635</td>
<td>$1,169,300</td>
<td>$1,187,500</td>
</tr>
<tr>
<td><strong>Intergovernmental</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>331-50-98 Federal Grants-Dennis FEMA Disaster Rel</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>334-50-96 State grants-Dennis FL Public Assist</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>334-50-98 State grants-Ivan FL Public Assistance</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Charges for Services</strong></td>
<td>$1,143,574</td>
<td>$1,179,197</td>
<td>$1,168,800</td>
<td>$1,187,000</td>
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<tr>
<td>343-29-00 Penalties-</td>
<td>$25,564</td>
<td>$22,972</td>
<td>$25,000</td>
<td>$25,000</td>
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<tr>
<td>343-40-00 Garbage revenues-</td>
<td>$749,816</td>
<td>$769,910</td>
<td>$760,000</td>
<td>$860,000</td>
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<tr>
<td>343-45-00 Landfill fees-</td>
<td>$368,195</td>
<td>$378,752</td>
<td>$370,000</td>
<td>$290,000</td>
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<td>343-46-00 Recycling Fees- $5 month customer chg</td>
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<td>$</td>
<td>$7,564</td>
<td>$13,800</td>
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<tr>
<td><strong>Misc.</strong></td>
<td>$1,576</td>
<td>$3,338</td>
<td>$500</td>
<td>$500</td>
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<tr>
<td>360-10-00 Miscellaneous revenues-</td>
<td>$1,429</td>
<td>$3,338</td>
<td>$500</td>
<td>$500</td>
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<tr>
<td>360-12-00 Proceeds from Dmg Claims-</td>
<td>$</td>
<td>$100</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>361-10-00 Interest income-</td>
<td>$</td>
<td>$</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>364-01-00 Gain/Loss on Sale-</td>
<td>$</td>
<td>$</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>364-66-00 Equipment-</td>
<td>$</td>
<td>$</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>365-00-00 Sales of surplus &amp; scrap-</td>
<td>$147</td>
<td>$</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Transfers</strong></td>
<td>$915</td>
<td>$</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>381-01-00 Transf from General Fund-</td>
<td>$915</td>
<td>$</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>381-05-00 Transfer From Other Funds-</td>
<td>$</td>
<td>$</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>389-90-01 Other Nonoperating-Funds brought forward</td>
<td>$</td>
<td>$</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Grand Total Revenue</strong></td>
<td>$1,146,065</td>
<td>$1,182,635</td>
<td>$1,169,300</td>
<td>$1,187,500</td>
</tr>
</tbody>
</table>
## 404 SANITATION FUND

### EXPENSE – 0534, 0581 SANITATION, 0590 RESERVE/CONTINGENCY

### CITY OF MILTON

### 404 Sanitation

**EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT**

**FISCAL YEAR ENDING SEPTEMBER 30, 2017**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>404 Sanitation</td>
<td>1,165,339</td>
<td>1,079,864</td>
<td>1,169,300</td>
<td>1,187,500</td>
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<tr>
<td>534 Sanitation</td>
<td>805,913</td>
<td>836,897</td>
<td>1,063,557</td>
<td>1,083,941</td>
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### Operating Expenses

- **Personal Services**
  - Regular Salaries -
  - Overtime -
  - Special Pay - Bonuses -
  - Special Pay - Holiday Pay -
  - Sick Pay -
  - Excess Sick Leave Payout -
  - Vacations Payout -
  - Retirees Benefit -
  - FICA / Medicare Taxes -
  - Retirement Contributions -
  - Life & Health Insurance -
  - Workers Compensation -
  - Disability Insurance -
  - Workers’ Compensation -
  - FICA / Medicare Taxes -
  - ANITATION 0590

- **Sanitation Expense**
  - Contingency - Reserve - Sanitation Truck
  - Transfers to other Funds - Transfer to General Fund
  - Transfers to other Funds - IT overhead transf to GF -

### Capital

- **Capital Outlay - Vehicles**

### Transfers

- **Other Uses - Reserves - Sanitation Truck**

### 581 Transfers

<table>
<thead>
<tr>
<th>Transfers</th>
<th>359,426</th>
<th>249,994</th>
<th>105,743</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers</td>
<td>359,426</td>
<td>249,994</td>
<td>105,743</td>
</tr>
<tr>
<td>404-0581-561.91-01 Transfers to other Funds - Transfer to General Fund</td>
<td>356,426</td>
<td>247,152</td>
<td>105,743</td>
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<tr>
<td>404-0581-581.92-01 IT overhead transf to GF -</td>
<td>3,000</td>
<td>2,842</td>
<td></td>
</tr>
</tbody>
</table>

### 590 Reserve/Contingency

- **Contingency**
- **Pension Expense**
- **Pension GASB 68**

### Grand Total

<table>
<thead>
<tr>
<th>Grand Total</th>
<th>1,165,339</th>
<th>1,079,864</th>
<th>1,169,300</th>
<th>1,187,500</th>
</tr>
</thead>
</table>

| City of Milton, Florida | FY 2017 APPROVED BUDGET | 85 | Page |
### 407 Stormwater Fund

#### Revenue

<table>
<thead>
<tr>
<th>Type</th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>407 Stormwater</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Permits Fees</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>329-30-00 Stormwater Utility Fees</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Intergovernmental</strong></td>
<td>$ -</td>
<td>$ 37,169</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td><strong>331-50-04 Flood 14 FEMA</strong></td>
<td>$ -</td>
<td>$ 31,859</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td><strong>334-50-91 Flood 14 FLPub</strong></td>
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<td>$ 5,310</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td><strong>Charges for Services</strong></td>
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<td>$ 227,419</td>
<td>$ 226,000</td>
<td>$ 220,000</td>
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<td>343-71-00 Stormwater Utility Fees-TREND</td>
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<td>$ 227,419</td>
<td>$ 226,000</td>
<td>$ 220,000</td>
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<tr>
<td><strong>Misc.</strong></td>
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<td>$ 109</td>
<td>$ 350</td>
<td>$ 350</td>
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<td><strong>Transfers</strong></td>
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<td>$ 105,276</td>
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<tr>
<td>381-05-00 Transfer From Other Funds</td>
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<td>$ 105,276</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>389-90-01 Other Nonoperating-Funds brought forward</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Grand Total Revenue</strong></td>
<td>$ 237,659</td>
<td>$ 369,973</td>
<td>$ 226,350</td>
<td>$ 220,350</td>
</tr>
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</table>
### 407 Stormwater Fund

**EXPENSE – 0537, 0581, 0590**

**CITY OF MILTON**

407 Stormwater

**EXPENSE BY FUND, DEPARTMENT, AND ACCOUNT**

FISCAL YEAR ENDING SEPTEMBER 30, 2017

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Account</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>407 Stormwater</td>
<td>209,263</td>
<td>115,933</td>
<td>226,350</td>
<td>220,350</td>
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<td>537 Stormwater</td>
<td>100,013</td>
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<td><strong>Operating Expenses</strong></td>
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<td>407-0537-537.31-00 Professional Services -</td>
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<td>407-0537-537.40-00 Travel &amp; Per Diem -</td>
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<td>25,322</td>
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<td>407-0537-537.47-00 Printing and Binding -</td>
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<td>407-0537-537.48-00 Advertising / Promotional -</td>
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<td>407-0537-537.49-00 Misc Expenditures -</td>
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<td>407-0537-537.49-42 Misc Expenditures - Billing &amp; Admin Fees FY16 New</td>
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<td>57,367</td>
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<tr>
<td>407-0537-537.51-00 Office Supplies -</td>
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<tr>
<td>407-0537-537.52-00 Operating Supplies -</td>
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<td>407-0537-537.59-00 Depreciation -</td>
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<td><strong>Capital</strong></td>
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<td>56,500</td>
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<td>407-0581-581.91-01 Transfers to other Funds - Transfer to General Fund</td>
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<td>56,500</td>
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<td>407-0581-581.91-03 Transfers to other Funds - Transfer to Capital Proj</td>
<td>53,375</td>
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<td>407-0581-581.91-43 Transfers to other Funds - Transfer to Water &amp; Sewer</td>
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<td><strong>590 Reserve/Contingency</strong></td>
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<td>69,721</td>
<td>46,558</td>
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<td>Contingency</td>
<td>-</td>
<td>-</td>
<td>69,721</td>
<td>46,558</td>
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<td>407-0590-590.01-00 Contingency</td>
<td>-</td>
<td>-</td>
<td>69,721</td>
<td>46,558</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td>209,263</td>
<td>115,933</td>
<td>226,350</td>
<td>220,350</td>
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</table>
### 408 Riverwalk Marina Fund

**Revenue**

#### CITY OF MILTON

**408 Marina**

**Revenue by Fund, Type, and Sub-Account**

FY2017 Budget (October 1, 2016 - September 30, 2017) with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>Fund</th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>408 Marina</td>
<td>$57,248</td>
<td>$57,701</td>
<td>$321,329</td>
<td>$97,000</td>
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<tr>
<td>408 Marina - Intergovernmental</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>335-70-00 SRC - TDC shared revenues-</td>
<td>$36,351</td>
<td>$42,287</td>
<td>$34,888</td>
<td>$34,000</td>
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<tr>
<td>337-70-00 Culture/Recreation-SRC/TDC</td>
<td>$36,351</td>
<td>$42,287</td>
<td>$34,888</td>
<td>$34,000</td>
</tr>
<tr>
<td>408 Marina - Charges for Services</td>
<td>$10,477</td>
<td>$15,415</td>
<td>$10,500</td>
<td>$13,000</td>
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<tr>
<td>347-50-00 Spec Recreation Facility-</td>
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<tr>
<td>347-50-00 Spec Recreation Facility-</td>
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<tr>
<td>360-10-00 Miscellaneous revenues-</td>
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<td></td>
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<tr>
<td>361-10-00 Interest income-</td>
<td></td>
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<tr>
<td>362-10-00 Misc. Rev-Mgmt Contract- $875 x 12 months</td>
<td>$10,477</td>
<td>$15,415</td>
<td>$10,500</td>
<td>$13,000</td>
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<tr>
<td>362-20-00 Slip Rent-</td>
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<tr>
<td>381-00-00 Transf from Other Funds- Marina FY16 from 201</td>
<td>$10,600</td>
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<tr>
<td>381-01-00 Transf from General Fund-</td>
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<td></td>
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<tr>
<td>381-43-00 Transf from Water &amp; Sewer-</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>384-00-00 Debt proceeds-</td>
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<tr>
<td>389-90-01 Other Nonoperating-Funds brought forward</td>
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<td><strong>Grand Total Revenue</strong></td>
<td>$57,428</td>
<td>$57,701</td>
<td>$321,329</td>
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</tbody>
</table>
## 408 Riverwalk Marina Fund

**Expense – 0538, 0590 Riverwalk Marina**

### City of Milton

**408 Marina**

**Expense by Fund, Department, and Account**

**Fiscal Year Ending September 30, 2017**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th></th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>408 Marina</td>
<td>69,322</td>
<td>33,839</td>
<td>321,329</td>
<td>97,000</td>
</tr>
<tr>
<td>538 Marina</td>
<td>69,322</td>
<td>33,839</td>
<td>310,104</td>
<td>97,000</td>
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<td>Operating Expenses</td>
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<tr>
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<td>Professional Services - Engineering</td>
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<td>408-0538-538.32-00</td>
<td>119</td>
<td>478</td>
<td>605</td>
<td>600</td>
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<tr>
<td>Accounting &amp; Auditing -</td>
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<tr>
<td>408-0538-538.43-00</td>
<td>4,045</td>
<td>2,984</td>
<td>2,000</td>
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<td>Utility Services -</td>
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<td>408-0538-538.45-00</td>
<td>3,087</td>
<td>3,106</td>
<td>3,172</td>
<td>3,230</td>
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<td>Insurance &amp; Bonds -</td>
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<td>408-0538-538.46-00</td>
<td>4,951</td>
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<td>R&amp;M -</td>
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<td>408-0538-538.48-00</td>
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<td>300</td>
<td>300</td>
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<td>Advertising / Promotional -</td>
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<tr>
<td>408-0538-538.49-00</td>
<td>-</td>
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<tr>
<td>Misc Expenditures -</td>
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<td>408-0538-538.49-17</td>
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<td>Misc Expenditures - Property Tax</td>
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<td>13,226</td>
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<tr>
<td>Depreciation -</td>
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</tr>
<tr>
<td>Capital</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>408-0538-538.61-01</td>
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<tr>
<td>Capital Outlay - Quinn St Parcel 017A</td>
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<td>408-0538-538.61-02</td>
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<tr>
<td>Capital Outlay - Quinn St Parcel 017B</td>
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<tr>
<td>408-0538-538.62-03</td>
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<tr>
<td>Capital Outlay - Building Improvements</td>
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<tr>
<td>Debt Service</td>
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<td>13,433</td>
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<td>Principal Expense -</td>
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<td>13,433</td>
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<td>Interest Expense -</td>
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<td>408-0538-538.73-00</td>
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<tr>
<td>Other Debt Service -</td>
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<td></td>
</tr>
<tr>
<td>581 Transfers</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Transfers</td>
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<td>-</td>
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<tr>
<td>408-0581-581.91.01</td>
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<td>-</td>
<td>11,225</td>
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<td>Transfers to other Funds - Transfer to General Fund</td>
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<tr>
<td>590 Reserve/Contingency</td>
<td>-</td>
<td>-</td>
<td>11,225</td>
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<td>Contingency</td>
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<td>-</td>
<td>11,225</td>
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<tr>
<td>408-0590-590.01-00</td>
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<td>11,225</td>
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<tr>
<td>Contingency -</td>
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<tr>
<td>Grand Total</td>
<td>69,322</td>
<td>33,839</td>
<td>321,329</td>
<td>97,000</td>
</tr>
</tbody>
</table>
## 409 Sundial Utilities Fund

### Revenue

#### City of Milton

**409 Sundial**

**Revenue by Fund, Type, and Sub-Account**

**FY 2017 Budget (October 1, 2016 - September 30, 2017)**

<table>
<thead>
<tr>
<th>Fund/Type/Account</th>
<th>FY 2014 Actual</th>
<th>FY 2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>409 Sundial</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Charges for Services</strong></td>
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<td>343-29-00 Sundial Penalties-</td>
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<td>343-50-00 Sewer Revenues-Sewer Revenue</td>
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<td>$50,000</td>
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<td><strong>Misc.</strong></td>
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<td>360-10-00 Sundial-Misc. Revenue-</td>
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<td>-</td>
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<tr>
<td>360-20-00 Retd Cks &amp; Redeposits-</td>
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<td>-</td>
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<tr>
<td>361-10-00 Interest Income-</td>
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<tr>
<td>362-10-00 Rent Revenues/Misc-</td>
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</tr>
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<td>364-66-00 Fixed Assets-</td>
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<tr>
<td><strong>Transfers</strong></td>
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</tr>
<tr>
<td>381-01-00 Transfer from General Fund-</td>
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<tr>
<td>381-03-00 Transfer from W&amp;S-</td>
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<tr>
<td>384-00-00 Debt Proceeds-</td>
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<tr>
<td>389-90-01 Funds Brought Forward-</td>
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<tr>
<td><strong>Grand Total Revenue</strong></td>
<td>$289,904</td>
<td>$381,082</td>
<td>$310,200</td>
<td>$320,000</td>
</tr>
</tbody>
</table>

*with comparative amounts for 2014 through 2016*
### 409 Sundial Utilities Fund

**Expense – 0539, 0581, 0590 Wastewater**

#### CITY OF MILTON

#### 409 Sundial

**Expense by Fund, Department, and Account**

**Fiscal Year Ending September 30, 2017**

with comparative amounts for 2014 through 2016

<table>
<thead>
<tr>
<th>409 Sundial</th>
<th>FY2014 Actual</th>
<th>FY2015 Actual</th>
<th>FY 2016 Begin Budget</th>
<th>FY 2017 Budget</th>
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</thead>
<tbody>
<tr>
<td>539 Wastewater</td>
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<td>310,200</td>
<td>320,000</td>
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<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>409-0539-539-31-00 Professional Services - Realtor 6% x 24,000</td>
<td>1,440</td>
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<td>1,440</td>
<td>-</td>
</tr>
<tr>
<td>409-0539-539-31-01 Professional Services - Legal Counsel</td>
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<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>409-0539-539-32-00 Accounting &amp; Auditing -</td>
<td>1,170</td>
<td>1,268</td>
<td>1,210</td>
<td>1,200</td>
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<tr>
<td>409-0539-539-34-00 Other Contractual Svcs -</td>
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<td>-</td>
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<tr>
<td>409-0539-539-39-00 Bad Debts -</td>
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## Full Time Equivalents (FTE)
### FY2017

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### GAS: (Utilities 402-532) & (PIO 402-533)

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### Water/Sewer-Wastewater: (403-535)

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### Water/Sewer-Water Svcs. (403-536)

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</tr>
<tr>
<td>Utilities Clerk</td>
<td>1</td>
<td>1</td>
<td>14</td>
</tr>
</tbody>
</table>

### Sanitation: (404-534)

<table>
<thead>
<tr>
<th>Position</th>
<th>1</th>
<th>1</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanitation Foreman</td>
<td>1</td>
<td>1</td>
<td>21</td>
</tr>
<tr>
<td>Sanit Municipal Service Wrkr IV / Driver Supvr</td>
<td>1</td>
<td>0</td>
<td>17</td>
</tr>
<tr>
<td>Sanit Municipal Service Wrkr III / Driver</td>
<td>5</td>
<td>5</td>
<td>17</td>
</tr>
<tr>
<td>Sanit Municipal Service Wrkr I</td>
<td>0</td>
<td>0</td>
<td>11</td>
</tr>
</tbody>
</table>

### Mayor & Council

| Mayor & Council                                                         | 9    | 9    | 146.5             |

| Mayor & Council                                                         | 9    | 9    | 144.5             |
### B. INSURANCE & PAYROLL DEDUCTIONS

#### City of Milton - INSURANCE & Payroll Deductions for 2016-2017

**United Healthcare - (Florida League of Cities)**  
(8% increase)

<table>
<thead>
<tr>
<th></th>
<th>Monthly Premium</th>
<th>City's Contribution</th>
<th>Employee's Portion</th>
<th>Employee Payroll Deduction - BiWkly</th>
<th>City's Total Annual Cost per Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>$828.87</td>
<td>$828.87</td>
<td></td>
<td>$-</td>
<td>$9,946.44</td>
</tr>
<tr>
<td>Employee only (+ 5%)</td>
<td>$828.87</td>
<td>787.43</td>
<td>41.44</td>
<td>$19.13</td>
<td>$9,449.16</td>
</tr>
<tr>
<td>Employee only (+ 5%; +5%)</td>
<td>$828.87</td>
<td>745.98</td>
<td>82.89</td>
<td>$38.26</td>
<td>$8,951.76</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$1,782.06</td>
<td>$1,158.34</td>
<td>623.72</td>
<td>$287.87</td>
<td>$13,900.07</td>
</tr>
<tr>
<td>Employee + Spouse (+5%)</td>
<td>$1,782.06</td>
<td>1,116.90</td>
<td>665.16</td>
<td>$307.00</td>
<td>$13,402.79</td>
</tr>
<tr>
<td>Employee + Spouse (+5%; +5%)</td>
<td>$1,782.06</td>
<td>1,075.45</td>
<td>706.61</td>
<td>$326.13</td>
<td>$12,905.39</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$1,533.41</td>
<td>$996.72</td>
<td>536.69</td>
<td>$247.70</td>
<td>$11,960.60</td>
</tr>
<tr>
<td>Employee + Child(ren) (+5%)</td>
<td>$1,533.41</td>
<td>955.28</td>
<td>578.13</td>
<td>$266.83</td>
<td>$11,463.32</td>
</tr>
<tr>
<td>Employee + Child(ren) (+5%; +5%)</td>
<td>$1,533.41</td>
<td>913.83</td>
<td>619.58</td>
<td>$285.96</td>
<td>$10,965.92</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$2,486.59</td>
<td>$1,616.28</td>
<td>870.31</td>
<td>$410.68</td>
<td>$19,395.40</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren) (+5%)</td>
<td>$2,486.59</td>
<td>1,574.84</td>
<td>911.75</td>
<td>$420.81</td>
<td>$18,898.12</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren) (+5%; +5%)</td>
<td>$2,486.59</td>
<td>1,533.39</td>
<td>953.20</td>
<td>$439.94</td>
<td>$18,400.72</td>
</tr>
</tbody>
</table>

(Calendar year deductible) Additional charges: 5% - smokers; 5% - non participation in wellness plan.

**United Concordia Dental**  
(Rates held the same)

<table>
<thead>
<tr>
<th></th>
<th>Monthly Premium</th>
<th>Employee Payroll Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>$32.73</td>
<td>$16.37</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$64.65</td>
<td>$32.33</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$61.54</td>
<td>$30.77</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$101.72</td>
<td>$50.86</td>
</tr>
</tbody>
</table>

(Calendar year deductible)

**Avesis Vision Plan**  
(15% increase)

<table>
<thead>
<tr>
<th></th>
<th>Monthly Premium</th>
<th>Employee Payroll Deduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>$7.47</td>
<td>$3.74</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$15.00</td>
<td>$7.50</td>
</tr>
<tr>
<td>Employee + Child(ren)</td>
<td>$14.25</td>
<td>$7.13</td>
</tr>
<tr>
<td>Employee + Spouse + Child(ren)</td>
<td>$22.49</td>
<td>$11.25</td>
</tr>
</tbody>
</table>

**AD&D (Fire & Police Employees)**  
(Premium the same)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>Life Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Annual Premium</td>
<td># covered (16 Fire/ 28 Police)</td>
<td>Age Under 65</td>
</tr>
<tr>
<td></td>
<td>$1,093</td>
<td>44</td>
<td>65 to 70 (-35%)</td>
</tr>
<tr>
<td></td>
<td>per person $24.84</td>
<td>per month $2.08</td>
<td>70 &amp; over (-50%)</td>
</tr>
</tbody>
</table>
### C. Pay Tables – General Employees

**General Employee Pay Table - FY17 - Effective October 11, 2016**

#### Steps 1-10 are annual step increases

<table>
<thead>
<tr>
<th>Steps</th>
<th>General</th>
<th>hrly</th>
<th>bi-wkly</th>
<th>annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>7.56</td>
<td>6.04</td>
<td>15,724.80</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>8.01</td>
<td>640.80</td>
<td>16,660.80</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>8.66</td>
<td>672.00</td>
<td>17,427.00</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>9.28</td>
<td>708.80</td>
<td>18,248.80</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>9.88</td>
<td>742.40</td>
<td>19,030.80</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>10.44</td>
<td>807.20</td>
<td>20,155.20</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>11.09</td>
<td>835.20</td>
<td>21,271.00</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>11.69</td>
<td>864.00</td>
<td>22,464.00</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>12.28</td>
<td>893.60</td>
<td>23,657.20</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>12.87</td>
<td>919.20</td>
<td>24,850.40</td>
</tr>
</tbody>
</table>

#### Steps 11-15 every 2 year increases

<table>
<thead>
<tr>
<th>General</th>
<th>hrly</th>
<th>bi-wkly</th>
<th>annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>8.01</td>
<td>640.80</td>
<td>15,724.80</td>
</tr>
<tr>
<td>12</td>
<td>8.66</td>
<td>672.00</td>
<td>16,660.80</td>
</tr>
<tr>
<td>13</td>
<td>9.28</td>
<td>708.80</td>
<td>17,427.00</td>
</tr>
<tr>
<td>14</td>
<td>9.88</td>
<td>742.40</td>
<td>18,248.80</td>
</tr>
<tr>
<td>15</td>
<td>10.44</td>
<td>807.20</td>
<td>19,030.80</td>
</tr>
</tbody>
</table>

### COLA 1.5%

- Steps 11-15 every 2 year increases
  - General 01
  - General 10
  - General 11
  - General 12
  - General 13
  - General 14
  - General 15
  - General 16

### Pay Tables

- General 09/hrly: 6.0%
- General 09/bi-wkly: 5.5%
- General 09/annual: 4.7%
- General 10/hrly: 5.5%
- General 10/bi-wkly: 5.0%
- General 10/annual: 4.5%
- General 11/hrly: 5.0%
- General 11/bi-wkly: 4.5%
- General 11/annual: 4.0%
- General 12/hrly: 4.5%
- General 12/bi-wkly: 4.0%
- General 12/annual: 3.5%
- General 13/hrly: 4.0%
- General 13/bi-wkly: 3.5%
- General 13/annual: 3.0%
- General 14/hrly: 3.5%
- General 14/bi-wkly: 3.0%
- General 14/annual: 2.5%
- General 15/hrly: 3.0%
- General 15/bi-wkly: 2.5%
- General 15/annual: 2.0%
- General 16/hrly: 2.5%
- General 16/bi-wkly: 2.0%
- General 16/annual: 1.5%
## General Employees – Pay Table Continued

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Rate</th>
<th>Hourly Compensation</th>
<th>Bi-Weekly Compensation</th>
<th>Annual Compensation</th>
<th>Bi-Weekly Compensation</th>
<th>Annual Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>G21/01</td>
<td>3.8%</td>
<td>$12.31</td>
<td>$106.40</td>
<td>$4,064.00</td>
<td>$4,064.00</td>
<td>$4,064.00</td>
</tr>
<tr>
<td>G21/02</td>
<td>3.9%</td>
<td>$12.78</td>
<td>$109.60</td>
<td>$4,332.00</td>
<td>$4,332.00</td>
<td>$4,332.00</td>
</tr>
<tr>
<td>G21/03</td>
<td>3.2%</td>
<td>$13.28</td>
<td>$113.00</td>
<td>$4,596.00</td>
<td>$4,596.00</td>
<td>$4,596.00</td>
</tr>
<tr>
<td>G21/04</td>
<td>3.7%</td>
<td>$13.70</td>
<td>$116.40</td>
<td>$4,864.00</td>
<td>$4,864.00</td>
<td>$4,864.00</td>
</tr>
<tr>
<td>G21/05</td>
<td>3.6%</td>
<td>$13.78</td>
<td>$117.60</td>
<td>$4,992.00</td>
<td>$4,992.00</td>
<td>$4,992.00</td>
</tr>
<tr>
<td>G21/06</td>
<td>3.3%</td>
<td>$14.28</td>
<td>$122.40</td>
<td>$5,184.00</td>
<td>$5,184.00</td>
<td>$5,184.00</td>
</tr>
<tr>
<td>G21/07</td>
<td>3.4%</td>
<td>$14.81</td>
<td>$128.00</td>
<td>$5,248.00</td>
<td>$5,248.00</td>
<td>$5,248.00</td>
</tr>
<tr>
<td>G21/08</td>
<td>3.5%</td>
<td>$15.36</td>
<td>$134.40</td>
<td>$5,312.00</td>
<td>$5,312.00</td>
<td>$5,312.00</td>
</tr>
<tr>
<td>G21/09</td>
<td>4.1%</td>
<td>$16.57</td>
<td>$153.60</td>
<td>$6,144.00</td>
<td>$6,144.00</td>
<td>$6,144.00</td>
</tr>
<tr>
<td>G21/10</td>
<td>3.6%</td>
<td>$17.84</td>
<td>$190.00</td>
<td>$7,480.00</td>
<td>$7,480.00</td>
<td>$7,480.00</td>
</tr>
<tr>
<td>G21/11</td>
<td>4.1%</td>
<td>$18.62</td>
<td>$207.80</td>
<td>$8,208.00</td>
<td>$8,208.00</td>
<td>$8,208.00</td>
</tr>
</tbody>
</table>

*Pay Table Continued...*
## APPENDIX

### D. Pay Tables – Fire Employees

#### FIRE DEPARTMENT PAY TABLE - FY17 - EFFECTIVE OCTOBER 11, 2016

<table>
<thead>
<tr>
<th>Firefighter</th>
<th>FF 01</th>
<th>FF 02</th>
<th>FF 03</th>
<th>FF 04</th>
<th>FF 05</th>
<th>FF 06</th>
<th>FF 07</th>
<th>FF 08</th>
<th>FF 09</th>
<th>FF 10</th>
<th>FF 11</th>
<th>FF 12</th>
<th>FF 13</th>
<th>FF 14</th>
<th>FF 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>bi-weekly</td>
<td>1,885.60</td>
<td>1,226.40</td>
<td>1,274.00</td>
<td>1,324.96</td>
<td>1,376.96</td>
<td>1,427.92</td>
<td>1,490.82</td>
<td>1,551.88</td>
<td>1,613.04</td>
<td>1,675.20</td>
<td>1,738.36</td>
<td>1,802.32</td>
<td>1,859.52</td>
<td>1,916.72</td>
<td>1,969.96</td>
</tr>
<tr>
<td>annual</td>
<td>30,825.60</td>
<td>31,014.24</td>
<td>31,324.00</td>
<td>34,438.96</td>
<td>35,800.96</td>
<td>37,325.92</td>
<td>38,748.32</td>
<td>40,343.68</td>
<td>41,939.04</td>
<td>43,544.60</td>
<td>45,145.24</td>
<td>46,745.88</td>
<td>48,347.52</td>
<td>49,949.16</td>
<td>51,550.80</td>
</tr>
<tr>
<td>1.70%</td>
<td>1.70%</td>
<td>1.72%</td>
<td>1.75%</td>
<td>1.77%</td>
<td>1.79%</td>
<td>1.82%</td>
<td>1.85%</td>
<td>1.88%</td>
<td>1.91%</td>
<td>1.94%</td>
<td>1.97%</td>
<td>1.99%</td>
<td>2.02%</td>
<td>2.04%</td>
<td>2.06%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Lieutenant</th>
<th>FLT 01</th>
<th>FLT 02</th>
<th>FLT 03</th>
<th>FLT 04</th>
<th>FLT 05</th>
<th>FLT 06</th>
<th>FLT 07</th>
<th>FLT 08</th>
<th>FLT 09</th>
<th>FLT 10</th>
<th>FLT 11</th>
<th>FLT 12</th>
<th>FLT 13</th>
<th>FLT 14</th>
<th>FLT 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>bi-weekly</td>
<td>1,307.28</td>
<td>1,350.96</td>
<td>1,395.68</td>
<td>1,447.68</td>
<td>1,497.60</td>
<td>1,551.68</td>
<td>1,612.00</td>
<td>1,674.40</td>
<td>1,735.76</td>
<td>1,802.32</td>
<td>1,870.00</td>
<td>1,937.84</td>
<td>1,996.24</td>
<td>2,054.88</td>
<td>2,113.68</td>
</tr>
<tr>
<td>annual</td>
<td>33,889.28</td>
<td>35,124.96</td>
<td>36,368.64</td>
<td>37,638.68</td>
<td>38,937.60</td>
<td>40,343.68</td>
<td>41,939.04</td>
<td>43,544.60</td>
<td>45,145.24</td>
<td>46,745.88</td>
<td>48,347.52</td>
<td>49,949.16</td>
<td>51,550.80</td>
<td>53,152.48</td>
<td>54,754.16</td>
</tr>
<tr>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
<td>1.65%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Captain</th>
<th>FCPT 01</th>
<th>FCPT 02</th>
<th>FCPT 03</th>
<th>FCPT 04</th>
<th>FCPT 05</th>
<th>FCPT 06</th>
<th>FCPT 07</th>
<th>FCPT 08</th>
<th>FCPT 09</th>
<th>FCPT 10</th>
<th>FCPT 11</th>
<th>FCPT 12</th>
<th>FCPT 13</th>
<th>FCPT 14</th>
<th>FCPT 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>bi-weekly</td>
<td>1,445.60</td>
<td>1,498.28</td>
<td>1,532.96</td>
<td>1,567.04</td>
<td>1,633.84</td>
<td>1,690.00</td>
<td>1,749.28</td>
<td>1,812.72</td>
<td>1,874.90</td>
<td>1,939.60</td>
<td>2,003.92</td>
<td>2,069.24</td>
<td>2,134.56</td>
<td>2,199.88</td>
<td>2,265.20</td>
</tr>
<tr>
<td>annual</td>
<td>37,285.60</td>
<td>38,721.28</td>
<td>39,856.96</td>
<td>41,263.04</td>
<td>42,479.84</td>
<td>43,940.00</td>
<td>45,481.28</td>
<td>47,110.72</td>
<td>48,726.08</td>
<td>50,429.60</td>
<td>52,431.28</td>
<td>54,533.96</td>
<td>56,636.64</td>
<td>58,739.32</td>
<td>60,842.00</td>
</tr>
<tr>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
<td>1.55%</td>
</tr>
</tbody>
</table>

**Note:** COLA 1.5% is applied year-round.
# E. Pay Tables – Police Employees

## Police Department Pay Table - FY 17 - Effective October 11, 2016

### Steps 1-12 are annual step increases

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Base Pay</th>
<th>Cola</th>
<th>PT - Police Officer</th>
<th>PC - Police Corporal</th>
<th>PS - Police Sergeant</th>
<th>PC - Police Captain</th>
<th>Dispatch/Clerk</th>
<th>Records Supv</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRLY</td>
<td>$15.92</td>
<td>4.1%</td>
<td>$16.57</td>
<td>$16.57</td>
<td>$16.57</td>
<td>$17.09</td>
<td>$16.04</td>
<td>$14.46</td>
</tr>
<tr>
<td>B/W</td>
<td>$18.62</td>
<td>4.1%</td>
<td>$17.84</td>
<td>$17.84</td>
<td>$17.84</td>
<td>$17.78</td>
<td>$18.49</td>
<td>$16.48</td>
</tr>
<tr>
<td>ANNUAL</td>
<td>$22.81</td>
<td>4.1%</td>
<td>$20.17</td>
<td>$20.17</td>
<td>$20.17</td>
<td>$20.98</td>
<td>$22.53</td>
<td>$20.20</td>
</tr>
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</table>

### Steps 13-15 every 2 year increases

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Base Pay</th>
<th>Cola</th>
<th>PT - Police Officer</th>
<th>PC - Police Corporal</th>
<th>PS - Police Sergeant</th>
<th>PC - Police Captain</th>
<th>Dispatch/Clerk</th>
<th>Records Supv</th>
</tr>
</thead>
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<tr>
<td>HRLY</td>
<td>$21.85</td>
<td>4.1%</td>
<td>$23.70</td>
<td>$23.70</td>
<td>$23.70</td>
<td>$21.70</td>
<td>$20.17</td>
<td>$17.84</td>
</tr>
<tr>
<td>B/W</td>
<td>$25.41</td>
<td>4.1%</td>
<td>$25.39</td>
<td>$25.39</td>
<td>$25.39</td>
<td>$23.70</td>
<td>$20.17</td>
<td>$17.84</td>
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<tr>
<td>ANNUAL</td>
<td>$30.41</td>
<td>4.1%</td>
<td>$29.64</td>
<td>$29.64</td>
<td>$29.64</td>
<td>$24.23</td>
<td>$21.99</td>
<td>$19.69</td>
</tr>
</tbody>
</table>

## COLA

- 1.5%
- 3.0%
- 3.5%
- 4.0%
- 4.5%
- 5.0%

## Police Employees

- **PT - Police Officer**
  - HRLY: $16.57
  - B/W: $17.84
  - ANNUAL: $22.81

- **PC - Police Corporal**
  - HRLY: $17.09
  - B/W: $17.78
  - ANNUAL: $22.53

- **PS - Police Sergeant**
  - HRLY: $17.47
  - B/W: $18.49
  - ANNUAL: $22.98

- **PC - Police Captain**
  - HRLY: $20.17
  - B/W: $21.70
  - ANNUAL: $25.41

- **Dispatch/Clerk**
  - HRLY: $16.04
  - B/W: $18.49
  - ANNUAL: $20.20

- **Records Supv**
  - HRLY: $17.18
  - B/W: $18.49
  - ANNUAL: $22.98

## Pay Increases

- Steps 13-15 every 2 years

## Police Employees Pay Table

- **PT - Police Officer**
  - HRLY: $15.92
  - B/W: $18.62
  - ANNUAL: $22.81

- **PC - Police Corporal**
  - HRLY: $15.92
  - B/W: $16.57
  - ANNUAL: $20.17

- **PS - Police Sergeant**
  - HRLY: $16.57
  - B/W: $17.84
  - ANNUAL: $22.81

- **PC - Police Captain**
  - HRLY: $17.09
  - B/W: $17.78
  - ANNUAL: $22.53

- **Dispatch/Clerk**
  - HRLY: $16.04
  - B/W: $18.49
  - ANNUAL: $20.20

- **Records Supv**
  - HRLY: $17.18
  - B/W: $18.49
  - ANNUAL: $22.81

## Pay Table

- **FY 2017**
  - **APPROVED BUDGET**
  - **99 | Page**
APPENDIX

F. THE BUDGET & PROCESS

THE BUDGET

Key Financial Documents
The budget document is the annual financial plan for City operations for one fiscal year. The City of Milton’s fiscal year begins on October 1 and ends on September 30. This plan describes the sources of revenues and how the funds will be spent during the year. The annual operating budget is the key document which describes the projects to be accomplished and the City’s financial status each year.

Organizational Structure of the Budget
The operations of the City are grouped into different funds. Within each fund are one or more departments. A department is an organizational unit which provides a major type of public service, such as the Police Department or Parks Department. At the most detailed level of the budget are account codes, also known as line items. These are the most basic units in the budget and make it possible to determine, for example, how much is spent on chemicals for the operation of the water plant.

General Statute Requirements
In accordance with the Florida Statutes, the City is required to budget and account for its funds on the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become available. Expenditures are recognized in the accounting period in which the goods and services are received. The State of Florida requires each local government to operate with a balanced budget.

Basis of Budgeting
The basis of budgeting is the method used to determine when revenues and expenditures are recognized for budgetary purposes. All funds are budgeted using generally accepted accounting principles (GAAP) which require recognition of transactions or events on a modified accrual basis of accounting. This basis of accounting recognizes increases and decreases in financial resources only to the extent that they reflect near-term inflows or outflows of cash.

- **Governmental Funds**: the modified accrual basis is used both for budgeting and reporting in the City’s financial statements. This method includes budgeting for capital expenditures and debt service payments and represents the General Fund, CRA I-Downtown Redevelopment Fund, CRA II-North Fund, CRA III-South Fund, Debt Service Fund, 301-Capital Projects Fund, and 302-Capital Projects Fund for Paving.
- **Proprietary/Enterprise Funds**: the modified accrual basis is used for budgeting all expenditures including capital and debt service however, these funds are reported in the financial statements using full accrual accounting which does not report capital or principal debt service payments as expenses. The City’s business-type activities are enterprise funds and include Natural Gas Fund, Water & Sewer Fund, Sanitation Fund, Stormwater Fund, Riverwalk Marina Fund, and Sundial Utilities Fund.
THE BUDGET PROCESS

Budget Preparation
The budget preparation process begins in April when the “Call Letter” goes out to all the departments. Departments are encouraged to conduct a thorough review and evaluation of their organizational structure and current and proposed programs. By May 15th, City departments have prepared and submitted to the Budget Coordinator their operating budget proposals for the next fiscal year.

Executive Review
Once the department budget review is finalized, the individual department budgets are forwarded to the City Manager for review. Beginning in May, the City Manager holds Departmental Budget Reviews with the Budget Coordinator and Department Heads. The City Manager then prepares a proposed budget and summary for City Council consideration.

Council Review
Beginning mid-July, the City Manager presents the proposed budget to the City Council. Council discusses and decides on the Millage rate for the new upcoming budget year. In September, and in accordance with the Truth In Millage Act, the City Council holds a public hearing on the Millage Rate and Proposed Balanced Budget prior to the adoption of a tentative millage and budget ordinance. By mid-September, the City Council adopts by resolution the final Millage Rate and Budget that serves as a financial planning and work plan for the next fiscal period.

Implementation
October 1 begins the new fiscal year. Budget information for the new year is provided to all departments.
APPENDIX

G. BUDGET ADJUSTMENT POLICY

**Balanced Budget Defined:**
Budget in which revenues and expenditures are equal. Each annual budget adopted by Council shall be a balanced budget and adopted in accordance with Florida Law.

**BUDGET ADJUSTMENT POLICY**

**Budget Amendments:**

Section 1: The annual budget of the City of Milton, Florida shall be adopted by Resolution with budgetary control at the fund level. Budget transfers may be needed throughout the year to ensure costs are expensed to the proper account per the State of Florida’s Uniform Accounting System Manual and or as a result of unanticipated activities. Appropriations for expenditures within a fund may be decreased or increased without City Council approval provided that the total of appropriation of the fund is not changed. Budget amendment resolutions that increase or decrease the total appropriations of a fund will be prepared as often as necessary, to record transfer and activities not specifically provided in the original adopted budget document. Such budget amendment resolutions may include, but are not limited to, use of reserves or recording of donations or other revenues and the corresponding expense.

Section 2: Transfers between funds and transfers to increase a fund’s total budget require City Council approval through a budget amendment resolution during an official council meeting. In no instance shall a budget transfer increase the total appropriation of any fund without City Council approval.

Section 3: Departments may request a “Line Item Budget Transfer” by the Budget Coordinator to transfer funds between accounts so that the expenditures do not exceed the budgeted funds in the account as a result of unanticipated activities.

Section 4: The procedure to follow when changes are required to the approved budget are as follows:

Level 1: -Budget Coordinator and Finance Approval:

i. The budget transfer amount is between $0 and $5,000; and

ii. The transfer is between departments, within the same Fund.

Level 2: -Budget Coordinator, Finance, and City Manager Approval:

i. The budget transfer amount is between $5,001 and $25,000; and;

ii. The transfer is between departments, within the same fund.

Level 3: -City Council Approval (Budget Resolution)

i. The budget transfer amount is over $25,000 and/or;

ii. The budget adjustment will result in an overall increase/decrease to the adopted budget, and/or

iii. The budget adjustment includes allocation of special and/or designating funding sources.

Section 5: Budget amendment resolutions shall be posted on the City’s website within 5 days after adoption. In addition, the City’s most current adopted budget shall be posted on the City’s website and will be updated after each council meeting, as necessary.

Section 6: This policy shall take effect immediately upon approval by the City Council.
APPENDIX

H. FUND BALANCE & RESERVES POLICY

FUND BALANCE & RESERVES POLICY

Purpose:
To establish unrestricted/unreserved fund balance/net asset reserve balance policy for the General Fund and four of the city’s six Enterprise Funds (Natural Gas, Water/Sewer, Sanitation, & Stormwater Funds) to ensure continued operations of necessary City services in case of a catastrophic event. Marina and Sundial Enterprise Funds are not a part of this policy. This policy is designed to assist the City in maintaining adequate fund balance/net assets and reserves in the City’s operating funds to meet the needs of our constituents during natural disasters, economic recessions, revenue shortfalls, and unanticipated on-time payout. This policy will establish a recommended replenishing plan when these balances fall below targets.

Policy:
The City will strive to maintain unrestricted/unreserved fund balance/net asset reserve balance policy for the General Fund and the four major Enterprise Funds as listed above according to the following target:

- **General Fund** – This is the main operating fund of the City which is used to pay for essential public services such as police protection, fire services, street repairs, park maintenance, City management, City governance, central services, etc. The target unreserved fund balance is set at a range of three to six months of operating expenditures. If the unreserved fund balance falls below three months of operating expenditures then the Replenishment of Reserve Deficits plan will be implemented.

- **Enterprise Fund** – The City has four major Enterprise funds, the Gas Fund, the Water & Sewer Fund, the Sanitation Fund and the Stormwater Fund. The target unreserved fund balance is set at a range of three to six months of operating expenditures. If the unreserved fund balance falls below three months of operating expenditures for any of the Enterprise funds then the replenishment of reserve deficits plan will be implemented for that particular Enterprise fund.

Replenishment of Reserve Deficits:

If, at the end of any fiscal year, the actual amount of reserved, designated fund balance, or restricted net assets falls below the required levels set forth herein, the City Manager, Mayor and City Council shall review the circumstances creating the shortfall and adopt a plan for restoring or amending the reserve requirements.
APPENDIX

I. INVESTMENT POLICY

INVESTMENT POLICY

- **Sec. 2-691. - Policy.** It is the policy of the City of Milton to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the city and conforming to all state and local statutes governing the investment of public funds. Cash may, at the discretion of the city clerk, be invested separately by fund or be commingled into a common investment portfolio and earning from such portfolio distributed at least quarterly. The city clerk has been authorized by ordinance to manage the investments described herein. *(Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)*

- **Sec. 2-692. - Scope.** This investment policy, which was adopted on the date hereof by the Milton City Council in Ordinance No. 1331-10 supersedes any previous investment policy and applies to all financial assets of the city, except the general employee, police pension, firemen's pension fund and retired employees’ health insurance fund, which are covered in separate investment policies. These funds are accounted for in the city's comprehensive annual financial report and include:

  **Funds.**
  
  (1) General fund.
  (2) Special revenue funds.
  (3) Debt service funds.
  (4) Capital projects funds.
  (5) Enterprise funds.
  (6) Internal service funds.
  (7) Fiduciary funds including pension trust funds, expendable trust funds and agency funds, excluding the general employee, police pension fund and the firemen's pension fund that falls under a separate investment policy. *(Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)*

- **Sec. 2-693. - Prudence.** Investments shall be made with the judgment and care—under circumstances then prevailing—which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

  The standard of prudence to be used by the city clerk shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. The city clerk acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk change or market price changes, provided deviations from expectations are reported to the mayor in a timely fashion and appropriate action is taken to control adverse developments. *(Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)*

- **Sec. 2-694. - Objectives.** The primary objectives, in priority order, of the city's investment activities shall be as follows:

  (1) **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the city shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
  
  (2) **Liquidity:** The city's investment portfolio will remain sufficiently liquid to enable the city to meet all operating requirements, which might be reasonably anticipated.
Return on investment: The city's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the city's investment risk constraints and the cash flow characteristics of the portfolio.

Social policy: Investment decisions shall further the city's social policies established by ordinances or city council resolutions. 

- Sec. 2-695. - Delegation of authority. Authority to manage the city's investment program is derived from Ordinance No. 1331-10. Management responsibility for the investment program is hereby delegated to the city clerk who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, and their procedures in the absence of the city clerk.

The city clerk shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedure should include reference to: PSA repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the city clerk. 

- Sec. 2-696. - Ethics and conflicts of interest. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the mayor any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City of Milton.

- Sec. 2-697. - Authorized financial dealers and institutions. The city clerk will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness who are authorized to provide investment services in the State of Florida. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

(1) All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the city clerk with their most recent audited financial statements.

(2) An annual review of the brokers/dealers will be conducted. This review may include financial condition and registrations of such institutions and brokers/dealers by the city clerk.

(3) A current audited financial statement should be on file for each financial institution and broker/dealer in which the city invests.

- Sec. 2-698. - Authorized and suitable investments. The city is empowered by F.S. § 166.261 to invest in the following types of securities:

(1) The local government surplus funds trust fund;

(2) Negotiable direct obligations of, or obligations the principal and interest of which are unconditionally guaranteed by, the United States Government at the then prevailing market price for such securities;

(3) Interest-bearing time deposits or savings accounts in qualified public depositories as defined in F.S. § 280.02;

(4) Obligations of the federal farm credit banks; the Federal Home Loan Mortgage Corporation, including Federal Home Loan Mortgage Corporation participation certificates; or the Federal Home Loan Bank or its district banks or obligations guaranteed by the Government National Mortgage Association;

(5) Obligations of the Federal National Mortgage Association, including Federal National Mortgage Association participation certificates and mortgage pass-through certificates guaranteed by the Federal National Mortgage Association; or
(6) Securities of, or other interests in any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, 15 U.S.C. ss. 80a-1 et seq., as amended from time to time, provided the portfolio of such investment company or investment trust is limited to obligations of the United States Government or any agency or instrumentality thereof and to repurchase agreements fully collateralized by such United States Government obligations and provided such investment company or investment trust takes delivery of such collateral either directly or through an authorized custodian.

If the city enters into a repurchase agreement, a Master Repurchase Agreement must be signed with the bank or dealer. (e.g., a PSA Master Repurchase Agreement or equivalent). (Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)

- **Sec. 2-699. - Investment pools/mutual funds.** A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

  A description of eligible investment securities, and a written statement of investment policy and objectives.
  A description of interest calculations and how it is distributed, and how gains and losses are treated.
  A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited. A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
  A schedule for receiving statements and portfolio listings.
  Are reserves, retained earnings, etc. utilized by the pool/fund? A fee schedule, and when and how is it assessed.
  Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds? (Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)

- **Sec. 2-700. - Collateralization.** Collateralization will be on repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralized level will be 102 percent of market value of principal and accrued interest.

  (1) The city chooses to limit collateral to the obligations of the United States Government and its agencies.
  (2) Collateral will always be held by an independent third party with whom the city has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the city and retained.
  (3) The right of collateral substitution is granted. (Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)

- **Sec. 2-701. - Safekeeping and custody.** All security transactions, including collateral for repurchase agreements, entered into by the city shall be conducted on a delivery versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the city clerk and evidenced by safekeeping receipts. (Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)

- **Sec. 2-702. - Diversification.** The city will diversify its investments by security type and institution. With the exception of U.S. Treasury, no more than 50 percent of the city’s total investment portfolio will be invested in a single security type and no more than 25 percent will be invested with a single financial institution. (Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)

- **Sec. 2-703. - Maximum maturities.** To the extent possible, the city will attempt to match its investments with anticipated cash flow requirements, holding investments to maturity whenever possible. The city will not directly invest in securities maturing more than five years from the date of purchase. The average maturity will be consistent with the liquidity objective. However, the city may collateralize its repurchase agreements using longer-dated investments not to exceed ten years to maturity. (Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)
• **Sec. 2-704. - Internal control.** The city clerk shall establish a system of internal controls, which shall be reviewed annually by an external auditor. This review will provide internal control by assuring compliance with policies and procedures. *(Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)*

• **Sec. 2-705. - Performance standards.** The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the city's investment risk constraints and cash flow needs.

  (1)*Investment strategy:* The city's investment strategy is active. As a result, securities are purchased and sold as it best meets the needs of the city as determined by the city clerk. The city clerk will be authorized to trade before maturity if it is in the best interest of the city to do so.

  (2)*Market yield (Benchmark):* Given this strategy, the basis used by the city clerk to determine whether market yields are being achieved shall be the Average U.S. Treasury Note Rate which corresponds to the average life of the investments in the portfolio. *(Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)*

• **Sec. 2-706. - Reporting.** The city clerk shall provide the mayor and city council, at a minimum, semi-annual reports which provide a clear picture of the status of the current investment portfolio. The management report should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies. Schedules in the semi-annual report should include the following:

  A listing of individual securities held at the end of the reporting period by authorized investment category.

  Average life and final maturity of all investments listed.

  Coupon, discount or earnings rate.

  Par value, amortized book value and market value.

  Percentage of the portfolio represented by each investment category. *(Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)*

• **Sec. 2-707. - Investment policy adoption.** The city's investment policy shall be adopted by Ordinance by the Milton City Council. The city clerk shall review the policy on an annual basis and the Milton City Council must approve any modifications made thereto. *(Ord. No. 1331-10, § 1(Exh. A), 4-13-2010)*
APPENDIX

J. PURCHASING POLICY

PURCHASING POLICY

SECTION 1. PURCHASING POLICY

The purpose of this policy is to provide all departments with the procedures and policies to be used in the procurement of goods and services and further to provide for the fair and equitable treatment of all persons involved in public purchasing by the City of Milton: to maximize the purchasing value of public funds: and to provide safeguards for maintaining a procurement system of quality and integrity.

Each department should maintain this manual in a loose-leaf binder so that procedural modifications may be inserted as required. These modifications will be provided in writing from the Purchasing Department that is approved only by the City Manager or City Council.

SECTION 2. DUTIES

• City Manager - The authority to commit the funds of the City has been delegated from the City Council to the City Manager (Reference to ordinance #591 & #970); it is his responsibility to give leadership in all purchasing and contracting activities to the City, sign contracts, issue regulations and procedures and delegate purchasing responsibilities. The City Manager has delegated oversight of this authority to the Purchasing Department. Except as otherwise noted within this policy, agreements entered into between any vendor and any company or representative outside the Purchasing Department without proper authorization will not be honored for payment by the City. Furthermore, the employee responsible for improper purchases may be held personally accountable for financial obligations incurred by the City and also may be subject to disciplinary action by the City.

• Purchasing Agent - The Purchasing Agent shall be responsible for administering the processing of requisitions and issuing purchase orders in accordance with the City’s Purchasing Policy, to make sure that all verbal and written quotes have been documented on the requisition and copies of all written quotes have been turned in with requisitions and overseeing the formal bid process when required. In addition, the Purchasing Agent shall be responsible for the coordination of purchases of like items to obtain the best pricing available and to determine when the issue of contracts are needed for items that are repetitively purchased.

• Division Director - The Division Directors are responsible for overseeing their Department Heads and ensure that all established purchasing policies and procedures are followed before any monies are committed by any employee within their department.

With written authorization, Division Director may delegate a Department Head or another employee of the department for emergency purchases, in the event the Division Director is not present. It is the responsibility of the Department Head to ensure that after an emergency, requisitions are properly submitted to the Purchasing Department in order to allow for timely purchase and delivery. In the case of an emergency purchase, Division Director will ensure that the Department Head has fully and properly completed the requisition form as soon as possible, including the justification for the emergency purchase.
Department Heads - The Department Heads are responsible for the establishing the specifications for the equipment, materials, supplies or services to be purchased for their departments. In addition, the Department Heads should ensure that established purchasing policies and procedures are followed for all purchases before any monies are committed by any employee within their department. Also that requisitions are properly submitted to the Purchasing Department in order to allow for timely purchase and delivery.

Designated Employee - The Designated Employee is delegated by the Department Head to purchase items with a City of Milton Purchasing Card (VISA Card) that has been issued to them for the daily operation of their department and that they follow all of the standard purchasing policies and procedures and also the purchasing card policies and procedures and stay within their authorized dollar amounts.

Section 3. PURCHASING PROCEDURES

Authorization Levels

<table>
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<th>Value of Purchase</th>
<th>Pricing Mechanism</th>
<th>Authority to Approve</th>
<th>Local Vendor Preference</th>
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</thead>
<tbody>
<tr>
<td>Under $500.00</td>
<td>One Verbal Quote</td>
<td>Designated Employee</td>
<td>3%</td>
</tr>
<tr>
<td>$500.01 - $1,000.00</td>
<td>Three Written Quotes</td>
<td>Department Heads</td>
<td>3%</td>
</tr>
<tr>
<td>$1,000.01-$3,000.00</td>
<td>Three Written Quotes</td>
<td>Division Directors</td>
<td>2.5%</td>
</tr>
<tr>
<td>$3,000.01- $5,000.00</td>
<td>Three Written Quotes</td>
<td>Purchasing Agent</td>
<td>2%</td>
</tr>
<tr>
<td>$5,000.01- $7,000.00</td>
<td>Three Written Quotes</td>
<td>City Manager</td>
<td>1.5%</td>
</tr>
<tr>
<td>$7,000.01 - $10,000.00</td>
<td>Three Written Quotes</td>
<td>City Council</td>
<td>1%</td>
</tr>
<tr>
<td>$10,000.01 - $15,000.00 Request for Proposal</td>
<td>City Council (No public advertisement Required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$15,000.01 and Above Formal Invitation to bid</td>
<td>City Council (Public advertisement Required)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** Note: Authorization dollar limits pertain to single item purchase price.

***Note: Local Preference is for Vendors located within the City Limits of Milton

Whenever feasible, three (3) quotes shall be solicited on each item submit to the provisions listed above. In the event three (3) quotes cannot be obtained, a comment should be added to the requisition outlining the providers notified in an attempt to obtain three quotes.

The City Council or City Manager shall have the authority to reduce the levels of authority outlined above should fiscal circumstances warrant such action.

Requisition Forms (HTE accounting system) - A City of Milton Requisition form must be completed in the HTE system for all purchases, including purchases which are within the authorization level for a Department Head. The Department Head is responsible to verify budget for the account number used to make sure adequate funding is available and before the requisition is assigned a purchase order number.

If prices are estimated, this information should be noted on the requisition form. It is the responsibility of the Department Head to assure that the requisition has been approved by the appropriate authority level prior to making a purchase or authorizing a service to be performed. Purchases of like items must not be submitted separately on requisition forms for the purpose of circumventing purchasing policies.

The Purchasing Department will process the requisition in accordance with established purchasing policies and procedures and will issue a purchase order number for each purchase. The requisition, when
approved by the highest level of authority, is the vendor's authorization to perform the services, ship the items, and or place the order as requested by the designated employee.

- Quotes - Where verbal quotes are required, the Department Head should assure that the quotes received are properly and fully documented with name of company, phone number, contact person, date and time of quote on the requisition form.

Whenever feasible, three (3) written quotes shall be submitted for items costing more than $500.01 in accordance with the purchasing policy. Where written quotes are required, the quotes received should be submitted to the Purchasing Department, so that a copy of the requisition and purchase order can be maintained on file. All quotes should also be documented on the requisition form. At a minimum, copies of the specifications should be emailed or faxed to the vendors and responses should be emailed or faxed back to the Department Head. Both the specifications provided to the vendor and the quote provided by the vendor must be attached to the purchase order package and maintained on file. If the items to be purchased are uniform and easily identifiable by model number or similar description and are available from mail order catalogs, the required number of prices from catalogs may be substituted for written quotes. Supporting documentation for the prices stated on the requisition should be submitted to the Purchasing Department. Department Heads are responsible for determining that the prices published in the catalogs are current, prior to submitting the requisition.

- Bids - The Purchasing Department (in coordination with the appropriate Department Heads) will prepare and advertise for formal sealed bids or requests for proposals (RFPs) when the total price of the goods or services exceed the bid limit. Request for proposals are utilized when the exact nature of the Services are not specified, such as for legal services, engineering services, consulting or accounting/auditing services. The normal length of time to process a purchase with a bid requirement is two (2) weeks, Department Heads should assure that the requisition and pertinent information is submitted to the Purchasing Department in a timely manner to allow for proper processing.

Notice of bids or RFP’s must include adequate information that will allow vendors to make a valid response. For purchases exceeding the advertised bid limit, notice of bids or RFP’s shall be published in local newspapers at least once and shall be published at least seven (7) days prior to the deadline for receiving bid responses. Copies of notices for bid or RFP’s will be sent to all interested vendors. All bids will comply with the Public Bid Disclosure Act (Section 218.80, Florida Statutes).

All notice of bids or RFP’s must include the deadline for response and a staff contact with phone/fax number, email address, as well as the time, date and location of the bid opening. Sealed bid responses must be time and date stamped when received by the Purchasing Department. Late bid responses will not be accepted.

Bid responses will be publicly opened at the location, time and date specified with the City Manager or his designee, (the Purchasing Agent), at least one employee from the Finance Department and any other interested parties present. Bid tabulation shall be prepared and signed by those City officials present.

The City of Milton will generally select the lowest bidder, unless the lowest bidder does not meet specifications or in some other way does not meet the requirements of the City. If the lowest bid is not accepted, such decision shall be documented in writing and approved by the City Manager and City
Council. The City retains the right to reject any or all bids and waive any formalities and award the bid in the best interest of the City. Acceptance of any bids must be approved by the City Council.

As part of the bid package, vendors must submit an affidavit that states that said vendor has not been disqualified from the public contracting and purchasing process due to a conviction of a public entity crime as defined by Sections 287.132 - 133, Florida Statutes. Only one affidavit per entity per year is required to be on file with the Purchasing Department.

In addition, for contracts that exceed $25,000 for which Federal grant monies or proceeds from a federally funded contract are utilized, each vendor submitting a bid must include a signed certification that states that the vendor has not been debarred or suspended from doing business with the Federal government.

- **Bid Awards** - Each bid shall be awarded on the basis of the lowest or best competitive price from a responsive and responsible bidder which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, meets the City's needs, delivery terms, service, past performance and location of the vendor. The bid award to a Local vendor is encouraged and a local vendor preference will be considered based on discount located in section IV, page 4, Authorization Level. The Local Vendor Preference is used to encourage the support of local businesses and help build up the economy within the city limits of Milton. All bids or proposals shall be subject to acceptance or rejection and the City specifically reserves the right to accept or reject any or all bids or proposals, to waive any technicalities and formalities in the bid process and award the bid in part or in any manner deemed to be in the best interest of the city.

- **Local Vendors** - Local vendors are the businesses that are located within the City limits of Milton.

- **Annual Contracts** - Where the Purchasing Agent, Division Director and Department Head determine that certain services or items purchased for the City warehouse or for a specific department are required on a recurring basis, an annual contract for supply of the service or item may be issued. The quantity and projected cost of the required items must be determined and then the proper quote or bid procedures are followed in order to award the contract. Such annual contracts may be renewed at the end of the contract period, but should be bid at least bi-annually.

- **Receiving Reports** - When the purchased items are received, the items must be inspected and the packing slip notated with signature and date. Then all packing slips will be returned to the Purchasing Department. The Purchasing Department will match the packing slip with the purchase order and determine if all items have been received prior to processing for payment.

- **Budget Verification** - Prior to processing a requisition the Department Head is responsible to verify his budget and confirm the correct account number is used and make sure adequate funds are available. If necessary, the department head will work with the Budget Coordinator to have funds transferred. Budget Adjustment will be in accordance with Budget Adjustment Policy approved by the Council April 4, 2010.

- **Credit Cards** - Gasoline Credit Cards - Each city owned vehicle is assigned a Wright Express fleet service fuel credit card. The Wright Express fuel credit card should not, under any circumstance, be used to purchase fuel for any vehicle other than the vehicle it has been assigned. The Purchasing Department has overall responsibility for monitoring and administering the Wright Express and Shell fleet service fuel system programs. Also, a temporary Shell fuel card may be signed out to City employees, by the
Purchasing Department, on an as needed basis. All charge slips must be returned to the Purchasing Department for payment processing on a timely basis.

- **Purchasing Card** - Regions Bank VISA card - is issued to designated personnel in each department. The goals of the purchasing card include:
  1. Providing efficient and cost effective method of purchasing and paying for goods and services required by the City.
  2. Reducing the use of petty cash and Purchase Orders.
  3. Ensuring Procurement and Purchasing Card purchases are in accordance with the purchasing policy and the P-Card procedures manual dated January 12, 2010.

- **Requests for Payment** - Certain types of payments that do not constitute purchases but rather represent recurring payments for normal operating services do not require a purchase order, but may be processed with a Request for Payment form. The following types of payments are examples of items that may not require purchase orders:

  Normally recurring principal & interest payments on Commercial Loans, VISA Bank Card, and Postage

- **Prompt Payment Act** - All payments for goods and/or services received by the City will be paid in accordance with the Florida Prompt Payment Act (Sections 218.70 - 218.78 Florida Statutes). An effort will be made to resolve all discrepancies promptly to allow for processing of payment.

- **Davis Bacon Act** - Every contract in excess of $2,000 for construction, alteration, and/or repair, including painting and decorating of public buildings or public works and which require or involve the employment of mechanics and/or laborers shall comply with the specifications of the Davis Bacon Act. Every contract based upon these specifications shall contain a stipulation that the contractor or his subcontractor shall pay all mechanics and laborers employed directly upon the site of the work, unconditionally and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment.

  Every contract within the scope of this Act shall contain the further provision that in the event it is found by the contracting officer that any laborer or mechanic employed by the contractor or any subcontractor directly on the site of the work covered by the contract has been or is being paid a rate of wages less than the rate of wages required by the contract to be paid as aforesaid, the Government may, by written notice to the contractor, terminate his right to proceed with the work or such part of the work as to which there has been a failure to pay said required wages and to carry on the work to completion by contract or otherwise, and the contractor and his sureties shall be liable to the Government for any excess costs occurred by the Government.

**SECTION 4. EXCEPTIONS**

**A. EXCEPTIONS TO BID REQUIREMENTS**

1. **Sole Source Providers** - A single source commodity, one that is noncompetitive in price and/or specifications and can only be purchased from one supplier. The requirements for quotes or bids may be
waived. The requisition form must be documented by the Department Head, stating the reason that a sole vendor is acceptable or available.

Some examples of generally accepted Sole Source guidelines are as follows:

1. Proprietary Item/Service - An item/service developed and marketed by a person or persons having an exclusive right to produce and sell it.
2. Item is available only through the original manufacture or provider; not available through a distributor.
3. Only area distributor of the original manufacturer.
4. Parts/Equipment not interchangeable with similar parts from another manufacturer (compatibility).
5. Only known item that will meet the specialized needs of this department or perform the intended functions.
6. Parts/Equipment that are required as part of an ongoing standardization process.
7. When failure to receive the material or service by the required date will prolong an unsafe condition, adversely affect operation, or cause a work stoppage.
8. A competitive procurement (within the last three (3) months) for similar items establishes that the supplier selected offers the best available price with reasonable delivery and services.

2. Emergency Purchases: - In emergency situations, the Department Heads may authorize the purchase of necessary items if, to the best of their knowledge, the account to be charged has sufficient balance for the amount of the purchase or that funds are available for this purchase. These purchases may be made directly from the vendor.

Emergency situations shall be defined as situations in which operation of the department would be seriously hampered, or when the protection and preservation of public properties would not be possible by submitting a requisition in the usual manner. Emergency purchases of supplies or services are those supplies or services necessary because of certain emergency condition occurring that might affect the health, safety or welfare of the citizens or employees of the City, the requirements for quotes or bids may be waived. Where the need is immediate, the City Manager shall have the authority to make emergency purchases for commodities and/or services with subsequent approval by the City Council, All such purchases that exceed the City Manager’s authorization level shall be reported to the City Council at its next regularly scheduled meeting.

When Emergency Purchase Orders are necessary, the department will make the purchase at the best possible price; in most cases, the order would most likely be issued to the vendor from whom the materials were previously purchased. Documentation of the necessity for the emergency should be attached to the purchase order.

Emergencies are also created through negligence and are to be avoided. The use of an Emergency Purchase Order for failure to anticipate normal needs is to be avoided. Emergency Purchase Orders are not authorized for purchases of routine items, which have been exhausted due to oversight in ordering.
Emergency Purchase Orders are costly. They are made hurriedly, usually on a noncompetitive basis and usually at top prices. Most vendors will charge a premium for supplies that must be obtained immediately. By avoiding emergency orders, money will be saved.

3. State Contracts - When the Department Supervisor and Purchasing Agent determine that needed items are available under a current State contract, the bid requirement may be waived if it is determined to be in the best interest of the City as allowed by Section 287.042(2) (a), Florida Statutes. When purchases are made under existing State contracts, the requisition form and purchase order must reference the State contract number and a copy of that contract must be maintained on file in the Purchasing Department. Purchases under State contract are subject to approval by the City Manager and City Council and should be recorded in the official minutes of the City Council.

4. Federal Contracts - When the Department Head and Purchasing Agent determine that needed items are available under a current Federal contract, the bid requirement may be waived if it is determined to be in the best interest of the City. When purchases are made under existing Federal contracts, the requisition form and purchase order must reference the Federal contract number and a copy of that contract must be maintained on file in the Purchasing Department. Purchases under Federal contract are subject to approval by the City Manager and City Council and should be recorded in the official minutes of the City Council.

5. Other Contracts - If it is found to be in the best interest of the City of Milton; Department Heads and the Purchasing Agent may use any other current purchasing contract that has gone through the review processes and approved by another government entity. The bid requirement may be waived in these instances. When purchases are made under these current special contracts, the requisition form and purchase order must reference the contract number and a copy of the contract must be maintained on file in the Purchasing Department...Purchases under these special contracts are subject to approval by the City Manager and City Council and should be recorded in the official minutes of the City Council.

6. Professional Services - Contracts for professional architectural, engineering, landscape architectural or surveying and mapping services are to be awarded in accordance with Section 287.055, Florida Statutes, also known as the "Consultants Competitive Negotiation Act". When professional services must be purchased for a project the basic construction cost of which is estimated by the City to exceed the threshold amount provided in section 287.017 FS, for CATEGORY FIVE or for a planning or study activity when the fee for which professional service exceeds the threshold amount provided in section 287.017 FS, for CATEGORY TWO, except in cases of valid public emergencies certified by the agency. The public advertisement must include a general description of the project and must indicate how interested consultants may apply for consideration.

Based on the information received from interested consultants, the City shall evaluate current statements of qualification and performance data on file with the City, together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with, and may require public presentations by, no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services.

The city shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services.
The city shall negotiate a contract with the most qualified firm for professional services at compensation which the city determines are fair, competitive, and reasonable. In making such determination, the city shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity.

For any lump-sum or cost-plus-a-fixed fee professional service contract over the threshold amount provided in section 287.017 FS, for CATEGORY FOUR, the city shall require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.

Should the city be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the city determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The city shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the city must terminate negotiations. The city then undertake negotiations with the third most qualified firm.

Should the city be unable to negotiate a satisfactory contract with any of the selected firms, the city shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached.

B. EXCEPTIONS TO PURCHASING PROCEDURES

1. Purchases under $300.00 do not require a purchase order.
2. Repair & Maintenance: (facilities, vehicles, infrastructure, etc.):

Is it recognized that in order to facilitate the smooth operation of business, it is necessary to provide greater latitude in purchase order processing for repair and maintenance items which occur within the various departments. For repair and maintenance expenses, a requisition must be entered in the HTE system within 24 hours. The hard copy of the invoice must be initialed by the highest required authorization level to confirm the work/expenses when the invoice date precedes the date of the requisition. All documentation must be submitted to the Purchasing Department as soon as possible so it can be attached to the processed purchase order. It is recognized that due to the nature of assessment involved in a repair, some payments may exceed the threshold for 3 quotes. In the event the damage repair assessment results in a cost over $501.00, a note will be made on the purchase order indicating that based upon the firm providing the work efforts to trouble shoot and identify the problem the cost exceeded the estimate provided.

In the event that a maintenance item must be disassembled to determine the repair costs, the city may award the repair to the company that performed the disassembling and assessment, where it is determined that it would be detrimental to have another repair company perform a portion of the work. This will help to eliminate the possibility of problems which may occur and be passed from contractor to contractor due to separate vendors working on the same item.

Due to the chemicals and other sensitive products necessary for operation of the WWTP, it may be necessary to order items prior to issuance of a requisition. In the event an order for chemicals must be placed prior to entering a requisition, a requisition must be entered in the HTE system within 24 hour of the purchase.
3. **Public Auction Sales and Purchases:** Upon authorization of the City Council, the city may purchase or sell items at public auction, when it is determined that a substantial savings may be realized over the current market price. Where the need is immediate, the City Manager shall have the authority to make purchases and/or sales through public auction, with subsequent approval by the City Council. All such purchases that exceed the City Manager’s authorization level shall be reported to the City Council at its next regularly scheduled meeting.

The invoice for the purchase/sale will be provided to the Purchasing Department for creation of a purchase order and processing for payment.

The City Manager, or his designee, is authorized to approve the sale of items by sealed bid (auction) instead of GovDeals in the event that it is determined that there would be a substantial advantage to such method.

4. **Recurring Expenses:** Purchase of and payment for certain items are exempt from purchasing requirements regardless of the amount of the purchase and may be processed for payment without submitting a purchase order. Expenses of this nature are usually recurring obligations of the City. These items include, but are not limited to, the following:

   o Utility services
   o Phone services
   o Purchase of Natural Gas
   o Payments on service contracts previously approved by Council (example: legal services)
   o Training schools or seminars determined to be pertinent to and necessary for the conduct of a City employee’s duties (must be approved by the City Manager)
   o Maintenance Contracts (after execution of contract and approval by Council)
   o Annual dues, renewals or subscriptions, and sponsorships not exceeding $300.00. (require approval from the City Manager).
   o Contract payments, on competitively bid contracts, after the contract has been approved by the City Council.

5. **Emergency Purchases:** In the event an emergency purchase, staff shall complete a requisition for payment within 48 hours after the expenditure. The hard copy of the invoice will be initialed by the highest approval level required and, in the event the item exceeds the city manager’s authority level, it will be reported at the next scheduled City Council meeting.
APPENDIX

K. COMPUTER COSTS

FY 2017 COMPUTER COSTS

<table>
<thead>
<tr>
<th>Hardware</th>
<th>Fixed Costs</th>
<th>Optional Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware / Software Support (AS 400)</td>
<td>5,600</td>
<td>SPS VAR, LLC - Service Agreement</td>
</tr>
<tr>
<td>AS400 - Runs HTE</td>
<td>32,000</td>
<td>AS400 to run Utility Billing Software</td>
</tr>
<tr>
<td>Battery backups/replacements</td>
<td>1,700</td>
<td>Batteries (annual replacement)</td>
</tr>
<tr>
<td>Tapes for Backup Servers</td>
<td>1,000</td>
<td>Tapes (annual replacement)</td>
</tr>
<tr>
<td>Server Yearly Warranty</td>
<td>1,950</td>
<td>Dell - 6 Servers Upstairs; 2 Servers at Police Department.</td>
</tr>
<tr>
<td>Firewall Maint. &amp; Subscriptions</td>
<td>-</td>
<td>- WatchGuard - FY16-$2878 City Hall &amp; $966 WWTP. FY17-0; FY18-0; FY19-0</td>
</tr>
<tr>
<td>Fuel Master System - Extended Warranty</td>
<td>725</td>
<td>Extended Warranty - $725</td>
</tr>
<tr>
<td>Network Router Switch</td>
<td>1,800</td>
<td>(Spare-City Hall; New Switch-Fire Department)</td>
</tr>
<tr>
<td>Server Storage</td>
<td>15,000</td>
<td>Server Storage</td>
</tr>
<tr>
<td>Wireless Routers</td>
<td>1,500</td>
<td>Wireless Routers</td>
</tr>
<tr>
<td>Personal Computers (4)</td>
<td>1,500</td>
<td>Replace 4 PCs = avg $750 (need 2 for parks); (2 optional)</td>
</tr>
<tr>
<td>Monitors (6)</td>
<td>500</td>
<td>Replace 6 Monitors = $150 each x 6 = $900</td>
</tr>
<tr>
<td>Printers (3)</td>
<td>200</td>
<td>Replace 3 Printers = $200 x 3 = $600</td>
</tr>
<tr>
<td>A/C portable</td>
<td>800</td>
<td>Replace A/C upstairs in server room.</td>
</tr>
<tr>
<td>Total Hardware</td>
<td>64,275</td>
<td>2,300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Software</th>
<th>Fixed Costs</th>
<th>Optional Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTE (Training)</td>
<td>5,000</td>
<td>HTE - online training for all employees</td>
</tr>
<tr>
<td>HTE Users Group (Training)</td>
<td>1,000</td>
<td>HTE - users group training in Orlando. (as needed)</td>
</tr>
<tr>
<td>IT Training</td>
<td>850</td>
<td>FLGISA - Annual IT Training Conference</td>
</tr>
<tr>
<td>Membership</td>
<td>200</td>
<td>FLGISA - Membership</td>
</tr>
<tr>
<td><strong>HR annual Maintenance</strong></td>
<td>-</td>
<td>HTE - Annual maintenance charge. (estimated 5% increase)</td>
</tr>
<tr>
<td><strong>Looking Glass annual maintenance</strong></td>
<td>82,700</td>
<td></td>
</tr>
<tr>
<td>Antivirus Licenses &amp; Backup Exec Server License</td>
<td>2,800</td>
<td>Symantec - 75 users.</td>
</tr>
<tr>
<td>Help Desk/Inventory/Remote Access</td>
<td>680</td>
<td>SysAid - $180; and LOGMEIN - $499</td>
</tr>
<tr>
<td>Online Credit Card Payments</td>
<td>-</td>
<td>VeriSign - SSL Certification. (HTTPS secure connection) Prepaid thru 05/22/2018.</td>
</tr>
<tr>
<td>Online Utility Billing</td>
<td>1,800</td>
<td>Click to Gov - $150 Monthly fee.</td>
</tr>
<tr>
<td>MS Office 365</td>
<td>5,373</td>
<td>SHI- O365 (75 users x 71.64 mo=$5,373 FY17); FY18 $5,373; FY19 $5,373.</td>
</tr>
<tr>
<td>Exchange</td>
<td>1,845</td>
<td>SHI - Exchange (75 users x 24.60 mo = $1,845 FY17); FY18 $1,845; FY19 $1,845.</td>
</tr>
<tr>
<td>MS Office 365 Storage</td>
<td>120</td>
<td>SHI- O365 File Storage(50 users x 2.40 mo=$120 FY17); FY18 $120; FY19 $120.</td>
</tr>
<tr>
<td>MS Office 365 Server</td>
<td>8,100</td>
<td>$8,100.</td>
</tr>
<tr>
<td>MS Office 365 Tech Support</td>
<td>2,500</td>
<td>Bit Wizard - Techn Support and Services (estimated 40 hours x $125)</td>
</tr>
<tr>
<td>Maint License for Planning Software</td>
<td>3,400</td>
<td>ESRI - Maint. License for Planning Software ($3,400 annual total for 3 licenses)</td>
</tr>
<tr>
<td>Server Software Upgrade</td>
<td>-</td>
<td>- SHI - License &amp; Software Assurance (2 x $790.22). -0- for FY16; -0- for FY17</td>
</tr>
<tr>
<td>Misc. Software</td>
<td>3,000</td>
<td>Adobe Acrobat / MS VISIO (organizational charts)</td>
</tr>
<tr>
<td>Total Software</td>
<td>115,368</td>
<td>4,000</td>
</tr>
<tr>
<td>Total Hardware &amp; Software</td>
<td>$185,943</td>
<td>001-514-514-52-08 Non-Dept / Non-Capital Computer Expense</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Miscellaneous Computer Expenses</th>
<th>(various account numbers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services</td>
<td>76,800</td>
</tr>
<tr>
<td>Audit Services</td>
<td>10,000</td>
</tr>
<tr>
<td>Internet Services - Fiber Optic</td>
<td>7,804</td>
</tr>
<tr>
<td>Internet Services</td>
<td>1,320</td>
</tr>
<tr>
<td>Internet Services - Fiber Optic</td>
<td>5,856</td>
</tr>
<tr>
<td>Internet Services - Fiber Optic</td>
<td>6,808</td>
</tr>
<tr>
<td>Internet Services - Fiber Optic</td>
<td>6,472</td>
</tr>
<tr>
<td>Internet Services</td>
<td>930</td>
</tr>
<tr>
<td>Copier Maintenance</td>
<td>4,020</td>
</tr>
<tr>
<td>Website - Maintenance for &quot;miltonfl.org&quot;</td>
<td>4,839</td>
</tr>
<tr>
<td>Website - Monthly Fee for &quot;MiltonLocal.com&quot;</td>
<td>4,200</td>
</tr>
<tr>
<td>Server (1)</td>
<td>4,500</td>
</tr>
<tr>
<td>Copiers (1)</td>
<td>4,000</td>
</tr>
<tr>
<td>Total Misc. Computer Expenses</td>
<td>$133,549</td>
</tr>
<tr>
<td>TOTAL - COMPUTER COSTS</td>
<td>$323,492</td>
</tr>
</tbody>
</table>
### L. CURRENT DEBT OBLIGATIONS

City of Milton
10 Year Projection of the Debt Payment Schedule
5/1/2016

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>General Fund</th>
<th>Gas Fund</th>
<th>Water &amp; Sewer Fund</th>
<th>Sundial Fund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Projects Loan $2,650,000 Remaining Balance $544,319 Sundrutch Loan (C-4) Firehouse, Skate Park, Warehouse</td>
<td>2010 Utility Loan 11% $193,503 Remaining Balance $59,875</td>
<td>State Revolve Loan Total $515,210,211 March(2014) Grant approx $7,516,848 and Escrow Payoff $299,651.42 Water/Sewer WWTP Remaining Balance $1,434,557</td>
<td>Est. SRL-Loan E. Milton WWTP $1.474 Million @ 2.58% for 20 years Remaining Balance $1,387,978</td>
<td>Sundial Bank Loan $3 Million 5 Year Fixed Loan, then 3 more 5 Year Fixed Readjusted Interest Rate Loans.</td>
</tr>
<tr>
<td>2011</td>
<td>229,572</td>
<td>24,598</td>
<td>199,017</td>
<td>198,406</td>
<td>14,875</td>
</tr>
<tr>
<td>2012</td>
<td>229,572</td>
<td>24,437</td>
<td>197,717</td>
<td>198,406</td>
<td>25,500</td>
</tr>
<tr>
<td>2013</td>
<td>229,572</td>
<td>6,335</td>
<td>22,129</td>
<td>179,045</td>
<td>198,406</td>
</tr>
<tr>
<td>2014</td>
<td>229,572</td>
<td>89,975</td>
<td>22,129</td>
<td>179,045</td>
<td>177,134</td>
</tr>
<tr>
<td>2015</td>
<td>229,572</td>
<td>89,975</td>
<td>22,129</td>
<td>185,480</td>
<td>155,862</td>
</tr>
<tr>
<td>2016</td>
<td>229,572</td>
<td>89,975</td>
<td>23,187</td>
<td>187,607</td>
<td>155,862</td>
</tr>
<tr>
<td>2017</td>
<td>229,572</td>
<td>89,975</td>
<td>23,187</td>
<td>189,835</td>
<td>155,862</td>
</tr>
<tr>
<td>2018</td>
<td>229,572</td>
<td>23,750</td>
<td>23,187</td>
<td>192,163</td>
<td>155,862</td>
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<td>2019</td>
<td>114,786</td>
<td>17,460</td>
<td>141,269</td>
<td>155,862</td>
<td>94,824</td>
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<td>2020</td>
<td>155,862</td>
<td>94,824</td>
<td>85,937</td>
<td>177,457</td>
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<td>2021</td>
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<td>94,824</td>
<td>85,937</td>
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<tr>
<td>2022</td>
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<td>2023</td>
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<td>2024</td>
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<td>2025</td>
<td>155,862</td>
<td>94,824</td>
<td>85,937</td>
<td>177,457</td>
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</table>

*The City of Milton has no legal debt limits.

| FY2017 General Fund Debt | Principal $299,141 + Interest $20,406 = $319,547 |
| FY2017 Natural Gas Fund Debt | Principal $21,758 + Interest $1,705 = $23,463 |
| FY2017 Water & Sewer Fund Debt | Principal $416,173 + Interest $110,285 = $526,458 |
| FY2017 Sundial Utilities Fund Debt | Principal $134,544 + Interest $42,914 = $177,458 |
GOVERNMENTAL FUNDS - CURRENT DEBT OBLIGATIONS

1. **Revenue Note Payable** - (FY2017 $229,572 payment due)
   Revenue note payable incurred for financing various capital projects, bearing interest of 3.56%. Principal and interest payments are made quarterly, until maturity on March 15, 2019. Note is secured by pledged tax revenues.

2. **Capital Lease** - (FY2017 $89,975 payment due)
   Lease/purchase agreement bearing interest of 3.24% per annum. Principal and interest payments began November 30, 2012, with an interest only payment of $6,335 due November 30, 2012. The principle and interest payments will be made on an annual basis until November 30, 2016. The lease is collateralized by a fire truck, which has been recorded in the general fixed asset group.

PROPRIETARY FUNDS - CURRENT DEBT OBLIGATIONS

1. **Utilities Note - Natural Gas** - (FY2017 $23,463 payment due)
   Utilities refunding revenue note payable incurred for the acquisition and construction of capital improvements in the Natural Gas Fund, bearing interest at 3.18%. Principal and interest payments are made quarterly, until maturity on June 15, 2019. The note is secured by natural gas revenues.

2. **Utilities Note - Water & Sewer Fund** – (FY2017 $189,835 payment due)
   Utilities refunding revenue note payable incurred for the acquisition and construction of capital improvements in the Water and Sewer Fund, bearing interest at 3.18%. Principal and interest payments are made quarterly, until maturity on June 15, 2019. The note is secured by water and sewer revenues.

3. **Water and Sewer - STATE REVOLVING LOAN** – (FY2017 $155,862 payment due)
   State of Florida Department of Environmental Protection State Revolving Loan Fund, semi-annual payments, including capitalized interest; interest at 1.245% beginning March 15, 2007, through March 15, 2027. Approved loan is for the purpose of improvements to the City’s wastewater collection and treatment facilities.

4. **Water and Sewer - STATE REVOLVING LOAN** – (FY2017 $94,824 payment due)
   State of Florida Department of Environmental Protection State Revolving Loan Fund, semi-annual payments, including capitalized interest at 2.58% beginning January 15, 2015, through March 15, 2035.

5. **Water and Sewer - STATE REVOLVING LOAN** – (FY2016 $85,937 payment due)
   State of Florida Department of Environmental Protection State Revolving Loan Fund, semi-annual payments including interest at 2.434% beginning February 15, 2015, through March 15, 2035.

6. **Sundial Utilities** - (FY2017 $177,457 payment due)
   Revenue note payable incurred for the acquisition of Sundial Utilities, Inc. (utility system) in the Sundial Utilities Fund, bearing interest at 1.62%. Principal and interest payments will be made annually beginning June 15, 2014, until maturity on June 15, 2033. The note is secured by revenues generated from current and future customers of the acquired utility system.
ACRONYMS

ACE – Arts/Culture/Entertainment
ACH – Automated Clearing House (electronic funds-transfer system)
ADA – Americans with Disabilities Act
AFT – Annual Financial Report
ALS – Advanced Life Support
AMR – Automated Meter Reading
A.O. – Administrative Officer
APGA – American Public Gas Association
ARB – Architectural Review Board
ARRA – American Recovery & Reinvestment Act of 2009
BARC – Bay Area Resource Council
BFS – Basic Financial Statements
CAD – Computer Aided Dispatch
CAFR – Comprehensive Annual Financial Report
CATF – Citizen Advisory Task Force
CBT – Computer Based Terminals
CD – Construction Documents
CDBG – Community Development Block Grant
CEB – Code Enforcement Board
CFC – Customer Facility Charges
CFR – Code of Federal Regulations
CGFO – Certified Government Finance Officer
CIAC – Contributions in Aid of Construction
CIP – Capital Improvement Plan
CIS – Customer Information System
CNG – Compressed National Gas
COA – Chart of Accounts
CPI – Consumer Price Index
CRA - Community Redevelopment Agency
CST – Communication Services Tax
DARE – Drug Abuse Resistance Education
DER – Department of Environmental Regulations
DFS – Department of Financial Services
DHS – Department of Homeland Security
DOT – Department of Transportation
DOR – Department of Revenue
DRAB – Downtown Redevelopment Advisory Board (See RRT)
DROP – Deferred Retirement Option Program
EASI – Easy Analytic Software Inc. (demographic statistics)
EDR – Office of Economic & Demographic Research
EMS – Emergency Medical Services
EMT – Emergency Medical Technician
EOC – Emergency Operations Center
EPA – Environmental Protection Agency
ERP – Enterprise Resource Planning (software)
<table>
<thead>
<tr>
<th>ACRONYMS (Continued)</th>
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<tbody>
<tr>
<td>FAA – Federal Aviation Administration</td>
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<td>FDEP – Florida Department of Environmental Protection</td>
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<td>FDOT – Florida Department of Transportation</td>
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<tr>
<td>FEMA – Federal Emergency Management Agency</td>
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<tr>
<td>FERC – Federal Energy Regulatory Commission</td>
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<tr>
<td>FFIRS – Florida Fire Incident Reporting System</td>
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<tr>
<td>FGFOA – Florida Government Finance Officers Association</td>
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<tr>
<td>FLC – Florida League of Cities</td>
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<tr>
<td>FLSA – Fair Labor Standards Act</td>
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<tr>
<td>FOG – Fats, Oils, and Grease</td>
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<tr>
<td>FRDAP – Florida Recreation Development Assistance Program</td>
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<tr>
<td>FTE – Fulltime Equivalent</td>
</tr>
<tr>
<td>FTO – Field Training Officer</td>
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<tr>
<td>FY – Fiscal Year</td>
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<tr>
<td>GAAP – Generally Accepted Accounting Principles</td>
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<tr>
<td>GASB – Governmental Accounting Standards Board</td>
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<tr>
<td>GBCI – Green Building Certification Institute</td>
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<tr>
<td>GD&amp;A – Growth Development &amp; Annexation Committee</td>
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<tr>
<td>GFOA – Government Finance Officers Association</td>
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<tr>
<td>GIS – Geographic Information Systems</td>
</tr>
<tr>
<td>GOP – Goals, Objectives, and Policies</td>
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<td>HAZ-MAT – Hazardous materials</td>
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<td>HIPPA – Health Insurance Portability and Accountability Act</td>
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<td>HRS – Department of Health &amp; Rehabilitation Services</td>
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<td>HUD – U. S. Department of Housing &amp; Urban Development</td>
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<td>HVAC – Heating, Ventilation, and Air Conditioning</td>
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<td>IAFF – International Association of Fire Fighters</td>
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<td>ICS – Incident Command Systems</td>
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<td>ISAC – Information Sharing and Analysis Centers</td>
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<td>ISO – Insurance Services Organization</td>
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<tr>
<td>IT – Information Technology</td>
</tr>
<tr>
<td>LAP – Local Agency Program (agreement)</td>
</tr>
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<td>LAN – Local Area Networks</td>
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<tr>
<td>LDC – Land Development Code</td>
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<td>LEAP – Leadership – Education - Activities Program</td>
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<td>LFAT – Live Fire Adjunct Training</td>
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<td>LMI – Low to Moderate Income</td>
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<tr>
<td>LOGER – Local Government Electronic Reporting</td>
</tr>
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<td>LOGT – Local Option Gasoline Tax</td>
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<td>LOST – Local Option Sales Tax</td>
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<tr>
<td>MD&amp;A – Management Discussion &amp; Analysis</td>
</tr>
<tr>
<td>MGD – Million Gallons per Day</td>
</tr>
<tr>
<td>MHz – Megahertz</td>
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<tr>
<td>MIS – Management Information Services</td>
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<tr>
<td>MOU – Memorandum of Understanding</td>
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<tr>
<td>MPO – Metropolitan Planning Organization</td>
</tr>
</tbody>
</table>
ACRONYMS (Continued)

MSA – Metropolitan Statistical Area
MUTCD – Manual of Uniform Traffic Control Devices
NAHB – National Homebuilders Association
NFPA - National Fire Protection Association
NIMS – National Incident Management System
NIPP – National Infrastructure Protection Plan
NMTC – New Market Tax Credit
NPDES – National Pollutant Discharge Elimination System.
NPO – Net Pension Obligation
O & M – Operating & Maintenance
OPEB – Other Post-Employment Benefits
OQ – Operator Qualifications
O.S. – Operation Supervisor
OSHA – Occupational Safety and Health Administration
PA – Property Appraiser
PC – Personal Computer
PHSMA – Pipeline and Hazardous Materials Safety Administration
PM – Project Manager
PO – Purchase Order
PSAP – Public Safety Answering Point
PSC – Public Service commission
RFP – Request for Proposal
R&M – Repair and Maintenance
ROW – Right of Way
RP – Request for Payment
RRT – Riverfront Development Team
SBE – Small Business Enterprise
SCADA – Supervisory Control & Data Acquisition
SHIP – State Housing Initiatives Partnership
SIDA – Security Identification Display Area
SRC – Santa Rosa County
SRHS – Santa Rosa Historical Society
SSOCOF – Sunshine State One Call of FL
TBRA – Tenant-Based Rental Assistance
TFFDSF – Tax & Franchise Fee Debt Service Fund
TIF – Tax Increment Financing
TMDL – Total Maximum Daily Load
TPO – Transportation Planning Organization
TR – Technology Resources
TRC – Technical Review Committee
TRIM – Truth In Millage
UL – United Laboratories
USDOT – United States Department of Transportation.
VHF – Very High Frequency
VOIP – Voice over Internet Protocol
WWTP – Wastewater Treatment Plant
GLOSSARY

The Annual Operating and Financial Plan contain specialized and technical terminology that is unique to public finance and budgeting. The following glossary has been included in this document to assist the reader in understanding these terms.

**Accountability** - The condition, quality, fact, or instance of being obliged to reckon or report for actions or outcomes.

**Accrual Basis of Accounting** - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

**Ad Valorem Tax** - Real estate and personal property taxes. The tax is assessed on a portion of the value of the property. Local governments set the levy.

**Allocated Overhead/Cost Recovery** - Allocated Overhead/Cost Recovery is a reimbursement for services from a fund responsible for particular expenses to a fund that initially paid for them. Therefore, Allocated Overhead/Cost Recovery is treated as a decrease in expense (Cost Recovery) for the departments providing the service and an increase in expense (Allocated Overhead) to the departments receiving the service.

**Annexation** - The incorporation of land into an existing city with a resulting change in the boundaries of that city.

**Annual Budget** - A budget applicable to a single fiscal year.

**Appropriation** - A legal authorization granted by a legislative body to make expenditures and incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended. Specific appropriations are at the fund level.

**Arbitrage** - Borrowing in one market (such as bonds) at one interest rate and investing in another market (such as certificates of deposit) at a higher interest rate. Such activities are highly restricted by the federal government and any excess interest earned in this manner is not tax exempt.

**Assessed Valuation** - A valuation set upon real estate or other property by a government as a basis for levying taxes (i.e., your property value).

**Assessments** - The value for tax purposes determined by the property appraiser for a given piece of real or personal property.

**Asset** - Resources owned or held by a government which has monetary value.

**Balance Sheet** - A statement of financial condition as of a given date.

**Balanced Budget** - Florida State law requires a “balanced” budget, which is “all-inclusive”. Florida State Statute 166.241 states: The amount available from taxation and other sources, including amounts carried over from prior fiscal years, must equal the total appropriations for expenditures and reserves.

**Basic Financial Statements** - Those external financial statements, including notes thereto, which are necessary for a fair presentation of the financial position, and the results of operations, of an entity in conformity with Generally Accepted Accounting Principles (GAAP).

**Basis of Accounting** – The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes.

**Biennial** - An event occurring every two years. In our case, we introduce new revenues in the Budget or update old ones in the first year of the biennial. Normally, in the second year of the biennial, only normal growth is considered.

**Bond** - A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds.

**Bond Ratings** – A rating of quality given on any bond offering as determined by an independent agency in the business of rating such offerings.
GLOSSARY (Continued)

**Budget** - A financial plan appropriating the proposed expenditures for a given period and the means of financing them. The term usually indicates a financial plan for a fiscal year.

**Budget Adjustment** - A procedure to revise a budget appropriation with City Council approval through the adoption of a resolution for any interdepartmental or interfund adjustments.

**Budget Calendar** - The schedule of key dates or milestones which the City follows in the preparation, adoption, and administration of the budget.

**Budget Document** - The instrument used by the budget-making authority to present a comprehensive financial program to City Council.

**Budget Message** - The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and recommendations regarding the financial policy for the coming period.

**Budgetary Control** - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available appropriations and available revenues.

**Budgeted Funds** - Funds that are planned for certain uses, but have not been formally or legally appropriated by the legislative body. The budget document that is submitted for City Council approval is composed of budgeted funds.

**Capital Equipment** - Capital purchases of major equipment items which are not permanently attached to a public facility. This would include the replacement or addition of major motorized equipment items as well as other major equipment items.

**Capital Improvement Budget** - A plan of proposed outlays and the means of financing them for the current fiscal period. The Capital Budget is the first year of the Capital Improvement Plan.

**Capital Improvement Plan** - A five-year capital expenditures plan to meet capital needs arising from departmental goals or mandates. Capital programming contemplates the expenditures and the available resources to finance each projected expenditure.

**Capital Outlay** - Expenditures which result in the acquisition of, or addition to, general fixed assets, with a value of more than $1,000 and a useful life of more than one (1) year.

**Capital Projects** - Projects which involve the construction, purchase or renovation of land, buildings, streets or any other physical structure.

**Capital Projects Funds** - Funds established to account for the acquisition or construction of major capital facilities.

**Capitalized Assets** - Acquisitions by the City used in operations with a value of $1,000 or more and a useful life of more than one (1) year.

**Cash Basis of Accounting** - A basis of accounting under which transactions are recognized only when cash changes hands.

**Central Property** - Commonly thought of as railroads, appraised by the Department of Revenue.

**Community Development Block Grant (CDBG)** - An annual Federal grant received from the Department of Housing and Urban Development. It is primarily used for housing rehabilitation and other grant eligible activities.

**Compensated Absences** - An accrued employee’s right to receive compensation for future absences attributable to service already rendered (i.e. personal time off, vacation, sick leave).

**Comprehensive Annual Financial Report (CAFR)** - Prepared at the close of each fiscal year to show the actual audited condition of the City's funds and serve as the official public record of the City's financial status and activities.
GLOSSARY (Continued)

**Consumer Price Index (CPI)** – A measure, calculated by the United States Department of Labor, commonly used to indicate the rate of inflation.

**Contingency Account** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

**Contractual Services** - A professional service provided by an outside individual or agency in accordance with contractual specifications.

**Cost Allocation** - The method used to charge Enterprise Funds for their share of centralized administration costs.

**Cost Center** - An organizational budget/operating unit within each City division or department, i.e., Recreation is a cost center within the Department of Parks & Recreation.

**Current Assets** - Resources expected to be realized or consumed within the entity's operating cycle.

**Current Liabilities** - The sum of all liabilities due at the end of the fiscal year, including short-term debt, current portion of long-term debt, all accounts payable and accrued liabilities.

**Current Revenue** - Those revenues received within the present fiscal year.

**Debt Ratio** - Ratios which provide measures of assessing debt load and ability to repay debt which play a part in the determination of credit ratings. They are also used to evaluate the City’s debt position over time and against its own standards and policies.

**Debt Services** - The City's obligation to pay principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.

**Debt Service Funds** - Funds established to account for the accumulation of resources for, and the payment of, general long-term principal and interest.

**Defeasement** - Relieving the City of a particular liability (such as specific bond series) by refunding the liability through an escrow or trust fund. Legally defeased liabilities do not need to be appropriated each year as the trust fund is removed from the control of the City.

**Department** - The basic organizational unit of government which is functionally unique in its delivery services. Its components are hierarchically arranged.

**Depreciation** - (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence; (2) that portion of the cost of a capital asset which is charged as an expense during a particular period.

**Designated Fund Balance** – Funds that have been selected and assigned for a specific purpose.

**Designated Unreserved Fund Balance** – Portion of unreserved fund balance that management would prefer to use available financial resources for a specific purpose.

**Designations** - A portion of fund balance earmarked for specific appropriations.

**Distinguished Budget Presentation Awards Program** - A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

**Division** – An area of government organized as an administrative or functional unit.

**Encumbrances** - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for future expenditures. This is generally accomplished through purchase orders, contracts or requisitions.

**Enhancement** - An improvement to a programmatic service level.
GLOSSARY (Continued)

**Enterprise Funds** - Funds established to account for operations (1) that are financed and operate in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expense incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

**Entitlement** - The amount of payment to which a state or local government is entitled as determined by the federal government (e.g., the Director of the Department of Housing and Urban Development) pursuant to an allocation formula contained in applicable statutes.

**Expendable Trust Funds** - Trust Funds whose principal and income may be expended in the course of their designated operations.

**Expenditure Categories** – Categories that describe the source of costs to the City of Milton. The Expenditure Categories within the City of Milton are: Personal Services, Operating Expenses, Capital Outlay, Debt Service, Grants & Aids and Other Non-Operating.

**Expenditures** - Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, and debt service.

**Expenses** - Decreases in net total assets. Expenses represent charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest and other charges.

**Fiduciary Funds** - These funds include the following types of funds:

- **Internal Service Funds** - Account for goods and/or services provided to other funds or departments within the organization. Internal charges, set to cover costs of the goods or services, provide the revenue for these funds.

- **Trust Funds** - Account for resources where the City acts as a trustee either formally or informally for restricted fund users. Trust funds may be expendable (and thus subscribe to a modified accrual basis of accounting) for a specific project or service or non-expendable. Non-expendable trusts focus on the ongoing retention of earnings and subscribe to an accrual basis of accounting.

- **Agency Funds** - Account for resources where the governmental unit acts solely as an agent in collecting and dispersing monies such as federal payroll monies. No fund balance is maintained and no appropriations are necessitated. These funds are accounted for on a modified accrual basis.

**Financial Audit** - A systematic examination of resource utilization concluding in a written report. It is a test of management's internal accounting controls and is intended to:

- Ascertain whether financial statements fairly present financial position and results of operations;

- Test whether transactions have been legally performed;

- Identify areas for possible improvements in accounting practices and procedures;

- Ascertain whether transactions have been recorded accurately and consistently; and

- Ascertain the stewardship of officials responsible for government resources.

**Financial Condition** - The City's ability to pay all costs of doing business and to provide services at the level and quality that are required for the health, safety, and welfare of the community and that its citizens desire.

**Fiscal Year** - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operation for purposes of external financial reporting. The City of Milton’s fiscal year is from October 1 to September 30.

**Fixed Assets** - Assets of a long-term character which are intended to continue to be held or used: land, buildings, improvements other than buildings, and machinery and equipment.
GLOSSARY (Continued)

**Franchise Fees** - A fee assessed on a business, usually a public utility, in return for its exclusive right to operate inside the City limits. The City of Milton has granted franchises for electric, cable television, and telephone services.

**Fringe Benefits** - Employee benefits mandated by state and federal law, union contracts, and/or Council policy. The most common forms of fringe benefits are pension plans, health and life insurance, vacation, sick and holiday leave, deferred compensation, disability insurance and educational and incentive pay.

**Full Faith and Credit** - A pledge of the general taxing power for the payment of debt obligations.

**Function** - A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible. For example, public safety is a function.

**Fund** - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources (assets), together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund Accounting** - A governmental accounting system which is organized and operated on a fund basis.

**Fund Balance** - The difference between fund assets and fund liabilities of governmental and similar trust funds. The equivalent terminology within proprietary funds is Retained Earnings. (When the term "Fund Balance" is used in reference to Proprietary Funds, it is normally referring to the estimated budgetary basis amount available for appropriations for budgeting purposes.)

**General Fund** - The largest fund within the City, the General Fund accounts for most of the financial resources as well as most of the operating services of the general government.

**General Obligation Bonds** - Bonds, the payment for which the full faith and credit of the issuing government are pledged.

**General Overview** - A section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years and possible recommendations of the Mayor.

**Generally Accepted Accounting Principles (GAAP)** - Uniform minimum standards of and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompass the conventions, rules, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations. Every government should prepare and publish financial statements in conformity with GAAP. The objectives of government GAAP financial reports are different from, and much broader than, the objectives of business GAAP financial reports.

**Goals** – Statements of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

**Government Finance Officers Association (GFOA)** – A private, nonprofit organization which has actively supported the advancement of governmental accounting, auditing, budgeting, and financial reporting since 1906.

**Governmental Funds** - These funds subscribe to the modified accrual basis of accounting and include the following types of funds:

- **General Fund** - Major source of revenue for this fund is usually taxes. There are no restrictions as to the purposes in which the revenues in this fund can be used.

- **Special Revenue Funds** - The resources received by this fund are limited to a broadly defined use such as the Local Option Gas Tax Fund.

- **Debt Service Funds** - Funds used for paying principal and interest of debt on non-enterprise funds.

- **Capital Project Funds** - Resources from these funds are used for purchase or construction of long-term fixed assets until they are put in service.

**Grants** - Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity, or facility.
GLOSSARY (Continued)

**Homestead Exemption** - A deduction from the total taxable assessed value of property occupied by the owner in the State of Florida. Currently, the exemption is $25,000 on the first $25,000 of taxable value and $25,000 on the third $25,000 of taxable value for all qualified property owners.

**Income** - A term used in proprietary fund type accounting to represent (1) revenues or (2) the excess of revenues or expenses.

**Indirect Expenses** - Expenses associated with, but not directly attributable to providing a product or service that assists in the operation. These are usually costs incurred by other departments in the support of operating departments.

**Infrastructure** - The basic installations and facilities on which the continuance and growth of a community depend. Examples include sewer and water systems, roadways, communication systems and public buildings.

**Interfund Transfers** - Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

**Intergovernmental Revenue** - Revenue collected by one government and distributed (usually through some predetermined formula) to another level of government(s).

**Internal Audit** - The process of determining whether management or employees adhere to prescribed policies.

**Internal Charges** - Various specific charges set to recover the cost of providing goods and/or services to particular funds or departments within the organization.

**Internal Control** - The plan of organization and all other coordinated methods and procedures adopted to safeguard assets; to check the operational data; to promote operational efficiency, economy, and effectiveness; and to encourage adherence to prescribed managerial policies that will accomplish the objectives of the organization.

**Internal Service Fund** - A fund used to account for the financing of goods or services provided by one department or agency to another departments or agencies of a government or to other governments, on a cost-reimbursement basis.

**Investment** - Securities and real estate held for the production of revenues in the form of interest, dividends, rentals, or lease payments.

**Investment Instrument** - The specific type of security which a government purchases and holds.

**Levy** - An imposing and collecting of a tax.

**Line Item Budget** - A budget that lists each expenditure category (salary, training, travel, etc.) separately, along with the dollar amount budgeted for each specified category.

**Long-Term Debt** - Debt with a maturity of more than one year after the date of issuance.

**Millage** - The tax rate on real property based on $1.00 per $1,000 of assessed property value.

**Mission Statement** - A broad statement of purpose which is derived from organizational and/or community values and goals.

**Modified Accrual Accounting** - A basis of accounting utilized by governmental fund types and expendable trust funds that recognizes revenue when they are susceptible to accrual - that is both measurable and available to pay liabilities of the current period - and expenditures when the related liability is incurred. The differences in this basis of accounting as opposed to that applicable to proprietary funds and non-governmental entities relate to the unique environment and accounting measurement objectives of governmental fund types.

**Municipal Code** - A system of rules which are compiled and arranged by a municipal corporation, i.e. the City, and adopted and used to regulate the conduct of its inhabitants and government.

**Net Current Assets** - Difference between current assets and current liabilities.

**Non-capitalized Assets** - Inventoried capital type assets that have a unit cost below $1,000 and therefore do not meet the capitalization threshold for Capital Accounts.
GLOSSARY (Continued)

Non-departmental Expenditures - Those uses of funds which are not directly related to a department.

Non-operating Expenses - Fund expenses which are not directly related to the fund's primary service activities.

Object Code - An account to which an expense or expenditure is recorded in order to accumulate and categorize the various types of payments that are made by government. These are normally grouped into Personal Services, Operating, Capital, and other categories for budgetary analysis and financial reporting. Certain object codes are maintained by the State of Florida Uniform Accounting System.

Objective - A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program.

Obligations - Amounts which a government may be required legally to meet out of its resources. They include not only actual liabilities, but also unliquidated encumbrances.

One-Time Revenue - One that cannot reasonably be expected to continue, such as a single-purpose federal grant, an interfund transfer, or use of a reserve. Continual use of one-time revenues to balance the annual budget can indicate that the revenue base is not strong enough to support current service levels.

Operating Budget - Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the summary means by which most of the financing acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets are usually required by law. Even where not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

Operating Expenses - Fund expenses which are directly related to the fund's primary service activities.

Operating and Financial Plan - A budgetary plan developed as a tool for planning, management, and control. As a planning tool it is used to establish programmatic and financial goals and objectives. As a management tool, the plan is used to direct organizational units toward established objectives for service delivery. Finally, as a control tool - the traditional use of budgeting - the plan is used for financial accountability.

Ordinance - A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Organization - A responsibility area within a department of the City.

Outside Agencies - Private not-for-profit agencies who provide community services which supplement and support City programs and for which City dollars are made available.

Overlapping Debt - The net direct bonded debt of another jurisdiction that is issued against a tax base within part or all of the boundaries of the community.

Pension Trust Funds - Trust Funds used to account for public employee retirement systems. Pension Trust Funds are accounted for in essentially the same manner as proprietary funds, but with an important expanded emphasis on required fund balance reserves.

Performance Budget - A budget that focuses upon departmental goals and objectives rather than line items, programs or funds. Workload and unit cost data are collected in order to assess the effectiveness and efficiency of services.

Performance Measures - Specific quantitative or qualitative measures of work performed within an activity or program (e.g., total miles of streets cleaned). Also, a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program).

Personal Property - Livestock, commercial equipment and furnishings, attachments to mobile homes, railroad cars and similar possessions that are taxable under State law.
GLOSSARY (Continued)

Personal Services - General category that includes salaries and wages, pensions, health insurance, and other fringe benefits.

Pooled Investments (Sweep Investments) - Liquid assets of various funds and sub funds pooled together and invested to get the maximum investment earnings potential. Earnings go to each of the funds contributing to the pool on an approved basis.

Program Budget - A budget wherein expenditures are based primarily on programs of work and secondarily on character and object class.

Program Plan - Collection of individual program service levels to accomplish the given objectives of a department or a division.

Programmatic Activity – Those activities listed within each department’s section as Programs that carry out the overall goals and objectives of the City of Pensacola.

Project - A plan of work, job, assignment, or task.

Property Appraiser - Elected county official responsible for setting property valuations for tax purposes and preparing the annual tax roll.

Property Tax Levy - The tax levy combining the general operating levy and the debt service levy imposed by the City.

Proposed Budget - The financial and operating document submitted to the Mayor and City Council.

Proposed Millage - The tax rate certified to a property appraiser by each taxing agency within a county. Proposed millage must be sent to an appraiser within 35 days after a county’s tax roll is certified by the State Department of Revenue and is listed on notices sent to property owners. No taxing agency may approve a levy that is larger than originally proposed.

Proprietary Funds - These funds subscribe to an accrual basis of accounting and include the following types of funds:

- Enterprise Funds - Account for distinct, self-sustaining activities that derive the major portion of their revenue from user fees.

- Internal Service Funds - Account for goods and/or services provided to other funds or departments within the organization. Examples include the Central Services, Central Garage and Insurance Retention Funds.

Public Service Tax - A tax levied by cities on the consumers of various utilities such as electricity, gas and water.

Purchase Order - A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated estimate price. Outstanding purchase orders are called encumbrances.

Real Property - Land and the buildings and other structures attached to it that are taxable under State law.

Recurring Expenses - Expenses that continue from year to year, where a similar amount can be expected annually. Examples include personnel expenses and charges for utilities. Non-recurring expenses are those that exist for a limited period or whose amounts vary considerably from one year to the next. Examples of non-recurring expenses include one-time expenses for special projects.

Recurring Revenue - Revenue sources that continue from year to year, where a similar amount can be expected annually. Examples of recurring revenues include property taxes, utility taxes, and license fees. Non-recurring revenues are those that exist for a limited period or whose amounts vary considerably from one year to the next. Examples of non-recurring revenue include proceeds from grants and the sale of assets.

Reserve - An account used to indicate that a portion of a fund’s assets are legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute

Responsibility - The condition, quality, fact or instance of being answerable and obligated as the cause, agent, or source of something.
GLOSSARY (Continued)

Restricted Revenue - Legally earmarked for a specific use, as may be required by state law, bond covenants, or grant requirements. For example, many states require that gas tax revenue be used only for street maintenance or street construction.

Retained Earnings - An equity account reflecting the accumulated earnings of an Enterprise or Internal Service Fund.

Revenue - Monies received or anticipated by a local government from either tax or non-tax sources.

Revenue Bonds - Bonds usually sold for constructing a project that will produce revenue for the government. That revenue is pledged to pay the principal and interest of the bond.

Revenue Estimates - A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

Revenue Sharing - State money allocated to local governments.

Revenue Shortfalls - Negative differences between revenue estimates and revenues actually received during the fiscal year.

Risk Management - An organized attempt to protect a government’s assets against accidental loss in the most economical method.

Rolled-Back Rate - The millage rate that, when multiplied by the tax roll, would yield the same amount of revenue for the taxing authority as was yielded by the millage rate levied in the previous year. Normally, as the tax roll rises by virtue of reassessment, the rolled-back rate will be slightly lower than the previous year’s millage levy. This reduced rate multiplied by the value of the new construction/annexations added to the roll during the year provides the only source of additional tax revenue if the rolled back rate is levied.

Service Level - Service(s) or product(s) which comprise actual or expected output of a given program. Focus is on results, not measures of workload.

Sources - Total revenues and transfers from other funds that increases net current assets.

Special Revenue Funds - Funds used to account for revenues derived from specific external sources to be used for specific restricted types of activities.

Tax Base - The total property valuations on which each taxing agency levies its tax rates.

Tax Increment Financing - Financing secured by the anticipated incremental increase in tax revenues, resulting from the redevelopment of an area. (TIF)

Tax Roll - The certification of assessed/taxable values prepared by the Property Appraiser and presented to the taxing authority by July 1 (or later if an extension is granted by the State of Florida) of each year.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges.

Tentative Millage - The tax rate adopted at the first public budget hearing of a taxing agency. Under State law, the agency may reduce, but not increase, the tentative millage during the second public budget hearing.

Transfers - Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended. For instance, transfers from the General Fund to a Special Revenue or Capital Projects Fund, operating subsidy transfers from the General Fund to an Enterprise Fund and transfers from an Enterprise Fund other than payments in lieu of taxes to finance General Fund expenditures.

Trust Funds - Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and/or other funds.
GLOSSARY (Continued)

Truth In Millage Law - Also called the TRIM Bill. A 1980 law that changed the budget process for local taxing agencies, designed to keep the public informed about the taxing intentions of the agencies.

Unappropriated - Not designated for a specific use.

Undesignated Fund Balance – A fund balance that has not been selected or assigned to a specific purpose.

Unfunded Liability - A liability that has been incurred during the current or a prior year, that does not have to be paid until a future year, and for which reserves have not been set aside. It is similar to long-term debt in that it represents a legal commitment to pay at some time in the future.

Uniform Accounting System - The chart of accounts prescribed by the Office of the State Comptroller designed to standardize financial information to facilitate comparison and evaluation of reports.

User Charges - The payment of a fee for direct receipt of a public service by the party who benefits from the service.

Uses - Total expenditures and transfers to other funds that decreases net financial resources.