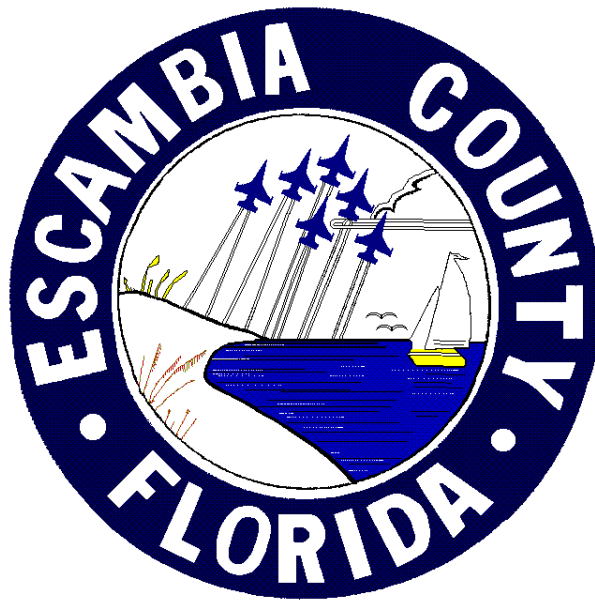


**Proposed Budget  
FY 2017/2018  
Escambia County, Florida**



**Douglas B. Underhill  
Chairman  
District 2**

**Jeffrey W. Bergosh  
Vice Chairman  
District 1**

**Lumon J. May  
Commissioner  
District 3**

**Grover C. Robinson, IV  
Commissioner  
District 4**

**Steven L. Barry  
Commissioner  
District 5**

**Jack R. Brown  
County Administrator**

## TABLE OF CONTENTS

<b>BUDGET SUMMARIES</b> .....	4
<b>ELECTED OFFICIALS</b>	
Tax Collector.....	8
Sheriff .....	10
Clerk of the Circuit Court.....	16
Property Appraiser .....	18
Supervisor of Elections .....	20
Merit System Protection Board .....	22
<b>ORGANIZATIONAL CHART</b> .....	24
<b>BOARD OF COUNTY COMMISSIONERS</b>	
Board of County Commissioners .....	25
Non-Departmental Programs .....	30
General Fund Outside Agencies.....	32
Allocations to Outside Agencies .....	42
<b>COUNTY ATTORNEY</b> .....	54
<b>COUNTY ADMINISTRATOR</b>	
County Administrator .....	60
Economic Development.....	69
Community and Media Relations .....	70
Extension Services .....	75
<b>PUBLIC WORKS DEPARTMENT</b>	
Administration .....	80
Engineering.....	83
Roads .....	90
Transportation and Traffic.....	107
Mass Transit .....	114
<b>DEVELOPMENTAL SERVICES DEPARTMENT</b>	
Planning & Zoning .....	135
Development Review .....	138
GIS .....	140
<b>HUMAN RESOURCES DEPARTMENT</b> .....	146
<b>PARKS &amp; RECREATION DEPARTMENT</b>	
Parks Programs .....	172
Parks Maintenance .....	185
<b>NEIGHBORHOOD &amp; HUMAN SERVICES DEPARTMENT</b> .....	200
Community Centers .....	206
Neighborhood Enterprises .....	211
Community Redevelopment Agencies .....	258
<b>ASSISTANT COUNTY ADMINISTRATOR</b> .....	282
Bay Center .....	285
Budget .....	287
Property Sales .....	292
Risk Management Office.....	296
Office of Purchasing .....	311
<b>LIBRARY SERVICES DEPARTMENT</b> .....	317
<b>INFORMATION &amp; TECHNOLOGY DEPARTMENT</b> .....	330

**WASTE SERVICES DEPARTMENT**

Waste Services .....	345
Environmental Quality .....	348
Operations .....	352

**NATURAL RESOURCES MANAGEMENT DEPARTMENT**

Administration .....	379
Marine Recreation .....	382
Natural Resource Conservation .....	387
Water Quality & Land Management .....	391
Mosquito Control.....	407
Environmental Code Enforcement .....	412

<b>ASSISTANT COUNTY ADMINISTRATOR .....</b>	<b>418</b>
---	------------

**CORRECTIONS DEPARTMENT**

Community Corrections .....	420
Road Prison .....	435
Detention/Jail .....	443

**PUBLIC SAFETY DEPARTMENT**

Administration .....	467
Emergency Management.....	469
EMS.....	482
Fire .....	497

<b>FACILITIES MANAGEMENT DEPARTMENT .....</b>	<b>522</b>
---	------------

Maintenance .....	524
DCAT .....	533

<b>BUILDING SERVICES DEPARTMENT .....</b>	<b>541</b>
---	------------

Building Inspections .....	544
Animal Services .....	561

<b>STATE ATTORNEY .....</b>	<b>572</b>
-----------------------------	------------

<b>PUBLIC DEFENDER.....</b>	<b>577</b>
-----------------------------	------------

<b>MEDICAL EXAMINER .....</b>	<b>582</b>
-------------------------------	------------

<b>JUDICIAL SERVICES .....</b>	<b>583</b>
--------------------------------	------------

**COUNTY OF ESCAMBIA  
FY 2017/18 BUDGET SUMMARY**



	Adopted FY 2012/13	Adopted FY 2013/14	Adopted FY 2014/15	Adopted FY 2015/16	Adopted FY 2016/17	Adopted FY 2017/18
<b>PROPERTY TAX RATES (In Mills)</b>						
Countywide Operating	6.976	6.617	6.617	6.617	6.617	6.617
Law Enforcement MSTU	0.685	0.685	0.685	0.685	0.685	0.685
Library MSTU	0	0.359	0.359	0.359	0.359	0.359
Community Service MSTU	0	0	0	0	0	0
General MSTU	0	0	0	0	0	0
<b>Total</b>	<b>7.661</b>	<b>7.661</b>	<b>7.661</b>	<b>7.661</b>	<b>7.661</b>	<b>7.661</b>
<b>VALUE OF ONE MILL (In Thousands)</b>						
Countywide	13,425,794	13,571,867	14,222,700	14,557,791	15,423,600	16,134,843
Unincorporated	9,403,344	9,484,921	9,930,829	10,152,860	10,766,405	11,225,970
<b>BUDGET SUMMARY</b>						
Personal Services	57,622,424	89,505,727	96,320,442	105,395,342	110,368,616	111,127,695
Operating	98,282,593	107,671,182	116,729,568	120,995,967	128,176,635	134,179,091
Capital	35,784,616	35,975,509	35,380,916	39,643,805	39,971,102	37,764,051
Debt Service	8,883,294	8,615,543	10,837,600	12,167,660	11,562,390	15,145,890
Grants and Aids	22,865,319	20,314,121	18,048,055	22,868,160	24,040,161	24,944,307
Non-Operating	132,663,890	102,437,973	107,619,470	111,130,286	122,462,624	132,520,043
<b>Totals</b>	<b>356,102,136</b>	<b>364,520,055</b>	<b>384,936,051</b>	<b>412,201,220</b>	<b>436,581,528</b>	<b>455,681,077</b>
<b>BUDGET BY FUNCTION</b>						
General Government	108,406,254	99,471,469	110,900,398	114,023,832	118,874,739	130,616,656
Public Safety	46,177,740	80,328,939	87,876,024	93,200,869	105,404,048	104,962,590
Physical Environment	16,878,468	19,370,550	16,108,660	20,218,375	21,609,686	20,172,775
Transportation	43,444,040	46,452,549	48,654,592	55,096,630	52,468,950	55,662,687
Economic Environment	17,378,518	18,241,717	15,944,752	20,908,189	22,868,025	23,318,581
Human Services	2,732,409	2,295,666	2,528,135	3,114,105	3,426,156	3,658,172
Culture/Recreation	9,737,663	15,703,979	16,979,390	15,616,803	16,322,176	17,584,163
Criminal Court Costs	3,495,937	5,462,494	3,891,539	3,858,402	4,041,583	5,481,013
Non-Departmental	107,851,107	77,192,692	82,052,561	86,164,015	91,566,165	94,224,440
<b>Totals</b>	<b>356,102,136</b>	<b>364,520,055</b>	<b>384,936,051</b>	<b>412,201,220</b>	<b>436,581,528</b>	<b>455,681,077</b>

**COUNTY OF ESCAMBIA  
BUDGET FUND SUMMARY  
FISCAL YEAR 2017/18**



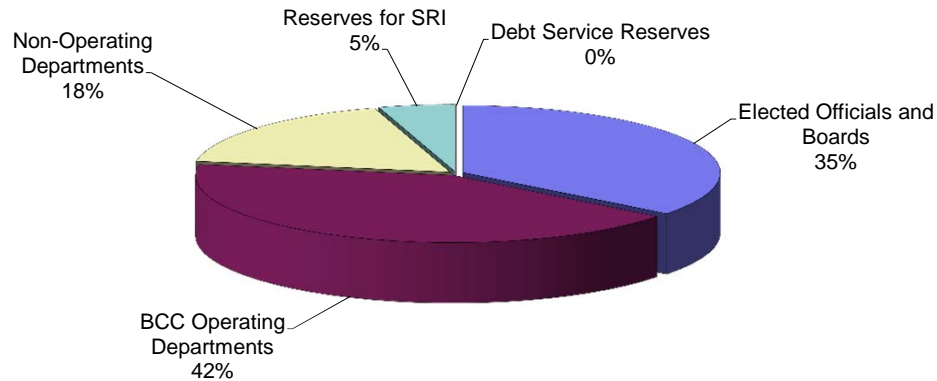
Fund	Fund #	FY 2013/2014	FY 2014/2015	FY 2015/2016	FY 2016/2017	FY 2017/2018	
		Actual	Actual	Actual	Adopted	Appropriations	Revenues
General	001	148,515,770	158,630,436	165,216,934	199,287,522	207,394,522	207,394,522
Escambia County Restricted	101	453,996	491,633	743,402	605,801	655,775	655,775
Economic Development	102	1,839,476	1,134,401	771,767	655,000	655,000	655,000
Code Enforcement	103	2,167,957	2,391,714	3,216,138	1,919,000	1,914,250	1,914,250
Mass Transit	104	10,474,039	12,610,689	12,632,093	12,715,000	12,989,410	12,989,410
Mosquito and Arthropod	106	34,891	30,668	14,170	33,540	31,540	31,540
Tourist Promotion	108	8,316,778	9,028,965	10,607,397	10,300,026	10,060,296	10,060,296
Other Grants Projects	110	2,349,728	1,739,830	1,340,423	866,219	852,530	852,530
Jail Inmate Commissary	111	1,223,633	766,501	505,793	902,500	1,140,000	1,140,000
Disaster Relief Fund	112	8,393,813	7,821,688	9,903,653	0	0	0
Library Fund	113	4,318,764	4,852,609	4,731,103	5,488,218	5,730,789	5,730,789
Misdemeanor Probation	114	2,231,930	3,537,649	2,405,413	2,880,325	2,731,337	2,731,337
Article V Fine & Forfeiture Fund	115	3,053,324	3,344,089	3,367,335	3,865,583	3,965,072	3,965,072
Development Review Fee	116	393,473	384,211	420,207	501,600	549,100	549,100
Perdido Key Beach Mouse In Lieu Fee	117	0	2,061,780	280	0	0	0
Gulf Coast Restoration Fund	118	0	0	85,288	60,311	59,509	59,509
SHIP	120	650,212	954,120	1,393,196	5,506,347	5,691,751	5,691,751
Law Enforcement Trust	121	449,869	342,088	746,278	0	0	0
Escambia Affordable Housing	124	304,429	3,770	60,082	1,500,000	1,500,000	1,500,000
CDBG Entitlement	129	1,899,762	718,850	1,505,713	4,976,123	3,971,943	3,971,943
Handicapped Parking	130	14,406	11,430	19,729	14,250	14,250	14,250
Family Mediation	131	4,111	3,343	4,693	80,000	80,000	80,000
Fire Protection	143	12,030,664	12,950,784	14,552,017	17,847,086	18,000,223	18,000,223
E-911 Operations	145	1,925,005	1,452,201	1,351,410	1,344,250	1,249,250	1,249,250
HUD CDBG Housing Rehab Loan	146	1,216	6,232	0	50,000	50,000	50,000
HUD HOME	147	1,132,562	939,186	596,693	3,214,625	3,615,881	3,615,881
Community Redevelopment	151	1,244,804	1,482,029	1,500,803	2,304,759	2,535,901	2,535,901
Southwest Sector CRA	152	791,090	256,763	213,614	0	0	0
Bob Sikes Toll	167	2,634,346	2,818,448	4,327,782	3,301,250	3,301,250	3,301,250
Transportation Trust	175	20,121,694	22,004,800	22,548,882	22,083,999	22,119,668	22,119,668
MSBU Program Fund	177	691,875	724,710	753,054	1,170,601	1,225,495	1,225,495
Drainage Basin	181	115,826	171,221	222,095	99,653	137,066	137,066
Drainage Basins	182-199	0	0	0	0	0	0
Debt Service Fund	203	7,634,281	10,097,990	10,280,221	11,466,310	15,364,632	15,364,632
Capital Improvements Program	310	0	0	0	0	0	0
UMTA Capital	320	1,971,917	3,638,842	791,603	0	0	0
Capital Projects New Road Construction	333	29,262	0	0	0	0	0
Escambia County Toll Expressway	340	0	0	0	0	0	0
Local Option Sales Tax	350	0	0	0	0	0	0
Local Option Sales Tax II	351	0	0	0	0	0	0
Local Option Sales Tax III	352	39,170,491	36,200,747	32,038,697	34,652,731	9,111,320	9,111,320
Local Option Sales Tax IV	353	0	0	0	0	29,523,659	29,523,659
Solid Waste	401	10,231,935	11,157,068	10,499,123	19,548,533	17,760,907	17,760,907
Inspection	406	2,069,211	2,685,692	2,435,111	2,477,097	2,483,269	2,483,269
Emergency Medical Services	408	11,019,840	15,896,169	12,930,566	19,478,737	23,487,540	23,487,540
Civic Center	409	6,560,115	6,684,435	6,837,256	7,583,649	7,641,487	7,641,487
Economic Development and Industrial Park	415	0	0	0	0	0	0
Workers Comp and Health and Life Self Insurance	501	44,734,685	44,205,364	38,312,536	37,800,883	38,086,455	38,086,455
CRA Expendable Trust	683	0	0	0	0	0	0
General Trust	882	0	0	0	0	0	0
<b>Total All Funds</b>		<b>361,201,181</b>	<b>384,233,147</b>	<b>379,882,549</b>	<b>436,581,528</b>	<b>455,681,077</b>	<b>455,681,077</b>

**COUNTY OF ESCAMBIA  
DETAIL OF INTERFUND TRANSFERS**



Fund	Description/Analysis			
	To Fund:	Amount	From Fund:	Amount
001 General	103	0		
	102	550,000	114	576,782
	104	0	115	926,250
	115	0	143	281,193
	151	1,944,005	145	658,222
	175	8,065,496	408	3,596,251
	152	0		
	203	5,748,612		
	408	0		
102 Economic Development		0	001	550,000
103 Code Enforcement		0	001	0
			401	0
104 Mass Transit		0	001	0
108 Tourist Promotion	203	985,296		
	409	1,300,000		
112 Disaster Recovery		0	001	0
114 Misdemeanor Probation Fund	001	576,782		
115 Article V Trust Fund	001	926,250	001	0
			353	532,261
129 CDBG HUD Entitlement Fund	151	17,500		
143 Fire Protection	001	281,193		
145 E-911 Emergency	001	658,222		
151 CRA - Expendable Trust		0	001	1,944,005
			129	17,500
152 Southwest Sector CRA		0	001	0
167 Bob Sikes Toll Bridge	203	1,320,747		
175 Transportation Trust		0	001	8,065,496
			401	381,297
203 Debt Service Fund		0	001	5,748,612
			108	985,296
			167	1,320,747
			353	4,200,000
353 Local Option Sales Tax IV	115	532,261		
	203	4,200,000		
401 Solid Waste	175	381,297		
	103	0		
408 Emergency Medical Services	001	3,596,251	001	0
409 Civic Center		0	108	1,300,000
Totals		31,083,912		31,083,912

**Escambia County General Fund  
Budget FY 2017/18**



<u>Elected Officials and Boards</u>	<u>Amount</u>	<u>BCC Operating Departments</u>	<u>Amount</u>	<u>Non-Operating Departments</u>	<u>Amount</u>
Property Appraiser	5,913,656	Board of County Commissioners	1,546,372	Inter-Fund Transfers	5,699,448
Tax Collector	4,428,755	Social Programs	200,000	Other	11,436,932
Clerk of Courts	2,741,526	Corrections		Reserves	17,491,124
Sheriff	56,309,384	Pre-Trial Release	579,401	Payment to Outside Agencies	1,554,330
Supervisor of Elections	2,189,887	Detention/Jail/Medical	40,792,852	Reserves for SRI	9,805,859
Medical Examiner	889,817	County Attorney	1,483,215	Debt Service Reserves	0
Public Health Unit	337,649	County Administrator	620,971	DJJ Cost Shift	1,500,000
Merit System Protection Board	48,000	Assistant County Administrator	183,549	Economic Development	550,000
		Assistant County Administrator	261,600		
		Budget	696,973		
		Purchasing	464,664		
		Neighborhood & Human Services			
		Neighborhood Services Admin	1,179,211		
		Community Redevelopment Areas	1,895,000		
		Building Services			
		Animal Services Administration	2,040,161		
		Natural Resources Management			
		Code Enforcement	0		
		Extension Services	637,726		
		Mosquito Control	589,939		
		Natural Resources Management	1,037,877		
		Human Resources	914,903		
		Information Technology	3,775,598		
		Planning & Zoning	1,184,475		
		GIS	378,050		
		Facilities Management	9,440,899		
		Public Works			
		Roads & Bridges/Engineering	8,163,665		
		SRI Public Works	2,411,780		
		Escambia County Area Transit	0		
		Parks			
		Parks Maintenance	1,170,323		
		Parks Recreation	241,490		
		Public Safety			
		Emergency Management	590,547		
		Emergency Communications	2,534,094		
		Emergency Medical Services	0		
		SRI Public Safety	1,069,261		
		Community & Media Relations/PIO	413,559		

**DEPARTMENT BUDGET SUMMARY**

**DEPARTMENT:** TAX COLLECTOR  
**FUND:** 001

---

**MISSION STATEMENT**

---

The mission of the Tax Collector's Office is the collection and distribution of property tax receipts for all taxing authorities within Escambia County. The Tax Collector's Office also collects various required license fees assessed by the State of Florida for specific services. The Tax Collector serves as agent for registering and titling motor vehicles and vessels, and issues driver licenses, fishing, hunting, and local business tax receipts.

	<u>2016 Actual</u>	<u>2017 Adopted</u>	<u>2018 Proposed</u>	<u>2018 Adopted</u>
<b>SUMMARY OF RESOURCES:</b>	100	100	100	100
Positions				
Personal Services	\$0	\$5,985,584	\$0	\$0
Operating Costs	0	1,647,345	0	0
Capital Outlay	0	31,860	0	0
Debt Service	0	0	0	0
TOTALS	\$0	\$7,664,789	\$4,428,755	\$0
<b>SOURCES OF FUNDING:</b>				
Fees	0	3,243,098	0	0
Fund 001	0	4,421,691	4,428,755	0
TOTALS	\$0	\$7,664,789	\$4,428,755	\$0

---

**SIGNIFICANT CHANGES FOR 2017-2018**

---

The Tax Collector is a fee officer whose budget is approved by the Department of Revenue. The Board of County Commissioners pays a fee to the Tax Collector for collection of property taxes and local business tax receipts based on a formula in Florida Statute 192.091. The remainder of the Tax Collector's budget is funded by fees earned for collecting taxes and providing services for other governmental agencies, such as the Department of Highway Safety and Motor Vehicles, Department of Revenue, Florida Fish and Wildlife Commission, Northwest Florida Water Management, and City of Pensacola.



FUND: General  
 FUNCTION: Other Uses  
 ACTIVITY: Transfer Out/Constitutional Officer

DEPARTMENT: Tax Collector  
 DIVISION: Tax Collector  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 137,234	\$ 0	0	\$ 0
51201	Regular Salaries & Wages	0	4,259,914	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	335,221	0	0	0
52201	Retirement Contributions	0	432,090	0	0	0
52301	Life & Health Insurance	0	810,000	0	0	0
52401	Workers' Compensation	0	11,125	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	5,985,584	0	0	0
53101	Professional Services	0	25,000	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	133,000	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	26,967	0	0	0
54101	Communications	0	89,660	0	0	0
54201	Postage & Freight	0	309,780	0	0	0
54301	Utility Services	0	65,500	0	0	0
54401	Rentals & Leases	0	384,812	0	0	0
54501	Insurance	0	7,000	0	0	0
54601	Repair & Maintenance Services	0	457,486	0	0	0
54701	Printing & Binding	0	17,000	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	24,000	0	0	0
55101	Office Supplies	0	80,000	0	0	0
55201	Operating Supplies	0	1,200	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	25,940	0	0	0
55501	Training and Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	1,647,345	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	31,860	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	31,860	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 4,494,357	\$ 7,664,789	\$ 0	4,428,755	0
RESOURCES						
	General Fund Revenues	\$ 4,494,357	\$ 4,421,691	\$ 2,210,845	4,428,755	0
	Commissions	0	3,243,098	0	0	0
	TOTAL REVENUES	\$ 4,494,357	\$ 7,664,789	\$ 2,210,845	4,428,755	0

sdhall:  
 Per FS 192.091, this is the amount due from the BCC for Tax Collector Commission/Fees. Annual Budget Est. submitted 6/29/17. Final Certification end of September annually.  
 Budget estimate is .16% up or \$7,064

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** SHERIFF  
**FUND:** 001

---

### MISSION STATEMENT

---

The mission of the Escambia Sheriff's Office is to improve the quality of life and protect the property of all individuals in Escambia County by providing responsible, effective and efficient law enforcement services to prevent crime and enforce the law with integrity and fairness.

	2016 <u>Actual</u>	2017 <u>Adopted</u>	2018 <u>Proposed</u>	2018 <u>Adopted</u>
<b>SUMMARY OF RESOURCES:</b>				
Sheriff	\$51,643,416	\$52,165,503	\$53,091,365	\$0
Detention	0	0	0	0
Court Security	3,455,344	3,273,132	3,218,019	0
TOTALS	\$55,098,760	\$55,438,635	\$56,309,384	\$0

### SOURCES OF FUNDING:

Fund 001	\$55,098,760	\$55,438,635	\$56,309,384	\$0
----------	--------------	--------------	--------------	-----

---

### PROGRAM DESCRIPTION

---

The Sheriff's Office provides County-wide police protection and crime prevention including, but not limited to the following: road patrol, detective investigation, correctional services, court services, crime laboratory, community and school crime prevention programs. The Sheriff functions as an officer of the court in the service of documents and transportation of fugitives and committed persons.

1. The Sheriff's Office will perform professional, efficient, effective county-wide law enforcement and crime prevention services including: the operation of the civil and criminal court process service, crime laboratory, investigative support, and community and school crime prevention programs. It will also provide a post-incarcerated program that will monitor court ordered rehabilitative programs.
2. The Court Activity Division will provide security to judges and other court personnel to meet the demands presented by a multi-faceted court system through various modes of training. For FY17/18 armed Sheriff's Deputies will continue to provide court security at the Judicial Building downtown instead of contracted security services.
3. During FY2014-15 the Detention Activity was placed under the Board of County Commissioners, and continues to provide a safe, secure jail in compliance with State rules and regulations. This responsibility includes providing security, administrative requirements, health care, food and laundry services to operate a safe, secure, and constitutional jail in compliance with State standards for an average inmate population of 1,721.

FUND: General  
 FUNCTION: Other Uses  
 ACTIVITY: Transfer Out/Const Officers

DEPARTMENT: Sheriff  
 DIVISION: Sheriff  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 196,568	\$ 147,077	\$ 149,497	\$ 149,497
51201	Regular Salaries & Wages	25,113,968	27,873,722	27,204,247	27,204,247
51301	Other Salaries & Wages	283,770	0	0	0
51401	Overtime	719,103	0	0	0
51501	Special pay	2,780,200	3,305,983	3,567,944	3,567,944
52101	FICA Taxes	2,246,492	2,205,555	2,424,680	2,424,680
52201	Retirement Contributions	4,832,879	5,136,755	5,873,706	5,873,706
52301	Life & Health Insurance	7,471,556	6,147,600	6,327,000	6,327,000
52401	Workers' Compensation	873,719	1,140,792	1,336,272	1,336,272
52501	Unemployment Compensation	0	0	0	0
	PERSONNEL COSTS	44,518,255	45,957,484	46,883,346	46,883,346
53101	Professional Services	88,531	125,716	125,716	125,716
53201	Accounting & Auditing	0	0	0	0
53301	Court Reporter Services	0	0	0	0
53401	Other Contractual Services	401,179	346,427	346,427	346,427
53501	Investigations	22,436	19,200	19,200	19,200
53601	Pension Benefits	0	0	0	0
54001	Travel & Per Diem	301,842	100,000	100,000	100,000
54101	Communications	424,662	376,824	376,824	376,824
54201	Postage & Freight	19,307	2,500	2,500	2,500
54301	Utility Services	10,749	12,720	12,720	12,720
54401	Rentals & Leases	21,429	30,514	30,514	30,514
54501	Insurance	854,821	1,241,099	1,241,099	1,241,099
54601	Repair & Maintenance Services	999,697	582,104	582,104	582,104
54701	Printing & Binding	15,948	20,000	20,000	20,000
54801	Promotional Activities	284,285	24,000	24,000	24,000
54901	Other Current Charges & Obligations	19,598	5,000	5,000	5,000
55101	Office Supplies	140,321	150,000	150,000	150,000
55201	Operating Supplies	2,740,035	2,911,915	2,911,915	2,911,915
55301	Road Materials & Supplies	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	78,123	75,000	75,000	75,000
55501	Training and Registrations	364,089	85,000	85,000	85,000
55801	Bad Debt	0	0	0	0
55901	Depreciation	0	0	0	0
	OPERATING COSTS	6,787,052	6,108,019	6,108,019	6,108,019
56101	Land	0	0	0	0
56201	Buildings	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0
56401	Machinery & Equipment	305,072	100,000	100,000	100,000
56402	Computer Software/Hardware	33,037	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0
	CAPITAL OUTLAY	338,109	100,000	100,000	100,000
57101	Principal	0	0	0	0
57201	Interest	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0
	DEBT SERVICE	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0
58301	Other Grants and Aids	0	0	0	0
	GRANTS AND AIDS	0	0	0	0
59101	Transfers	0	0	0	0
59801	Reserves	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0
	TOTAL BUDGET	\$ 51,643,416	\$ 52,165,503	\$ 53,091,365	\$ 53,091,365
	RESOURCES				
	General Fund Revenues	\$ 51,643,416	\$ 52,165,503	\$ 53,091,365	\$ 53,091,365
	TOTAL REVENUES	\$ 51,643,416	\$ 52,165,503	\$ 53,091,365	\$ 53,091,365

Req. \$30,493,202  
 Cuts:  
 3% increase -\$1,205,431  
 Compression - \$2,083,524  
 Adding 6 Cadets at \$319,154  
 Special pay - \$1,071,944  
 Comp Absences - \$1.5 mill  
 Holiday pay - \$996k

Req. \$6,593,400 based on  
 \$9.9k per FTE  
 County is \$9.5k per FTE,  
 reduced to match County by  
 \$266,400

1.77% Increase in  
 TOTAL Sheriff's LE and  
 CS Budgets or \$871k  
 over FY16/17 Adopted.

FUND: General  
 FUNCTION: Other Uses  
 ACTIVITY: Transfer Out/Const Officers

DEPARTMENT: Sheriff  
 DIVISION: Court Security  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	1,836,433	2,043,382	2,019,158	0
51301	Other Salaries & Wages	2,172	0	0	0
51401	Overtime	274,980	0	0	0
51501	Special pay	230,054	48,720	46,920	0
52101	FICA Taxes	175,160	160,046	158,055	0
52201	Retirement Contributions	431,456	428,852	431,349	0
52301	Life & Health Insurance	409,523	451,200	418,000	0
52401	Workers' Compensation	84,835	100,932	104,537	0
52501	Unemployment Compensation	0	0	0	0
	PERSONNEL COSTS	3,444,613	3,233,132	3,178,019	0
53101	Professional Services	0	0	0	0
53201	Accounting & Auditing	0	0	0	0
53301	Court Reporter Services	0	0	0	0
53401	Other Contractual Services	0	0	0	0
53501	Investigations	0	0	0	0
53601	Pension Benefits	0	0	0	0
54001	Travel & Per Diem	2,355	0	0	0
54101	Communications	0	0	0	0
54201	Postage & Freight	0	0	0	0
54301	Utility Services	0	0	0	0
54401	Rentals & Leases	815	617	617	0
54501	Insurance	0	0	0	0
54601	Repair & Maintenance Services	65	1,004	1,004	0
54701	Printing & Binding	0	0	0	0
54801	Promotional Activities	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0
55101	Office Supplies	0	0	0	0
55201	Operating Supplies	4,126	38,379	38,379	0
55301	Road Materials & Supplies	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0
55501	Training and Registrations	3,370	0	0	0
55801	Bad Debt	0	0	0	0
55901	Depreciation	0	0	0	0
	OPERATING COSTS	10,731	40,000	40,000	0
56101	Land	0	0	0	0
56201	Buildings	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0
56401	Machinery & Equipment	0	0	0	0
56501	Construction in Progress	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0
57101	Principal	0	0	0	0
57201	Interest	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0
	DEBT SERVICE	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0
58301	Other Grants and Aids	0	0	0	0
	GRANTS AND AIDS	0	0	0	0
59101	Transfers	0	0	0	0
59801	Reserves	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0
	TOTAL BUDGET	\$ 3,455,344	\$ 3,273,132	\$ 3,218,019	\$ 0
RESOURCES					
	General Fund Revenues	\$ 3,455,344	\$ 3,273,132	\$ 3,218,019	\$ 0
	TOTAL REVENUES	\$ 3,455,344	\$ 3,273,132	\$ 3,218,019	\$ 0

Req. \$435,600 based on \$9.9k per FTE  
 County is \$9.5k per FTE,  
 reduced to match County  
 by \$17.6k

FUND: Article V/Fines & Forfeitures  
 FUNCTION: Public Safety  
 ACTIVITY: Law Enforcement

DEPARTMENT: Sheriff  
 DIVISION: Sheriff  
 COST CENTER: Deputies Training & Education

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training and Registrations	44,880	52,250	0	57,000	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	44,880	52,250	0	57,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 44,880	\$ 52,250	\$ 0	\$ 57,000	\$ 0
RESOURCES						
	Deputies Training & Education	\$ 65,717	\$ 55,000	\$ 0	\$ 60,000	\$ 0
	Interest	0	0	0	0	0
	Fund Balance	(20,837)	0	0	0	0
	Less 5%	0	(2,750)	0	(3,000)	0
	TOTAL REVENUES	\$ 44,880	\$ 52,250	\$ 0	\$ 57,000	\$ 0

\$2 recording fee used for deputy training & education.

No 3-31-17 Expenses.

FUND: Handicapped Parking Fines  
 FUNCTION: Public Safety  
 ACTIVITY: Law Enforcement

DEPARTMENT: Sheriff  
 DIVISION: Sheriff  
 COST CENTER: Handicapped Parking

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Freight & Postage Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	500	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Account	0	1,774	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	2,962	2,500	800	4,774	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	2,962	4,774	800	4,774	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 2,962	\$ 4,774	\$ 800	\$ 4,774	\$ 0

Fuel, Oil,  
maint supplies  
for vehicles.

F.S.  
316.008(4)  
states one-  
third of the  
handicapped  
parking must  
be used to  
administer the  
program.

#### RESOURCES

Handicapped Parking Fines	\$ 7,368	\$ 5,025	\$ 800	\$ 5,025	0
Interest	0	0	0	0	0
Fund Balance	(4,406)	0	0	0	0
Less 5%	0	(251)	0	(251)	0
TOTAL REVENUES	\$ 2,962	\$ 4,774	\$ 800	\$ 4,774	\$ 0

FUND: Local Option Sales Tax III  
 FUNCTION: Public Safety  
 ACTIVITY: Law Enforcement

DEPARTMENT: Sheriff  
 DIVISION: Sheriff  
 COST CENTER: Sheriff's Capital Projects

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	249,501	0	33,962	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	3,206,973	2,681,818	1,727,002	2,681,818	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	3,456,474	2,681,818	1,760,964	2,681,818	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 3,456,474	\$ 2,681,818	\$ 1,760,964	\$ 2,681,818	\$ 0

Sheriff replacement vehicles

#### RESOURCES

Interest	\$ 0	\$ 0	\$ 0	\$ 0	0
Local Option Sales Tax III	3,456,474	2,681,818	1,760,964	2,681,818	0
TOTAL REVENUES	\$ 3,456,474	\$ 2,681,818	\$ 1,760,964	\$ 2,681,818	\$ 0

**DEPARTMENT:** CLERK OF THE CIRCUIT COURT AND COMPTROLLER  
**FUND:** 001

	<u>2016 Actual</u>	<u>2017 Adopted</u>	<u>2018 Proposed</u>	<u>2018 Adopted</u>
<b>SUMMARY OF RESOURCES:</b>				
Positions	42.63	42.66	41.54	41.54
Personal Services	\$2,495,027	\$2,812,890	\$2,784,475	\$0
Operating Costs	262,747	382,565	377,648	0
Capital Outlay	78,952	0	0	0
Transfers	0	0	0	0
<b>TOTALS</b>	<b>\$2,836,726</b>	<b>\$3,195,455</b>	<b>\$3,162,123</b>	<b>\$0</b>

**SOURCES OF FUNDING:**

Fees	\$742,121	\$331,930	\$420,597	\$0
Fund 001	2,094,605	2,863,525	2,741,526	0
<b>TOTALS</b>	<b>\$2,836,726</b>	<b>\$3,195,455</b>	<b>\$3,162,123</b>	<b>\$0</b>

---

**SIGNIFICANT CHANGES FOR 2017-2018**

---

For the 2017-2018 Fiscal Year, the Clerk of the Circuit Court and Comptroller's Office will include the Clerk to the Board of County Commissioners (BCC) and Finance Sections respectively. Compensated Absences will be included in the Clerk's personnel services budget. The Official Records Division is not included in the funding allocation of the BCC. However, Fees are net revenues that are available and transferred to the Comptroller (Fund 001) to offset the BCC allocation.

For the 2017-2018 Fiscal year, the Clerk of the Circuit Court and Comptroller's Office has reduced the overall budget requested, while absorbing increased technology costs associated with operations.

In Fiscal Year 2016-2017 recording fees and passports have steadily increased. Tax deeds are remaining constant and increasing slowly. This allowed Official Records fees to increase above historical amounts.



FUND: General  
 FUNCTION: Other Uses  
 ACTIVITY: Transfer Out/Cost Officer

DEPARTMENT: Clerk of the Circuit Court  
 DIVISION: Clerk of the Circuit Court  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 68,785	\$ 70,850	\$ 71,100	\$ 0
51201	Regular Salaries & Wages	1,748,816	1,953,000	1,904,100	0
51301	Other Salaries & Wages	38,802	40,500	37,100	0
51401	Overtime	122	12,100	13,600	0
51501	Special pay	0	0	0	0
52101	FICA Taxes	139,973	153,300	150,700	0
52201	Retirement Contributions	195,229	222,800	234,200	0
52301	Life & Health Insurance	298,885	355,140	367,700	0
52401	Workers' Compensation	4,415	5,200	5,975	0
52501	Unemployment Compensation	0	0	0	0
	PERSONNEL COSTS	2,495,027	2,812,890	2,784,475	0
53101	Professional Services	13,345	30,300	22,800	0
53201	Accounting & Auditing	14,725	75,000	50,000	0
53301	Court Reporter Services	0	0	0	0
53401	Other Contractual Services	4,977	5,900	2,200	0
53501	Investigations	0	0	0	0
53601	Pension Benefits	0	0	0	0
54001	Travel & Per Diem	12,928	31,725	25,405	0
54101	Communications	30,955	26,000	52,988	0
54201	Postage & Freight	17,930	25,000	25,000	0
54301	Utility Services	0	0	0	0
54401	Rentals & Leases	758	1,110	5,110	0
54501	Insurance	519	700	700	0
54601	Repair & Maintenance Services	116,221	89,650	119,550	0
54701	Printing & Binding	1,039	1,165	1,165	0
54801	Promotional Activities	276	3,000	3,000	0
54901	Other Current Charges & Obligations	6,840	10,115	11,075	0
55101	Office Supplies	23,197	21,000	28,690	0
55201	Operating Supplies	4,933	16,095	7,070	0
55230	Computer Software	3,646	26,500	5,000	0
55301	Road Materials & Supplies	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	5,181	9,835	9,260	0
55501	Training & Registrations	5,277	9,470	8,635	0
55801	Bad Debt	0	0	0	0
55901	Depreciation	0	0	0	0
	OPERATING COSTS	262,747	382,565	377,648	0
56101	Land	0	0	0	0
56201	Buildings	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0
56401	Machinery & Equipment	1,752	0	0	0
56501	Construction in Progress	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0
56801	Intangible Computer Software	77,200	0	0	0
	CAPITAL OUTLAY	78,952	0	0	0
57101	Principal	0	0	0	0
57201	Interest	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0
	DEBT SERVICE	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0
58301	Other Grants and Aids	0	0	0	0
	GRANTS AND AIDS	0	0	0	0
59101	Transfers	0	0	0	0
59801	Reserves	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0
	TOTAL BUDGET	\$ 2,836,726	\$ 3,195,455	\$ 3,162,123	\$ 0
	RESOURCES				
	General Fund Revenues	\$ 2,094,605	\$ 2,863,525	\$ 2,741,526	\$ 0
	Clerk's Fees	742,121	331,930	420,597	0
	TOTAL REVENUES	\$ 2,836,726	\$ 3,195,455	\$ 3,162,123	\$ 0

No 3%  
Employee  
Increase

sdhall:  
4.26% decrease in  
General Fund request or  
reduction of \$122k

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** PROPERTY APPRAISER  
**FUND:** 001

---

### MISSION STATEMENT

---

The office of the Property Appraiser is responsible for the determination of values of all real and tangible property within Escambia County as required by the laws of the State of Florida and rules and regulations of the Florida Department of Revenue. This Office is responsible for placing these values on the tax rolls, for submitting the rolls to the Department of Revenue for approval, and for the certification of the rolls to the Tax Collector for the collection of taxes. In addition, the Office of the Property Appraiser assists all residents and qualified organizations with the establishment or renewal of homestead and other exemptions.

	2016 <u>Actual</u>	2017 <u>Adopted</u>	2018 <u>Proposed</u>	2018 <u>Adopted</u>
<b>SUMMARY OF RESOURCES:</b>				
Positions	70	70	70	70
Personal Services	\$4,520,994	\$4,932,732	\$5,081,546	\$0
Operating Costs	755,334	633,959	795,929	0
Capital Costs	0	0	0	0
Non-Operating Costs	70,174	50,000	50,000	0
TOTALS	\$5,346,502	\$5,616,691	\$5,927,476	\$0
<b>SOURCES OF FUNDING:</b>				
Fund 001	\$5,333,946	\$5,603,358	\$5,913,656	\$0
NWFL Management Fee	12,556	13,333	13,820	0
TOTALS	\$5,346,502	\$5,616,691	\$5,927,476	\$0

---

### SIGNIFICANT CHANGES FOR 2017-2018

---

A budget increase of 5.5% is included as part of the Proposed Budget. The NWFL Management Fee component of the Property Appraiser's budget has been broken out moving forward.

FUND: General  
 FUNCTION: Other Uses  
 ACTIVITY: Transfer Out/Const Officers

DEPARTMENT: Property Appraiser  
 DIVISION: Property Appraiser  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 137,571	\$ 0	\$ 0
51201	Regular Salaries & Wages	0	3,375,461	0	0
51301	Other Salaries & Wages	0	7,500	0	0
51401	Overtime	0	0	0	0
51501	Special pay	0	94,000	0	0
52101	FICA Taxes	0	275,443	0	0
52201	Retirement Contributions	0	385,669	0	0
52301	Life & Health Insurance	0	630,000	0	0
52401	Workers' Compensation	0	24,588	0	0
52501	Unemployment Compensation	0	2,500	0	0
	PERSONNEL COSTS	0	4,932,732	0	0
53101	Professional Services	0	169,500	0	0
53201	Accounting & Auditing	0	4,000	0	0
53301	Court Reporter Services	0	0	0	0
53401	Other Contractual Services	0	0	0	0
53501	Investigations	0	0	0	0
53601	Pension Benefits	0	0	0	0
54001	Travel & Per Diem	0	178,428	0	0
54101	Communications	0	37,000	0	0
54201	Postage & Freight	0	87,851	0	0
54301	Utility Services	0	0	0	0
54401	Rentals & Leases	0	5,000	0	0
54501	Insurance	0	500	0	0
54601	Repair & Maintenance Services	0	51,000	0	0
54701	Printing & Binding	0	28,000	0	0
54801	Promotional Activities	0	0	0	0
54901	Other Current Charges & Obligations	0	2,100	0	0
55101	Office Supplies	0	30,000	0	0
55201	Operating Supplies	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	40,580	0	0
55501	Training and Registrations	0	0	0	0
55801	Bad Debt	0	0	0	0
55901	Depreciation	0	0	0	0
	OPERATING COSTS	0	633,959	0	0
56101	Land	0	0	0	0
56201	Buildings	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0
56401	Machinery & Equipment	0	0	0	0
56501	Construction in Progress	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0
57101	Principal	0	0	0	0
57201	Interest	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0
	DEBT SERVICE	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0
58301	Other Grants and Aids	0	0	0	0
	GRANTS AND AIDS	0	0	0	0
59101	Transfers	0	0	0	0
59801	Reserves	0	50,000	0	0
	NON-OPERATING COSTS	0	50,000	0	0
	TOTAL BUDGET	\$ 5,346,502	\$ 5,616,691	\$ 5,927,476	\$ 5,927,476
	RESOURCES				
	General Fund Revenues	\$ 5,333,946	\$ 5,603,358	\$ 5,913,656	\$ 5,913,656
	NWFL Management Fee	12,556	13,333	13,820	13,820
	TOTAL REVENUES	\$ 5,346,502	\$ 5,616,691	\$ 5,927,476	\$ 5,927,476

5.5% or \$310,785 total increase over prior FY.  
 \*3% increase in personal services/based on State legislative approval employees  
 \*25.5% increase in operating due to beach litigation  
 PA Budget is subject to approval by the Florida Dept of Revenue. FS195.087

## DEPARTMENT BUDGET SUMMARY

**DEPARTMENT:** SUPERVISOR OF ELECTIONS  
**FUND:** 001

### MISSION STATEMENT

To ensure all qualified citizens are free to exercise their fundamental right to vote in open, impartial and secure elections.

	<u>2016 Actual</u>	<u>2017 Adopted</u>	<u>2018 Proposed</u>	<u>2018 Adopted</u>
<b>SUMMARY OF RESOURCES:</b>	15	15	15	15
Positions				
Personal Services	\$1,202,498	\$1,434,574	\$1,352,087	\$0
Operating Costs	893,000	768,000	817,800	0
Capital Outlay	1,031	22,500	20,000	0
Debt Service	0	0	0	0
Other	0	0	0	0
<b>TOTALS</b>	<b>\$2,096,529</b>	<b>\$2,225,074</b>	<b>\$2,189,887</b>	<b>\$0</b>

### SOURCES OF FUNDING:

Fund 001	\$2,096,529	\$2,225,074	\$2,189,887	\$0
----------	-------------	-------------	-------------	-----

### PROGRAM DESCRIPTION

The Supervisor of Elections has responsibility for all matters pertaining to the registration of electors and qualifications of candidates seeking public office, including the provision of necessary facilities to permit County residents to register and vote in all public elections. The Supervisor of Elections supervises all pertinent County registration and election activities as mandated by State law. As custodian of the County's voting equipment, the Supervisor of Elections has responsibility for providing voting equipment and associated services necessary for the efficient conduct of local elections.

### GOALS & OBJECTIVES - AT RECOMMENDED FUNDING LEVELS

1. Administer all election laws of the State of Florida.
2. Process all registration applications accurately, quickly, and efficiently.
3. Maintain the highest levels of customer service.
4. Conduct the county-wide Primary Election in August 2018.
5. Maintain voter data base as required by the Florida Department of State, Division of Elections.
6. Conduct biennial list maintenance activities pursuant to Federal and Florida law.
7. Process documents and reports for local committees, elected officials and candidates.
8. Process financial disclosure reports for local officials.
9. Conduct voter outreach, registration drives, and education programs.
10. Conduct school and community elections.
11. Ensure all polling locations are accessible to voters as required by state and federal law.
12. Recruit and train more than 500 election workers for each election.
13. Develop and implement plan for occupying new training and equipment warehouse.
14. Provide professional training and continuing education for office personnel.

### SIGNIFICANT CHANGES FOR 2017-2018

There is a 1.58% budget decrease for FY17/18. The Supervisor of Elections Office has also combined its Administration and Poll Worker's cost center into a single cost center for cost tracking purposes.

FUND: General  
 FUNCTION: Other Uses  
 ACTIVITY: Transfer Out Const Officer

DEPARTMENT: Supervisor of Elections  
 DIVISION: Supervisor of Elections  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 118,287	\$ 135,978	\$ 68,989	\$ 140,816	\$ 0
51201	Regular Salaries & Wages	569,992	673,184	280,211	677,054	0
51301	Other Salaries & Wages	226,743	244,920	167,347	172,306	0
51401	Overtime	24,877	25,000	16,937	25,000	0
51501	Special pay	600	600	300	600	0
52101	FICA Taxes	56,917	81,514	33,782	64,853	0
52201	Retirement Contributions	98,903	135,219	53,833	125,337	0
52301	Life & Health Insurance	103,030	135,000	52,353	142,500	0
52401	Workers' Compensation	3,149	3,159	0	3,621	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	1,202,498	1,434,574	673,752	1,352,087	0
53101	Professional Services	11,213	5,500	2,903	5,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	180,004	251,000	90,907	200,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	9,263	9,000	2,942	9,000	0
54101	Communications	12,882	10,000	5,373	6,500	0
54201	Postage & Freight	185,401	90,000	80,437	150,000	0
54301	Utility Services	314	0	512	0	0
54401	Rentals & Leases	47,383	46,700	20,001	21,000	0
54501	Insurance	2,591	2,600	0	2,600	0
54601	Repair & Maintenance Services	67,920	95,000	62,184	90,000	0
54701	Printing & Binding	236,098	91,000	47,845	160,000	0
54801	Promotional Activities	11,352	12,000	19,050	15,000	0
54901	Other Current Charges & Obligations	87,943	111,000	109,876	113,000	0
54931	Host Ordinance	1,426	1,200	1,045	1,200	0
55101	Office Supplies	15,316	15,000	11,654	16,000	0
55201	Operating Supplies	17,277	18,000	1,808	18,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	4,173	4,500	3,752	5,000	0
55501	Training & Registrations	2,444	5,500	1,429	5,500	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	893,000	768,000	461,718	817,800	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	1,031	22,500	0	20,000	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	1,031	22,500	0	20,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 2,096,529	\$ 2,225,074	\$ 1,135,470	\$ 2,189,887	\$ 0
	RESOURCES					
	General Fund Revenues	\$ 2,096,529	\$ 2,225,074	\$ 1,135,470	\$ 2,189,887	\$ 0
	TOTAL REVENUES	\$ 2,096,529	\$ 2,225,074	\$ 1,135,470	\$ 2,189,887	\$ 0

13- Dell XPS Laptop  
computer replacements

sdhall:  
SOE Budget represents  
an overall decrease of  
1.58% or \$35,187

**DEPARTMENT BUDGET SUMMARY**

**DEPARTMENT:** MERIT SYSTEM PROTECTION BOARD  
**FUND:** 001

---

**MISSION STATEMENT**

---

	<u>2016 Actual</u>	<u>2017 Adopted</u>	<u>2018 Proposed</u>	<u>2018 Adopted</u>
<b>SUMMARY OF RESOURCES:</b>	0	0	0	0
Positions				
Personal Services	\$0	\$0	\$0	\$0
Operating Costs	48,000	48,000	48,000	0
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
<b>TOTALS</b>	<b>\$48,000</b>	<b>\$48,000</b>	<b>\$48,000</b>	<b>\$0</b>
 <b>SOURCES OF FUNDING:</b>				
Fund 001	\$48,000	\$48,000	\$48,000	\$48,000

---

**SIGNIFICANT CHANGES FOR 2017-2018**

---

The Merit System Protection Board (MSPB) was formed in fiscal year 2005/2006 following the termination of the Civil Service Board. The purpose of the MSPB is to hear grievances from classified employees. For FY2018, all MSPB services will be contracted out with V. Keith Wells, P.A., Attorney at Law.

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

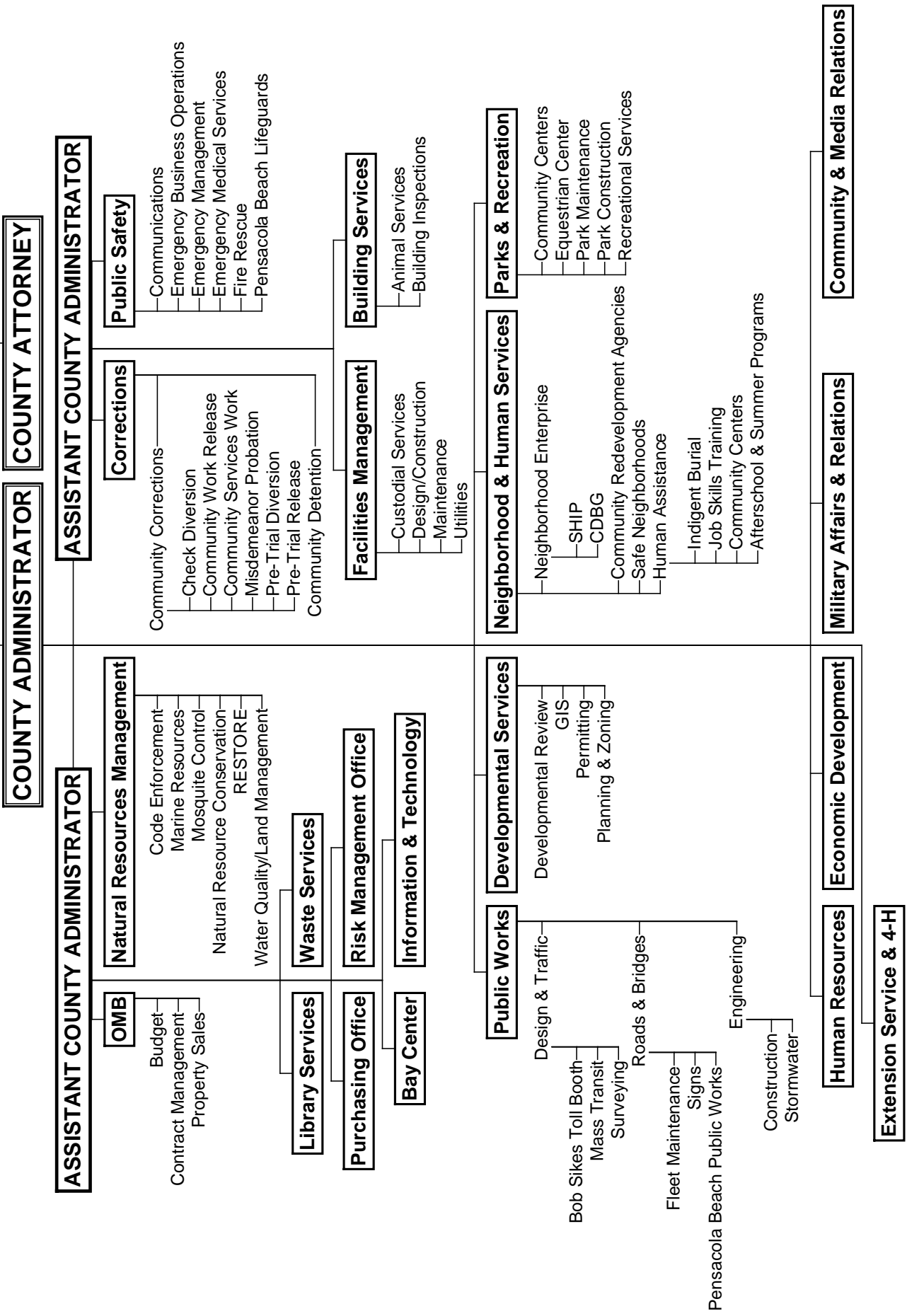
DEPARTMENT: Merit System Protection Board  
 DIVISION: Merit System Protection Board  
 COST CENTER: Merit System Protection Board

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	48,000	48,000	28,000	48,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	48,000	48,000	28,000	48,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 48,000	\$ 48,000	\$ 28,000	\$ 48,000	0
RESOURCES						
	General Fund Revenues	\$ 48,000	\$ 48,000	\$ 28,000	\$ 48,000	0
	TOTAL REVENUES	\$ 48,000	\$ 48,000	\$ 28,000	\$ 48,000	0

sdhall:  
 Legal Services for  
 MSPB.

# CITIZENS OF ESCAMBIA COUNTY

## BOARD OF COUNTY COMMISSIONERS





FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Legislative

DEPARTMENT: Board of County Commissioners  
 DIVISION: Operating  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 384,800	\$ 396,345	\$ 193,175	\$ 397,905	\$ 397,905
51201	Regular Salaries & Wages	352,099	336,891	162,154	329,952	329,952
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	12,000	0	12,000	12,000
52101	FICA Taxes	53,330	57,011	25,760	56,600	56,600
52201	Retirement Contributions	191,776	202,896	96,064	216,675	216,675
52301	Life & Health Insurance	132,857	90,000	65,911	95,000	95,000
52401	Workers' Compensation	1,886	1,887	813	2,211	2,211
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	1,116,748	1,097,030	543,877	1,110,343	1,110,343
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	27,709	90,000	7,332	100,000	100,000
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	30,840	34,200	11,135	45,531	45,531
54101	Communications	15,808	13,300	6,168	15,621	15,621
54201	Freight & Postage Services	0	250	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	168	500	0	0	0
54701	Printing & Binding	458	750	727	1,775	1,775
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Account	0	0	0	498	498
55101	Office Supplies	2,200	2,000	1,076	2,265	2,265
55201	Operating Supplies	1,112	4,500	396	7,104	7,104
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	712	1,450	7	2,560	2,560
55501	Training & Registrations	5,525	10,800	2,430	10,675	10,675
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	84,532	157,750	29,271	186,029	186,029
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	62,000	250,000	250,000
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	62,000	250,000	250,000
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,201,280	\$ 1,254,780	\$ 635,148	\$ 1,546,372	\$ 1,546,372
RESOURCES						
	General Fund Revenues	\$ 1,201,280	\$ 1,254,780	\$ 635,148	\$ 1,546,372	\$ 1,546,372
	TOTAL REVENUES	\$ 1,201,280	\$ 1,254,780	\$ 635,148	\$ 1,546,372	\$ 1,546,372

sdhall:  
 Comm Salaries  
 include 3%  
 increase due to  
 F.S. To be adjusted  
 when EDR  
 publishes Official  
 Salaries in July.

BCC Travel  
 allowance.

BCC Intern Program  
 \$20k/Commissioner

CCC/ACC Training,  
 FAC,  
 NACo,  
 Gulf Power,  
 Chamber Fly-In,  
 Gulf Consortium, & other  
 related travel.

10 cell phones & 10  
 Ipads  
 Cox & MIFI

Signage, replacement tech  
 equipment, Certificates &  
 Frames

Ethics workshop and  
 Registrations for the  
 BCC

BCC Discretionary  
 Funds.  
 \$50k/Commissioner

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 110101 BCC

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3	53401 Other Contractual Services	27,709	20,000	5	100,000	82,291	17,709	Interns - \$20,000 per Commissioner
					0		0	
					0		0	
					0		0	
	Subtotal	27,709			100,000	82,291	17,709	
					overall change		17,709	
4	54001 Travel & Per Diem	30,840	275	10	2,750	34,200	(31,450)	2018 NACo Legislative Conference Hotel (2 Commissioners/5 nights)
			69	10	690		690	Per Diem (\$69 per day/5 days/2 Commissioners)
			587	2	1,174		1,174	Airfare (\$537 per person/\$50 for baggage)
			35	12	420		420	Taxi (6 trips per stay/2 Commissioners)
			11	10	110		110	Parking (Pensacola Regional Airport) \$11 day/5 days/2 Comr.
			289	15	4,335		4,335	2018 NACo Annual Conference (Nashville, Tennessee) Hotel (3 Commissioners/5 nights)
			59	15	885		885	Per Diem (\$59 per day/3 Comrs./5 days)
			1	2,700	1,445		1,445	Mileage (\$.535 per mile/900 miles/3 Commissioners)
			25	15	375		375	Parking (Hotel/\$25 per day)
			249	6	1,494		1,494	2017 FAC Legislative Conference Hyatt Regency Sarasota Hotel (2 Commissioners/3 Nights)
			59	6	354		354	Per Diem (\$59 per day/2 Comrs./3 days)
			1	2,080	1,113		1,113	Mileage (\$.535 per mile/1,040 miles/2 Commissioners)
			22	6	132		132	Parking (\$22 per day/3 days/2 Commissioners)
			229	8	1,832		1,832	2018 FAC Legislative Day Hotel Aloft Hotel (4 Commissioners/2 nights)
			54	8	432		432	Per Diem (\$54 per day/2 days/4 Commissioners)
			1	1,592	852		852	Mileage (\$.535 per mile/398 miles/4 Commissioners)
			20	8	160		160	Parking (\$20 per day/2 days/4 Commissioners)
			209	20	4,180		4,180	2018 FAC Annual Conference Hyatt Regency Orlando Hotel (4 Commissioners/5 nights)
			59	20	1,180		1,180	Per Diem (\$59 per day/5 days/4 Commissioners)
			1	3,624	1,939		1,939	Mileage (\$.535 per mile/906 miles/4 Commissioners)
			18	20	360		360	Parking (\$18 per day)
			179	6	1,074		1,074	2018 FAC Policy Conference Hotel (Location TBD/2 Comrs./3 days)
			54	6	324		324	Per Diem (TBD Average \$54 per day/3 days/2 Comrs.)
			500	2	1,000		1,000	Airfare (TBD) \$500/\$2 Commissioners
			25	8	200		200	Taxi (TBD) \$25/4 trips/2 Commissioners
			11	6	66		66	Parking (Pensacola Regional Airport) \$11 day/3 days/2 Comr.
			159	16	2,544		2,544	2017 Gulf Power Economic Symposium Hotel (\$159 per night/2 Nights/4 Commissioners)
			59	8	472		472	Per Diem (\$59 per day/2 days/4 Commissioners)
			96	4	384		384	Mileage (96 miles/4 Commissioners)
			279	8	2,232		2,232	2018 Chamber Fly-In Hotel Washington DC (2 Commissioners/4 days)
			69	8	552		552	Per Diem (\$69 per day/4 days/2 Commissioners)
			500	2	1,000		1,000	Airfare (\$500 per person/2 Commissioners)
			30	12	360		360	Taxi (\$30/6 trips/2 Commissioners)
			11	6	66		66	Parking (Pensacola Regional Airport) \$11 per day/3 days/2 Commissioners
			259	2	518		518	State of the State's Governor's Reception Hotel (2 Commissioners/1 night)
			54	4	216		216	Per Diem (\$54 per day/2 days/2 Commissioners)
			1	796	426		426	Mileage (\$.535 per mile/398 miles/2 Commissioners)
			239	2	478		478	Florida Shore and Beach Preservation Association Hotel TBD (1 Commissioner/2 nights)
			54	2	108		108	Per Diem TBD \$54 average per day/2 days
			375	1	375		375	Airfare TBD \$375 for State of Florida Average
			25	6	150		150	Taxi (\$25/6 trips/1 Commissioner)
			11	2	22		22	Parking (Pensacola Regional Airport) \$11 per day/2 days/1 Commissioners
			169	2	338		338	Legislative Triumph Meeting Hotel TBD (2 Nights/1 Comr.)
			54	2	108		108	Per Diem TBD \$54 average per day/2 days
			1	300	161		161	Mileage TBD (300 miles @ \$.535 per mile)
			169	1	169		169	Gulf State Counties and Parishes Caucus Hotel TBD (1 night/1 Commissioner)
			54	1	54		54	Per Diem TBD \$54 average per day/1 day
			1	300	161		161	Mileage TBD (300 miles @ \$.535 per mile)
			169	6	1,014		1,014	Gulf Consortium Meeting Hotel (3 Meetings/2 nights/1 Comr.)
			54	6	324		324	Per Diem TBD (\$54 average per day/2 days/3 meetings)
			375	3	1,125		1,125	Airfare TBD \$375 for State of Florida Average/3 meetings
			25	12	300		300	Taxi (\$25/12 trips/1 Commissioner)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 110101 BCC

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
			3,000	1	3,000		3,000	Various Meetings that come up throughout the year like: FAC Marijuana Summit, Meetings with our Legislative Delegation, Meetings with our Lobbyist, Meeting in Tallahassee with the State of Florida DEO, EPA, FDEP, FEMA, etc.
	Subtotal	30,840			45,531	34,200	11,331	
							overall change 11,331	
5	54101 Communications	15,808	69	12	834	13,300	(12,466)	Cox Communications (\$69.47 per month/12 months)
			40	120	4,801		4,801	IPads (10 IPads/\$40.01 per month/12 months)
			362	12	4,350		4,350	Commissioner Cell Phones (\$362.47 per month/12 months)
								Commissioner Aide Cell Phones (\$309.66 per month/12 months)
			310	12	3,716		3,716	Commissioner MiFi Units (4 units/\$40.01 per month)
			40	48	1,920		1,920	
	Subtotal	15,808			15,621	13,300	2,321	
							overall change 2,321	
6	54201 Postage & Freight	0			0	250	(250)	Rolls of Stamps (100 in each roll) for Commissioner's to mail letters. (3 rolls per District)
					0		0	
					0		0	
	Subtotal	-			-	250	(250)	
							overall change (250)	
10	54601 Repair & Maintenance	168			0	500	(500)	Telephone/Office Equipment & Furniture Repair (\$200 per District)
					0		0	
					0		0	
	Subtotal	168			-	500	(500)	
							overall change (500)	
11	54701 Printing & Binding	458	58	10	580	750	(170)	Business Cards (2 boxes for each Commissioner)
			58	5	290		290	Business Cards (1 box for each Commissioner Aide)
			500	1	500		500	Certificates/Note Cards, Miscellaneous Printing Items
			75	3	225		225	Letterhead (3 Boxes)
			60	3	180		180	Envelopes (3 Boxes)
	Subtotal	458			1,775	750	1,025	
							overall change 1,025	
14	54931 Host Ordinance	0	5	100	498	0	498	100 cases of water (20 cases per District Office)
					0		0	
					0		0	
	Subtotal	-			498	-	498	
							overall change 498	
15	55101 Office Supplies	2,200	68	5	342	2,000	(1,658)	564XL Toner (District 5)
			85	3	255		255	TN 750 Toner (District 1)
			127	2	254		254	HP 96A Toner (District 2)
			85	3	255		255	TN 750 Toner (District 3)
			120	3	359		359	HP 78A Toner (District 4)
			800	1	800		800	Pens, Post It Pads, Steno Pads, Calendars, Binder Clips, Staples, Folders, etc. (\$200 per District)
	Subtotal	2,200			2,265	2,000	265	
							overall change 265	
16	55201 Operating Supplies	1,112	4	34	120	4,500	(4,380)	Certificate Frames (6 per pack/34 packs=200 Certificates)
			12	100	1,199		1,199	Certificate Frames (8 1/2" x 11") with glass
			71	10	710		710	Signs for Town Hall Meetings (Metal-Reusable)
			45	15	675		675	Shirts (3 per Commissioner)
			2,100	1	2,100		2,100	Replacement of 1 Surface (If broken)
			500	1	500		500	Replacement of 1 iPad (If broken)
			1,800	1	1,800		1,800	Replacement of 1 Laptop (If broken)
	Subtotal	1,112			7,104	4,500	2,604	
							overall change 2,604	
18	55401 Books, Pubs & Subs.	712	337	5	1,685	1,450	235	5 PNJ Subscriptions (\$337 each)
			100	1	100		100	NABCO Dues (1 Commissioner)
			275	1	275		275	Leadership Florida Dues (1 Commissioner)
			500	1	500		500	Unforeseen Dues or Memberships
	Subtotal	712			2,560	1,450	1,110	
							overall change 1,110	
19	55501 Training & Registrations	5,525	100	5	500	10,800	(10,300)	Ethics Workshop (5 Commissioners)
			275	2	550		550	Registration-2017 FAC Legislative Conference (2 Comrs.)
			150	4	600		600	Registration-2018 FAC Legislative Day (4 Comrs.)
			350	4	1,400		1,400	Registration-2018 FAC Annual Conference (4 Comrs.)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 110101 BCC

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
			175	2	350		350	Registration-2018 FAC Policy Conference (2 Comrs.)
			515	2	1,030		1,030	Registration-2018 NACo Legislative Conference (2 Comrs.)
			515	3	1,545		1,545	Registration-2018 NACo Annual Conference (3 Comrs.)
			175	4	700		700	Registration-2017 Gulf Power Economic Symposium (4 Comrs.)
			4,000	1	4,000		4,000	Registration Miscellaneous Conferences/Summits
					0		0	
	Subtotal	5,525			10,675	10,800	(125)	
					overall change		(125)	
28	58201 Aids to Private Organizations	0	50,000	5	250,000	250,000	0	Commissioner's Discretionary Money (\$50,000 per Comr.)
					0		0	
					0		0	
	Subtotal	-			250,000	250,000	0	
					overall change		0	
					overall change		0	
31	59801 Reserves	0				0	0	
					0		0	
					0		0	
	Subtotal	-			-	-	0	
					overall change		0	
Page Totals		84,532			436,029	400,041	35,988	
Check		84,532			436,029	400,041		

## Position Justification

## BOARD OF COUNTY COMMISSIONERS

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	110101	Board of County Commissioners	5	County Commissioners	100%	<p>The Board of County Commissioners are elected by the citizens of Escambia County to serve a four-year term as the Legislative and Policy-Setting body as defined by Chapter 125 of the Florida Statutes. The Commissioners duties include:</p> <ul style="list-style-type: none"> <li>• Commissioners adopt, review, and adjust the County's annual budget and authorize expenditures over \$50,000.</li> <li>• Set and authorize the levy and collection of County-wide property taxes. This does not include the School Board, Water and Municipal Millage rates.</li> <li>• Establish the Policies and Procedures that the County is govern by.</li> <li>• Hire the County Administrator and the County Attorney.</li> <li>• Make appointments to the various Boards and Committees they create.</li> <li>• Adopt Ordinances and Resolutions for the enforcement of County-wide actions.</li> <li>• Review the effectiveness of County Programs and Services.</li> <li>• Represent the County on a local, regional, state and federal level.</li> </ul> <p><a href="#">Florida Statutes Chapter 125 (2016) Establishes the Board of County Commissioners</a></p>
1	110101	Board of County Commissioners	5	Commissioner Aides	100%	<p>Duties assigned to the Commissioner Aide's include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Commissioner Aide's play a vital role in supporting their Commissioners by performing complex technical and administrative duties.</li> <li>• They answer thousands of telephone calls and emails every year from citizens who live in their district.</li> <li>• They schedule appointments and maintains their Commissioner's calendar.</li> <li>• They prepare their Commissioner's Agenda Binder for each Board meeting.</li> <li>• They attend the Board meetings and various Community events.</li> <li>• They schedule and coordinate Town Hall meetings in their districts.</li> <li>• They processes Public Records Requests. (<a href="#">Chapter 119 Florida Statutes, 2016</a>)</li> <li>• They type proclamations, recommendations, letters, memorandums and other correspondence.</li> <li>• They interact daily with Department Directors, the County Administrator, the County Attorney, Other Elected Officials, and Community Leaders.</li> <li>• They brief their Commissioners on issues within their district.</li> <li>• They work closely with the County's Community and Media Relations staff on press releases, newsletters, etc.</li> </ul> <p><a href="#">Florida Statutes Chapter 119 (2016) Governs Public Records</a></p>
			10			

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Executive

DEPARTMENT: Board of County Commissioners  
 DIVISION: Non-Departmental  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health	0	0	0	0	0
52401	Workers Compensation	0	0	0	0	0
52501	Unemployment Compensation	25,584	100,000	17,613	80,000	0
	PERSONNEL COSTS	25,584	100,000	17,613	80,000	0
53101	Professional Services	249,801	226,500	95,119	142,000	0
53102	O'Sullivan Monthly Charge	0	0	0	0	0
53103	Sound Recording Services	0	0	0	0	0
53104	Financial Advisor	0	0	0	0	0
53105	Appraisal Services	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	112,245	95,200	28,806	84,156	0
54001	Travel & Per Diem	203,875	225,000	107,964	235,000	0
54101	Communications	0	0	0	0	0
54201	Freight & Postage Services	262	0	0	0	0
54202	Postage - TRIM	128,811	129,000	0	130,000	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54509	Payment to Property Insurance	1,682,200	1,754,324	1,487,815	1,855,397	0
54601	Repair & Maintenance	41,894	77,275	6,220	22,856	0
54701	Printing & Binding	0	0	421	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	170,968	165,000	50,482	170,685	0
54903	Medical Assistance for the Needy	4,744,814	5,410,000	2,844,389	5,155,433	0
54904	Other Criminal Costs	0	0	0	0	0
54905	Legal Advertising	28,002	30,000	16,291	40,333	0
54906	Refunds Prior Year	0	0	0	0	0
54907	Tax Deed Sale	0	0	0	0	0
54908	Municipal Code	19,601	35,000	8,994	25,000	0
54909	FL DOR CSE Service	73,980	85,000	26,340	85,000	0
54910	Tax Increrm Fin City of Pensacola	2,675,747	3,050,000	2,969,801	3,335,000	0
54911	Auction Expense	0	0	0	0	0
54922	Military Discharges	0	500	0	500	0
54931	Host Ordinance Items	12,260	15,500	8,252	15,140	0
55101	Office Supplies	0	0	40	0	0
55201	Operating Supplies	97	2,500	0	500	0
55226	Fuel for General Fund	138	700	112	400	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	56,640	52,235	63,398	59,532	0
55501	Training & Registrations	135	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	10,201,470	11,353,734	7,714,444	11,356,932	0
56101	Land	0	0	0	0	0
56201	Buildings	20,645	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	9,766	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	30,411	0	0	0	0
58101	Aids to Governmental Agencies	744,857	1,620,200	795,723	1,500,000	0
58201	Aids to Private Organizations	1,669,840	1,474,370	591,866	1,408,605	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	2,414,697	3,094,570	1,387,589	2,908,605	0
59101	Transfers	13,198,618	16,916,261	8,093,308	16,308,113	0
59801	Reserves	0	23,979,092	0	27,296,983	0
	NON-OPERATING COSTS	13,198,618	40,895,353	8,093,308	43,605,096	0
	TOTAL BUDGET	\$ 25,870,780	\$ 55,443,657	\$ 17,212,954	\$ 57,950,633	0
RESOURCES						
	General Fund Revenues	\$ 25,870,780	\$ 55,443,657	\$ 17,212,954	\$ 57,950,633	0
	TOTAL REVENUES	\$ 25,870,780	\$ 55,443,657	\$ 17,212,954	\$ 57,950,633	0

sdhall:  
 Payments  
 include:  
 BCC, Sheriff,  
 SOE, and Clerk.

Req: \$50k  
 Audio Visual Old  
 Courthouse Chambers  
 To be funded in current  
 FY16/17 Budget

## Reserves

001 / / Non-Departmental

FY '18 Budget  
Amt. Requested

**GENERAL FUND**  
**OUTSIDE AGENCY EXPENDITURES**  
Detail and Justification Summary

Description	FY '018 Amt. Available	FY '018 Amt. Requested	FY '17 Budget	FY '16 Budget	Explanation
<u>211 (First Call for Help)</u>	36,250	50,000	36,250	33,250	
<u>Foundations for the Future</u>	0		0	0	Moved to Economic Development Fund.
<u>PEDC</u>	0		0	0	Moved to Economic Development Fund.
<u>Human Relations Commission</u>	18,500	86,841	84,265	84,265	CDBG will pay \$84,265 to HRC thru direct allocation General Fund will fund \$18.5k for FY17/18.
<u>WFL Regional Planning Council</u>	21,161	21,289	21,161	20,275	Planning council dues.
<u>Lakeview</u>	33,659	49,000	33,659	29,486	
<u>Downtown Improvement Board</u>	0	65,000 100,000	0	0	New for FY17/18. Ambassador Program Christmas Lights
<u>Chain Reaction/Pensacola's Promise</u>	19,000	19,000	19,000	19,000	
<u>Bay Area Resource Council (BARC)</u>	15,000	15,000	15,000	5,000	BARC dues.
<u>Gulf Coast African American COC</u>	0		0	0	
<u>Escambia County School Readiness Coalition</u>	238,875	300,000	238,875	218,500	
<u>Junior Achievement of NW FL</u>	0	20,000	0	0	New for FY17/18.
<u>Wildlife Sanctuary</u>	35,000	35,000	35,000	30,951	
<u>Gulf Coast Veterans Advocacy Council</u>	0	11,000	0		New for FY17/18.
<u>Veterans Memorial Park</u>	0	35,000	0	0	New for FY17/18.
<u>Florida Veterans Foundation</u>	0	10,000	0	0	New for FY17/18.
<u>Council on Aging</u>	41,000	45,000	41,000	38,000	
<u>Escambia Community Clinics</u>	455,160	478,440	455,160	431,880	
<u>NWFL Comprehensive Services for Children</u>	70,000	135,000	70,000	70,000	State Mandated Expense, F.S. 39.304 Increased request of \$65k.



**GENERAL FUND**  
**OUTSIDE AGENCY EXPENDITURES**  
Detail and Justification Summary

Description	FY '018 Amt. Available	FY '018 Amt. Requested	FY '17 Budget	FY '16 Budget	Explanation
<i>Pathways for Change</i>	308,750	343,750	308,750	308,750	Probation Expense \$168,750 <i>Pathways for Change \$175k</i>
<i>BRACE</i>	81,250	100,000	81,250	75,000	
<i>ACTS - Transitional Services for X-Offenders</i>	20,000	20,000	20,000	20,000	
<i>Pensacola Caring Hearts</i>	13,000	52,000	13,000	6,500	
<i>Youth Mental Health/Silver Linings</i>	0		0	20,000	
<i>Klaas Kids Foundation</i>	0	12,400	0	0	<i>New for FY17/18.</i>
<i>Escarosa Coalition for the Homeless</i>	0	85,110	0	0	<i>Not funded in FY16/17.</i>
<i>Legal Services of North Florida</i>	0	43,938	0	0	<i>\$23,394 for FY16/17. Article V Fund</i>
<i>The Global Corner</i>	2,000	3,000	2,000	0	
<i>Northwest FL Legal Services</i>	0	43,938	0	0	<i>\$23,394 for FY16/17. Article V Fund</i>
<i>Unity in the Family Ministry</i>	0	120,000			<i>New for FY17/18.</i>
<b>Page Totals</b>	<b>1,408,605</b>	<b>2,299,706</b>	<b>1,474,370</b>	<b>1,410,857</b>	

**Government Aid  
Detail and Justification Summary**

Indicate FUND/ COST CENTER/ ACCOUNT CODE for this page.

001 / Non-Departmental

Description	FY '18 Budget Amount Recommended	FY '18 Budget Amt. Requested by Agency	FY '17 Budget	FY '16 Expenditure	Justification
58106 <i>DJJ Cost Shift</i>	1,500,000	0	1,500,000	692,481	No estimate as of 6/29/17. DJJ estimate \$1,364,098, 6/1/16
58102 <i>WFI Regional Library</i>	0	0	0	0	Library MSTU established for FY13-14. No longer funded in the General Fund.
58101 <i>Pensacola State College</i>	0	0	120,200	0	Pensacola State Welding program.
58104 <i>Payment to ECUA</i>		0		0	Payment for the relocation of the Wastewater Treatment Plant.
<i>City of Pensacola</i>					
<i>Upper Payment Limit Program</i>	0	0	0	0	For the purchase of the parking garage
<i>/Escambia Community Clinics</i>					
<b>Page Totals</b>	<b>1,500,000</b>	<b>0</b>	<b>1,620,200</b>	<b>692,481</b>	

## Personnel Expenditures

001 / Non-Departmental

FY '18 Budget  
Amt. Requested

**Operating/Capital Expenditures  
Detail and Justification Summary**

Indicate FUND/ COST CENTER/ ACCOUNT CODE for this page.

**001 / Non-Departmental**

Description	FY '18 Budget Amt. Requested	FY '17 Budget	FY '16 Expenditure	Justification
53101 - Professional Services	142,000	226,500	249,801	Alcade & Fay Federal & State lobbyist \$82k State lobbyist contract \$60K (Gentry & Associates)
53102 - O'Sullivan Monthly Charge			0	
53103 - Sound Recording Services			0	
53104 - Financial Advisor		0	0	Financial Advisor
53105 - Appraisal Services			0	Miscellaneous land appraisals
53107 - Public Information Office				
53301 - Court Reporter Services			0	
53401 - Other Contractual Services	84,156	95,200	112,245	Deputy charges \$10,656 & Dynamic Security \$55k Background checks for director level up \$3.5k Records Management/Gilmore Services \$15k.
53403 - Media Film Economic Develop				
54001 - Travel & Per Diem	235,000	225,000	203,875	Travel for Director and above candidate/interviews Travel related to fugitive warrants and process serving.
54101 - Communications		0	0	Cell phones, Nextel Radios
54201 - Postage & Freight		0	262	
54102 - TRIM Postage	130,000	129,000	128,811	Property Appraiser/Tax Collector Postage related to first class notices.
54301 - Utilities			0	
54401 - Rentals & Leases		0	0	Old Civil Service Board Lease through December 2006.
54509 - Payment to Property Ins	1,855,397	1,754,324	1,682,200	General Fund property Insurance premium

**Operating/Capital Expenditures  
Detail and Justification Summary**

Indicate FUND/ COST CENTER/ ACCOUNT CODE for this page.

**001 / Non-Departmental**

Description	FY '18 Budget Amt. Requested	FY '17 Budget	FY '16 Expenditure	Justification
<i>54511 - National Flood</i>				
<i>54512 - Public Bond</i>				
<i>54601 - Repair &amp; Maintenance</i>	22,856	77,275	41,894	TV & appliance repair (\$2.5k) NOB indoor plant maintenance (\$2.4k) Copier maint. (\$15,456); Xray scanner maint. (\$2.5k)
<i>54701 - Printing &amp; Binding</i>			0	
<i>54801 - Promotional Activities</i>		0	0	Publication of ECTV schedule/TV Guide Network associated cost
<i>54901 - Other Current Chgs &amp; Obl</i>	170,685	165,000	170,968	Legal Advertisements SOE \$3,200 \$14,300 Stormwater Fee (City of Pensacola) FICA Savings \$133,000, Tax Deed Apps. \$20,185
<i>54903 - Medical Assistance Needy</i>	5,155,433	5,410,000	4,744,814	Medicaid payments
<i>54904 - Other Criminal Costs</i>			0	Overflow, conflict of interest attorney stipend.
<i>54905 - Legal Advertising</i>	40,333	30,000	28,002	BCC Legal Advertisements
<i>54906 - Refunds Prior Year</i>				
<i>54907 - Tax Deeds Sale</i>		0	0	
<i>54908 - Municipal Code</i>	25,000	35,000	19,601	Land Development code re-write \$25k. Prints, reprints of municipal code.
<i>54909 - FL DOR CSE Service</i>	85,000	85,000	73,980	Child Support Enforcement City Downtown TIF (\$3,065,000)
<i>54910 - Tax Increment Financing</i>	3,335,000	3,050,000	2,675,747	City Eastside TIF (\$75,000) City Westside TIF (\$195k)
<i>54911 - Auction Expense</i>				

**Operating/Capital Expenditures  
Detail and Justification Summary**

Indicate FUND/ COST CENTER/ ACCOUNT CODE for this page.

**001 / Non-Departmental**

Description	FY '18 Budget Amt. Requested	FY '17 Budget	FY '16 Expenditure	Justification
<i>54912 - Bank/SBA Charges</i>				
<i>54913 - BLAB TV</i>				
<i>54922 - Military Discharges</i>	500	500	0	
<i>54931 - Host Ordinance Items</i>	15,140	15,500	12,260	<i>COW and other special meetings sponsored by the BCC, Meals, plaques and frames, Refreshments for townhall meetings, Employee of the month/year</i>
<i>55101- Office Supplies</i>			0	
<i>55201 - Operating Supplies</i>	500	2,500	97	<i>Lanier usage fee/supplies</i>
<i>55226 - Fuel for General Fund</i>	400	700	138	<i>Fuel for one courier vehicle, other fuel costs moved to individual department budgets</i>
<i>55401 - Books/Pubs/Subs/Membr</i>	59,532	52,235	56,640	<i>Florida Shore &amp; Beach (\$6,000) Sunshine manuals (\$2,100) FAC membership (\$45,335), NACo (\$6,097)</i>
<i>55501 - Training &amp; Registrations</i>	0	0	135	
<b>Page Totals</b>	<b>11,356,932</b>	<b>11,353,734</b>	<b>10,201,470</b>	

**Transfers Out  
Detail and Justification Summary**

Indicate FUND/ COST CENTER/ ACCOUNT CODE for this page.  
001 110215 / Non-Departmental

Description	FY '18 Budget Amt. Requested	FY '17 Budget	FY '16 Expenditure	Justification
59106 - Transfers to 203	5,748,612	5,744,064	5,346,886	\$5,748,612 for Sales Tax Refunding Revenue Bonds \$321,602 decrease in T-fer due to reduced operating expenditures and a reduction of two budgeted positions.
59102 - Transfer to 175	8,065,496	8,387,098	7,292,239	There are no substantive operational increases.
59107 - Transfer to 310		0	0	
59122 - Transfer to Southwest CRA		0	0	For Southwest Sector Bonds and Road Plan
59148 - Transfer to EMS Fund		0	0	
59114 - Transfer to 104		0	0	Dedicated Funding (4 cent Gas Tax) established for ECAT. No General Fund Mass Transit subsidy
59115 - TIF transfer	1,944,005	1,875,000	0	TIF increment funding level at 75% for FY17/18, was 65% FY15/16.
59121 - Transfer to 101			0	
59127 - Transfers to Article V	0	360,099	114,440	\$58,031 Mental Health Court, Court Admin \$19,620 \$206,261 Court Technology \$245,275 State Attorney T-fer Moved to LOST IV
59128 - Transfer to 112		0	0	FEMA loan interest payment
59131 - Transfer to Fund 103		0	0	Transfer to Code Enforcement Fund
59101 - Transfers to Internal Service Fund		0	0	
59108 - Transfers to Fund 110		0	5,053	
59120 - Transfer to Fund 102	550,000	550,000	440,000	\$150k for PEDC & \$400k for Foundations now combined Funded with F-001 \$550k T-fer for FY17. Represents partial overage in the Electric Franchise Fee.
59460 - Transfer to Fund 406	0	0	0	
<b>Page Totals</b>	<b>16,308,113</b>	<b>16,916,261</b>	<b>13,198,618</b>	

FUND: Tourist Promotion  
 FUNCTION: Economic Environment  
 ACTIVITY: Other Economic Environment

DEPARTMENT: Board of County Commissioners  
 DIVISION: Tourist Promotion  
 COST CENTER: Tourist Promotion

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Freight & Postage Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	303,750	286,775	143,387	306,375	0
54931	Host Account	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	303,750	286,775	143,387	306,375	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	4,809,022	3,950,492	3,123,685	4,662,375	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	4,809,022	3,950,492	3,123,685	4,662,375	0
59101	Transfers	1,300,000	1,300,000	650,000	1,300,000	0
59123	Transfers to Fund 203	1,227,070	2,099,009	1,049,504	985,296	0
59801	Reserves	0	400,000	0	400,000	0
	NON-OPERATING COSTS	2,527,070	3,799,009	1,699,504	2,685,296	0
	TOTAL BUDGET	\$ 7,639,842	\$ 8,036,276	\$ 4,966,576	\$ 7,654,046	\$ 0
RESOURCES						
	Tourist Development Tax	\$ 7,466,936	\$ 6,675,000	\$ 4,966,576	\$ 7,125,000	\$ 0
	Interest	0	0	0	0	0
	Transferred from 4th Cent	0	0	0	0	0
	Fund Balance	172,907	1,695,026	0	885,296	0
	Less 5%	0	(333,750)	0	(356,250)	0
	TOTAL REVENUES	\$ 7,639,842	\$ 8,036,276	\$ 4,966,576	\$ 7,654,046	\$ 0

County Indirect  
cost. 4.3%

TDC recommended  
funding for outside  
agencies. ( See  
Outside Agency  
Listing)

Bay Center  
Subsidy

Defeasement ends:  
Allocation of TDT funds  
are required for FY17/18  
Bond Payment.  
\$485,168 Reserve  
\$500k toward FY18/19  
Final payment, remainder  
taken at FB.



FUND: Tourist Promotion  
 FUNCTION: Economic Environment  
 ACTIVITY: Other Economic Environment

DEPARTMENT: Board of County Commissioners  
 DIVISION: Tourist Promotion  
 COST CENTER: 4th Cent Projects

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	51,145	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Freight & Postage Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	101,250	95,675	47,838	102,125	0
54931	Host Account	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	152,395	95,675	47,838	102,125	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	2,630,618	1,852,920	40,867	1,988,073	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	2,630,618	1,852,920	40,867	1,988,073	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	150,000	0	150,000	0
	NON-OPERATING COSTS	0	150,000	0	150,000	0
	TOTAL BUDGET	\$ 2,783,013	\$ 2,098,595	\$ 88,705	\$ 2,240,198	\$ 0
RESOURCES						
	Tourist Development Tax	\$ 2,488,979	\$ 2,225,000	\$ 88,705	\$ 2,375,000	0
	Interest	0	0	0	0	0
	Fund Balance	478,577	150,000	0	150,000	0
	Transferred to Three Cents	0	0	0	0	0
	Marine Recreation	(184,542)	(165,155)	0	(166,052)	0
	Less 5%	0	(111,250)	0	(118,750)	0
	TOTAL REVENUES	\$ 2,783,013	\$ 2,098,595	\$ 88,705	\$ 2,240,198	\$ 0

County Indirect  
Cost.4.3%

Outside agencies  
funded from the 4th  
Cent. (See Outside  
Agency Listing)

**ESCAMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
ALLOCATIONS TO OUTSIDE AGENCIES  
FISCAL YEAR 2017-2018**

Description	FY '018 Amount Adopted	FY '018 Amount Requested	FY '017 Amount Adopted	FY '016 Amount Adopted
<b>General Fund</b>				
ACTS (Another Chance Transitional Services		\$20,000	\$20,000	\$20,000
Bay Area Resource Council (BARC)		15,000	15,000	5,000
Be Ready Alliance Coord. for Emergencies (BRACE)		100,000	81,250	75,000
Council on Aging		45,000	41,000	38,000
Downtown Improvement Board (DIB) Ambassador		65,000	0	0
Downtown Improvement Board (DIB) Chrst. Lights		100,000	0	0
Escambia Community Clinics		478,440	455,160	431,880
Escambia County School Readiness Coalition		300,000	238,875	218,500
Escarosa Coalition for the Homeless		85,110	0	0
211 (First Call for Help)/United Way		50,000	36,250	33,250
Florida Veterans Foundation		10,000	0	0
Human Relations Commission		86,841	84,265	84,265
Global Corner (The)		3,000	2,000	0
Gulf Coast Veterans Advocacy Council, Inc.		11,000	0	0
Junior Achievement or Northwest Florida		20,000	0	0
Klaas Kids Foundation		12,400	0	0
Lakeview		49,000	33,659	29,486
NWFL Comp Services for Children/ Kids House		135,000	70,000	70,000
Legal Services of North Florida, Inc.		43,938	23,394	0
Northwest Florida Legal Services		43,938	23,394	46,788
Pathways for Change		343,750	308,750	308,750
Pensacola Caring Hearts		52,000	13,000	6,500
Pensacola's Promise/Chain Reaction		19,000	19,000	19,000
United Way		125,000	90,725	90,725
Unity in the Family Ministry		120,000	0	0
Veteran's Memorial Park		35,000	0	0
WFL Regional Planning Council		21,289	21,161	20,275
Wildlife Sanctuary		35,000	35,000	30,951
Silver Linings/Youth Mental Health		0	0	20,000
<b>Total General Fund</b>	<b>\$0</b>	<b>\$2,424,706</b>	<b>\$1,611,883</b>	<b>\$1,548,370</b>
***Available Funding	<b>\$1,546,118</b>		<b>\$1,611,883</b>	
<b>Economic Development Fund</b>				
Foundations for the Future <sup>1</sup>			0	0
PEDC <sup>1</sup>		550,000	550,000	550,000
Century Chamber of Commerce		55,000	55,000	40,000
Gulf Coast African American Chamber		60,000	50,000	50,000
Utility Assistance Program			0	0
<b>Total Economic Development Fund</b>	<b>\$0</b>	<b>\$665,000</b>	<b>\$655,000</b>	<b>\$640,000</b>
***Available Funding	<b>\$655,000</b>		<b>\$655,000</b>	
<b>Three Cents Tourist Development Tax</b>				
Pensacola Sports Association			0	0
Perdido Key Chamber of Commerce			0	0
Visit Pensacola		4,662,375	3,950,492	4,167,500
Visitor's Information Center			0	0
<b>Total Three Cents Tourist Development Tax</b>	<b>\$0</b>	<b>\$4,662,375</b>	<b>\$3,950,492</b>	<b>\$4,167,500</b>
***Available Funding	<b>\$4,662,375</b>		<b>\$3,950,492</b>	
<b>Fourth Cent Tourist Development Tax</b>				
African-American Heritage Society		\$30,000	\$25,000	\$25,000
Historic Preservation Board		120,000	70,000	75,500
Marine Resources			0	0
Naval Aviation Museum		100,000	100,000	100,000
Sertoma 4th of July		75,000	75,000	75,000
Skills USA			0	0
St. Michael's Cemetery		25,000	25,000	25,000
St. Michael's Cemetery - Mt. Zion		14,000	0	0
St. Michael's Cemetery - AME Zion & Magnolia		25,000	0	0
Veteran's Memorial Park			0	0
VP Micro Grants			0	125,000
Visit Pensacola		1,599,073	1,557,920	1,235,150
<b>Total Fourth Cent Tourist Development Tax</b>	<b>\$0</b>	<b>\$1,988,073</b>	<b>\$1,852,920</b>	<b>\$1,660,650</b>
***Available Funding	<b>\$1,988,073</b>		<b>\$1,852,920</b>	
<b>Local Option Sales Tax Fund</b>				
Pensacola State College	\$0	\$0	\$0	\$0
<b>Total Local Option Sales Tax</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
***Available Funding	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>
<b>Solid Waste Management Fund</b>				
Clean & Green (Keep Pensacola Beautiful, Inc.)	0	40,000	40,000	40,000
<b>Total Solid Waste Management Fund</b>	<b>\$0</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>
***Available Funding	<b>\$40,000</b>		<b>\$40,000</b>	

<sup>1</sup> For the FY 17/18 year Foundations for the Future and PEDC are combined and will be funded from the Economic Development Fund at FY 16/17 levels.

FUND: Handicapped Parking Fines  
 FUNCTION: Human Services  
 ACTIVITY: Other Human Services

DEPARTMENT: Board of County Commissioners  
 DIVISION: Non-Departmental  
 COST CENTER: ADA - Handicapped Parking

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	10,942	7,000	5,576	8,726	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Freight & Postage Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	1,726	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	5,825	750	375	750	0
54931	Host Account	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	16,767	9,476	5,951	9,476	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 16,767	\$ 9,476	\$ 5,951	\$ 9,476	\$ 0

Closed Captioning

sdhall:  
Indirect Costs &  
FS 34.045 requires  
a \$10 filing fee  
remitted to the  
Clerk for violations.

#### RESOURCES

Handicapped Parking Fines	\$ 14,625	\$ 9,975	\$ 5,951	\$ 9,975	\$ 0
Interest	0	0	0	0	0
Fund Balance	2,142	0	0	0	0
Less 5%	0	(499)	0	(499)	0
TOTAL REVENUES	\$ 16,767	\$ 9,476	\$ 5,951	\$ 9,476	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

ADA

130 / 150102

HR - Handicapped Parking Fines

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	\$ 10,942	\$ 8,726	1	\$ 8,726	\$ 7,000	\$ 1,726	Real time captioning services for BCC meetings required by Dept of Labor for telecommunication relay
				\$ -		\$ -	
				\$ -		\$ -	FS 34.045 requires a \$10 filing fee remitted to the Clerk for violations. 2/3rds are used for ADA, 1/3rd is for program implementation with the Sheriff.
				\$ -		\$ -	
Subtotal	\$ 10,942			\$ 8,726	\$ 7,000	\$ 1,726	
						overall change \$ 1,726	
10 54601 Repair & Maintenance	\$ -	\$ -	0	\$ -	\$ 1,726	\$ (1,726)	Average expenditures for the past 3 fiscal years has been 0
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ 1,726	\$ (1,726)	
						overall change \$ (1,726)	
13 54901 Other Current Chrgs & Obligs	\$ 5,825	\$ 750	1	\$ 750	\$ 750	\$ -	FY 2017 IND COSTS
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 5,825			\$ 750	\$ 750	\$ -	
						overall change \$ -	
Page Totals				\$ 9,476	\$ 9,476	\$ -	

FUND: Debt Service  
 FUNCTION: General Government  
 ACTIVITY: Debt Service Payments

DEPARTMENT: Board of County Commissioners  
 DIVISION: Non-Departmental  
 COST CENTER: Sales Tax Revenue Bonds

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications & Freight Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	3,280,000	2,895,000	0	3,020,000	0
57201	Interest	2,092,212	2,849,064	994,469	2,728,612	0
57301	Other Debt Service Costs	0	7,750	0	7,750	0
	DEBT SERVICE	5,372,212	5,751,814	994,469	5,756,362	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 5,372,212	\$ 5,751,814	\$ 994,469	\$ 5,756,362	0
RESOURCES						
	Interest	\$ 7,750	\$ 7,750	\$ 994,469	\$ 7,750	0
	Transfer 001	5,364,462	5,744,064	0	5,748,612	0
	Miscellaneous	0	0	0	0	0
	Estimated Fund Balance	0	0	0	0	0
	TOTAL REVENUES	\$ 5,372,212	\$ 5,751,814	\$ 994,469	\$ 5,756,362	0

FUND: Debt Service  
 FUNCTION: General Government  
 ACTIVITY: Debt Service Payments

DEPARTMENT: Board of County Commissioners  
 DIVISION: Non-Departmental  
 COST CENTER: Tourist Development Bonds

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications & Freight Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	1,213,000	1,265,013	0	1,269,140	0
57201	Interest	79,422	30,013	30,013	20,139	0
57301	Other Debt Service Costs	0	425	0	425	0
	DEBT SERVICE	1,292,422	1,295,451	30,013	1,289,704	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
58510	PMT-Ref Bond Escrow	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	803,983	0	500,000	0
	NON-OPERATING COSTS	0	803,983	0	500,000	0
	TOTAL BUDGET	\$ 1,292,422	\$ 2,099,434	\$ 30,013	\$ 1,789,704	\$ 0

#### RESOURCES

Interest	\$ 425	\$ 425	\$ 30,013	\$ 425	\$ 0
Bob Sikes Toll Bridge	0	0	0	0	0
Payments from SRIA	0	0	0	0	0
Tourist Development Tax	1,227,070	2,099,009	0	985,296	0
General Fund	0	0	0	0	0
Reimbursement of Escrow	0	0	0	0	0
Estimated Fund Balance	64,927	0	0	803,983	0
TOTAL REVENUES	\$ 1,292,422	\$ 2,099,434	\$ 30,013	\$ 1,789,704	\$ 0

FUND: Debt Service  
 FUNCTION: General Government  
 ACTIVITY: Debt Service Payments

DEPARTMENT: Board of County Commissioners  
 DIVISION: Non-Departmental  
 COST CENTER: Beach Road Bonds

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications & Freight Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	810,000	835,000	0	860,000	0
57201	Interest	511,838	486,715	243,288	460,747	0
57301	Other Debt Service Costs	0	300	0	300	0
	DEBT SERVICE	1,321,838	1,322,015	243,288	1,321,047	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,321,838	\$ 1,322,015	\$ 243,288	\$ 1,321,047	\$ 0
RESOURCES						
	Interest	\$ 300	\$ 300	\$ 243,288	\$ 300	0
	Bob Sikes Toll Bridge	1,321,538	1,321,715	0	1,320,747	0
	Payments from SRIA	0	0	0	0	0
	Tourist Development Tax	0	0	0	0	0
	Miscellaneous	0	0	0	0	0
	Estimated Fund Balance	0	0	0	0	0
	TOTAL REVENUES	\$ 1,321,838	\$ 1,322,015	\$ 243,288	\$ 1,321,047	\$ 0

FUND: Debt Service  
 FUNCTION: General Government  
 ACTIVITY: Debt Service Payments

DEPARTMENT: Board of County Commissioners  
 DIVISION: Non-Departmental  
 COST CENTER: IHMC Capital Revenue Bonds

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications & Freight Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	677,000	698,000	0	720,000	0
57201	Interest	334,792	313,592	156,737	291,675	0
57301	Other Debt Service Costs	0	400	0	400	0
	DEBT SERVICE	1,011,792	1,011,992	156,737	1,012,075	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,011,792	\$ 1,011,992	\$ 156,737	\$ 1,012,075	\$ 0
RESOURCES						
	Interest	\$ 400	\$ 400	\$ 156,737	\$ 400	0
	IHMC Reimbursements	1,011,392	1,011,592	0	1,011,675	0
	Miscellaneous	0	0	0	0	0
	Estimated Fund Balance	0	0	0	0	0
	TOTAL REVENUES	\$ 1,011,792	\$ 1,011,992	\$ 156,737	\$ 1,012,075	\$ 0



FUND: Debt Service  
 FUNCTION: General Government  
 ACTIVITY: Debt Service Payments

DEPARTMENT: Board of County Commissioners  
 DIVISION: Non-Departmental  
 COST CENTER: SRIA Capital Revenue Bonds

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications & Freight Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	1,180,000	1,195,000	0	1,215,000	0
57201	Interest	101,957	85,555	42,777	68,944	0
57301	Other Debt Service Costs	0	500	0	500	0
	DEBT SERVICE	1,281,957	1,281,055	42,777	1,284,444	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,281,957	\$ 1,281,055	\$ 42,777	\$ 1,284,444	\$ 0
RESOURCES						
	Interest	\$ 500	\$ 500	\$ 42,777	\$ 500	0
	SRIA Reimbursements	1,281,457	1,280,555	0	1,283,944	0
	Miscellaneous	0	0	0	0	0
	Estimated Fund Balance	0	0	0	0	0
	TOTAL REVENUES	\$ 1,281,957	\$ 1,281,055	\$ 42,777	\$ 1,284,444	\$ 0

FUND: Debt Service  
 FUNCTION: General Government  
 ACTIVITY: Debt Service Payments

DEPARTMENT: Board of County Commissioners  
 DIVISION: Non-Departmental  
 COST CENTER: Jail Sales-2017 Tax Bonds

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications & Freight Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	500,000	0
57201	Interest	0	0	0	3,697,000	0
57301	Other Debt Service Costs	0	0	0	1,000	0
	DEBT SERVICE	0	0	0	4,198,000	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	3,000	0
	NON-OPERATING COSTS	0	0	0	3,000	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	4,201,000	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	1,000	\$ 0
	Jail Series 2017 Capital Project Fund	0	0	0	0	0
	Local Option Sales Tax IV	0	0	0	4,200,000	0
	Estimated Fund Balance	0	0	0	0	0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	4,201,000	\$ 0

FUND: Escambia County Restricted Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Water/Sewer Comb Services

DEPARTMENT: Board of County Commissioners  
 DIVISION: Non-Departmental  
 COST CENTER: Innerarity Island Dev Corporation (IIDC) Operating

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53102	Professional Services - Water	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	97,168	50,000	29,339	75,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	350	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	4,026	3,500	1,720	4,000	0
54302	Utilities - Purchase of Water	42,316	49,050	13,071	43,000	0
54303	Utilities - Purchase of Wastewater	84,418	60,500	33,978	67,525	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	11,875	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	227,928	163,400	89,984	189,525	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 227,928	\$ 163,400	\$ 89,984	\$ 189,525	0
RESOURCES						
	Innerarity Island Development Revenues	\$ 227,928	\$ 163,400	\$ 61,406	\$ 189,525	0
	Fund Balance	0	0	28,578	0	0
	TOTAL REVENUES	\$ 227,928	\$ 163,400	\$ 89,984	\$ 189,525	0

FUND: Local Option Sales Tax III  
 FUNCTION: General Government  
 ACTIVITY: Other General Govt Sources

DEPARTMENT: Board of County Commissioners  
 DIVISION: Non-Departmental  
 COST CENTER: Public Facilities and Projects

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	1,410	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	1,257	0	2,487	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	1,257	0	3,897	0	0
56101	Land	0	0	4,175	0	0
56201	Buildings	1,098,924	0	1,048,955	0	0
56301	Improvements Other Than Buildings	31,137	0	2,625	0	0
56401	Machinery & Equipment	128,548	584,807	33,320	602,782	602,782
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	1,258,609	584,807	1,089,075	602,782	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	2,000,000	0	0
58201	Aids to Private Organizations	0	0	50,000	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	2,050,000	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	425,378	0	286,039	0
	NON-OPERATING COSTS	0	425,378	0	286,039	0
	TOTAL BUDGET	\$ 1,259,866	\$ 1,010,185	\$ 3,142,972	\$ 888,821	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	0
	Local Option Sales Tax III	1,259,866	1,010,185	3,142,972	888,821	0
	TOTAL REVENUES	\$ 1,259,866	\$ 1,010,185	\$ 3,142,972	\$ 888,821	\$ 0

Voting Machines  
\$602,782

FUND: Local Option Sales Tax IV  
 FUNCTION: General Government  
 ACTIVITY: Other General Govt Sources

DEPARTMENT: Board of County Commissioners  
 DIVISION: Non-Departmental  
 COST CENTER: Public Facilities and Projects

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	100,000	0
56401	Machinery & Equipment	0	0	0	261,838	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	361,838	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	500,000	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	500,000	0
59101	Transfers	0	0	0	4,200,000	0
59801	Reserves	0	0	0	6,140	0
	NON-OPERATING COSTS	0	0	0	4,206,140	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	5,067,978	0
RESOURCES						
	Interest	\$ 0	0	0	0	0
	Local Option Sales Tax III	0	0	0	5,067,978	0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	5,067,978	0

Library kiosks & lockers - \$100k

Civic Center Capital Replacement \$200k  
 Library - Science/Tech math equipment - \$61,838

Navy Federal Economic Development \$500k for 10 years.

2017 Series Jail Bond debt service payment

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Legal Counsel

DEPARTMENT: Board of County Commissioners  
 DIVISION: County Attorney  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	984,933	963,203	451,267	969,927	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	6,000	6,000	3,000	6,000	0
52101	FICA Taxes	67,554	74,144	28,691	74,658	0
52201	Retirement Contributions	136,193	137,776	64,736	144,411	0
52301	Life & Health Insurance	144,142	117,000	73,008	123,500	0
52401	Workers' Compensation	2,062	2,025	873	2,469	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	1,340,884	1,300,148	621,575	1,320,965	0
53101	Professional Services	10,152	64,000	777	31,750	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	250	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	6,249	6,000	1,046	7,980	0
54101	Communications	2,027	2,700	887	4,794	0
54201	Postage & Freight Services	3,088	3,500	389	2,850	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	941	1,100	458	960	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	4,740	6,500	0	5,515	0
54701	Printing & Binding	0	350	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	5,031	10,000	1,528	6,385	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	9,085	7,000	3,931	6,565	0
55201	Operating Supplies	5,555	4,000	1,083	4,457	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	42,334	52,850	12,487	41,440	0
55501	Training & Registrations	3,577	4,000	1,383	4,574	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	92,779	162,250	23,969	117,270	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	28,925	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	28,925	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	44,980	0
	NON-OPERATING COSTS	0	0	0	44,980	0
	TOTAL BUDGET	\$ 1,462,588	\$ 1,462,398	\$ 645,544	\$ 1,483,215	0
RESOURCES						
	General Fund Revenues	\$ 1,462,588	\$ 1,462,398	\$ 645,544	\$ 1,483,215	0
	TOTAL REVENUES	\$ 1,462,588	\$ 1,462,398	\$ 645,544	\$ 1,483,215	0

Outside Litigation services, Req. \$31,750

Verizon services for 1 iPad and 5 Surface Pros. County cell phone for County Attorney.

Title searches, court reporter, recording fees, notary renewals, legal ads.

Florida Statutes, Westlaw computer system, professional memberships

Outside Professional Legal set-aside for any unforeseen legal instance and lawsuit defense.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/110601

County Attorney

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 <b>Professional Services</b>	10,152	5,000	5	25,000	64,000	(39,000)	Legal Specialized Services (Data from the prior 5 fiscal years using 5 different legal consultants, Service levels change annually.) Legal services include Sales Tax Audit Issues, County Engineer FPBE Complaint, McDonald Shopping Center negotiations, representation of CBDF Grand Jury Proceedings, etc. (Outside Legal Counsel)
		1,750	1	1,750		1,750	Ethics Training
		5,000	1	5,000		5,000	Property Appraisal Services (Data based on 5 year history, example IHMC.)
Subtotal	10,152			31,750	64,000	(32,250)	
overall change						(32,250)	
2 <b>Court Reporter Services</b>	0			0	250	(250)	
Subtotal	-			-	250	(250)	
overall change						(250)	
4 <b>54001 Travel &amp; Per Diem</b>	6,249	280	6	1,680	6,000	(4,320)	Travel PerDiem for 6 attorneys at an average of \$56.00 per day averaging 5 days per attorney annually.
		3,674	1	3,674		3,674	Travel costs including mileage @ \$0.535 per mile (average of 4,615 miles annually), airline tickets @ an average of \$301.17 per ticket 4 tickets annually).
		397	6	2,382		2,382	Hotel expenses average \$397 per attorney annually (Seminars, Conferences, and Workshops required by the Florida Bar for certifications various locations within the State of Florida)
		244	1	244		244	Other related expenses (Rental vehicle, shuttle service, Parking, Tolls, etc.
				0		0	Enables attorneys to travel as needed to the Employment Law, Legislative Day, Environmental Law, Local Government Law, and Land Use Law Seminars, the Legislative and FACA Conferences and the Canvassing Board Workshop as they pertain to this office or as required by the Florida Bar's continuing education requirements.
Subtotal	6,249			7,980	6,000	1,980	
overall change						1,980	
5 <b>54101 Communications</b>	2,027	504	1	504	2,700	(2,196)	AT&T iPad charges (County Attorney)
		600	5	3,000		3,000	Verizon charges for 5 Surface Pros for selected staff (\$50 a month for 12 months)
		120	1	120		120	Cox Cable - covers TV in Breakroom and County Attorney's Office (\$10 * 12 months)
		1,170	1	1,170		1,170	The County Attorney now has a County phone. The amount per year is \$770 and \$400 was added for potential additional charges that may occur during the year (for example, while traveling). The County phone through IT has a program that will capture text messages for the purposes of public records.
Subtotal	2,027			4,794	2,700	2,094	
overall change						2,094	
6 <b>54201 Postage &amp; Freight</b>	3,088	650	1	650	3,500	(2,850)	Fedex Pkgs average 24 per year (5 year average) @ an average of \$26.77 per package.
		2,200	1	2,200		2,200	We save \$.03 per letter using the metered mail (Pitney Bowes) and not regular U.S. Postal stamps. (Annual meter is \$2.2k)
				0		0	Federal Express and U. S. postage is used to send out letters, packages, pleadings and requested documentation
Subtotal	3,088			2,850	3,500	(650)	
overall change						(650)	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/110601

County Attorney

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
8 54401 Rentals & Leases	941	150	4	600	1,100	(500)	We have a lease agreement approved by the Board with Pitney Bowes which saves us \$.03 per letter or package. The Rental Agreement with Pitney Bowes is \$150.00 a quarter.
		175	1	175		175	One-time Pitney Bowes machine yearly equipment maintenance.
		125	1	125		125	One-time Pitney Bowes machine yearly Softguard Rate Protection.
		60	1	60		60	Pitney Bowes machine Ink cartridge cost (\$60.00 per cartridge).
				0		0	The Clerk of the Circuit Court requires that all outgoing mail be delivered to the appointed place by 2:00 p.m. each day to be stamped and mailed the same day. The Clerk's Office has been very cooperative but due to the fact that a large volume of mail is generated late in the afternoon and would not be mailed until the next day places a burden on the County Attorney's Office.
Subtotal	941			960	1,100	(140)	
overall change						(140)	
10 Repair & Maintenance 54601 Services	4,740	4,865	1	4,865	6,500	(1,635)	Used to maintain, repair and upgrade the CountyLaw computer program (Cycrom). This is a one-time yearly fee paid at the end of the Fiscal Year.
		500	1	500		500	Repairs for 2 HP printers with no maintenance contract.
		150	1	150		150	iPad repair as needed.
						0	Cycrom is the only vendor that supports and maintains this program specific to government legal offices and is vital to the operation of the County Attorney's Office.
Subtotal	4,740			5,515	6,500	(985)	
overall change						(985)	
11 54701 Printing & Binding	0	0	0	0	350	(350)	
Subtotal	-			-	350	(350)	
overall change						(350)	
13 Other Current Chrgs & 54901 Obligations	5,031	265	1	265	10,000	(9,735)	Petty Cash (Water Filter is replaced twice a year @ \$65.00 per filter; Roll of Stamps; other tech related litigation expenses)
		100	19	1,900		1,900	SRI MSBU Title Searches (Average 19 properties per year @ \$100.00 average cost throughout 5 years).
		417	3	1,250		1,250	Advertisement for Writ of Possession cases in PNJ (Average 3 per year @ \$416.66 per Ad)
		70	1	70		70	FL Labor Poster (posted in Breakroom per HR Policy)
		2,500	1	2,500		2,500	Average deposit into County Attorney's Office Escrow account annually (Clerk of Court Recordings and Filing Fees).
		250	1	250		250	Copies of Transcripts for Litigation (5 year average).
		75	2	150		150	Average Notary Renewal for County Attorney's Office (2 Notaries at \$75.00 each)
Subtotal	5,031			6,385	10,000	(3,615)	
overall change						(3,615)	
15 55101 Office Supplies	9,085	30	56	1,680	7,000	(5,320)	Copy Paper (5 year average is 56 boxes annually @ \$29.90 per box)
		185	7	1,294		1,294	HP Printer Cartridges (3 year average is 7 cartridges annually @ \$184.79)
		3,591	1	3,591		3,591	The following items are essential to the office day to day operations: File Folders; Calendars and Planners; Pens, Markers, Tabs, Flags, Batteries; Flash Drives, Note Pads, etc. (Expenses average \$3,500 - \$4,000 annually).
Subtotal	9,085			6,565	7,000	(435)	
overall change						(435)	



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/110601

County Attorney

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16 <b>Operating 55201 Supplies</b>	5,555	94	12	1,133	4,000	(2,867)	2016 Xerox Copier Maintenance Charges (Estimate is based on average cost of 10,442 B/W pages @ \$.0049 and 882 Color pages @ \$.049 monthly for 12 months)
		168	12	2,018		2,018	2013 Toshiba Copier Maintenance Charges (Estimate is based on average cost of 8,681 B/W pages @ \$.0093 and 1,325 Color pages @ \$.066 monthly for 12 months)
		425	2	850		850	Two IX500 ScanSnap Scanners for Administrative Staff
		103	2	205		205	Copier Staples (Average replacement of once a year for two copiers at \$102.56 per copier).
		250	1	250		250	BOLD (COOP) Annual Subscription average for past 5 years.
<b>Subtotal</b>	<b>5,555</b>			<b>4,457</b>	<b>4,000</b>	<b>457</b>	
<b>overall change</b>						<b>457</b>	
18 <b>Books, Pubs &amp; 55401 Subs</b>	42,334	22,425	1	22,425	52,850	(30,425)	It is essential that this office is up-to-date on Florida Statutes, Federal Laws, and all regulations. Westlaw is a computerized system that permits us to immediately access and research various cases, statutes and articles. Contract also supports the Law Library.
		1,345	6	8,070		8,070	Attorney Membership and Professional Organizations Dues (FL Bar, Northern District Court, US Supreme Court, FL Bar Certification, FACA, and ESRBA) @ an average of \$1,345.00 per Attorney.
		5,000	1	5,000		5,000	Subscriptions to various publications not available thru Westlaw online legal services (FL Weekly, Federal, and Supplement; Section Litigation Handbook; Sunshine Manual; Employment Law Letter, Discrimination, and Law Memo; FL Jury Verdict Reviews; Detention and Corrections; Home Rule Green Book).
		472	9	4,250		4,250	9 copies of the Florida Statutes
		1,035	1	1,035		1,035	MuniPro Subscription allows for the research of all local government codes (City, County, and Municipalities) of all 50 states.
		165	4	660		660	Rotary Dues @ \$165.00 quarterly (County Attorney).
<b>Subtotal</b>	<b>42,334</b>			<b>41,440</b>	<b>52,850</b>	<b>(11,410)</b>	
<b>overall change</b>						<b>(11,410)</b>	
19 <b>Training &amp; 55501 Registrations</b>	3,577	300	9	2,700	4,000	(1,300)	Registration to the following Seminars annually: FL Bar - Sunshine Law, Advance Topics in Admin, FAC Legislative Day, Employment Law, ESRBA - E-Discovery, Land Use, and Land Use Law. To include the FAC Annual Conference for an average of \$300.00 for 9 seminars and conferences.
		550	2	1,100		1,100	Florida Bar Online CLE Registrations @ \$550.00 per attorney.
		775	1	775		775	Florida Bar/Re-certification Exam fees (required once every 5 years for 4 attorneys).
<b>Subtotal</b>	<b>3,577</b>			<b>4,575</b>	<b>4,000</b>	<b>575</b>	
<b>overall change</b>						<b>575</b>	
31 <b>59801 Reserves</b>		44,980	1	44,980		44,980	Funds are being set aside to cover any unforeseen need for outside professional services. During the Fiscal Year the County Attorney's Office defends the Board of County Commissioners from numerous lawsuits.
<b>Subtotal</b>	<b>-</b>			<b>44,980</b>	<b>-</b>	<b>44,980</b>	
<b>overall change</b>						<b>44,980</b>	

Page Totals 121,704  
Check 121,704

162,250 162,250 0  
162,250 162,250

## Position Justification

## COUNTY ATTORNEY'S OFFICE

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	110601	County Attorney's Office	1	County Attorney	100%	Provides permanent in-house legal services to the Board of County Commissioners, the County Administrator, and County departments, boards and agencies organized under the Board of County Commissioners as well as some elected officials. Sits with the Board during all meetings and workshops, manages the Office of the County Attorney with total Staff of 13 and an Adopted Budget of \$1,496,857.  My door is always open to discuss, listen, give support and resolve issues before they become a problem to any County Commissioner, Administrator, and/or County staff. "An ounce of prevention is worth a pound of cure."
1	110601		1	Deputy County Attorney	100%	Provides in-house legal advice and represents the County in major litigation defending tort claims, breach of contract, land use disputes, and civil rights claims as well as prosecuting claims for breach of construction contracts and seeking injunctive or declaratory relief as to ordinances or state law. In addition to litigation, regularly provides advice to County departments as to the Florida Public Records Act, Florida Meeting in the Sunshine Act, HIPAA and privacy and security regulations, interpretation of insurance coverage and policies, and other state laws and County ordinances which affect the operations of the many departments encompassing Escambia County local government. This position is also responsible for handling of Notices of Claim. Pursuant to Florida Statutes § 768.28, a Notice of Claim must be presented to the County within 3 years from the date that the claim accrues; a lawsuit must be filed within 4 years from the date that the claim accrues. A Notice of Claim may or may not become a lawsuit. Current caseload is approximately 33 litigation cases and 290 Notices of Claim.
1	110601		1	Senior Asst. County Atty.	100%	Provides in-house legal advice and representation to the Board and administrative staff on a variety of real property issues and transactions. Real estate litigation areas include foreclosure, quiet title, trespass and ejectment, and eminent domain. Litigate approximately 10 cases a year relating to issues ranging from taxation on Santa Rosa Island, quiet title litigation, FDOT eminent domain, SRI MSBU Lien collection/foreclosure, and ejectment suits to remove individuals from County-owned property. Review easements, deeds, and associated title work for a multitude of engineering road and drainage projects to ensure County receives good title to the property. Developed and standardized forms for avigation easements, conservation easements, utility easements, drainage easements for use by the Engineering Division. Over the last 8 years, have handled an average of 12 real estate purchase closings per year (averaging \$2.5 million/year). For 2017, have completed or scheduled closings on 11 properties (value of \$6.7 million). The real estate purchases handled range from drainage and road projects (such Bristol Park, Olive Road) to large public projects such as the new jail site.
1	110601		1	Assistant County Atty.	100%	Review or prepare all contracts to which the County is a party, including contracts for professional services and other procurements, special events, leases/licenses, grants, and cooperative agreements with other governmental entities. Prepare Ordinance and Resolutions enacted by the BCC. Represent the County in all mortgage foreclosure actions to which the County is a party. Serve as counsel to the Board of Adjustment by attending all meetings, advising the BOA on legal matters, and representing the BOA in appellate proceedings. Provide legal advice and analysis to internal staff on a variety of local government issues. Provide Sunshine Law and ethics training for various boards and committees. During 2016, the position handled 252 contracts, 50 ordinances, 50 resolutions and 65 mortgage foreclosures.
1	110601		1	Assistant County Atty.	100%	Provide legal assistance to Development Services Department, Human Resources Department, Planning Board, other department heads and staff. Advise Planning Board during all meetings. Also, general legal counsel to the Supervisor of Elections and the Canvassing Board. Prepare, draft and review land development ordinances, Board policies, multiple agreements and other legal documents. Provide legal advice and analysis to internal staff on a variety of local government issues. On an annual average, prepare or review more than 40 land development ordinances and represent the County in 11 court cases, 4 appeals before the MSPB, review and handle 29 employee disciplinary actions, 5 EEOC complaints, 3 FL Commission on Human Relations complaints and 1 Department of Labor complaint.
1	110601		1	Assistant County Atty.	100%	Provides legal advice, guidance, and support on federal, state, and local laws and regulations relating to local government law, public records/FOIA, sunshine law, animal law, contract law, constitutional rights, due process notice/hearing rights, real estate, corporate law, ADA, construction law, ethics code(s), civil procedure, appellate procedure, administrative law, regulatory licensing, copyright law, environmental law, planning/zoning, tourist development tax, impact fees, inmate rights, property rights, lien laws, and premises liability to departments, boards, and committees. Provide legal counsel to the Contractor's Competency Board and attend the monthly meetings. In the last 12 months, represented the County before county court judges on 23 animal custody and citation matters; circuit court judges on appellate matters; and special magistrates on 30 code enforcement matters. Also provided legal counsel to the Contractor's Competency Board at 10 hearings.
			6			
1	110601		1	Legal Office Administrator	100%	Providing assistance to the County Attorney which includes drafting correspondence; attending and taking notes at the County Commission meetings; maintaining assignments; preparing and monitoring the budget; and approving employee payroll. Supervising support staff to include: prioritizing and assigning work; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
1	110601		1	Paralegal	100%	Provide specialized legal research for the County Attorney, Deputy County Attorney and 4 Assistant County Attorneys, including multiple subject matters and numerous areas of law that are complex and difficult to find definitive answers. Prepare written memoranda presenting findings based on research. Contacts and works with other governmental agencies and business in an effort to gather pertinent information. Follow all Senate and House Bills concerning legislation that could affect the county. Stay current on Sunshine and Public Records Laws. Prepare and handle FOIA requests as assigned. Maintain Paralegal Certification and training at various board meetings or court proceedings.

## Position Justification

## COUNTY ATTORNEY'S OFFICE

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	110601		1	Legal Admin. Asst.	100%	Provides legal administrative support for the Senior Assistant County Attorney which includes processing and independently preparing documents such as correspondence, legal pleadings, contracts, contract amendments/renewals, legal notices, pleadings, closing documents and other documents for attorney's use which requires legal and real estate knowledge. Provides legal and administrative research, preparing reports and analysis of information, time management of files, scheduling, maintaining confidentiality of information, coordinating and processing real estate closings. Over the last 8 years, have handled an average of 12 real estate closings per year and have completed or scheduled 11 closings to date in 2017. Also manages the records disposition paperwork for the office, processing and disposing of records according to retention guidelines, custodian of County Attorney Imprest Account, receiving, researching and responding to public records requests, preparing for and responding to emergency situations, preparing BCC recommendations, liaison with other County employees and external organizations, serves as in-office administrator for CountyLaw, and other tasks and projects as may be assigned by the County Attorney.
1	110601		1	Legal Admin. Asst.	100%	Provides legal administrative support for the Deputy County Attorney which includes processing and independently preparing documents such as correspondence, legal pleadings, legal notices, and other documents for attorney's use which requires legal knowledge. Also provides legal and administrative research, preparing reports and analyzing medical records, time management of files, scheduling, maintaining confidentiality of information and coordinating attorney/client sessions. Current caseload is approximately 33 litigation cases and 290 Notices of Claim.
1	110601		1	Administrative Asst.	100%	Create, update, and maintain files for matters handled by my assigned attorney and ensure documents, files, and records are maintained accurately and completely for records retention purposes and certification of compliance with rules and regulations. In the last 12 months, assisted in the preparation of 23 animal custody cases and citation matters, appellate matters and 30 special magistrates hearings on code enforcement cases. Also, maintain task lists and manage deadlines; responsible for the coordination of ordinance amendments or creation of new sections; and communicate with multiple County departments.
1	110601		1	Administrative Asst.	100%	Preparing and filing legal pleadings for mortgage foreclosure cases, tracking and maintaining files for contracts and agreements for other departments within the County. Coordinate and advertise ordinances and resolutions. Respond to public records requests, as well as organizing and maintaining files and records. Create, organize, monitor and maintaining assignments given to the assistant county attorney. Ensure the attorney has all the necessary information to complete assigned tasks. During 2016, the position assisted in preparing 252 contracts, 50 ordinances, 50 resolutions and 65 mortgage foreclosures.
1	110601		1	Administrative Asst.	100%	Responsible for the organization, coordination, and administration of a variety of litigation and law office related activities. On an annual average, prepare or review more than 40 land development ordinances and represent the County in 11 court cases, 4 appeals before the MSPB, review and handle 29 employee disciplinary actions, 5 EEOC complaints, 3 FL Commission on Human Relations complaints and 1 Department of Labor complaint. Coordinate the processing, research, and completion of public records requests assigned to me that have any pending or potential litigation for legal review. Additional responsibilities include the office accounts payable and management of the operating budget of \$162,250.00, by processing an average of 127 vouchers annually. This position is also responsible for timely reporting the pay-roll of 26 pay periods for 13 employees.
			7			

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Executive

DEPARTMENT: Board of County Commissioners  
 DIVISION: County Administrator  
 COST CENTER: County Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 176,521	\$ 180,369	\$ 79,782	\$ 74,339	0
51201	Regular Salaries & Wages	241,675	241,276	100,708	344,740	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	468	0	704	10,000	0
51501	Special pay	6,000	6,000	3,000	6,000	0
52101	FICA Taxes	26,755	32,714	10,974	33,284	0
52201	Retirement Contributions	55,802	58,716	24,995	62,023	0
52301	Life & Health Insurance	53,593	54,000	20,570	57,000	0
52401	Workers' Compensation	1,039	1,083	467	1,300	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	561,853	574,158	241,200	588,686	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	4,566	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	1,286	6,000	1,319	6,038	0
54101	Communications	4,261	4,500	1,163	3,433	0
54201	Freight & Postage Services	2,253	3,100	612	2,962	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	105	0	0	0	0
54601	Repair & Maintenance Services	361	1,925	0	1,920	0
54701	Printing & Binding	178	450	0	369	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	950	1,500	0	1,500	0
55101	Office Supplies	5,139	6,000	907	6,026	0
55201	Operating Supplies	2,876	2,250	497	1,765	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	3,182	4,840	1,299	3,382	0
55501	Training & Registrations	885	2,200	250	2,490	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	21,476	32,765	10,613	29,885	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	2,400	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	2,400	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 583,329	\$ 606,923	\$ 251,813	\$ 620,971	0
RESOURCES						
	General Fund Revenues	\$ 583,329	\$ 606,923	\$ 251,813	\$ 620,971	0
	TOTAL REVENUES	\$ 583,329	\$ 606,923	\$ 251,813	\$ 620,971	0

FAC Conference ,  
 FAC Leg Conf.,  
 FAC Leg Day,  
 Gulf Power ES

Working lunches,gifts,  
 fowers/cards, water.

Dues:  
 ICMA,  
 FACM,  
 Rotary,  
 PNJ Subscription

FAC Leg. Day,  
 FAC Leg. Conf.,  
 FAC Annual Conf.,  
 Gulf Power,  
 Chamber Fy-in,  
 Training

1 - replacement  
 laptop

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 110302 County Administration

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per	1,286	159	3	477	6,000	(5,523)	2017 FAC Legislative Conference Hotel (3 Nights@\$159)
		59	3	177		177	Per Diem (3 days/\$59 per day)
		15	3	45		45	Parking (3 days/\$15 per day)
Diem		149	2	298		298	2017 Gulf Power Economic Symposium (2 Nights@\$149)
		54	3	162		162	Per Diem (3 days/\$54 per day)
		15	3	45		45	Parking (3 days/\$15 per day)
		279	2	558		558	2018 FAC Legislative Day (2 Nights@\$279)
		59	2	118		118	Per Diem (2 days/\$59 per day)
		15	2	30		30	Parking (2 days/\$15 per day)
		179	5	895		895	2018 FAC Annual Conference (5 Nights@179)
		59	5	295		295	Per Diem (5 days/\$59 per day)
		17	5	85		85	Parking (5 days/\$17 per day)
		209	3	627		627	2018 FAC Policy Conference (3 Nights@\$209)
		64	3	192		192	Per Diem (3 day/\$64 per day)
							8 Additional trips to Tallahassee, Various Counties(8 nights@\$189)
		189	8	1,512		1,512	Per Diem (8 days/\$54 per day)
		54	8	432		432	Parking (6 days/\$15)
		15	6	90		90	
				0		0	
				0		0	
				0		0	
				0		0	(In FY 16/17, extra trips have been to Tampa for FACM, Tallahassee for Corrections, DEO, and Transit Issues, and Gadsden County)
Subtotal	1,286			6,038	6,000	38	
						overall change	38
5 54101 Communications	4,261			0	4,500	(4,500)	
		82	12	988		988	Cell Phone for County Administrator (\$82.31/month)
		40	12	480		480	MiFi for County Administrator's Surface (\$40.01/month)
							Verizon Connection for County Administrator's Tough Book (\$40.07/month)
		40	12	481		481	Cell Phone for Assistant to the County Administrator (\$78.28/month)
		78	12	939		939	Mobile Hotspot Cell Phone Assist. to the Co. Administrator (\$10 per month/12 months)
		10	12	120		120	Cell Phone Replacement (1)
		300	1	300		300	MiFi Replacement (1)
		125	1	125		125	
Subtotal	4,261			3,433	4,500	(1,067)	
						overall change	(1,067)
6 54201 Postage & Freight	2,253			0	3,100	(3,100)	
		195	1	195		195	Post Office Box Rental (PO Box 1591-1 Year Fee)
		8	45	339		339	Certificate/Returned Receipt Letters (Mailed Throughout the Year)
		34	12	412		412	Federal Express Letters/Packages (Mailed Throughout the Year)
		146	4	583		583	Average Quarterly Postage mailed through the Clerk's Office (2,500 Stamps used throughout the year when mail has to go the same day.)
		49	25	1,225		1,225	Cox Communications (2 Connections/\$17.38/month)
		17	12	209		209	
				0		0	
Subtotal	2,253			2,962	3,100	(138)	
						overall change	(138)
9 54501 Insurance	105			0	0	0	
				0		0	
Subtotal	105			-	-	0	
						overall change	0
10 54601 Repair & Maintenance	361			0	1,925	(1,925)	
		395	1	395		395	Annual Copy Maintenance Contract (1st Floor Copier)
		1,525	1	1,525		1,525	Automobile Repairs (CAO Pool Car-Miscellaneous)
Subtotal	361			1,920	1,925	(5)	
						overall change	(5)
11 54701 Printing & Binding	178	58	3	174	450	(276)	Business Cards 3 Boxes-County Administrator/Assistant to the County Administrator
		125	1	125		125	County Administrator Letterhead (500 Sheets)
		70	1	70		70	Envelopes (500)
				0		0	
Subtotal	178			369	450	(81)	
						overall change	(81)
14 54931 Host Ordinance	950	365	1	365	1,500	(1,135)	County Gifts for Fiesta of Five Flags (Don Tristan DeLuna, Fiesta President, and Fiesta Queen)
		150	1	150		150	Various Luncheon (Chamber Legislative Luncheon, Law Day, ADA, etc.)
		500	1	500		500	Lunch (Working Meetings with Selection Committees, Legislative Delegation, etc.)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 110302 County Administration

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		375	1	375		375	Cards/Flowers sent on behalf of County Administrator
		5	10	50		50	10 Cases of Water for Working Meeting, Lunches, Guest
		5	12	60		60	12 (12 Packs) Soft Drinks for Working Meeting, Lunches, Guest
Subtotal	950			1,500	1,500	(60)	
overall change							(0)
15 55101 Office Supplies	5,138	38	72	2,736	6,000	(3,264)	72 Cases of High Speed Copier Paper
		189	8	1,512		1,512	HP410A Toner (CAO Office Printer Black, Cyan, Yellow, Magenta)
		76	8	608		608	HP 201A Toner (Assistant to CA Office Printer Black, Cyan, Yellow, Magenta)
		170	1	170		170	2018 Calendars (5 people, 1 wall, 2 desk pads)
				0		0	HP Toner (Agenda Program Coordinator's Printer)
				0		0	HP Toner (Agenda Program Office Printer)
				0		0	HP 12A Toner (Customer Service Associates Printer)
		1,000	1	1,000		1,000	Pens, Legal Pads, Tape, Staples, Paper Clips, Binder Clips, Post It Notes, Batteries, Rubber bands, etc.
Subtotal	5,138			6,026	6,000	26	
overall change							26
16 55201 Operating Supplies	2,876	20	4	80	2,250	(2,170)	Dry Cleaning for Logo Table Cloth, Back Drop
		45	6	270		270	Logo Shirts for CAO Staff
		100	1	100		100	Cleaning Supplies (Lysol Wipes, Hand Sanitizer, Kleenex)
		12	20	240		240	Certificate/Picture Frames
		375	1	375		375	Desk Chair Agenda Program Coordinator
		700	1	700		700	Unforeseen Expenditures
Subtotal	2,876			1,765	2,250	(485)	
overall change							(485)
18 55401 Books, Pubs &	3,182	165	4	660	4,840	(4,180)	Rotary Dues for County Administrator (Per Contract)
		347	1	347		347	PNJ Subscription (Cut Legal Advertisements Out)
		1,475	1	1,475		1,475	ICMA Dues (County Administrator)
							Florida City/County Managers Association (County Administrator)
		575	1	575		575	FACM Dues (County Administrator)
		100	1	100		100	Unforeseen Expenses
		225	1	225		225	
				0		0	
Subtotal	3,182			3,382	4,840	(1,458)	
overall change							(1,458)
19 55501 Training & Registrations	885	150	1	150	2,200	(2,050)	2018 FAC Legislative Day Registration
		275	1	275		275	2017 FAC Legislative Conference Registration
		515	1	515		515	2018 FAC Annual Conference Registration
		275	1	275		275	2018 FAC Policy Conference Registration
		175	1	175		175	2018 Gulf Power Economic Symposium
		300	1	300		300	Chamber Fly-In (Washington, DC)
		200	4	800		800	Employee Training (4 Employees@\$200 each)
				0		0	
Subtotal	885			2,490	2,200	290	
overall change							290
25 56401 Machinery & Equipment	0	2,400	1	2,400	0	2,400	Replace Laptop for Assistant to the County Administrator
				0		0	
				0		0	
				0		0	
Subtotal	-			2,400	-	2,400	
overall change							2,400
31 59801 Reserves	0				0	0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change							0
Page Totals							21,476
Check							21,476
							32,285
							32,765
							(540)

## Position Justification

## COUNTY ADMINISTRATOR

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	110302	County Administrator's Office	1	County Administrator	100%	<p>The County Administrator provides executive level leadership and direction to the Department Directors/Division Managers to ensure that the policies and directives of the Board of County Commissioners are carried out. Additional duties are defined by Chapter 125 of the Florida Statutes:</p> <ul style="list-style-type: none"> <li>• Enforces all orders, resolutions, ordinances, and regulations established by the Board of County Commissioners to assure that they are faithfully executed.</li> <li>• Provides an annual report on the activities and finances for the preceding year.</li> <li>• Provides the Board, or individual members thereof, upon request, with information or data, advice, and operating recommendations to the Board.</li> <li>• Prepares and submits to the Board of County Commissioners for its consideration and adoption an annual operating budget.</li> <li>• Recommends to the Board a current position classification and pay plan for all positions in the County.</li> <li>• Selects, employs, and supervises all personnel and fills all vacancies and positions under the jurisdiction of the Board.</li> <li>• Suspends, discharges, or removes any employee under the jurisdiction of the Board pursuant to the procedures adopted by the Board.</li> <li>• Negotiates leases, contracts, and other agreements, including consultant services, for the County, subject to approval of the Board, and makes recommendations concerning the nature and location of County improvements.</li> <li>• Attends all meetings of the Board with the authority to participate in any discussion.</li> <li>• The County Administrator interacts daily with Commissioners, local Constitutional Elected Officials, State and Federal Elected Officials and Community Leaders to discuss a variety of issues.</li> <li>• The County Administrator is responsible for compiling the County's Legislative "Wish List" of local, state and federal projects to submit to the Board for approval prior to presenting to our local Legislative Delegation.</li> <li>• Enforces the Board's policies and procedures while resolving citizen's issues and complaints.</li> </ul> <p><a href="#">Florida Statutes, Chapter 125 § 125.74, "County Administrator; power and duties" (2016)</a></p>
1	110302	County Administrator's Office	1	Assistant to the County Administrator	100%	<p>Duties assigned to the Assistant to the County Administrator include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Serves as a Confidential Assistant to the County Administrator. Deals with confidential and sensitive matters on a daily basis. Notarizes County documents.</li> <li>• Briefs the County Administrator on various issues. Keeps the County Administrator on time and aware of upcoming important meetings and deadlines.</li> <li>• Office Manager with the direct supervision of four employees. (Agenda Program Coordinator, Administrative Assistant, Customer Service Associate, and Senior Office Support Assistant)</li> <li>• Responsible for planning and managing the daily operations of the County Administrator's Office including hiring the four positions listed above and when necessary, disciplinary actions.</li> <li>• Responsible for the security in the Ernie Lee Magaha Complex.</li> <li>• Contract Manager for the Federal and State Lobbyist Contracts; Outdoor Advertising Contract; Security Contract and the Judicial Center Snack Bar Contract.</li> <li>• Prepares and manages the annual operating budgets for the Board of County Commissioners, County Administrator, Assistant County Administrator's, and Community and Media Relations.</li> </ul> <p><a href="#">(Florida Statutes, Chapter 125, 2016)</a></p> <ul style="list-style-type: none"> <li>• Prepares and Processes all the Accounts Payable/Accounts Receivables paperwork for the Board, County Administrator, Assistant County Administrator's, and Community and Media Relations including our monthly VISA Statements and Commissioner's Discretionary Money.</li> <li>• Issues Purchase Orders and Change Orders.</li> <li>• Coordinates Travel for the Board Members, County Administrator, Assistant County Administrator's, Candidates, etc. (Hotel, Plane Tickets, Car Rentals, Registrations, etc.)</li> </ul> <p><a href="#">(Florida Statutes, Chapter 112, 2016)</a></p> <ul style="list-style-type: none"> <li>• Prepares and Approves Payroll for the Board, County Administrator's Office, Assistant County Administrator's Offices, and Community and Media Relations.</li> </ul>



## Position Justification

## COUNTY ADMINISTRATOR

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
						<ul style="list-style-type: none"> <li>• Maintains the County Administrator's calendar. Schedules/coordinates a wide variety of meetings.</li> <li>• Answers thousands of telephone calls and emails every year.</li> <li>• Staff support/attends the Board of County Commissioners meetings.</li> <li>• Attends the weekly Department Director's meetings.</li> <li>• Prepares a variety of correspondence including Board recommendations, Request for Proposals Invitations to Bid, letters and memorandums.</li> <li>• Staff support for the Public Safety Coordinating Committee. Prepares the agenda and meeting announcements; makes sure that the meeting is properly advertised, attends the meeting, etc. Serves as a liaison for other County and Governmental Agencies, Elected Officials, Outside Agencies, and the citizens for matters related to the County Administrator and the Board of County Commissioners. (Florida Statutes, Chapter 951, 2016)</li> <li>• Program Administrator for FOIA Public Records software and GovQA Citizen's software. (Florida Statutes Chapter 119, 2016)</li> <li>• Processes all Public Records Request for the County Administrator's Office including previous County Administrator's and County Commissioner's. (Florida Statutes Chapter 119, 2016)</li> <li>• Coordinates Special Events, Schedules Board Meetings and Joint Board Meetings. (Florida Statutes Chapter 125, 2016)</li> <li>• Expected to be on-call and respond to emergency call-outs, and participate with emergency activations as a member of the County's Emergency Management team.</li> </ul> <p>Florida Statutes Chapter 112, Travel  Florida Statutes Chapter 119, Public Records  Florida Statutes Chapter 125, County Government  Florida Statutes Chapter 951, Public Safety Coordinating Council</p>
1	110302	County Administrator's Office	1	Agenda Program Coordinator	100%	<p>Duties assigned to the Agenda Program Coordinator includes but are not limited to:</p> <ul style="list-style-type: none"> <li>• Prepares the Board of County Commissioners' Agendas (Regular Board Meetings, Committee of the Whole, Joint Board Meetings, Special Board Meetings) (Florida Statutes, Chapter 125)</li> <li>• Sends emails to the Director's requesting they review and approve agenda items that are in their AgendaQuick "In Box".</li> <li>• Answers emails and phone calls about recommendations that have been submitted.</li> <li>• Prints and proofs the agenda.</li> <li>• Sends emails to the departments who need to make corrections to their recommendations.</li> <li>• Makes corrections to the recommendations in AgendaQuick.</li> <li>• Finalizes the agenda for the County Administrator to sign.</li> <li>• Copies and labels the agenda. Scans a copy of the agenda into the copier. Notifies the Commissioner Aides and County Attorney's Office to let them know that they can make copies of the agendas.</li> <li>• Prepares signs documents for the Chairman to sign once the Board meeting has ended.</li> <li>• Creates labels for additional backup that needs to be distributed prior to the Board meeting.</li> <li>• Once the Chairman has signed the documents that were approved in the meeting, the Agenda Coordinator reviews and enters the BCC approved date.</li> <li>• Coordinator delivers the documents to the Clerk's Office for them to attest and record.</li> <li>• Once the Clerk's Office brings the documents back to the Agenda Coordinator and transmittals are prepared, departments receive an email or phone call letting them know that the documents are ready to be picked up.</li> <li>• Writes Proclamations and Recommendations.</li> <li>• Prepares appointment letters for the Board's Committees.</li> <li>• Maintains current files on the Boards and Committees.</li> <li>• Keeps the Board's Policy Manual Current.</li> <li>• Provides executive-level support while accomplishing program objectives and services.</li> <li>• Attends all Board meetings and Department Director's meetings.</li> <li>• Serves as a liaison with employees, Board officials, the public, and external organizations.</li> <li>• Facilitates a standing agenda review meeting with the Commissioners and the Department Director's at 9:00 a.m., on the morning of the Board of County Commissioners' meetings.</li> <li>• Operates the voting equipment at the dais and assists the County Administrator at the Board meetings and the Committee of the Whole workshops. Also, times speakers at the Board meetings.</li> <li>• Facilitates citizen appointments to the various boards and committees on which citizens of Escambia County serve.</li> <li>• Conducts research in the Boards' minutes to assist Commissioners and citizens with questions regarding the Board's actions.</li> </ul> <p>Florida Statutes, Chapter 125, "County Government" (2016)</p>



## Position Justification

## COUNTY ADMINISTRATOR

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	110302	County Administrator's Office	1	Administrative Assistant	100%	<p>Duties assigned to the Administrative Assistant include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Assists the Agenda Program Coordinator with preparing the Board of County Commissioner's Agendas (Regular Board Meetings, Committee of the Whole, Joint Board Meetings, Special Board Meetings)</li> <li>• Proofs the agenda.</li> <li>• Sends emails to the departments who need to make corrections to their recommendations.</li> <li>• Make corrections to the recommendations in Agenda Quick.</li> <li>• Copies and labels the agenda. Scans a copy of the agenda into the copier. Notifies the Commissioner Aides and County Attorney's Office that they can make copies of the agendas.</li> <li>• Create labels for additional backup material that needs to be distributed prior to the Board meeting.</li> <li>• Distributes additional backup to the Commissioners, County Administrator, County Attorney, Assistant County Administrators, and Clerk to the Board's offices.</li> <li>• Copies the agenda top sheets for the Board meetings. (Citizen's Agenda Copies)</li> <li>• Assists the Agenda Program Coordinator with the Board Room setup.</li> <li>• Prepares Recommendations and Proclamations.</li> <li>• Prepares appointment letters for the Board's Committees.</li> <li>• Assists with maintaining the Boards and Committees files.</li> <li>• Attends the Board meetings as staff support. Signs speakers up who wish to address the Board.</li> <li>• Serves as a liaison with employees, Board officials, the public, and external organizations.</li> <li>• Maintains a sign documents log which shows exactly where the sign documents are in the process.</li> <li>• Serves as backup to the Agenda Program Coordinator and 4th Floor Receptionist.</li> </ul>
1	110302	County Administrator's Office	1	Customer Service Associate	100%	<p>Duties assigned to the Customer Service Associate include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Prepares and coordinates the Weekly Meeting Advertisement. This requires sending out a draft to the departments to review and make changes. Correcting the ad prior to sending it to the Pensacola News Journal to publish. Reviews the proof that the PNJ for accuracy. (Florida Statutes, Chapters 50 and 125)</li> <li>• Prepares a monthly meeting schedule and emails it to the Departments.</li> <li>• Posts the calendar and agenda information on the County's website to ensure that the most up-to-date information is available to our citizens. (Florida Statutes, Chapters 50 and 125)</li> <li>• Coordinates and publicizes special events like the American Heart Association's "Heart Walk", the United Way "Live United" Campaign, the "Kaps for Kids" Campaign, etc.</li> <li>• Staff support to GovQA (The citizen's portal to ask questions about the County.)</li> <li>• Serves as a liaison for other County and Governmental Agencies, Elected Officials, Outside Agencies, and the citizens for matters related to the County Administrator and the Board of County Commissioners.</li> <li>• Responds to thousands of emails and telephone calls each year.</li> <li>• Serves has backup to the District 3 Commissioner Aide.</li> <li>• Serves as backup to the 4th Floor Receptionist.</li> <li>• Sets up the dais prior to Board meetings.</li> <li>• Assists with the Board meeting meals.</li> <li>• Assists with gathering event information for our Community Events calendar.</li> <li>• Posts job opportunities on Hoot Suite and post them to MyEscambia.com.</li> <li>• Staff support to the Board's Special Events.</li> </ul> <p>Florida Statute, Chapters 50, "Legal Advertisements" (2016) Florida Statute, Chapter 125, "Board Meeting Notices" (2016)</p>

## Position Justification

## COUNTY ADMINISTRATOR

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	110302	County Administrator's Office	1	Senior Office Support Assistant	100%	<p>Duties assigned to the Senior Office Support Assistant include but are not limited to:</p> <ul style="list-style-type: none"> <li>• 4th Floor Receptionists Duties (Responds to requests for information, in person, via e-mail, and over the phone; answers routine questions and provides information; directs visitors to the appropriate location.)</li> <li>• Greets the Commissioners, County Administrator's, Assistant County Administrator's, and County Attorney's appointments. Notifies the appropriate staff that their appointment has arrived.</li> <li>• Cuts the County's legal advertisements from the Pensacola News Journal and verifies that the wording is correct in the advertisement.</li> <li>• Prepares the Agenda PowerPoint for the Board meetings.</li> <li>• Distributes the Municipal Code Supplements and updates the Municipal Code Books in the County Administrator's Office.</li> <li>• Frames the Proclamations that are presented at the Board meetings.</li> <li>• Distributes the US Mail to the various departments in the Ernie Lee Magaha Complex.</li> <li>• Staff backup to prepare and coordinate the Weekly Meeting Advertisement.</li> <li>• Staff backup to prepare the Monthly Meeting Schedule and email it to the Departments.</li> <li>• Staff backup to the Administrative Assistant.</li> <li>• Proofs the Board's agendas.</li> <li>• Assists with processing and routing Board-approved signed documents between the Clerk to the Board's Office, County departments, and outside agencies.</li> <li>• Distributes the U. S. Post Office mail coming into the building to the Offices within the ELMB. Brings the 4th floor mail up and delivers it the individual offices.</li> </ul>
			6			

## Position Justification

## ASSISTANT COUNTY ADMINISTRATORS

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	130101	County Administrator's Office	1	Assistant County Administrator	100%	<p>The Assistant County Administrator is an executive position that works under the general guidance of the County Administrator to oversee the daily operations of their assigned departments to ensure that the performance directives and policies outlined by the Board and the County Administrator are carried out. Under our current organizational chart, the departments that report directly to this Assistant County Administrator are: Management and Budget, Risk Management, Purchasing, Information Technology, West Florida Public Library, Waste Services and Natural Resource Management. Additional duties include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Informs the County Administrator of any urgent issues or activities occurring in the departments under their guidance.</li> <li>• Answers thousands of telephone calls and emails every year.</li> <li>• Attends Board meetings and various Community events.</li> <li>• Researches information in order to prepare reports, recommendations and PowerPoints to present to the Board during their meetings.</li> <li>• Assists the County Administrator in compiling the County's Legislative "Wish List" of local, state and federal projects.</li> <li>• When the County Administrator is away from the office at a conference or on vacation, the Assistant County Administrator becomes the "Acting County Administrator" and keeps the County Administrator informed of all pressing issues.</li> <li>• Works closely with the County Administrator and the Departments under their guidance to submit accurate yearly budget requests.</li> <li>• Works closely with the Department Director's to resolve citizen's issues and investigates citizen's complaints.</li> <li>• The Assistant County Administrator interacts daily with the Commissioners, Elected Officials, County Attorneys and Community Leaders on a variety of topics.</li> <li>• Expected to be on-call and respond to emergency call-outs, and participate with emergency activations as a member of the County's emergency management team. (<a href="#">Florida Statutes, Chapter 252</a>)</li> </ul> <p><a href="#">Florida Statutes, Chapter 252, "Emergency Management" (2016)</a></p>
1	130101	County Administrator's Office	1	Director's Aide	100%	<p>Duties assigned to the Director's Aide include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Prepares and processes the County's EDATES. (<a href="#">Florida Statutes, Chapter 125</a>)</li> <li>• Reviews and submits the County's PW's to FEMA for reimbursement, monitors the reimbursement process, and verifies the reimbursements for accuracy. (<a href="#">Florida Statutes, Chapter 252</a>)</li> <li>• Signs off and submits to FDEM all scope change requests and final reconciliation reports/inspections for all PW's.</li> <li>• Provides administrative support to both Assistant County Administrator positions.</li> <li>• Coordinates and maintains both Assistant County Administrator's calendars.</li> <li>• Coordinates and attends staff meetings with the Directors under each Assistant County Administrator's position.</li> <li>• Prioritizes work assignments.</li> <li>• Answers thousands of emails and telephone calls annually.</li> <li>• Serves as a liaison with other internal departments, citizens, and outside agencies to provide information, advice and solve problems.</li> <li>• Reviews correspondence sent to the Assistant County Administrators and prepares an appropriate response to a variety of inquiries.</li> <li>• Prepares, reviews, processes, analyzes and maintains a variety of information, data, forms, agreements and/or reports.</li> <li>• Verifies and submits invoices for payment.</li> </ul> <p><a href="#">Florida Statutes Chapter 125, Economic Development (2016)</a>  <a href="#">Florida Statutes Chapter 252, Emergency Management (2016)</a></p>
			2			

## Position Justification

## ASSISTANT COUNTY ADMINISTRATORS

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	120101	County Administrator's Office	1	Assistant County Administrator	100%	<p>The Assistant County Administrator is an executive position that works under the general guidance of the County Administrator to oversee the daily operations of their assigned departments to ensure that the performance directives and policies outlined by the Board and the County Administrator are carried out. Under our current organizational chart, the departments that report directly to this Assistant County Administrator are: Public Safety, Corrections, Facilities Management and Building Inspections. Additional duties include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Informs the County Administrator of any urgent issues or activities occurring in the departments under their guidance.</li> <li>• Answers thousands of telephone calls and emails every year.</li> <li>• Attends Board meetings and various Community events.</li> <li>• Attends press conferences, town hall meetings, ribbon cuttings, etc.</li> <li>• Researches information, prepares reports, recommendations and PowerPoints to present to the Board during their meetings.</li> <li>• Informs the County Administrator of any urgent issues or activities occurring in the departments under their guidance.</li> <li>• Assists the County Administrator in compiling the County's Legislative "Wish List" of local, state and federal projects.</li> <li>• When the County Administrator is away from the office at a conference or on vacation, the Assistant County Administrator becomes the "Acting County Administrator" and keeps the County Administrator informed of all pressing issues.</li> <li>• Works closely with the County Administrator and the Departments under their guidance to submit accurate yearly budget requests.</li> <li>• Works closely with the Department Director's to resolve citizen's issues and investigates citizen's complaints.</li> <li>• The Assistant County Administrator interacts daily with the Commissioners, Elected Officials, County Attorneys and Community Leaders on a variety of topics.</li> <li>• Expected to be on-call and respond to emergency call-outs. Participates with emergency activations as a member of the County's emergency management team. (<a href="#">Florida Statutes, Chapter 252</a>)</li> </ul> <p><a href="#">Florida Statutes Chapter 252, "Emergency Management" (2016)</a></p>
			1			

FUND: Economic Development  
 FUNCTION: Economic Environment  
 ACTIVITY: Industry Development

DEPARTMENT: Economic Development  
 DIVISION: Administration  
 COST CENTER: Operating

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	93,715	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	22,984	0	4,991	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications & Freight Services	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	116,699	0	4,991	0	0
56101	Land	18,452	0	17,901	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	18,452	0	17,901	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	12,450	0	15,750	0	0
58201	Aids to Private Organizations	624,167	105,000	307,295	655,000	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	636,617	105,000	323,045	655,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	550,000	0	0	0
	NON-OPERATING COSTS	0	550,000	0	0	0
	TOTAL BUDGET	\$ 771,768	\$ 655,000	\$ 345,937	\$ 655,000	\$ 0
RESOURCES						
	General Fund Revenues	\$ 440,000	\$ 550,000	\$ 275,000	\$ 550,000	0
	Depreciation	0	0	0	0	0
	Estimated Fund Balance	331,768	105,000	70,937	105,000	0
	TOTAL REVENUES	\$ 771,768	\$ 655,000	\$ 345,937	\$ 655,000	\$ 0

sdhall:  
 \$105k FB  
 \$550k GF T-fer  
 PEDC & Foundations  
 for the Future. - \$550k  
 Chambers:  
 Century - \$55k  
 GCAAC - \$50k

FUND: General  
 FUNCTION: Economic Environment  
 ACTIVITY: Industry Development

DEPARTMENT: County Administration  
 DIVISION: Community and Media Relations  
 COST CENTER: Community and Media Relations

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	211,668	236,371	105,165	236,372	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	2,173	10,000	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	16,156	18,083	7,902	18,082	0
52201	Retirement Contributions	26,772	29,959	13,386	31,367	0
52301	Life & Health Insurance	15,449	36,000	12,295	38,000	0
52401	Workers' Compensation	556	597	258	708	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	272,774	331,010	139,007	324,529	0
53101	Professional Services	19,475	0	0	12,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	11,750	3,027	11,746	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	1,023	2,000	15	1,981	0
54101	Communications	3,720	2,400	1,168	3,598	0
54201	Postage & Freight	86	1,400	0	1,458	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	1,685	7,000	539	25,948	0
54701	Printing & Binding	5,693	16,750	0	17,097	0
54801	Promotional Activities	514	900	889	1,492	0
54901	Other Current Charges & Obligations	0	0	364	395	0
54931	Host Ordinance	14	200	0	120	0
55101	Office Supplies	1,527	5,000	1,098	4,954	0
55201	Operating Supplies	7,342	3,000	1,459	2,982	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	936	900	623	960	0
55501	Training & Registrations	0	800	0	800	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	42,015	52,100	9,182	85,531	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	5,219	0	0	3,499	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	5,219	0	0	3,499	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 320,008	\$ 383,110	\$ 148,189	\$ 413,559	\$ 0
RESOURCES						
	General Fund Revenues	\$ 320,008	\$ 383,110	\$ 148,189	\$ 413,559	\$ 0
	TOTAL REVENUES	\$ 320,008	\$ 383,110	\$ 148,189	\$ 413,559	\$ 0

OT due to new FLSA Rule

AV professional service calls

Intern to assist with daily work

Mileage \$1,070  
Travel/Per Diem/Hotel \$911

Postage for Mailouts & Letters

Annual copier maint - \$948  
Equip Replacement - \$25k

County Directory - \$2,513  
Business Cards - \$248  
Door Hangers - \$336  
Post cards for Commissioner mailouts - \$14k

Office supplies

Replacement of video camera

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 380201

Community and Media Relations

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	\$ 19,475	\$ 12,000	1	\$ 12,000	\$ 12,200	\$ (200)	AV Professional Service Calls/On Site Repairs
				\$ -	\$ -	\$ -	(Currently we don't have a maintenance contract on the production equipment. Service is called on an as need basis.)
				\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	
Subtotal	\$ 19,475			\$ 12,000	\$ 12,200	\$ (200)	
						overall change \$ (200)	
3 53401 Other Contractual Services	\$ -	\$ 10	1,206	\$ 11,746	\$ 11,750	\$ (4)	Intern to assist with daily work demands.
				\$ -	\$ -	\$ -	(1,206 hours at \$8.25 per hour plus 18% {\$1.49) per hour payable to Blue Arbor Temporary Agency.)
				\$ -	\$ -	\$ -	
Subtotal	\$ -			\$ 11,746	\$ 11,750	\$ (4)	
						overall change \$ (4)	
4 54001 Travel & Per Diem	\$ 1,023	\$ 1	2,000	\$ 1,070	\$ 2,000	\$ (930)	Mileage when a County vehicle is not available.
				\$ -	\$ -	\$ -	(2,000 miles at \$.535/mile)
				\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	Travel to Attending Training within the State of Florida
	\$ 375	1	\$ 375	\$ 375	\$ 375	\$ 375	(1 Person-Airfare)
	\$ 155	2	\$ 310	\$ 310	\$ 310	\$ 310	(1 Person-Hotel at \$155 per night for 2 nights)
	\$ 2	54	\$ 108	\$ 108	\$ 108	\$ 108	(1 Person-Per Diem at \$54 per day for 2 days)
	\$ 4	24	\$ 96	\$ 96	\$ 96	\$ 96	(1 Person-Taxi/4 Trips at \$24 or Rental Car/\$48 for 2 days)
	\$ 11	2	\$ 22	\$ 22	\$ 22	\$ 22	(1 Person-Parking Pensacola Regional Airport \$11 per day for 2 days)
Subtotal	\$ 1,023			\$ 1,981	\$ 2,000	\$ (19)	
						overall change \$ (19)	
5 54101 Communications	\$ 3,720	\$ 12	236	\$ 2,827	\$ 2,400	\$ 427	Cell Phones for four employees (Division Manager, Senior CMR Specialist, CMR Specialist, and Videographer.
				\$ -	\$ -	\$ -	Cell Phone Upgrade or Placement Phones should they get damaged. (2) (Includes New Otter Box/Screen Protector)
	\$ 2	200	\$ 400	\$ 400	\$ 400	\$ 400	Cox Communication (3 Connections/\$30.89 per month)
				\$ -	\$ -	\$ -	
	\$ 31	12	\$ 371	\$ 371	\$ 371	\$ 371	
Subtotal	\$ 3,720			\$ 3,598	\$ 2,400	\$ 1,198	
						overall change \$ 1,198	
6 54201 Postage & Freight	\$ 86	\$ 86	1	\$ 86	\$ 1,400	\$ (1,314)	Federal Express-Equipment Repair/Replacement Costs
		\$ 49	28	\$ 1,372		\$ 1,372	(Postage for 2,800 Mail outs/Letters)
Subtotal	\$ 86			\$ 1,458	\$ 1,400	\$ 58	
						overall change \$ 58	
10 54601 Repair & Maintenance	\$ 1,685	\$ 79	12	\$ 948	\$ 32,000	\$ (31,052)	Monthly Maintenance Agreement - Copier (\$79 monthly)
		\$ 25,000	1	\$ 25,000		\$ 25,000	Production Equipment Replacement (Equipment valued at less than \$1,000 that needs to be replaced. Such as monitor's, cables, microphones, voting displays, etc.)
				\$ -		\$ -	
Subtotal	\$ 1,685			\$ 25,948	\$ 32,000	\$ (6,052)	
						overall change \$ (6,052)	
11 54701 Printing & Binding	\$ 5,693	\$ 1	2,513	\$ 2,513	\$ 16,750	\$ (14,237)	County Directories (8,000)
		\$ 4	62	\$ 248		\$ 248	Business Cards (CRM Staff-4 Boxes of 1,000)
		\$ 2	168	\$ 336		\$ 516	Door Hangers (Estimate 2,000)
		\$ 5	2,800	\$ 14,000		\$ 14,000	Post Cards for Commissioner Mail outs (5 @ \$2,800)
Subtotal	\$ 5,693			\$ 17,097	\$ 16,750	\$ 527	
						overall change \$ 347	
12 54801 Promotional Activities	\$ 515	\$ 2	200	\$ 402	\$ 900	\$ (498)	24 oz Bottles with Escambia County Logo (\$2.01 per bottle)
		\$ 1	200	\$ 282		\$ 282	Tri LED Blinking Light (\$1.41 per light with County Logo)
		\$ 1	200	\$ 208		\$ 208	Frisbee's (\$1.04 per Frisbee with County Logo)
		\$ 1	500	\$ 600		\$ 600	Escambia County Fabric Bags
Subtotal	\$ 515			\$ 1,492	\$ 900	\$ 592	
						overall change \$ 592	
13 54901 Other Current Chrgs & Obligs	\$ -	\$ 1	395	\$ 395	\$ -	\$ 395	Getty Images (60 In stock Credits)
				\$ -	\$ -	\$ -	
Subtotal	\$ -			\$ 395	\$ -	\$ 395	
						overall change \$ 395	
14 54931 Host Ordinance	\$ 14	\$ 10	12	\$ 120	\$ 200	\$ (80)	Candy to hand out at the Downtown Improvement Board's Halloween Community Event
				\$ -	\$ -	\$ -	
Subtotal	\$ 14			\$ 120	\$ 200	\$ (80)	
						overall change \$ (80)	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 380201

Community and Media Relations

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
15 55101 Office Supplies	\$ 1,527	\$ 465	8	\$ 3,720	\$ 5,000	\$ (1,280)	Toner for the Xerox Color Printer (Black, Cyan, Yellow, Magenta)
		\$ 20	2	\$ 20		\$ 20	Toner for Canon Printer (Black)
		\$ 60	2	\$ 120		\$ 120	Toner for Canon Printer (Color)
		\$ 15	3	\$ 44		\$ 44	Photo Paper (EOM Photo's/Miscellaneous Requests)
		\$ 30	4	\$ 120		\$ 120	Memory Cards for Videographer
		\$ 33	6	\$ 198		\$ 198	DVD/CD Disc's (100 count)
		\$ 2	12	\$ 29		\$ 29	DVD/CD Disc's Envelopes (100 count)
		\$ 8	8	\$ 66		\$ 66	"AA" Batteries for Equipment
		\$ 13	3	\$ 37		\$ 37	9-Volt Batteries for Equipment
		\$ 34	12	\$ 408		\$ 408	Cases of Paper Letter Size
		\$ 42	1	\$ 42		\$ 42	Case of Legal Paper
		\$ 150	1	\$ 150		\$ 150	Pens, Post-It Notes, Steno Pads, etc.
Subtotal	\$ 1,527			\$ 4,954	\$ 5,000	\$ (46)	
						overall change \$ (46)	
16 55201 Operating Supplies	\$ 7,342	\$ 36	12	\$ 432	\$ 3,000	\$ (2,568)	Staff Shirts (Land's End-3 Per Employee)
		\$ 700	1	\$ 700		\$ 700	Camera Supplies (Lens, Cables, Stands, etc.)
		\$ 500	1	\$ 500		\$ 450	Frames, Certificate Folders, (Presentations)
		\$ 350	1	\$ 350		\$ 350	Desk Chair Replacement
		\$ 1,000	1	\$ 1,000		\$ 1,000	Reserves for Unforeseen Operating Needs
Subtotal	\$ 7,342			\$ 2,982	\$ 3,000	\$ (68)	
						overall change \$ (18)	
18 55401 Books, Pubs & Subs.	\$ 936	\$ 12	12	\$ 144	\$ 900	\$ (756)	PNJ Monthly Subscription (\$12 per month/12 months)
		\$ 590	1	\$ 590		\$ 590	Florida Public Relations Membership (1)
		\$ 77	1	\$ 77		\$ 77	Hootsuite Membership (4)
		\$ 149	1	\$ 149		\$ 149	Footage Firm, Inc. Membership (1)
Subtotal	\$ 936			\$ 960	\$ 900	\$ 60	
						overall change \$ 60	
19 55501 Training & Registrations	\$ -	\$ 200	4	\$ 800	\$ 800	\$ -	\$200 per year for each employee to take one training class
				\$ -		\$ -	
Subtotal	\$ -			\$ 800	\$ 800	\$ -	
						overall change \$ -	
25 56401 Machinery &	\$ 5,219	\$ 3,499	1	\$ 3,499	\$ -	\$ 3,499	Replacement Video Camera Canon XF-300
Subtotal	\$ 5,219			\$ 3,499	\$ -	\$ 3,499	
						overall change \$ 3,499	
31 59801 Reserves	\$ -				\$ -	\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
						overall change \$ -	
Page Totals	\$ 47,234			\$ 89,031	\$ 89,300	\$ (139)	
Check	\$ 47,234			\$ 89,031	\$ 89,300		



## Position Justification

## COMMUNITY AND MEDIA RELATIONS

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	380201	Community and Media Relations	1	Community and Media Relations Division Manager	100%	<p>Duties assigned to the Community and Media Relations Division Manager include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Serves as the official spokesperson/media liaison for the Board of County Commissioners.</li> <li>• Works with the County Administrator, Assistant County Administrator's, Department Director's and other staff to provide timely information to the community and members of the media.</li> <li>• Attends Board meetings and other meetings to stay informed of county activities and projects.</li> <li>• Responds to various media and community inquiries.</li> <li>• Responsible for televising the Board meetings and ensuring that the production equipment is working properly.</li> <li>• Directly supervises three employees. (Senior Community and Media Relations Specialist, Community and Media Relations Specialist, and Community and Media Relations Officer (Videography)). Responsible for hiring these positions and when necessary, all disciplinary actions.</li> <li>• Writes articles, columns or blogs to promote Escambia County.</li> <li>• Coordinates press conferences, when necessary.</li> <li>• Aids departments in communicating effectively with members of the community and media regarding their services.</li> <li>• During emergency events, this position is responsible for providing on scene coverage to manage/assist with media inquiries.</li> <li>• Oversees the production of videos or other type of presentations for the County.</li> <li>• When requested to, writes speeches and produces presentations for various departments and Elected Officials.</li> <li>• Processes Public Records Requests from the Media. (<a href="#">Florida Statutes, Chapter 119</a>)</li> <li>• Coordinates Ribbon Cuttings for the County.</li> <li>• Prepares the County's Annual Report.</li> <li>• Responds to afterhours media calls and provides information in a timely manner</li> <li>• Purchases advertising and conducts media buying for County Departments</li> <li>• Writes policies including Comprehensive Emergency Management Plan and Social Media Policy.</li> <li>• Coordinates a community events calendar.</li> <li>• Conceptualizes and designs certificates, business cards, flyers, publications, brochures, newsletters, PowerPoints, etc., for the County departments.</li> <li>• Ensures consistent branding and integration with online, print and video campaigns. Acts in a liaison capacity with community leaders, tour groups, other governmental agencies and communication groups requesting information on government related activities.</li> <li>• Expected to be on-call and respond to emergency call-outs, and participate with emergency activations as a member of the County's Emergency Management team.</li> </ul> <p>Florida Statutes, Chapter 119, "Public Records" (2016)</p>
1	380201	Community and Media Relations	1	Senior Community and Media Relations Specialist	100%	<p>Duties assigned to the Senior Community and Media Relations Specialists include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Serves as a spokesperson/media liaison for the Board of County Commissioners.</li> <li>• Is the Acting Division Manager when the Division Manager is out of the office.</li> <li>• Works with the County Administrator, Assistant County Administrators, Department Directors and other staff to provide timely information to the community and members of the media.</li> <li>• Attends Board meetings as staff support. Runs the production equipment and takes photos.</li> <li>• Responds to various media and community inquiries.</li> <li>• Responsible for televising the Board meetings and ensuring that the production equipment is working properly.</li> <li>• Co-Created the County's Website. Updates information on the County's website to ensure that the most up-to-date information is available to our citizens.</li> <li>• Writes articles, columns, tweets or blogs on social media to promote Escambia County</li> <li>• Assists with the County's Annual Report.</li> <li>• Attends press conferences, town hall meetings, ribbon cuttings, etc., as staff support and takes photos.</li> <li>• Aids departments in communicating effectively with members of the community and media regarding their services.</li> <li>• Conceptualizes and designs certificates, business cards, flyers publications, brochures, newsletters, PowerPoints, etc., for the County departments.</li> <li>• Processes Public Records Requests from the Media. (<a href="#">Florida Statutes, Chapter 119</a>)</li> <li>• Prepares detailed print specifications and costs, ensures vendors deliver quality work within the departments budget and deadlines.</li> <li>• Ensures consistent branding and integration with online, print and video campaigns. Acts in a liaison capacity with community leaders, tour groups, other governmental agencies and communication groups requesting information on government related activities.</li> </ul> <ul style="list-style-type: none"> <li>• Expected to be on-call and respond to emergency call-outs, and participate with emergency activations as a member of the County's emergency management team in accordance with standard.</li> <li>• Responds to afterhours media calls and provides information in a timely manner.</li> <li>• Purchasing advertising and conducts media buying for County departments</li> <li>• Produces mailers for citizens regarding County projects, Development Services cases.</li> <li>• Coordinates Community events calendar.</li> <li>• Creates EscambiaCares newsletter.</li> <li>• Editing/Re-design of collateral materials for County departments and outside agencies.</li> <li>• Monitors County social media accounts and responds to citizens/posts as needed.</li> <li>• Reputation Management</li> <li>• Assists the County videographer as needed, assisting on video shoots and writing scripts</li> </ul> <p>Florida Statutes, Chapter 119, "Public Records" (2016)</p>

## Position Justification

## COMMUNITY AND MEDIA RELATIONS

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	380201	Community and Media Relations	1	Community and Media Relations Specialist	100%	<p>Duties assigned to the Community and Media Relations Specialist include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Serves as a spokesperson/media liaison for the Board of County Commissioners.</li> <li>• Works with the County Administrator, Assistant County Administrators, Department Directors and other staff to provide timely information to the community and members of the media.</li> <li>• Attends Board meetings and other meetings as staff support and takes photos.</li> <li>• Responds to various media and community inquiries.</li> <li>• Updates information on the County's website to ensure that the most up-to-date information is available to our citizens.</li> <li>• Writes articles, columns, tweets or blogs on social media to promote Escambia County.</li> <li>• Attends press conferences, town hall meetings, ribbon cuttings, etc., as staff support, takes photos, video, tweeting and providing audio equipment as needed.</li> <li>• Writes press releases and proofreads documents for the office.</li> <li>• Aids departments in communicating effectively with members of the community and media regarding their services.</li> <li>• Conceptualizes and designs certificates, business cards, flyers, publications, brochures, newsletters, PowerPoints, etc., for the County departments.</li> <li>• Processes Public Records Requests from the media. (<a href="#">Florida Statutes, Chapter 119</a>)</li> <li>• Assist in creating the County's Annual Report.</li> <li>• Prepares detailed print specifications and costs, ensures vendors deliver quality work with the budget and deadlines.</li> <li>• Ensures consistent branding and integration with online, print and video campaigns.</li> <li>• Acts in a liaison capacity with community leaders, tour groups, other governmental agencies and communication groups requesting information on government related activities.</li> </ul> <p>• Expected to be on-call and respond to emergency call-outs, and participate with emergency activations as a member of the County's emergency management team in accordance with standard.</p> <ul style="list-style-type: none"> <li>• Monitors county social media accounts and responds to citizens/posts as needed.</li> <li>• Purchasing advertising, conducts media buying for county departments.</li> <li>• Assists the county videographer as needed, assisting on video shoots and writing scripts.</li> <li>• Editing/Re-design of collateral materials for County departments and outside agencies.</li> <li>• Responds to afterhours media calls and provides information in a timely manner.</li> </ul> <p>Florida Statutes, Chapter 119, " Public Records" (2016)</p>
1	380201	Community and Media Relations	1	Community and Media Relations Officer (Videographer)	100%	<p>Duties assigned to the Community and Media Relations Videographer include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Responsible for managing all efforts related to Escambia County's public access television channel (ECTV).</li> <li>• Works in collaboration with County employees, as well as elected and appointed officials to produce a variety of video products for broadcast, DVD distribution, webcasting and video streaming.</li> <li>• Produces live broadcasts of all Escambia County Board of County Commissioner's meetings.</li> <li>• Plans and facilitates studio and field-based video production, converts format of completed edited products.</li> <li>• Plans and performs video post-production tasks which includes reviewing footage, making editorial decisions, rough cuts, audio adjustment, color correction, and final editing using non-linear editing software.</li> <li>• Utilizes computer graphics and special effects for video post-production in accordance with the overall production concepts. Compresses video projects for output. Makes video products available in a variety of format. Operates video switching, character generation and digital video effects equipment, edit controllers, cameras, hard disk video recorders, video distribution switchers, and audio mixers. Adjusts studio lighting equipment. Adjusts audio equipment including varied types of microphones. Works to prepare "B-roll" footage. Provides limited troubleshooting of video, audio and lighting equipment.</li> <li>• Works closely with Department Directors and staff to maintain an effective and coordinated information program. Anticipates problem areas and works to correct them using standard, accepted public relation principles.</li> </ul> <ul style="list-style-type: none"> <li>• Operates all portable video and audio equipment; transports and sets up lighting and audio equipment as required. Provides limited troubleshooting and maintenance of field production equipment.</li> <li>• Provides guidance and training to County department personnel on how to speak clearly and work with the camera to project a positive image of the County.</li> <li>• Supports other members of the Community and Media Relations Office in the performance of their duties as needed.</li> <li>• Contacts and develops relationships with news media representatives and responds to their requests for information.</li> <li>• Abides with the County policy and practice of providing open access to all County government information except confidential personnel matters.</li> <li>• Makes recommendations for software and equipment purchases.</li> <li>• Serves as a key member of the County's emergency management team in accordance with standard practices.</li> </ul>
			4			

FUND: General  
 FUNCTION: Physical Environment  
 ACTIVITY: Finance and Administrative

DEPARTMENT: Natural Resources Management  
 DIVISION: County Extension Service  
 COST CENTER: County Extension Service

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	397,833	434,863	184,294	446,030	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	27,703	33,266	13,760	34,120	0
52201	Retirement Contributions	27,886	32,702	14,026	37,245	0
52301	Life & Health Insurance	45,820	54,000	24,646	57,000	0
52401	Workers' Compensation	2,816	4,763	2,056	5,720	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	502,058	559,594	238,783	580,115	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	3,876	100	5,531	126	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	1,519	1,500	1,239	9,000	0
54101	Communications	8,461	7,750	3,842	8,784	0
54201	Postage & Freight	0	50	0	0	0
54301	Utility Services	6,633	10,000	1,007	2,760	0
54401	Rentals & Leases	3,115	2,300	2,103	3,876	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	13,100	14,000	6,579	14,959	0
54701	Printing & Binding	0	50	0	58	0
54801	Promotional Activities	0	0	475	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	503	0	110	300	0
55101	Office Supplies	4,025	4,000	2,076	7,040	0
55201	Operating Supplies	6,840	10,000	4,043	5,555	0
55401	Books, Publications, Subscriptions & Memberships	862	1,125	755	1,103	0
55501	Training & Registrations	0	500	0	4,050	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	48,933	51,375	27,761	57,611	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	28,049	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	28,049	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants & Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 579,040	\$ 610,969	\$ 266,543	\$ 637,726	\$ 0
RESOURCES						
	General Fund Revenues	\$ 579,040	\$ 610,969	\$ 266,543	\$ 637,726	\$ 0
	TOTAL REVENUES	\$ 579,040	\$ 610,969	\$ 266,543	\$ 637,726	\$ 0

ARC Gateway paper shredding

Traveling/ In-County and professional development for 2 employees at \$1k each. Req. \$9k (1K \*9 staff)

Telephones; cellphones; UF network connections, Cox, Frontier, AT&T

Molino 4H property utilities

copier lease - Rico, PotOGold

Stefani lawn maint. Copier and vehicle maint.

Materials & supplies for office operations; copy machine supplies

Excess copy charges; software; fuel, supplies for printers & duplicator

Registration fees for training & seminars; for agents.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/221201

Extension Services

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	3,876				100	(100)	
		63	2	126		126	2 pickups from ARC Gateway for document shredding
Subtotal	3,876			126	100	26	
overall change						26	
4 54001 Travel & Per	1,519			0	1,500	(1,500)	
							Provides \$1,000 per Agent (9) to pay for professional development training travel expenses that are not RMB by UF District Extension Director or Dean of Extension. (i.e. annual Extension Professional Assoc. of FL & annual Extension Symposium)
Diem		1,000	9	9,000		9,000	
Subtotal	1,519			9,000	1,500	7,500	
overall change						7,500	
5 54101 Communications	8,462			0	7,750	(7,750)	
		380	12	4,560		4,560	Cox Comm.-monthly internet for Extension, 4-H, & Windstorm ofcs
		83	12	996		996	Frontier Comm.-monthly landline & internet for Molino 4-H property
		150	12	1,800		1,800	State of FL-monthly telephone service & long distance
		39	12	468		468	AT&T-monthly WIFI service for Hwy. 99 4-H property
		80	12	960		960	Verizon-monthly cell phone service for County Extension Director
Subtotal	8,462			8,784	7,750	1,034	
overall change						1,034	
6 54201 Postage & Freight	50			0	50	(50)	
				0		0	
Subtotal	50			-	50	(50)	
overall change						(50)	
7 54301 Utility Services	6,634			0	10,000	(10,000)	
		110	12	1,320		1,320	Escambia River Electric-monthly electricity for Molino 4-H property
		60	12	720		720	ECUA-monthly waste collection for Molino 4-H property
		30	12	360		360	Molino Utilities-monthly water service to Molino 4-H property
							15% for unexpected/unknown utility expenses/increases due to utilization or rates (1320+720+360=2400*.15=360)
							Utility expenses for Molino property depend on utilization. Utilization expected to expand in FY17/18 due to being fully staffed. Currently in design/construction is a new Livestock Pavilion (anticipated completion Nov. 2017), which will use water for livestock care and electricity for lighting. January - March expected to bring increases due to animals being housed onsite.
Subtotal	6,634	360	1	360		360	
overall change						(7,240)	
8 54401 Rentals &	3,115			0	2,300	(2,300)	
Leases		173	12	2,076		2,076	Ricoh-monthly lease/maintenance for 2009 Ricoh copier (currently out for bid for replacement)
		150	12	1,800		1,800	Pot-O-Gold-monthly rental for 1 portable toilet on Chalker Rd. property (FY15/16 came out of Utilities)
				0		0	
Subtotal	3,115			3,876	2,300	1,576	
overall change						1,576	
10 54601 Repair &	13,100			0	14,000	(14,000)	
Maintenance		1,396	1	1,396		1,396	3 year average for laser printer repairs/maintenance-Aficio SP C431DN & Aficio SP 4210N
		10,920	1	10,920		10,920	FY16/17 lawn maintenance for Stefani Rd. property
		2,033	1	2,033		2,033	3 year average for vehicle maintenance/repairs
							30% of vehicle maintenance [2,033*30%=610] requested for unexpected vehicle repairs (3 of our county vehicles are more than 10 yrs old.)
Subtotal	13,100	610	1	610		601	
overall change						959	
11 54701 Printing & Binding	0			0	50	(50)	
		29	2	58		58	Business cards for 2 Agents
Subtotal	-			58	50	8	
overall change						8	
14 54931 Host Ordinance	503			0	0	0	
		75	4	300		300	Refreshments for 4 quarterly Extension Council meetings - must be preapproved by CAO
Subtotal	503			300	-	300	
overall change						300	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/221201

Extension Services

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
15 55101 Office Supplies	4,025			0	4,000	(4,000)	
		255	12	3,060		3,060	Toner/ink for Ricoh 3003 (out for bid), Aficio SP C431, Aficio SP 4210N, 10 inkjet printers (FY16/17 was taken out of Operating.)
		570	2	1,140		1,140	Copy paper (30 cases@38.00) (FY16/17 was taken out of Operating)
				2,200		2,200	Pens, markers, calendars, post-its, white-out, binders, paper clips & other office supplies as needed
				640		640	10% of Ofc. Supply budget for unexpected price increases [3060+1140+2200=6400 * 10% = 640]
Subtotal	4,025			7,040	4,000	3,040	
overall change						3,040	
16 55201 Operating Supplies	6,841			0	10,000	(10,000)	
		56	8	448		448	Per copy charges to RJ Young/Ricoh
		45	4	180		180	Logo shirts for 2 new agents
		150	2	300		300	Duplicator machine masters
		125	2	250		250	Meeting supplies (coffee cups, napkins, etc.)
		350	12	4,200		4,200	Fuel for county vehicles (4 total)
		177	1	177		177	15% of top 4 lines for unexpected/unknown Operating expenses [448+180+300+250=1178 * 15% = 177]
Subtotal	6,841			5,555	10,000	(4,445)	
overall change						(4,445)	
18 55401 Books, Pubs & Subs.	862			0	1,125	(1,125)	
		100	4	400		400	We are now fully staffed. Requested amount provides each Agent a membership in one professional association.
		80	1	80		80	FL Assoc. of Ag Agents- B.Bolles,C.Stevenson,L.Johnson,N.Simmons
		160	2	320		320	FL Assoc. of Natural Resource Extension Prof Agents-R. O'Connor
		125	2	250		250	FL Ext. Assoc. of Family & Consumer Science-D.Lee,A. Hinkle
		53	1	53		53	FL Assoc. of Ext 4-H Agents-B.Estevez,A.Schortinghouse
Subtotal	862			1,103	1,125	(22)	5% of Assoc. fees for unanticipated membership fee increases. [400+80+320+250 = 1050 * .05 = 53]
overall change						(22)	
19 55501 Training & Registrations	0			0	500	(500)	
		450	9	4,050		4,050	\$450 for each Agent (9) to go towards registration for professional development training, i.e. Extension Professional Assoc of FL annual meeting. It is anticipated that UF/IFAS will not cover this cost due to new meeting structure.
Subtotal	-			4,050	500	3,550	
overall change						3,550	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals		48,987		57,611	51,375	6,227	
Check		48,987		57,611	51,375		

## Position Justification

## EXTENSION SERVICES

Fund	Cost Center	Department Name	Emp Count	Title	% Split	
1		Extension Services	1	Administrative Supervisor	100%	Manages day-to-day operations for Extension & 4-H offices. Responsible for supervision and workload assignment for 5 full-time county staff. Verifies and approves county payroll. Responsible for hiring, training, and evaluating county employees. Creates and maintains county budget. Supports CED with administrative and programming needs. Prepares/submits county travel reimbursement requests. Works closely with UF staff on personnel and programming issues. Oversees purchasing needs of the department. Performs accounting/bookkeeping/banking duties for UF agent account funds. Serves as clerk to the Extension Council, preparing agendas and minutes, meeting notifications. Performs contract administration duties. Coordinates with other county departments for coordination of services, i.e. Facilities (inmate work crews & building maintenance needs), Budget (personnel and budget preparation), Commissioner's offices (meetings and county projects), County and UF IT staff (IT support and needs). Responsible for BCC recommendation production and submission. Schedules and oversees all facilities maintenance. Responsible for equipment and vehicle property dispositions. Prepares & verifies Fixed Asset Report for Clerk's office. Serves with ESF 17 staff during disaster EOC activation. Creates county and state financial and personnel reports throughout the year. Responsible for other duties as needed.
1	221201		1	County Extension Director	40%	<p>Escambia County University of Florida IFAS Extension Services is a three-way partnership among the Escambia County Board of Commissioners, the University of Florida, and the United States Department of Agriculture. Extension's job is education. Our goals are to help people identify and solve problems and to improve their quality of life by providing practical, research-based information designed to address the issues facing individuals, families, and communities - real answers for real life.</p> <p>This cost center pays 40% of this position's salary, with the other 60% being funded by UF.</p> <p>The County Extension Director (CED) manages, supervises, coordinates, leads, and reports on the total county extension program while maintaining, fostering and building effective working relationships with stakeholders, county government, community leaders, private sector clientele, media, government agencies, county residents, and UF/IFAS faculty, staff, and extension administration. The CED supervises and evaluates county faculty members with primary assignments in agriculture, horticulture, family and consumer sciences, Sea Grant, natural resources, and 4-H Youth Development. The CED assembles and regularly consults an overall advisory committee reflective of the county's demographics and stakeholders to ensure that all county extension programs are important and relevant, and to effectively advocate for extension within the community. The CED will also assure that each county faculty member maintains an extension advisory committee in his/her respective subject matter and areas of responsibility. Serves as ESF 17 Lead upon disaster EOC activation. Supervises 17 employees and implemented \$610,969 total budget for FY16/17.</p>
1	221201		3	Sr. Office Support Asst.	100%	<p>3 SOSAs provide administrative and programming support for 8 Extension Agents. They design and produce varied deliverables (program brochures, fliers, pamphlets, advertisements, lesson plans, reports, mailing lists and event announcements utilizing Microsoft Word, Publisher, Excel, &amp; Power Point.) Responsible for telephone calls and walk-in clientele: greeting and routing to the appropriate programming Agent for response. Performs other duties as necessary.</p> <p>SOSA/Receptionist responsible for: first line of service for walk-in clientele; providing administrative and programming support for Family &amp; Consumer Science Agent; county payroll documentation and recordkeeping; processing all county travel requests and vouchers; accounts payable; producing requisitions; purchase orders; audit reports; expenditure reporting thru eFIN; office supply inventory and ordering; initiates facilities work orders and monitors follow-up; producing Home &amp; Community Education monthly newsletter; mail receipt &amp; distribution; prepares yearly county records disposition-adhering to state records retention policies; assists volunteers daily;</p> <p>Extension SOSA responsible for: providing administrative and programming support for Agriculture, Sea Grant, Natural Resource, Family &amp; Consumer Science, and Expanded Food &amp; Nutrition Education Program agents; processing all state travel for all agents; web site upkeep and maintenance; updating Google calendar with all programming available to the public; all state travel authorizations and expense reports; conducting monthly safety training; serving as backup for Admin. Supervisor; assisting agents with quarterly and annual state reporting; responsible for scheduling vehicle maintenance, along with vehicle recordkeeping and coordinating with the State for their reporting requirements. Coordinates with CMR on event noticing and press releases.</p> <p>4-H SOSA responsible for: providing administrative and planning support for two 4-H agents; working closely with Adult and Youth volunteers; administering 4-H programming signups and registrations; reporting 4-H stats and data to the State; maintaining 4-H social media accounts; assisting walk-in and phone clients with their 4-H needs; taking in donation and programming funds; working closely with and supporting the 4-H Foundation bookkeeper on finance, recordkeeping, and reporting needs; program and office supply inventory/purchasing; coordinates event transportation.</p>
1	221201		1	Environmental Technician	100%	<p>Provides diagnostic services to 300 (+/-) clientele per month for appropriate methods of plant management and pest control. Services provided in office, by phone, and through field visits/assessments. Specifics include: plant identification and disease control; pest identification and eradication with industry best management practices; invasive species identification and eradication; provides diagnostic services for turf grass nuisances and appropriate cultural and chemical recommendations. Maintains knowledge of current chemical products available to clientele based on safety issues and timing necessary to minimize negative environmental concerns. Interpreted approx. 200 soil test reports last year for clientele, providing appropriate amendment and fertilizer recommendations for lawns, fruit crops, vegetable gardens, and other landscape plants. Develops and teaches training program for new Master Gardener volunteers. Develops and teaches community programs for garden clubs and community groups onsite and through WEAR public service segments and Garden Talk radio spots on WCOA local radio (approx. 10/year). Assists Horticulture Agent in creating You Tube videos for public education on current gardening topics. Other duties as needed.</p>

## Position Justification

## EXTENSION SERVICES

Fund	Cost Center	Department Name	Emp Count	Title	% Split	
1	221201		8	Extension Agent I-IV	40%	<p>FSS 1004.37 [Cooperation between counties and University of Florida] This cost center pays 40% of this position's salary, with the other 60% being funded by UF.</p> <p>Extension Agent responsibilities include planning, developing, teaching, implementing, evaluating, and reporting on an educational program for clientele within Escambia County. The agent uses computer technology and social media for communication, teaching, and program management. Active participation in the 4-H Youth Development program is required. It is expected that the agent seeks and obtains financial resources to support extension programs. They adhere to all Univ. of Florida and related county government policies and procedures and will provide leadership for management of all program components. As needed, the agent assumes other assignments and responsibilities in support of the total county extension program as determined by appropriate county government officials and the District Extension Director. An annual plan of work and report of accomplishment is required by each agent.</p> <p>Last year Escambia County's Extension Agents taught 48,780 participants through group learning classes (i.e. Master Gardeners, Invasive Species ID, Nature Tourism, Habitat Restoration, Water Quality, Livestock/Meat Clinics, 4-H livestock &amp; horse judging, Citizenship classes &amp; trips, Tropicana Public Speaking Competition, County Events, Forest Ecology, Annual Livestock Show, Animal Science, 4-H Day Camps, State Poultry Judging contests, Horse Shows, Youth Leadership Training, Shopping Matters: teaching limited resource families how to buy healthy foods, elder nutrition classes, Hungry for Justice: supplementary nutrition ed for limited resource youth and their families, Cooking Healthy with Diabetes, Keeping the Pressure Down, tomato growing courses for home gardeners, FL Master Naturalist Programs, rain barrel/storm water management workshops, Community Rating &amp; Floodplain Mgmt., CEU programs, Arbor Day Tree workshops/giveaways, Agritourism/Ecotourism Business Development workshops, Weed Management in Pastures, and Irrigation Management Of Row Crops, along with many more programs. 2,132 field and office consultations were conducted. 40,989 clientele contacts made through phone and email consultations. 90% of clientele reported that the education/information received from Agents solved their problem or answered their questions. 75% of clients reported that they shared the information they learned with someone else.</p> <p>Volunteers: Last year Extension Program Volunteers contributed 38,510 hours of service to the community. These community volunteer hours equate to \$816,141 of valued community education.</p>
1	221201		1	Program Assistant	100%	<p>Coordinates 4-H youth education on the property, i.e. outdoor studies that include grass and other forage studies, forestry, shooting sports, low ropes, agriculture, livestock, and camping. Also assists with managing and training 4-H volunteer leaders. Last year conducted 20 youth education programs on the property, with approximately 200 youth clientele participating. Maintains inventory of 4-H equipment, tools, machinery, and supplies. Responsible for management, day-to-day upkeep, and repairs for 120 acres of 4-H educational property. Coordinates building projects on the property. Position was approved for the FY 14/15 budget to meet agreement within MOU between Escambia County and the Escambia County 4-H Foundation, Inc., for purchase of Molino 4-H education property. Performs other related duties as needed.</p>
			15			

FUND: Transportation Trust  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Administration  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	396,895	348,940	156,026	348,144	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	163	0	0	0	0
51501	Special pay	4,800	4,800	2,400	4,800	0
52101	FICA Taxes	29,807	27,062	11,195	27,001	0
52201	Retirement Contributions	47,101	43,988	19,763	45,998	0
52301	Life & Health Insurance	42,044	54,000	21,509	57,000	0
52401	Workers' Compensation	1,014	896	386	1,055	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	521,824	479,686	211,279	483,998	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	3,930	0	198	4,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	156	6,500	0	0	0
54101	Communications	2,068	3,000	510	1,544	0
54201	Postage and Freight	144	500	627	600	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	1,972	4,600	1,194	2,412	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	8,801	8,000	1,370	8,062	0
54931	Host Ordinance	45	100	0	0	0
55101	Office Supplies	5,613	5,000	2,208	4,000	0
55201	Operating Supplies	3,319	3,100	2,686	4,380	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	980	1,000	384	925	0
55501	Training & Registration	1,172	1,000	400	500	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	28,201	32,800	9,577	26,423	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 550,025	\$ 512,486	\$ 220,856	\$ 510,421	\$ 0
RESOURCES						
	Transportation Trust Revenues	\$ 550,025	\$ 512,486	\$ 220,856	\$ 510,421	\$ 0
	Fund Balance	0	0	0	0	0
	TOTAL REVENUES	\$ 550,025	\$ 512,486	\$ 220,856	\$ 510,421	\$ 0

Legal ads; FICA savings; recording fees



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175 / 211101

PW Admin

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	\$ 3,930	\$ 1	4,000	\$ 4,000	\$ -	\$ 4,000	Contract temporary labor to help with GIS Mapping of projects/ 8-16 hours per week \$9.90 per hour
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 3,930			\$ 4,000	\$ -	\$ 4,000	
				overall change		\$ 4,000	
4 54001 Travel & Per Diem	\$ 156			\$ -	\$ 6,500	\$ (6,500)	
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 156			\$ -	\$ 6,500	\$ (6,500)	
				overall change		\$ (6,500)	
5 54101 Communications	\$ 2,068	\$ 120	12	\$ 1,440	\$ 3,000	\$ (1,560)	Cell phone charges for County Engineer (average \$120/month)
		\$ 9	12	\$ 104		\$ 104	Monthly cable cost (weather channel)
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 2,068			\$ 1,544	\$ 3,000	\$ (1,456)	
				overall change		\$ (1,456)	
6 54201 Postage & Freight	\$ 144	\$ 50	12	\$ 600	\$ 500	\$ 100	Postage stamps for mail outs, for grants; right of way; vacations; etc. Example Rawson Lane
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 144			\$ 600	\$ 500	\$ 100	
				overall change		\$ 100	
10 54601 Repair & Maintenance	\$ 1,972	\$ 102	12	\$ 1,224	\$ 4,600	\$ (3,376)	Yearly maintenance on KIP Copy Machine
		\$ 50	12	\$ 600		\$ 600	Yearly maintenance on Copy Machine
		\$ 49	12	\$ 588		\$ 588	Yearly maintenance on Indoor Plant People to take care of plants at COC; split between Engineering/Traffic/Dev Svcs.
				\$ -		\$ -	
Subtotal	\$ 1,972			\$ 2,412	\$ 4,600	\$ (2,188)	
				overall change		\$ (2,188)	
13 54901 Other Current	\$ 8,801	\$ 91	6	\$ 546	\$ 8,000	\$ (7,454)	Legal Ads; \$91 per ad; estimate 6 ads this fiscal year
							FICA Savings represents the amount the County saves on pre-tax deductions that employees elect each year. When an employee elects pre-tax deductions, i.e. health, dental, vision, reimburse medical, dependent care, HSA contributions and some independent insurances (AFLAC, AllState, etc.), the amount of the deduction reduces the gross wages to determine the FICA and Medicare Taxable wages, reducing the amount the employee and the County have to pay for FICA and Medicare (7.65%) taxes. When the pre-tax plan was set-up (November 8, 1990), the Board approved the FICA savings would be transferred to the Flexible Benefits Trust Fund to be used for the administrative costs of the pre-tax plan. According to the Resolution approved on November 8, 1990 (see attached), any monies in excess of the amount appropriated for the pre-tax plan, must be transferred to the County's Insurance fund to help offset insurance costs. Currently, each quarter, the Payroll Department calculates the amount of pre-tax deductions taken for all the employees by department, calculates the FICA savings and prepares a journal entry to expense the FICA savings to expense account 54901. The FICA savings in reality was part of the budget for expense account 52101. Starting in FY18, the FICA savings will be expensed to 52102 in each of the employee's charging department.
Chrgs & Obligs		\$ 1,279	4	\$ 5,116		\$ 5,116	Replenish escrow account which is utilized to pay for recording fees etc for documents for CIP projects; grants, right of way acquisition, property acquisitions, etc.
		\$ 12	200	\$ 2,400		\$ 2,400	
				\$ -		\$ -	
Subtotal	\$ 8,801			\$ 8,062	\$ 8,000	\$ 62	
				overall change		\$ 62	
14 54931 Host Ordinance	\$ 45			\$ -	\$ 100	\$ (100)	
				\$ -		\$ -	
Subtotal	\$ 45			\$ -	\$ 100	\$ (100)	
				overall change		\$ (100)	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175 / 211101

PW Admin

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
15 55101 Office Supplies	\$ 5,613	\$ 4,000	1	\$ 4,000	\$ 5,000	\$ (1,000)	Paper; pens; pencils; toner; paper clips; folders; flash drives; folders, etc. for 29 employees
		\$ -	0	\$ -		\$ -	
		\$ -	0	\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 5,613			\$ 4,000	\$ 5,000	\$ (1,000)	
				overall change		\$ (1,000)	
16 55201 Operating	\$ 3,319	\$ 12	40	\$ 480	\$ 3,100	\$ (2,620)	Monthly Water and Rental costs
Supplies	\$ -	\$ 100	12	\$ 1,200		\$ 1,200	Overage costs for copy machine estimate \$100 per month
		\$ 12	200	\$ 2,400		\$ 2,400	Operating supplies for 29 employees; safety supplies
		\$ 150	2	\$ 300		\$ 300	Notary Renewals for Lambert and McCoy
Subtotal	\$ 3,319			\$ 4,380	\$ 3,100	\$ 1,280	
				overall change		\$ 1,280	
18 55401 Books, Pubs & Subs.	\$ 980	\$ 125	1	\$ 125	\$ 1,000	\$ (875)	Yearly License Cost for PE (Blackmon)
		\$ 300	1	\$ 300		\$ 300	Yearly ACOCE Membership for Blackmon
		\$ 400	1	\$ 400		\$ 400	Yearly Renewal FES for Blackmon
		\$ 100	1	\$ 100		\$ 100	Yearly Renewal Facers for Blackmon
Subtotal	\$ 980			\$ 925	\$ 1,000	\$ (75)	
				overall change		\$ (75)	
19 55501 Training & Registrations	\$ 1,172	\$ 500	1	\$ 500	\$ 1,000	\$ (500)	Training for two employees to attend Excel Workshop
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 1,172			\$ 500	\$ 1,000	\$ (500)	
				overall change		\$ (500)	
				overall change		\$ -	
31 59801 Reserves						\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
				overall change		\$ -	
Page Totals				\$ 26,423	\$ 32,800	\$ (6,377)	

FUND: Transportation Trust  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Engineering  
 COST CENTER: Engineering/Infrastructure

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	0	0
51201	Regular Salaries & Wages	255,895	247,485	104,373	223,643	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	18,462	18,933	7,464	17,109	0
52201	Retirement Contributions	21,355	22,116	8,879	17,712	0
52301	Life & Health Insurance	47,630	45,000	24,758	47,500	0
52401	Workers' Compensation	5,210	2,878	1,243	2,592	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	348,552	336,412	146,717	308,556	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	1,875	0	550	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	5,007	2,000	662	4,000	0
54101	Communications	12,000	11,500	5,912	13,200	0
54201	Postage and Freight	242	0	95	200	0
54301	Utility Services	637	1,200	306	720	0
54401	Rentals & Leases	3,166	1,759	2,035	2,036	0
54501	Insurance	9,910	9,910	7,664	7,413	0
54601	Repair & Maintenance Services	48,765	69,283	35,172	79,190	0
54701	Printing & Binding	0	0	642	500	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	2,108	0	319	400	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	20,781	22,000	10,704	16,792	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	2,377	1,000	180	2,240	0
55501	Training & Registration	9,041	11,280	6,540	19,280	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	115,908	129,932	70,781	145,971	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 464,460	\$ 466,344	\$ 217,498	\$ 454,527	\$ 0
RESOURCES						
	Transportation Trust Revenues	\$ 464,460	\$ 466,344	\$ 217,498	\$ 454,527	\$ 0
	Local Option Sales Tax II	0	0	0	0	0
	TOTAL REVENUES	\$ 464,460	\$ 466,344	\$ 217,498	\$ 454,527	\$ 0

Proposed  
 reallocation of a  
 Real Estate Acquis  
 Tech to an Eng  
 Tech for FY 17/18

Rqstd \$82.7K:  
 \$65K yrly dredging of  
 Lafitte Cove;  
 \$9.6k maint on 14  
 vehicles  
 \$8.2K cartograph maint

\$12K fuel  
 \$4k safety supplies

Rqstd \$27.4K  
 Detailed list avail on  
 backup worksheet

Requested:  
 \$120K for 4  
 replacement trucks  
 @ \$30k each

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175 / 211602

Engineering / Infrastructure

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	\$ 1,875						
				\$ -		\$ -	
Subtotal	\$ 1,875			\$ -	\$ -	\$ -	
overall change \$ -							
4 54001 Travel & Per	\$ 5,007	\$ 250	2	\$ 500	\$ 2,000	\$ (1,500)	Hotel and Meals for 2 employees to attend Asphalt Level 1 training
Diem		\$ 250	2	\$ 500		\$ 500	Hotel and Meals for 2 employees to attend Asphalt Level 2 training
		\$ 250	4	\$ 1,000		\$ 1,000	Hotel and Meals for 4 employees to attend Earthwork Level 1 training
		\$ 250	4	\$ 1,000		\$ 1,000	Hotel and Meals for 4 employees to attend Earthwork Level 2 training
		\$ 250	4	\$ 1,000		\$ 1,000	Hotel and Meals for 4 employees to attend Concrete Field Inspector training
Subtotal	\$ 5,007			\$ 4,000	\$ 2,000	\$ 2,000	
overall change \$ 2,000							
5 54101 Communications	\$ 12,000	\$ 600	22	\$ 13,200	\$ 11,500	\$ 1,700	Cell phone charges for 22 employees; est. \$600/year per employee
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 12,000			\$ 13,200	\$ 11,500	\$ 1,700	
overall change \$ 1,700							
6 54201 Postage & Freight	\$ 242	\$ 200	1	\$ 200	\$ -	\$ 200	Postage for mail outs and certified mail for grant/FDEP letters; and FDOT invoices.
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 242			\$ 200	\$ -	\$ 200	
overall change \$ 200							
7 54301 Utility Services	\$ 637	\$ 40	12	\$ 480	\$ 1,200	\$ (720)	Gulf Power bills for L Street Pond
		\$ 20	12	\$ 240		\$ 240	ECUA bills for L Street Pond
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 637			\$ 720	\$ 1,200	\$ (480)	
overall change \$ (480)							
8 54401 Rentals & Leases	\$ 3,166	\$ 2,036	1	\$ 2,036	\$ 1,759	\$ 277	Annual Lease Pipeline Payment for encroachment of ACRR Railroad on Jackson Street
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 3,166			\$ 2,036	\$ 1,759	\$ 277	
overall change \$ 277							
9 54501 Insurance	\$ 9,910	\$ 7,413	1	\$ 7,413	\$ 9,910	\$ (2,497)	Yearly Vehicle Premiums as distributed by the OMB
				\$ -		\$ -	
Subtotal	\$ 9,910			\$ 7,413	\$ 9,910	\$ (2,497)	
overall change \$ (2,497)							
10 54601 Repair & Maintenance	\$ 48,765	\$ 21,667	3	\$ 65,000	\$ 69,283	\$ (4,283)	Contract PD 14-15.040 "Lafitte Cove Dredging Contract" Dredging 3x per year
		\$ 8,190	1	\$ 8,190		\$ 8,190	Annual Cartography Maintenance
		\$ 800	12	\$ 9,600		\$ 9,600	Annual maintenance costs for 14 vehicles
				\$ -		\$ -	
Subtotal	\$ 48,765			\$ 82,790	\$ 69,283	\$ 13,507	
overall change \$ 13,507							
11 54701 Printing & Binding		\$ 500	1	\$ 500	\$ -	\$ 500	Printing mail outs for CIP projects to let citizens know about community meetings
				\$ -		\$ -	
Subtotal	\$ -			\$ 500	\$ -	\$ 500	
overall change \$ 500							
13 54901 Other Current Chrgs & Obligs	\$ 2,108	\$ 400	1	\$ 400	\$ -	\$ 400	Legal ads, i.e. NPDES; stormwater permits, right of way vacations
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 2,108			\$ 400	\$ -	\$ 400	
overall change \$ 400							

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175 / 211602

Engineering / Infrastructure

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16 55201 Operating Supplies	\$ 20,781	\$ 1,000	12	\$ 12,000	\$ 22,000	\$ (10,000)	Approximately \$1000 per month for gas for 11 vehicles
		\$ 66	12	\$ 792		\$ 792	CNG Fuel Costs for 3 vehicles
		\$ 4,000	1	\$ 4,000		\$ 4,000	Safety Supplies and miscellaneous operating supplies, i.e. safety shoes, levels measuring wheels; rain gauges
				\$ -		\$ -	
Subtotal	\$ 20,781			\$ 16,792	\$ 22,000	\$ (5,208)	
						overall change \$ (5,208)	
18 55401 Books, Pubs & Subs.	\$ 2,377	\$ 310	4	\$ 1,240	\$ 1,000	\$ 240	APWA Manual
		\$ 1,000	1	\$ 1,000		\$ 1,000	Miscellaneous manuals to keep up to date on current road processes
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 2,377			\$ 2,240	\$ 1,000	\$ 1,240	
						overall change \$ 1,240	
19 55501 Training & Registrations	\$ 9,041	\$ 795	2	\$ 1,590	\$ 11,280	\$ (9,690)	APWA Certified Stormwater Manager Fee for 2 employees
		\$ 180	1	\$ 180		\$ 180	ASCE Membership Dues for 1 employee
		\$ 150	2	\$ 300		\$ 300	Florida Surveying and Mapping Society membership for 2 employee
		\$ 315	4	\$ 1,260		\$ 1,260	FES Membership Dues for 4 employees
		\$ 192	2	\$ 384		\$ 384	Project Management Fundamentals Registration Fees for 2 employees
		\$ 240	2	\$ 480		\$ 480	Project Management for Engineering Professionals Registration Fees for 2 employees
		\$ 59	4	\$ 236		\$ 236	10 Steps to Construction Site Stormwater Compliance for 4 employees (webinar)
		\$ 144	1	\$ 144		\$ 144	Stormwater Best Management Practice Design: Overview for 1 employee
		\$ 125	1	\$ 125		\$ 125	Runoff Storage for Urban Stormwater Management for 1 employees (NPDES)
		\$ 150	1	\$ 150		\$ 150	MS4S Certification Procedures and Standards for 1 employees (NPDES)
		\$ 120	1	\$ 120		\$ 120	Illicit Discharge Detection and Elimination for 1 employee (NPDES)
		\$ 96	2	\$ 192		\$ 192	FHWa Bridge Maintenance: Traffic Safety and Environment for 2 employees (Bridges)
		\$ 96	2	\$ 192		\$ 192	Bridge Comparison and Elements for 2 employees (Bridges)
		\$ 144	2	\$ 288		\$ 288	Inspection of Temper Bridge Superstructures for 2 employees (Bridges)
		\$ 144	2	\$ 288		\$ 288	Culvert Characteristics for 2 employees (Bridges)
		\$ 384	4	\$ 1,536		\$ 1,536	Conduits, Culverts and Pipes - Design and Installation for 4 employees (Bridges)
		\$ 2,000	10	\$ 20,000		\$ 20,000	Project Management Program Boot Camp Registration Fees for 10 employees
Subtotal	\$ 9,041			\$ 27,465	\$ 11,280	\$ 16,185	
						overall change \$ 16,185	
25 56401 Machinery & Equipment	\$ -			\$ 120,000	\$ -	\$ 120,000	See Schedule B - vehicles (on enh list)
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ 120,000	\$ -	\$ 120,000	
						overall change \$ 120,000	
31 59801 Reserves						\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
						overall change \$ -	
Page Totals \$ 115,909 \$ 277,756 \$ 129,932 \$ 147,824							

FUND: Master Drainage Basin Fund  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Engineering  
 COST CENTER: Master Drainage Basin Funds

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	3,774	5,247	2,624	7,216	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	20,591	0	20,591	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	24,365	5,247	23,215	7,216	0
56101	Land	4,815	0	75	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	192,379	94,406	84,531	129,850	0
56359	IOB-YrEnd	535	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	197,729	94,406	84,606	129,850	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 222,094	\$ 99,653	\$ 107,821	\$ 137,066	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	0
	City of Pensacola NPDES Contribution	0	0	0	0	0
	Drainage Fees	164,022	104,900	107,821	144,280	0
	Less: 5% Receipts	0	(5,247)	0	(7,214)	0
	Fund Balance	58,072	0	0	0	0
	TOTAL REVENUES	\$ 222,094	\$ 99,653	\$ 107,821	\$ 137,066	\$ 0

sdhall:  
indirect costs

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

181/210719-210736

Master Drainage Basin Funds

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
13 54901 Other Current Chrgs & Obligs	3,774	7,216	1	7,216	5,247	1,969	Annual 5% Indirect Costs charged to Fund 181. Based on projected revenue.
Subtotal	3,774			7,216	5,247	1,969	
overall change						1,969	
16 55201 Operating Supplies	20,591			0	0	0	Annual NPDES Permit costs; transferred from Improvements Other Than Buildings to Operating Supplies per Clerk's office interpretation of the permit requirements
Subtotal	20,591			-	-	0	
overall change						0	
24 56301 Improvements	197,729	109,259	1	109,259	94,406	14,853	Miscellaneous small drainage projects funded through these funds, projects must be identified by basin and paid for in the basin that <b>offsetting revenue is collected</b> .
Other Than Bldgs.		20,591	1	20,591		20,591	Annual NPDES Permit costs; transferred from Improvements Other Than Buildings to Operating Supplies per Clerk's office interpretation of the permit requirements
Subtotal	197,729			129,850	94,406	35,444	
overall change						35,444	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	

Page Totals 222,094  
Check 222,094

137,066 99,653 37,413  
137,066 99,653

FUND: Local Option Sales Tax III  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Engineering  
 COST CENTER: Transportation & Drainage LOST III

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	605,095	743,416	293,670	185,633	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	44,415	56,869	21,591	14,201	0
52201	Retirement Contributions	44,430	55,904	22,084	14,702	0
52301	Life & Health Insurance	99,226	119,700	52,971	32,183	0
52401	Workers' Compensation	16,801	18,428	7,959	5,274	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	809,967	994,317	398,275	251,993	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	108,680	0	67,725	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	13,981,964	18,632,841	9,534,658	2,489,698	0
56401	Machinery & Equipment	9,831	0	57,897	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	14,100,475	18,632,841	9,660,280	2,489,698	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 14,910,442	\$ 19,627,158	\$ 10,058,555	\$ 2,741,691	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	0
	Local Option Sales Tax III	14,910,442	19,627,158	10,058,555	2,741,691	0
	TOTAL REVENUES	\$ 14,910,442	\$ 19,627,158	\$ 10,058,555	\$ 2,741,691	\$ 0

Four positions salaries are split between other Funds/ CC's Fund 352/175/167

Positions budgeted 25% LOST III and 75% LOST IV

Transportation Projects Total allocated \$2,827,727



FUND: Local Option Sales Tax IV  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Engineering  
 COST CENTER: Transportation & Drainage LOST IV

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	0	0	0	556,904	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	42,601	0
52201	Retirement Contributions	0	0	0	44,106	0
52301	Life & Health Insurance	0	0	0	96,545	0
52401	Workers' Compensation	0	0	0	15,823	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	755,979	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	19,184,489	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	19,184,489	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	\$ 19,940,468	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Local Option Sales Tax III	0	0	0	19,940,468	0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	\$ 19,940,468	\$ 0

Positions budgeted  
 75% LOST IV and  
 25% LOST III

Transportation &  
 Drainage Projects  
 Total allocated  
 \$20,198,585

FUND: Transportation Trust  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Road Division  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	283,009	280,622	132,825	280,607	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	257	0	220	0	0
51501	Special pay	4,800	4,800	2,400	4,800	0
52101	FICA Taxes	21,609	21,834	10,175	21,833	0
52201	Retirement Contributions	34,951	36,133	16,728	37,828	0
52301	Life & Health Insurance	19,696	45,000	10,017	47,500	0
52401	Workers' Compensation	695	722	312	854	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	365,017	389,111	172,677	393,422	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	12,309	15,000	5,300	14,536	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	3,191	2,800	0	3,300	0
54101	Communications	76,642	70,000	31,757	77,352	0
54201	Postage & Freight	38	500	169	200	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	934	3,522	970	1,934	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	291	0	0	0	0
55101	Office Supplies	2,549	3,000	1,299	2,000	0
55201	Operating Supplies	2,378	13,000	3,923	6,500	0
55204	Fuel	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	3,022	1,000	184	2,985	0
55501	Training & Registration	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	101,354	108,822	43,602	108,807	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 466,371	\$ 497,933	\$ 216,279	\$ 502,229	0
RESOURCES						
	Transportation Trust Revenues	\$ 466,371	\$ 497,933	\$ 216,279	\$ 502,229	0
	TOTAL REVENUES	\$ 466,371	\$ 497,933	\$ 216,279	\$ 502,229	0

Janitorial

phones, tablets,  
Suncom, cable

Rqstd \$3k

Rqstd \$8k

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175 / 210401

PW ROADS ADMIN

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	\$ 12,309				\$ 15,000	\$(15,000)	
		\$ 840	12	\$ 10,080		\$ 10,080	12 Months Janitorial Service Contract
		\$ 2,228	2	\$ 4,456		\$ 4,456	2 Floor Strip and Wax @ \$2,228
				\$ -		\$ -	
Subtotal	\$ 12,309			\$ 14,536	\$ 15,000	\$ (464)	
						overall change \$ (464)	
4 54001 Travel & Per	\$ 3,191				\$ 2,800	\$ (2,800)	
Diem		\$ 600	3	\$ 1,800		\$ 1,800	Lucity Training for 3 employees approximately 600.00 each employee which includes hotel and per diem
		\$ 500	3	\$ 1,500		\$ 1,500	APWA Conference for delegates - 3 employees-hotel and per diem -@ \$500.00 each
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 3,191			\$ 3,300	\$ 2,800	\$ 500	
						overall change \$ 500	
5 54101 Communications	\$ 76,642				\$ 70,000	\$(70,000)	
		\$ 4,104	12	\$ 49,248		\$ 49,248	108 Phones/Radios/MiFi @ \$38 mo each - \$4,104 Mo
		\$ 1,710	12	\$ 20,520		\$ 20,520	45 Wi-Fi Enabled Tablets @ \$38 mo each - \$1,710 mo
		\$ 32	12	\$ 384		\$ 384	12 Months Brighthouse Cable
		\$ 600	12	\$ 7,200		\$ 7,200	Suncom/phone bills- approximately \$600 each month
				\$ -		\$ -	
Subtotal	\$ 76,642			\$ 77,352	\$ 70,000	\$ 7,352	Requested amount is reflective of actual communication expense
						overall change \$ 7,352	
6 54201 Postage & Freight	\$ 38	\$ 1	200	\$ 200	\$ 500	\$(300)	US Postal Office
				\$ -		\$ -	
Subtotal	\$ 38			\$ 200	\$ 500	\$(300)	
						overall change \$ (300)	
10 54601 Repair & Maintenance	\$ 934				\$ 3,522	\$(3,522)	
		\$ 934	1	\$ 934		\$ 934	Copy Products Repair Contract for 2 Copiers
		\$ 1,000	1	\$ 1,000		\$ 1,000	Phone System Repair for 4 Division Office Locations as needed
Subtotal	\$ 934			\$ 1,934	\$ 3,522	\$(1,588)	
						overall change \$ (1,588)	
14 54931 Host Ordinance	\$ 291			\$ -		\$ -	
Subtotal	\$ 291			\$ -		\$ -	
						overall change \$ -	
15 55101 Office Supplies	\$ 2,549			\$ 3,000	\$ 3,000	\$ -	
				\$ -		\$ -	Office Supplies for the entire Department (pens, copy paper, ink cartridges for approximately 150 full time employees. (annual recurring cost is \$2,500 - \$3,000)
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 2,549			\$ 3,000	\$ 3,000	\$ -	
						overall change \$ -	
16 55201 Operating	\$ 2,378			\$ 8,000	\$ 13,000	\$(5,000)	
Supplies				\$ -		\$ -	Purchase of phone batteries, cases, chargers for 45 tablets/108 phones. Replacement flags, security cameras, and other electronic devices as needed. Embroidered hats for 150 employees, Replacement battery back up units and multi media equipment - This fiscal year we have purchased security cameras and a server to host security footage due to recurring theft. \$9,000 - Plans are to continue implementation of security cameras at the 9 Mile Road Compound
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 2,378			\$ 8,000	\$ 13,000	\$(5,000)	
						overall change \$ (5,000)	
18 55401 Books, Pubs &	\$ 3,022				\$ 1,000	\$(1,000)	
Subs.		\$ 179	15	\$ 2,685		\$ 2,685	Membership for American Public Works Association-15 @ \$179.00 each
		\$ 150	2	\$ 300		\$ 300	Membership for Florida Association of County Engineers - 2 Employees @ \$150 Each
				\$ -		\$ -	
Subtotal	\$ 3,022			\$ 2,985	\$ 1,000	\$ 1,985	
						overall change \$ 1,985	
31 59801 Reserves	\$ -			\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
						overall change \$ -	

Page Totals \$ 101,354

\$ 111,307 \$ 108,822 \$ 2,485

FUND: Transportation Trust  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Road Division  
 COST CENTER: Road Maintenance

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	3,362,202	3,330,024	1,434,515	3,207,208	0
51301	Other Salaries & Wages	1,200	134,627	600	138,000	0
51401	Overtime	62,169	50,000	29,853	50,000	0
51501	Special Pay	0	3,609	0	3,399	0
52101	FICA Taxes	244,822	269,143	104,650	259,985	0
52201	Retirement Contributions	258,071	284,268	115,896	287,339	0
52301	Life & Health Insurance	959,125	864,000	468,438	902,500	0
52401	Workers' Compensation	343,745	392,468	169,477	453,182	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	5,231,334	5,328,139	2,323,429	5,301,613	0
53101	Professional Services	79,693	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	19,770	15,750	3,626	15,750	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	4,881	6,000	0	10,404	0
54101	Communications	0	1,100	0	0	0
54201	Postage & Freight	0	100	0	100	0
54301	Utility Services	165,466	148,000	64,007	159,996	0
54401	Rentals & Leases	25,112	25,000	9,962	26,340	0
54501	Insurance	498,250	463,986	409,943	457,435	0
54601	Repair & Maintenance Services	33,328	4,000	0	4,000	0
54701	Printing & Binding	1,093	2,000	3,787	1,400	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	18,275	10,000	4,772	10,000	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	161,135	150,000	73,312	150,884	0
55204	Fuel	510,452	1,022,660	257,176	675,660	0
55301	Road Materials & Supplies	223,255	280,000	158,885	292,000	0
55401	Books, Publications, Subscriptions & Memberships	0	0	45	0	0
55501	Training & Registration	9,131	5,000	0	4,800	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	1,749,841	2,133,596	985,515	1,808,769	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	454,714	0	503,890	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	454,714	0	503,890	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 7,435,889	\$ 7,461,735	\$ 3,812,834	\$ 7,110,382	\$ 0
RESOURCES						
	Transportation Trust Revenues	\$ 7,435,889	\$ 7,461,735	\$ 3,812,834	\$ 7,110,382	\$ 0
	TOTAL REVENUES	\$ 7,435,889	\$ 7,461,735	\$ 3,812,834	\$ 7,110,382	\$ 0

One employee will be entering DROP and one employee will be retiring during FY 17/18

Proposal to reclass two Program Mgr positions to Division Mgrs; Eliminate one Program Mgr position

Tree Svc contract; pest control

4 employees attending APWA

Uniforms; portalets

Overweight tickets; FICA savings

Lubricants; safety shoes; tools; hardware; lumber; propane; etc

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175 / 210402

PW ROADS MAINTENANCE

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	\$ 79,693			\$ -	\$ -	\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 79,693			\$ -	\$ -	\$ -	
overall change						\$ -	
3 53401 Other Contractual Services	\$ 19,770				\$ 15,750	\$ (15,750)	
		\$ 15,630	1	\$ 15,630		\$ 15,630	High Liability Tree Removal Contract as needed - FY 15/16
		\$ 10	12	\$ 120		\$ 120	\$19,650 was spent FY16/17 \$3,000 to date
				\$ -		\$ -	Pest Control Service @ 10.00/month
Subtotal	\$ 19,770			\$ 15,750	\$ 15,750	\$ -	
overall change						\$ -	
4 54001 Travel & Per	\$ 4,881				\$ 6,000	\$ (6,000)	
Diem		\$ 3,468	3	\$ 10,404		\$ 10,404	APWA Leadership Training- 4 employees which includes hotel, per diem, and transportation @ 3 sessions for \$3,468 per employee per session
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 4,881			\$ 10,404	\$ 6,000	\$ 4,404	
overall change						\$ 4,404	
5 54101 Communications	\$ -			\$ -	\$ 1,100	\$ (1,100)	
Subtotal	\$ -			\$ -	\$ 1,100	\$ (1,100)	
overall change						\$ (1,100)	
6 54201 Postage & Freight	\$ -	\$ 1	100	\$ 100	\$ 100	\$ -	Postage for certified mailings
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ 100	\$ 100	\$ -	
overall change						\$ -	
7 54301 Utility Services	\$ 165,466				\$ 148,000	\$ (148,000)	
				\$ 23,000		\$ 23,000	Tipping fees (tire, non-vegetative debris disposal - FY 15/16
				\$ 28,000		\$ 28,000	\$23K spent FY 16/17
		\$ 90	12	\$ 1,080		\$ 1,080	Natural Gas for Heating
		\$ 275	12	\$ 3,300		\$ 3,300	Molino utilities for water for North Camp Office @90 per month
		\$ 125	12	\$ 1,500		\$ 1,500	Electric bill for North Camp Office @275/month
		\$ 8,000	12	\$ 96,000		\$ 96,000	ECUA-water bill for Mobile highway office and Ellyson pit @ 125.00 per month
		\$ 593	12	\$ 7,116		\$ 7,116	Gulf Power- electric bills for Road Dept offices and holding ponds average 8,000 per month
Subtotal	\$ 165,466			\$ 159,996	\$ 148,000	\$ 11,996	Escambia River Electric for North End office estimated @593.00 a month
overall change						\$ 11,996	
8 54401 Rentals & Leases	\$ 25,112				\$ 25,000	\$ (25,000)	
		\$ 528	12	\$ 6,336		\$ 6,336	AK Service Monthly rental and Service (11 toilets @ 48.00/month)
		\$ 1,667	12	\$ 20,004		\$ 20,004	G and K Service-uniform rental for 120 employees @13.89 Per Employee
				\$ -		\$ -	
Subtotal	\$ 25,112			\$ 26,340	\$ 25,000	\$ 1,340	
overall change						\$ 1,340	
9 54501 Insurance	\$ 498,250			\$ 457,435	\$ 463,986	\$ (6,551)	Insurance for vehicles -
				\$ -		\$ -	
Subtotal	\$ 498,250			\$ 457,435	\$ 463,986	\$ (6,551)	
overall change						\$ (6,551)	
10 54601 Repair & Maintenance	\$ 33,328				\$ 4,000	\$ (4,000)	Copy Products- annual contract for 2 copiers and water line repair, utility/phone line repairs
		\$ 1,052	1	\$ 1,052		\$ 1,052	Copier Maintenance contracts - 1 @ \$478 - 1 @ \$574
				\$ 2,948		\$ 2,948	Water & Utility Line Repairs As needed
				\$ -		\$ -	
Subtotal	\$ 33,328			\$ 4,000	\$ 4,000	\$ -	
overall change						\$ -	
11 54701 Printing & Binding	\$ 1,093			\$ 1,400	\$ 2,000	\$ (600)	Production of reports/trip tickets as needed
				\$ -		\$ -	
Subtotal	\$ 1,093			\$ 1,400	\$ 2,000	\$ (600)	
overall change						\$ (600)	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175 / 210402

PW ROADS MAINTENANCE

Accour Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
13	54901 Other Current Chrgs & Obligs	\$ 18,275			\$ 10,000	\$ 10,000	\$ -	FICA saving
					\$ -		\$ -	Overweight tickets
					\$ -		\$ -	
					\$ -		\$ -	
	Subtotal	\$ 18,275			\$ 10,000	\$ 10,000	\$ -	
					overall change			\$ -
16	55201 Operating	\$ 161,135				\$ 150,000	\$ (150,000)	
	Supplies		\$ 120	136	\$ 16,320		\$ 16,320	Safety Shoes- for safety shoes @\$120.00 each for permanent employees-about 136 employees
			\$ 74	136	\$ 10,064		\$ 10,064	Reflective Apparel/Uniforms& Jackets for 136 employees @ \$74 per employee
					\$ 45,000		\$ 45,000	Oil and lubricants for equipment and vehicles
					\$ 10,000		\$ 10,000	Replacement of Small Engine Type Equipment, Cases, Harnesses, sprayers etc. utilized in right of way maintenance County Wide
								Miscellaneous Hand Tools, Gloves, Marking Paint, Wheel Barrows, Gas Cans, Silt Fence, tape measures, levels, etc. for use in right of way maintenance county-wide
			\$ 39,750	1	\$ 39,750		\$ 39,750	Amerigas Propane-propane to be used in asphalt heaters and applying patches to roadways
			\$ 8,000	1	\$ 8,000		\$ 8,000	
					\$ 21,750		\$ 21,750	Lumber, Sackrete, Portland Cement Form Boards, General Hardware, Mailboxes, Plywood etc. utilized in the construction of projects and general maintenance County Wide
							\$ -	
	Subtotal	\$ 161,135			\$ 150,884	\$ 150,000	\$ 884	
					overall change			\$ 884
17	55204 Fuel	\$ 510,452			\$ 1,022,660	\$ 1,022,660	\$ -	Gas-City of Pensacola/Fuel charges for the whole department
					\$ -		\$ -	
					\$ -		\$ -	
					\$ -		\$ -	
	Subtotal	\$ 510,452			\$ 1,022,660	\$ 1,022,660	\$ -	
18	55301 Road Materials & Supplies	\$ 223,255				\$ 280,000	\$ (280,000)	
					\$ 5,000		\$ 5,000	Man Hole Rings and Lids
					\$ 135,000		\$ 135,000	Hot Mix Asphalt and supporting materials for County wide asphalt operations - pot hole patching, overlays, railroad crossing repair, intersection repair etc.
								Drainage Pipe - Concrete, HDPE, and Metal - and Geotextile Matting, Drainage Structures, Under drain pipe etc. to be used in the repair and construction of drainage systems, driveways etc.
					\$ 60,000		\$ 60,000	
					\$ 7,000		\$ 7,000	Guard Rail, Post, Blocks, Bolts and all associated materials for use in the repair of damaged guard rail County wide
					\$ 40,000		\$ 40,000	Concrete for use in repair of damaged sidewalks/drainage systems - construction of new drainage systems
					\$ 20,000		\$ 20,000	Aggregate Materials, stone, rock , rip rap etc used for stabilization on various projects.
					\$ 25,000		\$ 25,000	Sod and Grass seed for stabilization on various projects
	Subtotal	\$ 223,255			\$ 292,000	\$ 280,000	\$ 12,000	
					overall change			\$ 12,000
20	55501 Training & Registrations	\$ 9,131	\$ 1,600	3	\$ 4,800	\$ 5,000	\$ (200)	APWA Leadership Training Registrations 4 Employees @ \$1600 per session for 3 sessions
					\$ -		\$ -	1200.00 each person for each module
	Subtotal	\$ 9,131			\$ 4,800	\$ 5,000	\$ (200)	
					overall change			\$ (200)
26	56401 Machinery & Equipment	\$ 454,714			\$ -		\$ -	
					\$ -		\$ -	
	Subtotal	\$ 454,714			\$ -	\$ -	\$ -	
					overall change			\$ -
31	59801 Reserves				\$ -		\$ -	
					\$ -		\$ -	
					\$ -		\$ -	
	Subtotal	\$ -			\$ -	\$ -	\$ -	
					overall change			\$ -
Page Totals		\$ 2,204,555			\$ 1,133,109	\$ 2,133,596	\$ 22,173	

FUND: Transportation Trust  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Road Division  
 COST CENTER: Holding Ponds

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	569,604	616,992	278,616	592,070	0
51301	Other Salaries & Wages	0	7,159	0	0	0
51401	Overtime	246	0	285	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	41,756	47,745	20,487	45,293	0
52201	Retirement Contributions	41,582	48,796	19,154	46,895	0
52301	Life & Health Insurance	126,966	162,000	65,840	171,000	0
52401	Workers' Compensation	60,475	70,581	30,477	80,073	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	840,629	953,273	414,859	935,331	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	1,000	0	1,000	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	3,927	10,000	899	10,000	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	39,088	65,000	17,328	45,800	0
55204	Fuel	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registration	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	43,015	76,000	18,227	56,800	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	17,467	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	17,467	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 901,110	\$ 1,029,273	\$ 433,086	\$ 992,131	\$ 0
RESOURCES						
	Transportation Trust Revenues	\$ 901,110	\$ 1,029,273	\$ 433,086	\$ 992,131	\$ 0
	TOTAL REVENUES	\$ 901,110	\$ 1,029,273	\$ 433,086	\$ 992,131	\$ 0

Pump rental for  
emerg events

Fencing: locks;  
sod; concrete;  
lumber

Req. \$20k  
Replacement  
weed eaters and other  
small equip.  
To be funded in current  
FY Budget.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175 / 210403

PW ROADS HOLDING PONDS

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
8 54401 Rentals & Leases				\$ 1,000	\$ 1,000	\$ -	Pump rentals for emergency rain/flooding events
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ 1,000	\$ 1,000	\$ -	
overall change \$ -							
10 54601 Repair & Maintenance	\$ 3,927	\$ 10,000	1	\$ 10,000	\$ 10,000	\$ -	Repair/Replacement of holding pond pumps countywide as needed - 12 pumps
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 3,927			\$ 10,000	\$ 10,000	\$ -	
overall change \$ -							
16 55201 Operating Supplies	\$ 39,088				\$ 65,000	\$ (65,000)	
				\$ 4,000		\$ 4,000	Sod and Grass Seed for Slope Stabilization
				\$ 2,500		\$ 2,500	Concrete for repair of structures and pipe
				\$ 17,000		\$ 17,000	Chain link fence supplies for repair of fences county wide
				\$ 5,000		\$ 5,000	Under drain pipe & fittings, geotextile mat for stabilization of holding ponds county wide
				\$ 2,500		\$ 2,500	Herbicide for weed and growth prevention in holding ponds county wide
				\$ 3,800		\$ 3,800	Portland cement, lumber for trash baffles, locks in holding ponds county wide
				\$ 1,000		\$ 1,000	Replacement of small engine equipment under \$1,000 each
				\$ 10,000		\$ 10,000	Rip Rap, Stone, and Gravel for under drain and stabilization in holding ponds county wide
Subtotal	\$ 39,088			\$ 45,800	\$ 65,000	\$ (19,200)	
overall change \$ (19,200)							
25 56401 Machinery & Equipment	\$ 17,467	\$ 1,000	20	\$ 20,000		\$ 20,000	Replacement of 20 weed eaters and other small engine equipment
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 17,467			\$ 20,000	\$ -	\$ 20,000	
overall change \$ 20,000							
31 59801 Reserves				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
overall change \$ -							
Page Totals				\$ 76,800	\$ 76,000	\$ 800	



FUND: Transportation Trust  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Road Division  
 COST CENTER: Sign Maintenance

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	261,580	246,213	111,974	246,238	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	34	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	18,988	18,834	8,066	18,838	0
52201	Retirement Contributions	22,509	20,413	9,318	21,357	0
52301	Life & Health Insurance	59,818	63,000	34,919	66,500	0
52401	Workers' Compensation	27,834	27,842	12,023	33,301	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	390,730	376,302	176,334	386,234	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	18,980	4,500	18,980	18,980	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	62,980	90,000	45,029	69,500	0
55204	Fuel	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registration	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	81,960	94,500	64,009	88,480	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	6,020	0	3,010	6,020	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	6,020	0	3,010	6,020	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 478,710	\$ 470,802	\$ 243,353	\$ 480,734	0
RESOURCES						
	Transportation Trust Revenues	\$ 478,710	\$ 470,802	\$ 243,353	\$ 480,734	0
	TOTAL REVENUES	\$ 478,710	\$ 470,802	\$ 243,353	\$ 480,734	0

Rental of road message boards

sign posts; replacement signs; barricades; cleaning supplies; flagging tape

2 Arrow boards to be mounted on trucks to move right of way. In past, this has been budgeted in oper but should be in capital

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175 / 210404

PW ROADS SIGN MAINTENANCE

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
8 54401 Rentals & Leases	\$ 18,980	\$ 4,745	4	\$ 18,980	\$ 4,500	\$ 14,480	Gulf Coast Traffic/Rental of 4 Variable Message Boards @ \$4,745 Each
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 18,980			\$ 18,980	\$ 4,500	\$ 14,480	
overall change						\$ 14,480	
16 55201 Operating Supplies	\$ 62,980			\$ 61,500	\$ 90,000	\$ (28,500)	Purchase of replacement signs (Regulatory & Street Name), barricades & Batteries, Replacement sign posts
				\$ 8,000		\$ 8,000	Supplies needed for cleaning signs/herbicide spraying, replacement of tools, and flagging tape
Subtotal	\$ 62,980			\$ 69,500	\$ 90,000	\$ (20,500)	
overall change						\$ (20,500)	
25 56401 Machinery & Equipment	\$ 6,020	\$ 3,010	2	\$ 6,020		\$ 6,020	Purchase of 2 Arrow Boards to be mounted on trucks utilized in moving right of way maintenance county wide
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 6,020			\$ 6,020	\$ -	\$ 6,020	
overall change						\$ 6,020	
31 59801 Reserves						\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
overall change						\$ -	
Page Totals		\$ 87,980		\$ 94,500	\$ 94,500	\$ -	

FUND: Transportation Trust  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Fleet Maintenance  
 COST CENTER: Fleet Maintenance

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	949,948	1,037,068	477,619	951,222	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	2,198	3,000	454	3,000	0
51501	Special pay	18,684	21,660	9,849	20,924	0
52101	FICA Taxes	69,109	81,220	34,953	74,599	0
52201	Retirement Contributions	78,132	89,779	38,114	79,140	0
52301	Life & Health Insurance	268,268	234,000	139,888	247,000	0
52401	Workers' Compensation	30,978	33,942	14,655	36,756	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	1,417,317	1,500,669	715,532	1,412,641	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	85,849	76,000	52,541	196,620	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	173	1,500	0	2,422	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	94	200	29	300	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	33,613	54,470	54,470	54,936	0
54601	Repair & Maintenance Services	855,090	725,434	331,818	1,054,500	0
54701	Printing & Binding	88	250	0	250	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	2,166	1,200	1,080	2,500	0
55201	Operating Supplies	74,118	25,000	20,199	42,840	0
55204	Fuel	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	4,340	5,000	2,049	5,396	0
55501	Training & Registration	2,109	5,400	99	4,900	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	1,057,640	894,454	462,285	1,364,664	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	771,738	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	771,738	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 3,246,694	\$ 2,395,123	\$ 1,177,817	\$ 2,777,305	\$ 0
RESOURCES						
	Transportation Trust Revenues	\$ 3,246,694	\$ 2,395,123	\$ 1,177,817	\$ 2,777,305	\$ 0
	TOTAL REVENUES	\$ 3,246,694	\$ 2,395,123	\$ 1,177,817	\$ 2,777,305	\$ 0

Rqstd \$196K:  
 Inspection of lift  
 apparatus, crane and  
 bucket trucks;  
 monitor existing GPS  
 program

Rqstd \$950K;  
 repairs to aging  
 equipment, small  
 engines, heavy  
 equip...  
 \$104.5k Fire vehicle  
 maint & equal  
 revenue  
 reimbursment.

Rqstd \$5 million to  
 replace aging  
 vehicles and  
 equipment.  
 Detailed list  
 available

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
175 / 210405 PW FLEET

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	\$ 85,849				\$ 76,000	\$ (76,000)	
		\$ 2,500	4	\$ 10,000		\$ 10,000	Inspection and recertification of 4 bucket trucks
				\$ 4,700		\$ 4,700	Inspection of 2 Overhead Cranes in the shops in Cantonment and 9 Mile Rd and inspection and certification of Parks' Dept man lift
	\$ 15,160		12	\$ 181,920		\$ 181,920	Monthly Monitoring of 800 units @ \$18.95 per unit - \$15,160 per month
						\$ -	
Subtotal	\$ 85,849			\$ 196,620	\$ 76,000	\$ 120,620	
						overall change \$ 120,620	
4 54001 Travel & Per Diem	\$ 173				\$ 1,500	\$ (1,500)	
	\$ 1,211		2	\$ 2,422		\$ 2,422	Training for DEF Emissions Certifications
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 173			\$ 2,422	\$ 1,500	\$ 922	
						overall change \$ 922	
6 54201 Postage & Freight	\$ 94			\$ 300	\$ 200	\$ 100	\$100 Increase due to shipping of bad GPS units for replacement
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 94			\$ 300	\$ 200	\$ 100	
						overall change \$ 100	
9 54501 Insurance	\$ 33,613			\$ 54,936	\$ 54,470	\$ 466	increase in premiums
				\$ -		\$ -	
Subtotal	\$ 33,613			\$ 54,936	\$ 54,470	\$ 466	
						overall change \$ 466	
10 54601 Repair & Maintenance	\$ 855,090				\$ 725,434	\$ (725,434)	
				\$ 130,000		\$ 130,000	Light Vehicle Maintenance & Parts - County Wide Fleet
				\$ 150,000		\$ 150,000	Small Engine Parts & Repair - 1,200 pieces County Wide
				\$ 20,000		\$ 20,000	Hydraulic Hoses & Fittings
				\$ 250,000		\$ 250,000	Heavy Equipment Maintenance & Repair
				\$ 120,000		\$ 120,000	Tires for County Wide Fleet
				\$ 200,000		\$ 200,000	Heavy Truck, Sweepers, Bucket Trucks, Vac Trucks etc
						\$ 80,000	Expected Maintenance Increase Due to Non Replacement of Heavy Trucks and Equipment
Subtotal	\$ 855,090			\$ 950,000	\$ 725,434	\$ 224,566	
						overall change \$ 224,566	
11 54701 Printing & Binding	\$ 88			\$ 250	\$ 250	\$ -	Printing of vehicle inspection forms
				\$ -		\$ -	
Subtotal	\$ 88			\$ 250	\$ 250	\$ -	
						overall change \$ -	
						overall change \$ -	
15 55101 Office Supplies	\$ 2,166			\$ 2,500	\$ 1,200	\$ 1,300	Office Supplies for the Division (pens, copy paper, ink cartridges, markers, paper, post its, binders, staples etc.) (annual recurring cost is \$2,200 - \$2500)
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 2,166			\$ 2,500	\$ 1,200	\$ 1,300	
						overall change \$ 1,300	
16 55201 Operating Supplies	\$ 74,118				\$ 25,000	\$ (25,000)	
	\$ 120		32	\$ 3,840		\$ 3,840	Safety shoes for 32 employees @ \$120 each
				\$ 2,500		\$ 2,500	Decals, letters, and numbers for County vehicle marking
				\$ 8,000		\$ 8,000	Gloves, Paint, Hardware Supplies i.e. nut, bolts etc, PPE Equipment, Fire Extinguishers and Brackets
				\$ 2,500		\$ 2,500	Tags/licenses for new/transfer county vehicles
				\$ 5,000		\$ 5,000	Hand Cleaner and Paper Supplies ( paper towels, toilet tissue, etc)
				\$ 21,000		\$ 21,000	Tools & Expendable Supplies (drill bits, saw blades, welding gas & welding supplies etc, air compressor repair)
Subtotal	\$ 74,118			\$ 42,840	\$ 25,000	\$ 17,840	
						overall change \$ 17,840	
18 55401 Books, Pubs & Subs.	\$ 4,340				\$ 5,000	\$ (5,000)	Software subscriptions for IDS, Caterpillar, and Cummings at three locations
	\$ 879		3	\$ 2,637		\$ 2,637	Ford IDS Software 3 locations \$879 per location
				\$ 814		\$ 814	Caterpillar Software
				\$ 295		\$ 295	Snap On diagnostic & Tire Sensor
	\$ 350		2	\$ 700		\$ 700	Cummings Software 2 locations \$350 each
				\$ 950		\$ 950	Expected Increase in Software
Subtotal	\$ 4,340			\$ 5,396	\$ 5,000	\$ 396	
						overall change \$ 396	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
175 / 210405 PW FLEET

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
19 55501 Training &	\$ 2,109				\$ 5,400	\$ (5,400)	
Registrations		\$ 1,500	2	\$ 3,000		\$ 3,000	Emergency Vehicle Technician Certification - 2 employees at \$1,500 each
		\$ 350	2	\$ 700		\$ 700	Diagnostic Software Training
				\$ 1,200		\$ 1,200	Borg Warner Heavy Truck & Brake Training (All Employees)
Subtotal	\$ 2,109			\$ 4,900	\$ 5,400	\$ (500)	
overall change \$ (500)							
25 56401 Machinery & Equipment	\$ 771,738			\$ 5,000,000	\$ -		To replace all aging vehicles and equipment (SEE DETAILED LIST IN ENHANCEMENT FILE)
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 771,738			\$ 5,000,000	\$ -	\$ -	
overall change \$ 5,000,000							
31 59801 Reserves						\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
overall change \$ -							
Page Totals	\$ 1,829,377			\$ 6,260,164	\$ 894,454	\$ 365,710	

FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Other General Government Services

DEPARTMENT: Public Works  
 DIVISION: Fleet Maintenance  
 COST CENTER: Fuel Distribution

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	63,402	135,207	61,119	145,044	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	-1,181	3,000	351	3,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	4,731	10,573	4,556	11,325	0
52201	Retirement Contributions	4,573	12,256	5,446	14,068	0
52301	Life & Health Insurance	588	36,000	9,860	38,000	0
52401	Workers' Compensation	2,609	10,453	4,514	13,836	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	74,721	207,489	85,846	225,273	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	250	42	500	0
54301	Utility Services	0	2,500	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	9,459	16,000	0	16,000	0
54601	Repair & Maintenance Services	12,356	50,000	9,638	45,000	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	825	1,600	50	1,600	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	295	500	0	500	0
55201	Operating Supplies	2,889,211	6,500,000	1,516,184	6,500,000	0
55204	Fuel	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registration	0	400	0	400	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	2,912,146	6,571,250	1,525,914	6,564,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 2,986,867	\$ 6,778,739	\$ 1,611,760	\$ 6,789,273	\$ 0
RESOURCES						
	Charges for Fuel	\$ 2,986,867	\$ 6,778,739	\$ 1,611,760	\$ 6,789,273	\$ 0
	TOTAL REVENUES	\$ 2,986,867	\$ 6,778,739	\$ 1,611,760	\$ 6,789,273	\$ 0

One employee will  
be retiring during  
FY 17/18

Fuel Island  
repairs; fuel  
keys;

fuel for  
countywide  
vehicles

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 210407

PW FUEL

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
6 54201 Postage & Freight				\$ 500	\$ 250	\$ 250	Increase for shipping aging fuel electronic parts
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ 500	\$ 250	\$ 250	
					overall change	\$ 250	
7 54301 Utility Services				\$ -	\$ 2,500	\$ (2,500)	
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ 2,500	\$ (2,500)	
					overall change	\$ (2,500)	
9 54501 Insurance	\$ 9,459			\$ 16,000	\$ 16,000	\$ -	Insurance for Fuel Island
				\$ -		\$ -	
Subtotal	\$ 9,459			\$ 16,000	\$ 16,000	\$ -	
					overall change	\$ -	
10 54601 Repair & Maintenance	\$ 12,356				\$ 50,000	\$ (50,000)	
				\$ 20,000		\$ 20,000	Parts for the repair of the fuel island controls & New fuel Keys
				\$ 25,000		\$ 25,000	Nozzles, Hoses, & Supplies - Pump Repairs & Inspections
				\$ -		\$ -	
Subtotal	\$ 12,356			\$ 45,000	\$ 50,000	\$ (5,000)	
					overall change	\$ (5,000)	
13 54901 Other Current Chrgs & Obligs	\$ 825			\$ 1,600	\$ 1,600	\$ -	Florida Department of Environment Inspection
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 825			\$ 1,600	\$ 1,600	\$ -	
					overall change	\$ -	
15 55101 Office Supplies	\$ 295			\$ 500	\$ 500	\$ -	Office Supplies
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 295			\$ 500	\$ 500	\$ -	
					overall change	\$ -	
16 55201 Operating Supplies	\$ 2,889,211			\$ 6,500,000	\$ 6,500,000	\$ -	Fuel cost for all countywide vehicles
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 2,889,211			\$ 6,500,000	\$ 6,500,000	\$ -	
					overall change	\$ -	
19 55501 Training & Registrations				\$ 400	\$ 400	\$ -	Employee development
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ 400	\$ 400	\$ -	
					overall change	\$ -	
31 59801 Reserves				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
					overall change	\$ -	
Page Totals				\$ 6,564,000	\$ 6,571,250	\$ (7,250)	

FUND: General  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Santa Rosa Island  
 COST CENTER: Santa Rosa Island Public Works

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	868,025	850,650	385,335	843,063	0
51301	Other Salaries & Wages	0	8,320	0	0	0
51401	Overtime	13,826	16,000	12,342	20,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	63,636	66,935	28,764	66,026	0
52201	Retirement Contributions	70,346	72,857	32,898	74,788	0
52301	Life & Health Insurance	212,955	216,000	108,472	228,000	0
52401	Workers' Compensation	52,096	49,197	21,244	57,760	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	1,280,884	1,279,959	589,055	1,289,637	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	239,966	430,000	50,776	267,373	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	6,000	0	2,100	0
54101	Communications	7,527	18,000	5,763	12,000	0
54201	Postage & Freight	7	200	0	100	0
54301	Utility Services	302,577	371,000	123,560	314,400	0
54401	Rentals & Leases	69,530	110,000	25,747	32,100	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	156,377	73,000	68,809	320,500	0
54701	Printing & Binding	6	500	0	500	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	544	0	0	0	0
55101	Office Supplies	0	4,000	0	2,000	0
55201	Operating Supplies	125,004	288,500	87,243	155,370	0
55301	Road Materials & Supplies	0	0	0	15,000	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	700	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	901,538	1,301,200	361,898	1,122,143	0
56101	Land	0	0	0	0	0
56201	Buildings	12,930	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	283,447	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	296,377	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 2,478,799	\$ 2,581,159	\$ 950,953	\$ 2,411,780	0
RESOURCES						
	General Fund Revenues	\$ 2,478,799	\$ 2,581,159	\$ 950,953	\$ 2,411,780	0
	TOTAL REVENUES	\$ 2,478,799	\$ 2,581,159	\$ 950,953	\$ 2,411,780	0

Seasonal employees; lawn maintenance; pest control

Potable Water - Restrooms, drinking fountains, showers, PW, PS - Irrigation of all Rights of way & SRIA Property - Sewer & Garbage; power bills

Safety shoes; signs; fuel; cleaning supplies, etc.

Req. \$15k Base Rock and Aggregate Materials for stabilization of Road Shoulders and Parking Lots

To be funded in current FY Budget



**SCHEDULE C - BACKUP**

**OPERATING EXPENDITURES**

Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 211401

PW SANTA ROSA ISLAND

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	\$ 239,966				\$ 430,000	\$ (430,000)	
				\$ 250,000		\$ 250,000	Blue Arbor - up to 15 seasonal employees
	\$ 250	12		\$ 3,000		\$ 3,000	Herbicide Maintenance of medians on Via Deluna - \$250 mo
	\$ 208	12		\$ 2,500		\$ 2,500	Plant Maintenance on Boardwalk \$208 Monthly
	\$ 50	18		\$ 900		\$ 900	Backflow Preventer Testing & Inspection - 18 @ \$50 each
	\$ 110	12		\$ 1,320		\$ 1,320	Annual Pest Control at PW, PS, SRIA,VIC, Boardwalk \$110 Month
				\$ 8,400		\$ 8,400	Inspection Services of Beach Ball Water Tower
				\$ 413		\$ 413	Fire Extinguisher Testing & Inspection
	\$ 70	12		\$ 840		\$ 840	Utility Locate services \$70 month
Subtotal	\$ 239,966			\$ 267,373	\$ 430,000	\$ (162,627)	
					overall change	\$ (162,627)	
4 54001 Travel & Per Diem	\$ -				\$ 6,000	\$ (6,000)	
	\$ 1,050	2		\$ 2,100		\$ 2,100	2 Employees to Attend Hurricane Conference in Orlando FL -
Subtotal	\$ -			\$ 2,100	\$ 6,000	\$ (3,900)	
					overall change	\$ (3,900)	
5 54101 Communications	\$ 7,526				\$ 18,000	\$ (18,000)	
	\$ 500	12		\$ 6,000		\$ 6,000	Verizon charges
	\$ 500	12		\$ 6,000		\$ 6,000	Mediacom Broadband/Phone Services
Subtotal	\$ 7,526			\$ 12,000	\$ 18,000	\$ (6,000)	
					overall change	\$ (6,000)	
6 54201 Postage & Freight	\$ 7			\$ 100	\$ 200	\$ (100)	
				\$ -		\$ -	Stamps/shipping
Subtotal	\$ 7			\$ 100	\$ 200	\$ (100)	
					overall change	\$ (100)	
7 54301 Utility Services	\$ 302,577				\$ 371,000	\$ (371,000)	
	\$ 15,200	12		\$ 182,400		\$ 182,400	Potable Water - Restrooms, drinking fountains, showers, PW,PS
	\$ 11,000	12		\$ 132,000		\$ 132,000	Irrigation of all Rights of way & SRIA Property - Sewer & Garbage
Subtotal	\$ 302,577			\$ 314,400	\$ 371,000	\$ (56,600)	Power Bill - 30 meters
					overall change	\$ (56,600)	
8 54401 Rentals & Leases	\$ 69,530				\$ 110,000	\$ (110,000)	
	\$ 140	12		\$ 1,680		\$ 1,680	Employee's uniform rentals 19 Employees @ \$7.36 Per Employee per month
	\$ 2,535	12		\$ 30,420		\$ 30,420	Portalet rental - 15 Handicap and 3 construction units
Subtotal	\$ 69,530			\$ 32,100	\$ 110,000	\$ (77,900)	( Elimination of John Deere Lease \$28,880)
					overall change	\$ (77,900)	
10 54601 Repair & Maintenance	\$ 156,377				\$ 73,000	\$ (73,000)	
				\$ 150,000		\$ 150,000	Hardware Supplies - Lumber for Piers, walkovers, trashcan enclosures - nuts, bolts, sand fencing for dune stabilization, hand tools, rail fencing, landscape lighting etc
				\$ 8,500		\$ 8,500	Irrigation Repair - Pipe and Fittings
				\$ 12,000		\$ 12,000	Plumbing Repair fixtures and fittings
				\$ 7,000		\$ 7,000	Electrical Repairs
				\$ 77,500		\$ 77,500	Fleet Maintenance - 11 Pick Ups, 14 ATVs, Beach Rakes, Tractors, Sweepers, Small Engine Equipment etc
				\$ 15,000		\$ 15,000	Casino Beach Bathroom Rehab
				\$ 5,000		\$ 5,000	Pressure Wash Boardwalk
				\$ 8,000		\$ 8,000	Bike Rack Replacement/Enhancement
				\$ 20,000		\$ 20,000	Casino Beach Pavilion Lighting Repairs
				\$ 5,000		\$ 5,000	Striping Paint & Sign Posts
	\$ 400	20		\$ 12,500		\$ 12,500	Replacement of 20 Picnic Tables & Grills
Subtotal	\$ 156,377			\$ 320,500	\$ 73,000	\$ 247,500	
					overall change	\$ 247,500	

**SCHEDULE C - BACKUP**

**OPERATING EXPENDITURES**

Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 211401

PW SANTA ROSA ISLAND

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
11 54701 Printing & Binding	\$ 6			\$ 500	\$ 500	\$ -	Brochures/Print
Subtotal	\$ 6			\$ 500	\$ 500	\$ -	
					overall change	\$ -	
14 54931 Host Ordinance	\$ 544			\$ -	\$ -	\$ -	
Subtotal	\$ 544			\$ -	\$ -	\$ -	
					overall change	\$ -	
15 55101 Office Supplies				\$ 2,000	\$ 4,000	\$ (2,000)	Office Supplies - Pens, Pencils, pads, Ink Cartridges, staples etc.
Subtotal	\$ -			\$ 2,000	\$ 4,000	\$ (2,000)	
					overall change	\$ (2,000)	
16 55201 Operating Supplies	\$ 125,004				\$ 288,500	\$ (288,500)	
		\$ 120	21	\$ 2,520		\$ 2,520	Safety shoes for 21 employees @ \$120 Each
		\$ 150	19	\$ 2,850		\$ 2,850	ASTM Shirts for 19 Employees \$150 per employee
				\$ 28,000		\$ 28,000	Signs - Regulatory, Advocatory, Informational
				\$ 52,000			Fuel, & Lubricants
				\$ 70,000			Paper Products and cleaning supplies for all facilities
Subtotal	\$ 125,004			\$ 155,370	\$ 288,500	\$ (255,130)	
					overall change	\$ (133,130)	
17 55301 Road Materials & Supplies				\$ 15,000		\$ 15,000	Base Rock and Aggregate Materials for stabilization of Road Shoulders and Parking Lots
Subtotal	\$ -			\$ 15,000	\$ -	\$ 15,000	
					overall change	\$ 15,000	
19 55501 Training & Registrations		\$ 350	2	\$ 700		\$ 700	Two Registrations for Hurricane Conference in Orlando FL
Subtotal	\$ -			\$ 700	\$ -	\$ 700	
					overall change	\$ 700	
23 56201 Buildings	\$ 12,930			\$ -		\$ -	
Subtotal	\$ 12,930			\$ -	\$ -	\$ -	
					overall change	\$ -	
25 56401 Machinery & Equipment	\$ 283,447			\$ 15,000		\$ 15,000	Purchase emergency generators for Admin Building and vehicle maintenance facility
Subtotal	\$ 283,447			\$ 15,000	\$ -	\$ 15,000	
					overall change	\$ 15,000	
31 59801 Reserves						\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
					overall change	\$ -	
Page Totals \$ 1,197,915 \$ 1,137,143 \$ 1,301,200 \$ (286,057)							

FUND: Transportation Trust  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Transportation & Traffic Operations  
 COST CENTER: Transportation

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	0	0
51201	Regular Salaries & Wages	758,961	895,858	384,136	802,266	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	2,400	2,400	1,200	2,400	0
52101	FICA Taxes	54,739	68,715	27,644	61,559	0
52201	Retirement Contributions	60,413	74,608	31,732	71,055	0
52301	Life & Health Insurance	176,804	171,450	100,634	169,100	0
52401	Workers' Compensation	17,703	32,962	14,234	40,555	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	1,071,020	1,245,993	559,580	1,146,935	0
53101	Professional Services	535,493	300,000	70,678	300,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	57,912	60,000	10,961	54,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	1,233	6,964	3,245	6,183	0
54101	Communications	13,708	10,000	6,067	18,848	0
54201	Postage & Freight	604	750	259	792	0
54301	Utility Services	82,785	85,000	41,737	140,000	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	14,719	19,532	19,864	25,611	0
54601	Repair & Maintenance Services	957,868	1,110,172	218,702	1,095,796	0
54701	Printing & Binding	148	650	203	250	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	1,902	12,280	739	12,280	0
54931	Host Ordinance Items	69	0	0	0	0
55101	Office Supplies	4,354	3,715	0	3,000	0
55201	Operating Supplies	55,401	57,657	21,644	52,283	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	1,325	3,603	2,752	2,368	0
55501	Training & Registrations	13,392	5,127	3,947	3,000	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	1,740,913	1,675,450	400,798	1,714,411	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	3,708	0	0
56401	Machinery & Equipment	91,277	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	91,277	0	3,708	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 2,903,210	\$ 2,921,443	\$ 964,086	\$ 2,861,346	\$ 0
RESOURCES						
	Transportation Trust Revenues	\$ 1,737,525	\$ 2,064,443	\$ 901,610	\$ 1,949,346	\$ 0
	Local Option Sales Tax III	0	0	0	0	0
	Federal Department of Transportation Revenues	1,165,616	857,000	62,476	912,000	0
	TOTAL REVENUES	\$ 2,903,141	\$ 2,921,443	\$ 964,086	\$ 2,861,346	\$ 0

Eight position salaries are split with other cost centers; Proposed new Engineering Spec to assist County Surveyor; Proposed reallocation from an Eng Tech to Eng Program Coord (salary split)  
 Eliminated Traffic Signalization Engineer - position is contracted out in operating.

DRMP contract

Traffic counts, traffic control signs

Req \$25.8K.  
 \$15.5k Cell phones & GPS modems

\$10k Migrate from copper to wireless commun at 14 intersections

Rqstd \$140k

\$90k Gulf Power services for traffic signals and lights.

\$50k fees for street light projects

Rqstd \$1,198,796.

Maint of traffic signals, railroad crossings, street lights, striping, vehicles.

Fuel; software; safety equip; small tools...

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175 / 211201

PW Traffic and Transportation

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services		\$ 300,000	1	\$ 300,000	\$ 300,000	\$ -	DRMP Contract - FDOT Reimbursement
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 535,493			\$ 300,000	\$ 300,000	\$ -	
overall change						\$ -	
3 53401 Other Contractual		\$ 4,000	1	\$ 4,000	\$ 60,000	\$ (56,000)	Traffic Counts - required for traffic calming requests - this will allow for approximately 8 each of the turning movement counts, speed counts, volume counts, and/or class counts. (Striping/Neighborhood Enhancements)
Services		\$ 15,000	1	\$ 15,000		\$ 15,000	Traffic Counts - Needed for traffic/signal studies - approximately 12 each of the turning movement counts, volume counts, speed counts, class counts, and or delay studies (Operations)
		\$ 35,000	1	\$ 35,000		\$ 35,000	Signs - furnish & install - needed to address new signage needs and citizen and/or Commissioner requests. Enhance safety provisions at critical intersections.
		\$ -	0	\$ -		\$ -	
		\$ -	0	\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 57,912			\$ 54,000	\$ 60,000	\$ (6,000)	
overall change						\$ (6,000)	
4 54001 Travel & Per Diem		\$ 750	2	\$ 1,500	\$ 6,964	\$ (5,464)	Hotel (1 week) IMSA Cert (Brown & Forte) Maintain Certs for Sig Techs and stay up to date on industry standards
		\$ 250	2	\$ 500		\$ 500	Rental Car (1 Week) IMSA Cert (Brown & Forte)
		\$ 750	1	\$ 750		\$ 750	Hotel (1 week) FTA Annual Conv/Trng (Christian)
		\$ 250	1	\$ 250		\$ 250	Rental Car (1 Week) FTA Trng (Christian)
		\$ 150	2	\$ 300		\$ 300	Hotel (1 night) (2 Employees) Transportation Symposium WFRPC Annual Event
		\$ 150	1	\$ 150		\$ 150	Hotel (1 night) (1 employee) County Surveyor - Trng required to maintain license
		\$ 150	6	\$ 900		\$ 900	User Group CADD (Hotel)
		\$ 40	6	\$ 240		\$ 240	User Group CADD (Rental Car)
				\$ -		\$ -	
				\$ -		\$ -	
		\$ 59	27	\$ 1,593		\$ 1,593	Per Diem - Above Training
Subtotal	\$ 1,233			\$ 6,183	\$ 6,964	\$ (781)	
overall change						\$ (781)	
5 54101 Communications		\$ 828	12	\$ 9,936	\$ 10,000	\$ (64)	Cell Phones / Traffic Ops / VandenLangenberg, Peterson, Argersinger, Christian, Brown, Canady, Thedford, Walters, Embich, Rawls, Vacant Specialist
		\$ 828	2	\$ 1,656		\$ 1,656	Cell Phones / Surveying / Swain & Geiberger
		\$ 720	2	\$ 1,440		\$ 1,440	Cell Phones / Surveying / 2 Field Crews (older flip phone)
		\$ 540	2	\$ 1,080		\$ 1,080	GPS Modems - required for use of GPS receivers. This is critical for our day to day surveying activities
		\$ 828	2	\$ 1,656		\$ 1,656	Cell Phones / Design / Hagon & Vacant
		\$ 720	14	\$ 10,080		\$ 10,080	Migrate from copper to wireless communication (14 intersections)
Subtotal	\$ 13,708			\$ 25,848	\$ 10,000	\$ 15,848	
overall change						\$ 15,848	
6 54201 Postage &		\$ 10	20	\$ 200	\$ 750	\$ (550)	Priority Mail w/Signature - BCC approved docs requiring further execution. Historically there have been problems with docs getting lost.
Freight		\$ 46	2	\$ 92		\$ 92	2 rolls of stamps for mailing MSBU packages, grant packages, grant docs, responses to citizens, various letters and replies
		\$ 250	2	\$ 500		\$ 500	2 community meetings requiring mail out notification - Evergreen (usually per Commissioner request)
				\$ -		\$ -	
Subtotal	\$ 604			\$ 792	\$ 750	\$ 42	
overall change						\$ 42	
7 54301 Utility Services		\$ 80,000	1	\$ 80,000	\$ 85,000	\$ (5,000)	Utilities for FDOT signals. FDOT reimbursement. Anticipated 1.5% increase from last year.
		\$ 10,000	1	\$ 10,000		\$ 10,000	Utilities for FDOT street lights. This is a portion of the \$82K reimbursed by FDOT. Anticipated 1.5% increase from last year.
		\$ 50,000	1	\$ 50,000		\$ 50,000	Annual fees associated with street light projects (examples include, Ashland (Commissioner Requested), Olive Road Street lighting, and SR 292.
				\$ -		\$ -	
Subtotal	\$ 82,785			\$ 140,000	\$ 85,000	\$ 55,000	
overall change						\$ 55,000	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175 / 211201

PW Traffic and Transportation

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
9 54501 Insurance		\$ 20,000	1	\$ 20,000	\$ 19,532	\$ 468	Building Premium - per OMB
		\$ 543	1	\$ 543		\$ 543	Vehicle 55520 Premium - per OMB
		\$ 425	1	\$ 425		\$ 425	Vehicle 54085 Premium - per OMB
		\$ 503	1	\$ 503		\$ 503	Vehicle 62097 Premium - per OMB
		\$ 484	1	\$ 484		\$ 484	Vehicle 55481 Premium - per OMB
		\$ 67	1	\$ 67		\$ 67	Vehicle 55422 Premium - per OMB
		\$ 554	1	\$ 554		\$ 554	Vehicle 53948 Premium - per OMB
		\$ 484	1	\$ 484		\$ 484	Vehicle 58086 Premium - per OMB
		\$ 770	1	\$ 770		\$ 770	Vehicle 59868 Premium - per OMB
		\$ 443	1	\$ 443		\$ 443	Vehicle 49250 Premium - per OMB
		\$ 1,338	1	\$ 1,338		\$ 1,338	New Bucket Truck Premium - estimated
Subtotal	\$ 14,719			\$ 25,611	\$ 19,532	\$ 6,079	
				overall change		\$ 6,079	
10 54601 Repair & Maintenance		\$ 65,645	1	\$ 65,645	\$ 1,110,172	\$ (1,044,527)	CSX Annual Maintenance - in accordance with agreement
		\$ 61,803	1	\$ 61,803		\$ 61,803	AGCR Annual Maintenance - in accordance with Agreement
		\$ 15,000	2	\$ 30,000		\$ 30,000	CSX/AGCR - Additional work according to contract agreement
		\$ 1,000	1	\$ 1,000		\$ 1,000	Vehicle 55520, 2007 Ford Crown Vic, Mileage 67,595, annual inspections, oil changes, & minor repairs
		\$ 50	12	\$ 600		\$ 600	Indoor Plant People (split btwn COC Agencies)
		\$ 160	12	\$ 1,920		\$ 1,920	Annual Copier Maint (in accordance with contract)
		\$ 1,000	1	\$ 1,000		\$ 1,000	Vehicle 54081, 2005 Escape, Mileage 75,679, annual inspections, oil changes, & minor repairs
		\$ 500	1	\$ 500		\$ 500	Vehicle 62097, 2015 Nissan Frontier, Mileage 8,066, annual inspections, oil changes
		\$ 1,000	1	\$ 1,000		\$ 1,000	Vehicle 55481, 2007 Ford F 150, Mileage 91,360, annual inspections, oil changes & minor repairs
		\$ 1,000	1	\$ 1,000		\$ 1,000	Vehicle 55422, 2007 Ford F150, Mileage 109,402, annual inspections, oil changes, & minor repairs
		\$ 1,000	1	\$ 1,000		\$ 1,000	Vehicle 53948, 2005 Ford F 150, Mileage 88,000, annual inspections, oil changes, & minor repairs
		\$ 1,000	1	\$ 1,000		\$ 1,000	Vehicle 54086, 2005 Ford F150, Mileage 162,463, annual inspections, oil changes, & minor repairs Vehicle needs to be replaced but did not meet criteria.
		\$ 1,000	1	\$ 1,000		\$ 1,000	Operation & maintenance of FDOT traffic signals - FDOT reimbursement
		\$ 530,000	1	\$ 530,000		\$ 530,000	Operation & maintenance of FDOT street lights - this is a portion of the \$82K reimbursed by FDOT.
		\$ 71,828	1	\$ 71,828		\$ 71,828	Operation & maintenance of County/County signals and beacons.
		\$ 75,000	1	\$ 75,000		\$ 75,000	Vehicle 59868, Mileage 55,711, annual inspections, oil changes, minor vehicle repair, need tires next year (\$600)
		\$ 1,500	1	\$ 1,500		\$ 1,500	Vehicle 49250, Mileage 227,478, annual inspections, oil changes, minor vehicle repair (vehicle needs to be replaced)
		\$ 1,000	1	\$ 1,000		\$ 1,000	Bucket Truck (on order) - annual inspections, oil changes
		\$ 2,000	1	\$ 2,000		\$ 2,000	Vehicle 62158, Mileage 20,675, annual inspections, oil changes, minor vehicle repair
		\$ 1,000	1	\$ 1,000		\$ 1,000	Annual Striping - Maintenance of pavement markings at Highway Grade RR Xings, school zones, roadway markings, and overlay projects by Rd Division - maintaining minimum pavement marking retro reflectivity per Manual on Uniform Traffic Control Devices (MUTCD)
		\$ 250,000	1	\$ 250,000		\$ 250,000	Install 8" letter height on post mounted signs on multi-lane streets with speed limits greater than 40 mph and 12" letter height on overhead signs per MUTCD
		\$ 100,000	1	\$ 100,000		\$ 100,000	
Subtotal	\$ 957,868			\$ 1,198,796	\$ 1,110,172	\$ 88,624	
				overall change		\$ 88,624	
11 54701 Printing & Binding		\$ 250	1	\$ 250	\$ 650	\$ (400)	Presentation Preparation / Manual Updates
				\$ -		\$ -	
Subtotal	\$ 148			\$ 250	\$ 650	\$ (400)	
				overall change		\$ (400)	
13 54901 Other Current Chrgs & Obligs		\$ 12,280	1	\$ 12,280	\$ 12,280	\$ -	Fees associated with Sunshine Safety locates - required by Florida Sunshine 811 Call Before You Dig Law and the Underground Facility Damage Prevention and Safety Act, Chapter 556, Florida Statutes
				\$ -		\$ -	
Subtotal	\$ 1,902			\$ 12,280	\$ 12,280	\$ -	
				overall change		\$ -	
14 54931 Host Ordinance				\$ -		\$ -	
Subtotal	\$ 69			\$ -	\$ -	\$ -	
				overall change		\$ -	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175 / 211201

PW Traffic and Transportation

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
15 55101 Office Supplies		\$ 3,000	1	\$ 3,000	\$ 3,715	\$ (715)	Pens, pencils, copy paper, legal pads, post it notes, tape, staples, clips, etc.
Subtotal	\$ 4,354			\$ 3,000	\$ 3,715	\$ (715)	
				overall change		\$ (715)	
16 55201 Operating Supplies		\$ 400	1	\$ 400	\$ 57,657	\$ (57,257)	H20 Technologies (split btwn COC agencies)
		\$ 500	1	\$ 500		\$ 500	Overage Fees - Copier (in accordance w/contract)
		\$ 180	7	\$ 1,260		\$ 1,260	Safety Boots / Traffic Ops / Argersinger, Canady, Peterson, VandenLangenbert, Embich, Vacant Tech
		\$ 65	3	\$ 195		\$ 195	Safety Vests / Traffic Ops / Embich, Vacant Tech, Vacant Eng.
		\$ 3	1,042	\$ 3,126		\$ 3,126	Vehicle 55520 - Fuel
		\$ 113	1	\$ 113		\$ 113	Miscellaneous small tools and supplies for striping program
		\$ 3	626	\$ 1,878		\$ 1,878	Fuel for Vehicle 54085 (striping program)
							Miscellaneous small tools and supplies (paint, flagging, stakes, etc.) Required for field use/spotting proposed locations. (Operations)
		\$ 300	1	\$ 300		\$ 300	Vehicle 55481 - Fuel
		\$ 3	1,199	\$ 3,597		\$ 3,597	Vehicle 62907 - Fuel
		\$ 3	886	\$ 2,658		\$ 2,658	Small tools, stakes, flagging, iron rods, batteries, field books, paint, etc. Required for day to day survey activities. Increased amount due to increased productivity. ( Survey)
		\$ 1,000	1	\$ 1,000		\$ 1,000	Vehicle 55422 - Fuel
		\$ 3	1,300	\$ 3,900		\$ 3,900	Vehicle 53948 - Fuel
		\$ 3	1,300	\$ 3,900		\$ 3,900	County/County Signal Crew - small tools, filters, maintenance items for traffic signal operations. New bucket truck will allow County staff to perform aerial repairs to reduce reliance on contractor.
		\$ 4,000	1	\$ 4,000		\$ 4,000	State/State Signal Crew - small tools, filters, maintenance items for traffic signal operations. New bucket truck will allow County staff to perform aerial repairs to reduce reliance on contractor.
		\$ 7,900	1	\$ 7,900		\$ 7,900	Heavy tools / equipment for bucket truck
		\$ 1,800	1	\$ 1,800		\$ 1,800	Fuel for Vehicle 49250
		\$ 2,808	1	\$ 2,808		\$ 2,808	Fuel for Vehicle 59868
		\$ 2,808	1	\$ 2,808		\$ 2,808	Fuel for Vehicle 62158
		\$ 7,332	1	\$ 7,332		\$ 7,332	Fuel for bucket truck (based on industry average)
Subtotal	\$ 55,401			\$ 52,283	\$ 57,657	\$ (5,374)	
				overall change		\$ (5,374)	
18 55401 Books, Pubs & Subs.		\$ 75	10	\$ 750	\$ 3,603	\$ (2,853)	IMSA Membership Renewal - Brown, Forte, Argersinger, Canady, Embich, Rawls, Thedford, Peterson, VandenLangenbert, Vacant Traffic Eng
		\$ 280	1	\$ 280		\$ 280	ITE Membership Renewal - Brown
		\$ 420	1	\$ 420		\$ 420	ITS Membership Renewal - Brown
		\$ 100	1	\$ 100		\$ 100	Pensacola Young Professional Renewal - Forte
		\$ 500	1	\$ 500		\$ 500	New & Revised Publications for Traffic Ops Ref Library
		\$ 318	1	\$ 318		\$ 318	County Surveyor - Florida Society of Mappers & Surveyors Membership - needed for interaction with local surveyors
Subtotal	\$ 1,325			\$ 2,368	\$ 3,603	\$ (1,235)	
				overall change		\$ (1,235)	
19 55501 Training & Registrations		\$ 500	2	\$ 1,000	\$ 5,127	\$ (4,127)	IMSA Certification (Brown & Forte) Maintain certifications for Signal Techs and stay current on updated industry standards
		\$ 150	2	\$ 300		\$ 300	WFRPC Transportation Symposium (2 employees)
		\$ 200	4	\$ 800		\$ 800	AMOT/IMOT Renewal Trng - (4 employees) - Required to work in roadway. Required to review and approve MOT plans and in field evaluation of MOT.
		\$ 200	2	\$ 400		\$ 400	PDH Training - Required for License (Brown & Vacant Eng)
		\$ 200	1	\$ 200		\$ 200	FTA Annual Convention/Trng (Christian)
		\$ 300	1	\$ 300		\$ 300	Annual trng required to maintain license (Swain)
Subtotal	\$ 13,392			\$ 3,000	\$ 5,127	\$ (2,127)	
				overall change		\$ (2,127)	
25 56401 Machinery & Equipment				\$ -		\$ -	
Subtotal	\$ 91,277			\$ -	\$ -	\$ -	
				overall change		\$ -	
31 59801 Reserves				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
				overall change		\$ -	
Page Totals				\$ 1,832,191	\$ 1,824,411	\$ 1,675,450	\$ 148,961

FUND: Local Option Sales Tax III  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Design Team  
 COST CENTER: Design Team

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	216,300	243,313	104,810	62,417	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	2,400	2,400	1,200	600	0
52101	FICA Taxes	15,830	18,797	7,587	4,820	0
52201	Retirement Contributions	20,463	25,536	11,111	6,823	0
52301	Life & Health Insurance	39,566	38,250	29,152	10,094	0
52401	Workers' Compensation	6,563	4,117	1,778	1,282	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	301,122	332,413	155,638	86,036	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 301,122	\$ 332,413	\$ 155,638	\$ 86,036	\$ 0
RESOURCES						
	Local Option Sales Tax III	\$ 301,122	332,413	155,638	86,036	0
	Federal Department of Transportation Revenues	0	0	0	0	0
	TOTAL REVENUES	\$ 301,122	\$ 332,413	\$ 155,638	\$ 86,036	\$ 0

Two positions salaries are split between other cost centers. Fund 175 / 352  
 Positions budgeted 25% LOST III and 75% LOST IV



FUND: Local Option Sales Tax IV  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Public Works  
 DIVISION: Design Team  
 COST CENTER: Design Team

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	0	0	0	187,255	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	1,800	0
52101	FICA Taxes	0	0	0	14,463	0
52201	Retirement Contributions	0	0	0	20,468	0
52301	Life & Health Insurance	0	0	0	30,282	0
52401	Workers' Compensation	0	0	0	3,849	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	258,117	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	\$ 258,117	\$ 0
RESOURCES						
	Local Option Sales Tax III	\$ 0	0	0	258,117	0
	Federal Department of Transportation Revenues	0	0	0	0	0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	\$ 258,117	\$ 0

Positions budgeted  
 75% LOST IV and  
 25% LOST III



FUND: Bob Sikes Toll  
 FUNCTION: General Government  
 ACTIVITY: Finance and Administrative

DEPARTMENT: Public Works  
 DIVISION: Bob Sikes Toll Admin  
 COST CENTER: Bob Sikes Toll Admin

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	82,395	81,237	39,053	81,230	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	6,003	6,215	2,854	6,214	0
52201	Retirement Contributions	6,049	6,109	2,937	6,433	0
52301	Life & Health Insurance	16,169	12,600	8,358	13,300	0
52401	Workers' Compensation	1,285	1,351	583	1,620	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	111,901	107,512	53,785	108,797	0
53101	Professional Services	28,030	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	410,398	427,500	128,444	421,300	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	2,500	0	1,500	0
54101	Communications	6,522	12,480	4,307	10,800	0
54201	Freight & Postage Services	285	400	342	400	0
54301	Utility Services	1,991	2,400	617	2,400	0
54401	Rentals & Leases	828	2,000	759	840	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	51,960	222,710	55,660	175,792	0
54701	Printing & Binding	2,798	500	739	500	0
54801	Promotional Activities	385	0	0	0	0
54901	Other Current Charges & Obligations	17,760	1,000	22,280	44,200	0
54931	Host Account	0	0	0	0	0
55101	Office Supplies	582	1,000	37	1,000	0
55201	Operating Supplies	53,484	5,000	0	13,474	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	1,000	0	500	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	575,023	678,490	213,185	672,706	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	28,591	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56801	Intangible Assets	1,851,703	0	0	0	0
	CAPITAL OUTLAY	1,880,294	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	75,000	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	75,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 2,567,218	\$ 786,002	\$ 266,970	\$ 856,503	\$ 0
RESOURCES						
	Bob Sikes Toll	\$ 2,567,218	\$ 827,371	\$ 266,970	\$ 901,582	\$ 0
	Interest	0	0	0	0	0
	Miscellaneous Revenues	0	0	0	0	0
	Fund Balance	0	0	0	0	0
	Less 5%	0	(41,369)	0	(45,079)	0
	TOTAL REVENUES	\$ 2,567,218	\$ 786,002	\$ 266,970	\$ 856,503	\$ 0

2 position salaries are split with other Funds (167 / 352)

Toll Contract staff and SRIA/Loomis Money Service.

1 cell phone & Plaza Network

Transcore and coin machine maint.

Sunpass fees

Mini transponders for SunPass

Replacement/renovation of Fish Sign, 50/50 split with SRIA

FUND: Mass Transit  
 FUNCTION: Transportation  
 ACTIVITY: Transit Systems

DEPARTMENT: Public Works  
 DIVISION: Mass Transit  
 COST CENTER: Operations

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	381,770	380,500	163,320	386,500	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	8,891	0	36,786	0	0
53404	Fixed Route Bus Costs	6,420,352	5,727,700	2,816,183	6,130,500	0
53405	ADA Paratransit Costs	1,166,079	1,080,000	628,097	1,309,500	0
53406	Non Sponsored TDAC Contribution	0	0	0	0	0
53407	Preventative Maint-Fixed	1,863,688	1,976,000	920,635	1,939,000	0
53416	Non-ADA Paratransit	1,194,943	1,370,000	315,736	1,177,500	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	222	2,000	81	250	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	189	0	71	0	0
54401	Rentals & Leases	0	0	0	250	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	6,447	0	1,030	6,500	0
54902	Non-Sponsored TDAC Cont	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	531,065	725,000	307,206	550,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	11,573,645	11,261,200	5,189,145	11,500,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	25,496	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	25,496	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	5,000	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	5,000	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	402,800	0	258,410	0
	NON-OPERATING COSTS	0	402,800	0	258,410	0
	TOTAL BUDGET	\$ 11,599,141	\$ 11,669,000	\$ 5,189,145	\$ 11,758,410	\$ 0
RESOURCES						
	Mass Transit Fund Revenues	\$ 11,599,141	\$ 11,669,000	\$ 5,189,145	\$ 11,758,410	\$ 0
	TOTAL REVENUES	\$ 11,599,141	\$ 11,669,000	\$ 5,189,145	\$ 11,758,410	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

104/211210

Mass Transit Operations

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	381,770			386,500	380,500	6,000	3% increase in Management fee every year of contract
Subtotal	381,770			386,500	380,500	6,000	
					overall change	6,000	
2 53401 Other Contractual Services	8,891			0	0	0	
Subtotal	8,891			-	-	0	
					overall change	0	
3 53404 Fixed Route Bus Costs	6,420,352			6,130,500	5,727,700	402,800	FY15-16 actuals was 6.4M, \$402,500 was placed in reserves to accommodate any overages in this object code
Subtotal	6,420,352			6,130,500	5,727,700	402,800	Balance does not include 3% COLA increase, if this is approved, this number will go up.
					overall change	402,800	
4 53405 ADA Paratransit Costs	1,166,079			1,309,500	1,080,000	229,500	Annual trips based on contract split between ADA and Non-ADA Service minus copays (\$3.509 ADA & \$2.50 TD)
Subtotal	1,166,079			1,309,500	1,080,000	229,500	60,667 Ambulatory trips at \$27.35
					overall change	229,500	26,719 Wheelchair trips at \$37.53
5 53407 Preventative Maintenance Fixed	1,863,688			1,939,000	1,976,000	(37,000)	FY15-16 actuals was 1.86M, increase over actual needed for aging of vehicles and 3% raise that was given 10/1/2016
Subtotal	1,863,688			1,939,000	1,976,000	(37,000)	
					overall change	(37,000)	
6 53416 Non-ADA Paratransit	1,194,943			1,177,500	1,370,000	(192,500)	Annual trips based on contract split between ADA and Non-ADA Service minus copays (\$3.509 ADA & \$2.50 TD)
Subtotal	1,194,943			1,177,500	1,370,000	(192,500)	60,667 Ambulatory trips at \$27.35
					overall change	(192,500)	26,719 Wheelchair trips at \$37.53
7 54101 Communications	222			250	2,000	(1,750)	Phone charges
Subtotal	222			250	2,000	(1,750)	
					overall change	(1,750)	
8 54401 Rentals & Leases	188			250	0	250	
Subtotal	188			250	-	250	
					overall change	250	
13 54901 Other Current Chrgs & Obligs	6,447			6,500	0	6,500	Bank of America Charges
Subtotal	6,447			6,500	-	6,500	
					overall change	6,500	
16 55201 Operating Supplies	531,065			550,000	725,000	(175,000)	Past 2 years the price of fuel has been significantly lower than what we have been required to budget. Per Joy Blackman, Fuel Budget will be lowered this year, should significant increase in gas price occur, budget request for additional funds will be needed to be required
Subtotal	531,065			550,000	725,000	(175,000)	
					overall change	(175,000)	
25 56401 Machinery & Equipment	25,496			0	0	0	
Subtotal	25,496			-	-	0	
					overall change	0	
27 57201 Debt Services				0	5,000	(5,000)	No charges have been occurred into this account in last few years. Actual Charges hitting 54901
Subtotal	-			-	5,000	(5,000)	
					overall change	(5,000)	
32 59801 Reserves				0	402,800	(402,800)	Overage in revenue projections added to budget by the OMB OMB can explain this item.
Subtotal	-			-	402,800	(402,800)	
					overall change	(402,800)	

Page Totals 11,599,140  
Check 11,599,140

11,500,000 11,669,000 (169,000)  
11,500,000 11,669,000

FUND: Mass Transit  
 FUNCTION: Transportation  
 ACTIVITY: Transit Systems

DEPARTMENT: Public Works  
 DIVISION: Mass Transit  
 COST CENTER: Pensacola Beach Trolley

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	9,217	12,500	0	21,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	160,596	157,400	0	246,000	0
53407	Preventative Maint-Fixed	26,404	28,100	0	47,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	7,990	0	1,995	16,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	204,207	198,000	1,995	330,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 204,207	\$ 198,000	\$ 1,995	\$ 330,000	\$ 0
RESOURCES						
	Santa Rosa Island Authority Contribution	\$ 204,207	\$ 198,000	\$ 1,995	\$ 330,000	\$ 0
	TOTAL REVENUES	\$ 204,207	\$ 198,000	\$ 1,995	\$ 330,000	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

104 / 211211

Pensacola Beach Trolley

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	\$ 9,217			\$ 21,000	\$ 12,500	\$ 8,500	Increased Service from 2300 Hrs to 4140 Hrs from prior year
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 9,217			\$ 21,000	\$ 12,500	\$ 8,500	
overall change \$ 8,500							
3 53401 Other Contractual Services	\$ 160,596			\$ 246,000	\$ 157,400	\$ 88,600	Increased Service from 2300 Hrs to 4140 Hrs from prior year
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 160,596			\$ 246,000	\$ 157,400	\$ 88,600	
overall change \$ 88,600							
10 53407 Preventative Maintenance	\$ 26,404			\$ 47,000	\$ 28,100	\$ 18,900	Increased Service from 2300 Hrs to 4140 Hrs from prior year
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 26,404			\$ 47,000	\$ 28,100	\$ 18,900	
overall change \$ 18,900							
13 54901 Other Current Chrgs & Obligs				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
overall change \$ -							
16 55201 Operating Supplies	\$ 7,990			\$ 16,000		\$ 16,000	Key phobes for these vehicles will need to reprogrammed to hit correct cost center
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 7,990			\$ 16,000	\$ -	\$ 16,000	
overall change \$ 16,000							
31 59801 Reserves				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
overall change \$ -							
Page Totals \$ 204,207				\$ 330,000	\$ 198,000	\$ 132,000	

FUND: Mass Transit  
 FUNCTION: Transportation  
 ACTIVITY: Transit Systems

DEPARTMENT: Public Works  
 DIVISION: Mass Transit  
 COST CENTER: University of West Florida Trolley

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	21,975	28,200	10,450	28,500	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	435,848	539,400	194,585	442,500	0
53407	Preventative Maint-Fixed	62,384	35,400	15,857	71,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	5,000	68	34,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	520,207	608,000	220,960	576,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 520,207	\$ 608,000	\$ 220,960	\$ 576,000	\$ 0
RESOURCES						
	University of West Florida Contribution	\$ 520,207	\$ 608,000	\$ 220,960	\$ 576,000	\$ 0
	TOTAL REVENUES	\$ 520,207	\$ 608,000	\$ 220,960	\$ 576,000	\$ 0

Management Fee

Increase in wages,  
taxes and age of  
vehicles

Fueling Operations

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

104/211212

University of West Florida Trolley

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	21,975			28,500	28,200	300	Allocated according to Overall Adm Exp
Subtotal	21,975			28,500	28,200	300	
overall change						300	
3 53401 Other Contractual Services	435,848			442,500	539,400	(96,900)	Decrease in FY16/17 budget hours and actual hours current service requires
Subtotal	435,848			442,500	539,400	(96,900)	
overall change						(96,900)	
10 53407 Preventative Maintenance	62,384			71,000	35,400	35,600	Increase in wages, taxes, and age of vehicles (increasing cost)
Subtotal	62,384			71,000	35,400	35,600	
overall change						35,600	
16 55201 Operating Supplies				34,000	5,000	29,000	Fuel Key Phobes will need to be corrected to accurately allocate fuel to UWF
Subtotal	-			34,000	5,000	29,000	
overall change						29,000	
30 59101 Transfers				0		0	
Subtotal	-			-	-	0	
overall change						0	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals	520,207			576,000	608,000	(32,000)	
Check	520,207			576,000	608,000		

FUND: Mass Transit  
 FUNCTION: Transportation  
 ACTIVITY: Transit Systems

DEPARTMENT: Public Works  
 DIVISION: Mass Transit  
 COST CENTER: County Fleet Maintenance

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53407	Preventative Maint-Fixed	308,539	0	62,969	325,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	240,000	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	308,539	240,000	62,969	325,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 308,539	\$ 240,000	\$ 62,969	\$ 325,000	\$ 0
RESOURCES						
	Mass Transit Fund Revenues	\$ 308,539	\$ 240,000	\$ 62,969	\$ 325,000	\$ 0
	TOTAL REVENUES	\$ 308,539	\$ 240,000	\$ 62,969	\$ 325,000	\$ 0



**SCHEDULE C - BACKUP  
OPERATING EXPENDITURES**

Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

104 / 211213

County Fleet Maintenance

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	\$ -			\$ -	\$ -	\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
						overall change \$ -	
4 53407 Preventative Maint-Fixed	\$ 308,539			\$ 325,000	\$ 240,000	\$ 85,000	Additional maintenance for ECCT Vehicles
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 308,539			\$ 325,000	\$ 240,000	\$ 85,000	
						overall change \$ 85,000	
16 55201 Operating Supplies				\$ -	\$ -	\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
						overall change \$ -	
25 56401 Machinery & Equipment				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
						overall change \$ -	
31 59801 Reserves						\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
						overall change \$ -	
Page Totals				\$ 325,000	\$ 240,000	\$ 85,000	

Position Justification - Public Works Department

PUBLIC WORKS ADMINISTRATION							Construction	Design
Fund	Cost Center	Public Works	Emp Count	Title	% Split	Justification		
352	210107	Engineering - Const. Mgmt.	1	Division Manager	25%	Responsible for personnel actions, policies and procedures, contract documents, invoicing, budget, deadlines, reporting, scheduling, infrastructure damage assessments, construction, recommendation language and background, written correspondence oversight, training, contract design, administration and BCC support, coordination with multiple agencies, local firms, local companies, and departments, etc. Averaged \$27M in construction and \$3.7M in contract design the last three years.	\$28M - 13/14 \$24.7M - 14/15 \$28M - 15/16	\$4M - 13/14 \$3M - 14/15 \$3.7M - 15/16
353	210106	Engineering - Const. Mgmt.		Division Manager	75%			
352	210107	Engineering - Const. Mgmt.	1	Deputy Division Manager	25%	Responsible for oversight of construction operations, inspections, process improvements, base substitution requests, plan interpretations, bid package reviews, contractor relationships, construction training, etc.	NA	NA
353	210106	Engineering - Const. Mgmt.		Deputy Division Manager	75%			
175	211602	Engineering - Const. Mgmt.	1	Administrative Assistant	100%	Responsible for weekly status sheets, processing Notices of Construction Commencement, Out of County travel requests, training schedules and tracking, Netfleet backup reporting, management scheduling, HR support, IT work orders, Public Records requests, etc.	NA	NA
352	210107	Engineering - Const. Mgmt.	2	Program Manager	25%	<u>Bridge, State, Federal Program</u> - Manages bridge replacements, bridge budget, emergency rehabilitations, continuing contracts, and roadway projects funded by state and federal agencies. <u>Stormwater Program</u> - Manages drainage complaints, grant applications and budgets, basin studies, drainage budget, provide drainage ideas and solutions, work with other departments to implement repairs, improvements, and rehabilitation of drainage infrastructure.	13	13
353	210106	Engineering - Const. Mgmt.		Program Manager	75%	-	13	13
352	210107	Engineering - Const. Mgmt.	2	Senior Project Coordinator	25%	<u>Resurfacing Program, Dirt Road Paving Program, Inspections, Special Projects</u> - Coordinates at a higher skill level than PCs - has the ability to communicate effectively with administration and other state, federal or military agencies. <u>FEMA, NRCS, grant and funding coordination</u> - ability to lead others and understand state and federal statutes, program guidelines, and organization requirements to meet deadlines and maneuver through arduous processes.	11	11
353	210106	Engineering - Const. Mgmt.		Senior Project Coordinator	75%			
352	210107	Engineering - Const. Mgmt.	3	Project Coordinator	25%	Responsible for coordinating contract design and construction of assigned roadway and drainage improvement projects. Provide support to higher level program leaders for programmed projects. Understanding the Local Option Sales Tax process including acquisition requirements, solicitations, BCC actions, working relationships with consultants and contractors.	9	9
353	210106	Engineering - Const. Mgmt.		Project Coordinator	75%			
175	211602	Engineering - Const. Mgmt.	1	Program Coordinator	100%	NPDES Program - Unfunded by the state, required to comply with the County's MS-4 Annual Permit. Requires construction monitoring, inventory reporting, training, public awareness, illicit discharge actions, etc.	NA	NA
352	210107	Engineering - Const. Mgmt.	2	Eng. Tech / Const. Inspector	25%	Inspect and ensure contractors construct improvements in accordance with construction plans, specifications, standards, and permit requirements. Provide oversight for coordinators and managers and be professionally responsive to citizens and administration during construction.	100	NA
353	210106	Engineering - Const. Mgmt.		Eng. Tech / Const. Inspector	75%			
175	211602	Engineering - Const. Mgmt.	1	Eng. Tech / Const. Inspector	100%	Inspect and ensure contractors construct improvements in accordance with construction plans, specifications, standards, and permit requirements. Provide oversight for coordinators and managers and be professionally responsive to citizens and administration during construction.	100	NA

## Position Justification Transportation

## TRANSPORTATION &amp; TRAFFIC

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
175	211201	TTO	1	Deputy Director	50	Oversees TTO Division which consists of Traffic Operations, Transportation Planning, Signalization, Transit, Pensacola Beach Toll/liaison (15 FTE's). Serves as Assistant County Engineer with duties related to DRC, subdivision design, land development code, and professional advisory committee liaison. Serves as Infrastructure Branch Director during EOC activation. Responsible for TTO personnel actions, policies and procedures, contract documents, invoicing, budget, deadlines, reporting, scheduling, recommendation language and background, written correspondence oversight, training, administration and BCC support, coordination with multiple agencies, local firms, local companies, and departments.
175	211201	TTO	1	Director's Aide	100	Assistant to the Deputy Director, maintains calendars, schedules appointments, prepares BCC recommendations, handles all personnel docs, processes all travel/training docs, submits IT and Facilities work orders, serves as lead administrative assistant for the TTO Division. Prepares and notarizes road block permit applications/permits. Tracks and completes all FOIA and WebQA complaints. Prepares budget package. Routes and tracks plans for review.
175	211201	TTO	1	Administrative Assistant	30	Prepares BCC recommendations, serves as receptionist for the Division, assistant to the Division Manager, Lucy coordinator for TTO, maintains website for the Division.
175	211201	TTO/Trans. Planning	1	Engineering Technician	100	Serves as the Transportation Planner for Escambia County - duties include grant administration, FDOT & TPO Planning Liaison, coordinates traffic concurrency for DRC process, Attends all County land use planning Boards/Committee meetings on behalf of TTO,
175	211201	TTO/Traffic Ops	1	Engineering Technician	100	Traffic Ops field inspector for ADA compliance, roadway safety evaluations, and traffic control implementation.
175	211201	TTO/Traffic Ops	1	Engineering Specialist	100	Serves as the County's Access Mgmt and Road closure coordinator (works with EOC): serves on the DRC specific to traffic and transportation issues, handles right-of-way and driveway permits, road block and special event permits. Reviews plans and comments in area of expertise.
175	211201	TTO/Traffic Ops	1	Engineering Specialist	100	Serves as the County's Traffic Operations Coordinator. He is a certified PTOS. As the coordinator, he evaluates and prepares traffic studies pertaining to signal warrants, roadway safety audits, truck prohibitions, no parking requests, traffic control devices and signage. Reviews plans and comments in area of expertise.
175	211201	TTO/Traffic Ops	1	Engineering Specialist	50	Serves as the roadway striping and street name signs coordinator for the County. Manages projects as directed. Serves as the County's LAP Coordinator. Member of the Technical Coordinating Committee. Reviews plans and comments in area of expertise.
175	211201	TTO/Transit	1	Program Manager	50	Serves as the County's Mass Transit Coordinator. Serves as the liaison for the MTAC and ECDAC committees. Serves as the Public Works ADA contact. Reviews plans and comments in area of expertise.
175	211201	TTO/Signals	1	Engineering Specialist	100	Serves as the County's lead FDOT signalization response and maintenance specialist. Manages the JPA contract btwn the County and FDOT for signalization. Serves as staff advisor on the ITS subcommittee and serves as the County's representative at the TIM meetings. Reviews plans and comments in area of expertise.
175	211201	TTO/Signals	1	Engineering Specialist	100	Serves as the County's lead signalization response and maintenance specialist. Manages the County's annual allocation for County only signal program. Reviews plans and comments in area of expertise.
175	211201	TTO/Signals	2	Engineering Technician	100	Serves as the County technician responsible for assistance with the FDOT signalization program and is the Sunshine One contact/locator for Escambia County.
175	211201	TTO/Signals	1	Engineering Technician	100	Serves as the County technician responsible for assistance with the County only signalization program including school zones coordination, pedestrian crossing beacons, etc.
175	211201	TTO/Signals	1	Sr. Office Support Asst.	100	Serves as the County's signalization program assistant, responsible for invoice processing, inventory, funding verification, maintain street light and navigation light records. Provides general administrative support for TTO.
175	211201	TTO/Signals	1	Traffic Signal Engineer	100	Serves as the Regional Signalization Engineer (Escambia County, Santa Rosa County, City of Pensacola, City of Milton, and City of Gulf Breeze). Funded exclusively via the FDOT JPA.
175	211201	TTO/Survey	1	County Surveyor	100	Manages the Surveying section which includes 4 field survey technicians and 1 specialist that serves as a County surveyor assistant and 1 CaDD technician. This is a licensed professional position responsible for signing and sealing all surveys performed by the County and responsible for reviewing and signing final plats.

## Position Justification Transportation

## TRANSPORTATION &amp; TRAFFIC

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
175	211201	TTO/Survey	4	Engineering Technicians	100	Serve as the in-field survey technicians. Perform tasks utilizing cutting edge technology such as total robotic station. Provides two, two-person teams to better address the County's surveying needs.
175	211201	TTO/Survey	1	Engineering Specialist	100	Serves as the County Surveyor's assistant, responsible for researching historical survey documents, reviewing final plats, preparing BCC recommendations related to the survey section.
175	211201	TTO/Survey	1	Engineering Specialist	25	Serves as the survey section CaDD drafter. Responsible for interpreting and graphically representing the in-field survey technicians survey notes and preparing legal sketches for the County Surveyor.
			23			
LOST	210107/ 210106	TTO/Design	1	Program Manager/Design	100%	Manages the Design section which includes one engineer and two CaDD drafters. Responsibilities include designing roadway and drainage LOST projects to make better use of County's LOST funding via the production of design plans. Coordinating and scheduling In-House Design Projects. Communicating with County Project Owners. Also reviews plans and comments in area of expertise.
352/353	210107/ 210106	TTO/Design	1	Design Engineer	100%	Responsibilities include designing roadway and drainage LOST projects to make better use of County's LOST funding via the production of design plans.
352/353	210107/ 210106	TTO/Design	1	Engineering Specialist	100%	Responsibilities include drafting of the roadway and drainage LOST project designs to make better use of County's LOST funding via the production of design plans.
352/353	210107/ 210106	TTO/Design	1	Engineering Specialist	75%	Responsibilities include drafting of the roadway and drainage LOST project designs to make better use of County's LOST funding via the production of design plans
352/353	210107/ 210106	TTO/Traffic Ops	1	Division Manager	30	Serves as the Division Manager for the Transportation & Traffic Operations Division; Oversees the management of the Bob Sikes Bridge Toll Plaza and Toll Plaza Staffing; Contract; Oversees 4 specific sections under the TTO Division (Signalization, Traffic Ops, Mass Transit, and Transportation Planning); Supervisor to 15 FTE's, and 21 contract employees for Toll Plaza; Serves as the Pensacola Beach Liaison
352/353	210107/ 210106	TTO/Design	1	Deputy Director	50%	Oversees the management of the in-house design team which includes the Design Team L(4 FTE's) and the Surveying section (6 FTE's). Assistant County Engineer responsibilities to include technical specifications, design criteria, technical notices, etc. Responsible for Design and Survey personnel actions, policies and procedures, contract documents, invoicing, budget, deadlines, reporting, scheduling, recommendation language and background, written correspondence oversight, training, administration and BCC support, coordination with multiple agencies, local firms, local companies, and departments.
352/353	210107/ 210106	TTO/Traffic Ops	1	Engineering Specialist	50%	Manages the County's sidewalk and traffic calming programs. Manages other capital projects as directed.
352/353	210107/ 210106	TTO/Traffic Ops	1	Program Manager	50%	Oversees the management of the County's sidewalk and traffic calming programs
			7			
167	140301	Bob Sikes Toll	1	Division Manager	70	Serves as the Division Manager for the Transportation & Traffic Operations Division; Oversees the management of the Bob Sikes Bridge Toll Plaza and Toll Plaza Staffing; Contract; Oversees 4 specific sections under the TTO Division (Signalization, Traffic Ops, Mass Transit, and Transportation Planning); Supervisor to 15 FTE's, and 21 contract employees for Toll Plaza; Serves as the Pensacola Beach Liaison
167	140301	Bob Sikes Toll	1	Administrative Assistant	70	Serves as the Assistant to the Division Manager; handles filing, scheduling, etc. for the toll plaza; receives and verifies invoices for toll plaza for Division Manager approval, and assists in the budget process
			2			

Position Justification - Public Works Department

PUBLIC WORKS ADMINISTRATION							Construction Design	
Fund	Cost Center	Public Works	Emp Count	Title	% Split	Justification		
352	210107	Engineering - Const. Mgmt.	4	Project Coordinator - Contract	25%	Responsible for coordinating contract design and construction of assigned roadway and drainage improvement projects. Provide support to higher level program leaders for programed projects. Understanding the Local Option Sales Tax process including acquisition requirements, solicitations, BCC actions, working relationships with consultants and contractors. Currently 1-Vacant	6	6
353	210106	Engineering - Const. Mgmt.		Project Coordinator - Contract	75%			
352	210107	Engineering - Const. Mgmt.	1	Engineering Tech - Contract	25%	Weekly website updates, Quarterly Workload Report, CMR coordination, Grant/FEMA/NRCS reimbursement packages, miscellaneous annual reports, photo documentation, etc. Currently vacant.	NA	NA
353	210106	Engineering - Const. Mgmt.		Engineering Tech - Contract	75%			
			19					
175	211602	Engineering - Real Estate	1	Real Estate Manager	100%	Oversees personnel, processes and activities in the acquisition of real property. Supervises staff to include assigning work and following policies and procedures. Supervises and participates in processing requests to vacate County right of ways, easements, subdivision, and/or other related items. Supervises the acquisition of appraisals, title report, environmental audits, surveys ensuring title of all proper interests acquired by the County. Reviews and/or prepares recommendations for presentation to the Board of County commissioners related to vacation requests, property and/or easement acquisitions. Coordinates with County Survey and County Attorney to ensure all legal aspects of acquisition are fulfilled. Acquisitions include grant and LOST funded projects, as well as, General Fund.		
352	210107	Engineering - Real Estate	1	Real Estate Project Coordinator	25%	Prepares documents, schedules meetings, and initiates activities needed for real estate acquisition of land and property; Prepares and reviews documents of conveyance for compliance of legal requirements; ensuring accuracy of documents; coordinates the acquisition process with applicable internal staff; prepares board recommendations related to the acquisition of real estate. Coordinates property appraisals; environmental assessments and title search on property acquisitions. Coordinates the completion of purchase process with closing agents. This position deals 100% with LOST funded project (to include grants).		
353	210106	Engineering - Real Estate	1	Real Estate Project Coordinator	75%			
175	211602	Engineering - Real Estate	1	Real Estate Acquisition Tech	100%	This position is responsible for researching a variety of County records to identify and/or determine rights of way, parcels of land and easements for citizens and internal departments. Makes initial contacts to acquire right of way for road paving, drainage, or traffic improvements; coordinates meeting with property owners to explain project and obtain necessary signatures; coordinate owner-requested modifications and special considerations with internal staff.		
352	210107	Engineering - Real Estate	1	Real Estate Specialist - Contract	25%	Prepares documents, schedules meetings, and initiates activities needed for real estate acquisition of land and property; Prepares and reviews documents of conveyance for compliance of legal requirements; ensuring accuracy of documents; coordinates the acquisition process with applicable internal staff; prepares board recommendations related to the acquisition of real estate. Coordinates property appraisals; environmental assessments and title search on property acquisitions. Coordinates the completion of purchase process with closing agents. This position deals 100% with LOST funded project (to include grants).		
353	210106	Engineering - Real Estate		Real Estate Specialist - Contract	75%			
			5					

Position Justification - Public Works Department

PUBLIC WORKS ADMINISTRATION								
Fund	Cost Center	Public Works	Emp Count	Title	% Split	Justification	Construction	Design
175	211101	Administration	1	Administrative Assistant	100%	Oversight of all recommendations from Public Works Department to the BCC. Conduct research and prepare, review, evaluate and process a variety of reports, agendas, recommendations, resolutions, contracts, agreements, grants, and other documents. Coordinate meetings within the department. Serve as a liaison with other departments, citizens and external agencies to solve problems, maintain effective relations. Process payroll for two divisions; track and pay invoices for three departments, creating and processing purchase orders, vouchers, etc., order supplies for the Engineering division. Facilitate the Escambia County Disability Awareness Committee meetings; transcribe and disseminate the minutes and provide support to the committee members. Provide assistance to Transportation and Traffic Operations staff regarding paratransit and mass transit, including preparation of RFP, Contract Agreement and other documents, and attending transportation-related meetings. Represent employees – department and county-wide – as the lead in several charitable endeavors. Serves as shift leader at the Emergency Ops Center/Citizens' Information Center in times of disaster.		
175	211101	Administration	1	Director's Aide	100%	Coordinates; supervises and evaluates programs and activities for the Public Works Department; prepares and coordinates board recommendations; maintains the County Engineer/Department Director's calendar; schedules and coordinates meetings; performs research as directed and prepares correspondence and reports; compiles information needed for the department's goals and objectives and annual report; ensure the department's hot topic list is updated and submitted to the county administrator weekly; manages and prepares personnel forms; administers quality control on all coorespondence that requires the director's signature; prepares and maintains the all orginzational charts for the department; backup person for preparing payroll submission.		
175	211101	Administration	2	Accounting Technician	100%	Receives, reviews, prepares and processes a variety of accounting and/or financial documentsk, which include: paying invoices for construction and design contracts, as well as, real estate and regular operating invoices; mans EOC during emergencies, hurricanes, etc.; maintains spreadsheets to track costs per contract/purchase order. Communicates with vendors to ensure invoices are submitted correctly.		
175	211101	Administration	1	Accounting Manager	100%	Administers, directs, and coordinates the activities of a centralized accounting/financial support operation, i.e. accounts payable/receivable, revenue and finance to include accountability for Local Option Sales Tax, Transportation Trust Fund, General Fund, and the Master Drainage Basin Funds. Supervise staff to include prioritizing and assigning work; conducting performance evaluation, ensuring staff is trained; ensuring that employees follow policies and procedures; make hiring, terminationtpn and disciplinary recommendations. Track all Capital Improvement Projects costs, i.e. design, personnel, construction, real estate, etc By specific project as well as by type, Transportation, Drainage and Dirt Road Paving. Manages all desugb abd construction contracts to ensure compliance with policies and procedures. Process all change orders for contracts and ensure meet contract requirements.		
175	211101	Administration	1	Department Director/County Engineer	100%	Manages, oversees, directs through subordinate directors and managers; multiple functional sections, divisions and programs for the Public Works Department, i.e. Roads Division, Fleet Maintenance, Pensacola Beach Public Works, Construction Managememt, Real Estate Acquisition, Traffic and Transportation; Bob Sikes Toll Facility, Survey & Design and Mass Transit. \$ 25M Operating and \$30M Capital Budget Annually.	\$28M - 13/14 \$24.7M - 14/15 \$28M - 15/16	\$4M - 13/14 \$3M - 14/15 \$3.7M - 15/16
			6					

## Road Maintenance Administration

Deputy Director	1	Division Manager	2	Director Aide	1	Accountant	1
Oversees Operations of Road Maintenance Division - Beach Public Works - Engineering Division		Oversees Road Maint Operations - 5 Maintenance Crews - 5 Specialty Crews - Approx 50 employees each - Personnel - Budget - Special Projects - Emergency Response		Assists Director with administrative tasks - Manages Office - Assists Field Supervisors and employees with technological issues - Coordinates hiring, promotion processes & disciplinary actions - manages various accounts - assists with annual budget preparation - assists with work order system administration - backup to the warehouse supervisor		Processes payroll & Leave Balances - Assists employees with Leave issues - Ensures Accuracy of overtime reports - Lead person in budget preparation - tracks budgetary spending throughout the fiscal year.	

Warehouse Supervisor	1	HR Associate I	1	Senior Office Support Assistant	2
Orders all materials and supplies for the operation of the division - Process requisitions for purchase orders/change orders - tracks spending for all purchase orders - manages various contracts - work system administrator - Manages customer service and warehouse personnel - serves as backup to the department accountant and HR Associate.		Process FMLA requests and notifications - reports and track accidents and employee injuries - coordinates and processes annual evaluations for all division employees - Assists customer service representatives - assists employees with insurance and benefit questions/issues.		Answers multi-line phone systems taking citizen requests/concerns - ensures that requests are forwarded to appropriate staff. Perform data entry in the work order system - Process utility loaacte requests and driveway permit requests. Communicates with various outside agancies such as ECUA, Gulf Power, FDOT, FHP, Sherrif, etc.	

## Roads General Maint Crews

Maintenance Area Districts 1, 4, 5 Mark Fayard	Maintenance Area Districts 1, 2 Reggie Smith	Maintenance Area Districts 1,2,3 Willie Donald	Maintenance Area District 5 South of Hwy 196 Robert Doucette	Maintenance Area District 5 North of Hwy 196 Mike Blackmon
Field Supervisor 1	Field Supervisor 1	Field Supervisor 1	Field Supervisor 1	Field Supervisor 1
Equipment Operator IV 2	Equipment Operator IV 1	Equipment Operator IV 1	Equipment Operator IV 5	Equipment Operator IV 3
Equipment Operator III 2	Equipment Operator III 6	Equipment Operator III 2	Equipment Operator III 6	Equipment Operator III 4
Equipment Operator II 4	Equipment Operator II 6	Equipment Operator II 5	Equipment Operator II 5	Equipment Operator II 9
Road Correction Officer 2	Road Correction Officer 2	Road Correction Officer 2	Road Correction Officer 3	Road Correction Officer 2
General maintenance area completing the following type tasks: ROW Mowing Ditch Cleaning Street Sweeping Pipe Repairs ROW Cutting Driveway Repair Sidewalk Repair Shoulder Repair Litter Removal Area Clean Sweeps	General maintenance area completing the following type tasks: ROW Mowing Ditch Cleaning Street Sweeping Pipe Repairs ROW Cutting Driveway Repair Sidewalk Repair Shoulder Repair Litter Removal Recycling Operations Mow County Lots Area Clean Sweeps Scrap/Trash Removal	General maintenance area completing the following type tasks: ROW Mowing Ditch Cleaning Street Sweeping Pipe Repairs ROW Cutting Driveway Repair Sidewalk Repair Shoulder Repair Litter Removal Mow County Lots Area Clean Sweeps	General maintenance area completing the following type tasks: ROW Mowing Ditch Cleaning Street Sweeping Pipe Repairs ROW Cutting Driveway Repair Sidewalk Repair Shoulder Repair Litter Removal Tree Maintenance/Removal Equipment Mobilization Dirt Road Maintenance Log Removal from River Area Clean Sweeps	General maintenance area completing the following type tasks: ROW Mowing Ditch Cleaning Dirt Road Maintenance Pipe Repairs ROW Cutting Driveway Repair Prep Roads for Paving Shoulder Repair Litter Removal Equipment Mobilization Log Removal from River County Borrow Pit Area Clean Sweeps



## Road Maintenance Specialty Crews

Sign Maintenance County Wide	Holding Pond Rehab County Wide	Holding Pond Maint/Mowing County Wide	Drainage/Special Projects County Wide	ROW/Asphalt Operations County Wide
John Fuller	Chris Watson	Dee Dee Merritt	Matt Avery	Ronnie Lambert
Field Supervisor 1	Field Supervisor 1	Field Supervisor 1	Field Supervisor 1	Field Supervisor 1
Road Construction Specialist 6	Equipment Operator IV 2	Equipment Operator IV 0	Equipment Operator IV 3	Equipment Operator IV 1
Road Correction Officer 5	Equipment Operator III 4	Equipment Operator III 2	Equipment Operator III 0	Equipment Operator III 4
	Equipment Operator II 2	Equipment Operator II 6	Equipment Operator II 2	Equipment Operator II 8
	Road Correction Officer 2	Road Correction Officer 3	Road Correction Officer 2	Road Correction Officer 2
			Road Constr Spec 2	EO II Term 5
County Wide Sign Maintenance - 37,500 Signs County Wide Sidewalk Maintenance 88Miles	County Wide Holding Pond Rehabilitation 580 Ponds	County Wide Holding Pond Maintenance 580 Ponds	County Wide Drainage/Special Project Construction	County Wide ROW Mowing and Asphalt Operations
Sign Inspection/Cleaning	Desilt Ponds	Mow Ponds	Large scale drainage	Pothole Repair
Sign Repair/Replacement	Repair Drainage	Fence Repair	construction including	Asphalt Repair/Overlay
Sidewalk Maintenance	Slope	Stump Grinding	all aspects such as pipe	ROW Mowing
Mow County Lots	Pump Inspection	Waterline Repair	installation, concrete,	Shoulder Repair
	Under Drain Repair	Jet Vac/Pipe Cleaning	asphalt, sheetpiling,	RR Crossing Repair
	Mow Canal Ditches	Herbicide Operations	guardrail, dewatering -	
		Litter Removal	collateral projects as	

## Fleet Maintenance

---

<b>Division Manager</b> Oversees Countywide Fleet Operations to include fuel distribution - procurement/surplus of vehicles/equipment - GPS Administrator - Vehicle/equipment repair - Budget prep& tracking - all aspects personnel - works with all County Depts/Divisions regarding fleet issues	1	<b>Shop Supervisor</b> Oversees Shop Operations at 3 County Fleet locations - Assess needed repairs and assigns and schedules - Operational budget oversight, Coordinates with Fires Services regarding repairs to fire trucks and equipment - Oversees installation of all GPS units - vehicle markings - performs necessary personnel actions such as hiring/discipline/termination - oversees parts ordering and stocking	1	<b>Senior Office Support Asst</b> Processes Invoices for vendors, processes Visa purchases, Validates hours for all Fleet personnel, Performs administrative duties as assigned by Fleet Division Manager, Process requisitions for purchase orders/changeorders, provides assistance to Fleet personnel regarding a host of issues and topics - Processes tag and title work on all County vehicles and equipment - Assists in the administration of the Lucity work order system - Processes all toll violations - Processes recalls on vehicles/equipment - Assists in placing vehicles/equipment on County Auction	2	<b>Lead Technician</b> Supervises Fleet technicians in the repair and maintenance of vehicles/equipment at 3 locations. Advises Shop Supervisor as needs or issues arise reagrding repair/maintenance needs. The positions are working lead workers.	3
						<b>Store Keeper</b> Attains quotes for parts - orders parts - maintains a stock of parts - picks up parts and delivers to the appropriate shop location. Works with Techs to ensure accurate parts ordering	3
<b>Small Engine Lead Tech</b> Manages and oversees the Small Engine Shop - Ordering parts, maintaining various types of small engine equipment - advising shop supervisor of needs and issues as they arise - maintains an inventory of all small engine equipment	1	<b>Fleet Maint Tech</b> Actively diagnoses and repairs vehicles and equipemnt in the County fleet.	10	<b>Fleet Maint Worker</b> Performs preventive maintenance activities on County vehicles and equipment and assists Fleet Technicians as much as work load allows	3	<b>Fleet Maint Specialist</b> Performs welding and fabrication on County vehicles and equipment and special projects - also performs machine work.	1

2009 / 2010	NUMBER OF PERSONNEL	PIECES OF EQUIPMENT
SENIOR OFFICE ASSISTANT	2	<b>2010</b>
STOREKEEPER	4	
FLEET MAINTENANCE TECHNICIAN	14	
FLEET MAINTENANCE WORKER	4	
FLEET MAINTENANCE SPECIALIST	1	
FLEET MAINTENANCE SUPERVISOR	1	
DIVISION MANAGER	1	
FUEL SUPERVISOR	1	
<b>TOTAL PERSONNEL</b>	<b>28</b>	<b>TOTAL 1,146</b>
<b>2012 / 2013</b>		
SENIOR OFFICE ASSISTANT	1	
STOREKEEPER	4	
FLEET MAINTENANCE TECHNICIAN	14	
FLEET MAINTENANCE WORKER	2	
FLEET MAINTENANCE SPECIALIST	1	
FLEET MAINTENANCE SUPERVISOR	1	
DIVISION MANAGER	1	
LEAD TECHNICIAN	3	
FUEL SUPERVISOR	1	
FUEL ASSISTANT	1	
<b>TOTAL PERSONNEL</b>	<b>29</b>	
<b>2014 / 2015</b>		
SENIOR OFFICE ASSISTANT	2	
STOREKEEPER	3	
FLEET MAINTENANCE TECHNICIAN	10	
FLEET MAINTENANCE WORKER	3	
FLEET MAINTENANCE SPECIALIST	1	
FLEET MAINTENANCE SUPERVISOR	1	
LEAD TECHNICIAN	4	
DIVISION MANAGER	1	
FUEL SUPERVISOR	1	
FUEL ASSISTANT	1	
<b>TOTAL PERSONNEL</b>	<b>27</b>	
<b>2016 / 2017</b>		PIECES OF EQUIPMENT
SENIOR OFFICE ASSISTANT	2	<b>2017</b>
STOREKEEPER	3	
FLEET MAINTENANCE TECHNICIAN	10	
FLEET MAINTENANCE WORKER	3	
FLEET MAINTENANCE SPECIALIST	1	
FLEET MAINTENANCE SUPERVISOR	1	
LEAD TECHNICIAN	4	
DIVISION MANAGER	1	
FUEL SUPERVISOR	1	
FUEL ASSISTANT	1	
FUEL DISTRIBUTION ASSISTANT	2	
<b>TOTAL PERSONNEL</b>	<b>29</b>	<b>TOTAL 1,581</b>

## Fuel Distribution

---

Fuel Distribution Supervisor	1	Fuel Assist	1	Fuel Distr Assist	2
Manages and oversees Fuel Distribution for the County to include placing fuel orders, tracking fuel balances, processes monthly fuel reporting and sends to Clerks office - maintains monthly inspection records - maintains insurance for all regulated fuel sites - supervises three fuel assistants		Receives and processes shipments of fuel, performs monthly inspections of County fueling sites, maintains County fueling sites		Fuels all County Equipment, including generators, fire station fuel tanks, and miscellaneous County tanks, maintains hydraulic fluid levels and greases equipment as needed.	

## Beach Public Works

---

### Shift 1

Maintenance Worker	5
Equipment Operator I	1
Maintenance Tech	2

Daily maintenance of the beach completing the following type tasks:

Remove & Dispose of trash from public areas  
Mow grass/edge sidewalks in public areas  
Trim/maintain palm trees/vegetation  
  
Clean public parking areas  
Clean public parking areas  
Clean main streets  
Repair plumbing in public facilities  
Make electrical repairs in public facilities  
Check/repair public lighting  
Clear/repair rights-of way  
Clear/repair sidewalks/bike paths

### Shift 3

Lead Maintenance Tech	1
Maintenance Worker	2
Equipment Operator I	1

Daily maintenance of the beach completing the following type tasks:

Remove items from beach in accordance with County "Leave no Trace Ordinance  
Check/empty trash receptacles in public areas  
Provide set up/breakdown support for Bands on the Beach  
  
Maintain landscaping on and around Boardwalk  
Repair/maintain irrigation at Boardwalk  
Repair/maintain irrigation in all public ROW  
Clean Bob Sikes Fishing Pier  
Clean/maintain Morgan Park  
Repair/maintain Quietwater boat launch  
Repair/maintain picnic pavillions at Quietwater and Park  
Clean public restrooms at Quietwater Beach, Public Safety, Park East and Park West and the Boardwalk  
Clean all public parking areas  
Clean Boardwalk  
Clean streets and public Rights-of-way  
Build various signs using automated sign machine

## Shift 2

Program Manager	1
Field Supervisor	2
Lead Maint Tech	3
Equipment Operator I	3
Fleet Maint Supervisor	1
Admin Assistant	2

Daily maintenance of the beach completing the following type tasks:
---

Check/empty trash receptacles in public areas  
Repair/maintain Boardwalk  
Inspect/Repair/Maintain Boardwalk Pier  
Inspect/Repair/Maintain Boardwalk holding pond  
Maintain landscaping on and around Boardwalk  
Repair/maintain irrigation at Boardwalk  
Repair/maintain irrigation in all public ROW  
Clean Bob Sikes Fishing Pier  
Clean/maintain Morgan Park  
Repair/maintain Quietwater boat launch  
Repair/maintain picnic pavillions at Quietwater and Park West  
Clean,maintain,repair public restrooms at Quietwater Beach, Public Safety, Park East and Park West and the Boardwalk  
Clean/maintain SRIA Admin, Visitors Center,Public Safety Bldgs  
Repair/maintain Beach Fishing Pier  
Clean/maintain Casino Bch Pavillion & public spaces  
Repair/maintain beach walkovers  
Maintain /clean beach areas Guld/Sound side  
Install/Repair/Maintain signage - Beach,Public Areas, and Rights-of-way  
Paint Traffic Markings in parking lots and roadways  
Support SRIA Special Projects  
Support all special events i.e. Mardi Gras, St. Patricks Day, Memorial week, Blue Angel Show, July 4th - to include install/remove barricades  
Remove dead/injured marine animals from public beaches  
Support State/Federal agencies in Sea Turtle/Shore Bird nesting protections  
Install sand fencing and other structures  
Clean/maintain 2 dog parks  
Repair/maintain all fleet vehicles&heavy equipment assigned to the Beach PW & Public Safety Divisions to include small engine type equipment  
Repair/maintain playground equipment, Tennis Courts, and Exercise Equipment

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Comprehensive Planning

DEPARTMENT: Development Services  
 DIVISION: Planning & Zoning  
 COST CENTER: Planning & Zoning

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	805,018	825,154	377,568	787,524	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	339	0	0	0	0
51501	Special pay	4,800	4,800	2,400	4,800	0
52101	FICA Taxes	58,697	63,493	27,556	60,612	0
52201	Retirement Contributions	97,793	78,191	35,570	76,942	0
52301	Life & Health Insurance	139,931	153,000	70,776	152,000	0
52401	Workers' Compensation	2,952	3,152	1,361	3,639	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	1,109,529	1,127,790	515,231	1,085,517	0
53101	Professional Services	88,574	12,600	2,750	9,100	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	3,052	5,500	5,787	14,000	0
53401	Other Contractual Services	0	20,000	4,865	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2	6,800	0	3,000	0
54101	Communications	2,000	3,000	1,006	3,000	0
54201	Postage & Freight	1,834	4,000	4,988	4,000	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	1,802	2,000	727	875	0
54501	Insurance	0	1,094	0	1,115	0
54601	Repair & Maintenance Services	8449	12,750	695	1,588	0
54701	Printing & Binding	654	300	4,022	20,300	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	25138	26,000	10,593	26,000	0
54931	Host Ordinance Items	106	1,500	0	1,500	0
55101	Office Supplies	6179	6,000	2,872	6,000	0
55201	Operating Supplies	5214	6,500	6,528	4,480	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	2,549	3,500	1,800	2,300	0
55501	Training & Registrations	398	1,500	4,914	1,700	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	145,952	113,044	51,547	98,958	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,255,481	\$ 1,240,834	\$ 566,778	\$ 1,184,475	\$ 0
RESOURCES						
	General Fund Revenues	\$ 1,255,481	\$ 1,240,834	\$ 566,778	\$ 1,184,475	\$ 0
	DRC Fees	0	0	0	0	0
	Miscellaneous Fees	0	0	0	0	0
	TOTAL REVENUES	\$ 1,255,481	\$ 1,240,834	\$ 566,778	\$ 1,184,475	\$ 0

Eliminate one Sr  
Office Support Asst  
position

Planning Board  
stipends \$50 per  
meeting, per month,  
14 members.

required for quasi-  
judicial hearing  
LDC Art 4 Sec 1-  
4.3(3)

Vehicle Maint/AV  
Equip/KIP Scanner

PNJ Legal Ads,  
Planning Board/  
BOA/DRC/LDC

memberships: APA,  
FPA, ASFP, AFFPM

fees for confences (APA,  
FL APA, AFPM FL) and  
training

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/240201

Planning and Zoning

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	88,574	650	14	9,100	12,600	(3,500)	Stipend for 7 Planning Board and 7 Board of Adjustment member (\$50 per member each meeting) includes 1 extra meeting for each board.
Subtotal	88,574			9,100	12,600	(3,500)	
overall change							(3,500)
2 53301 Court Reporter Services	3,052	14,000	1	14,000	5,500	8,500	Required for quasi-judicial hearing (rezonings, vested rights, planned unit developments) LDC Art 4 Sec 1-4.3 (3). Average appearance cost \$55/hr and average transcript cost \$1042 (\$7.50 per page). This cost varies depending on the number of cases and length of meeting. Cost has increased due to using a new court reporting company for the meeting. The previous court reporter retired and the company could not provide a replacement for our meetings.
Subtotal	3,052			14,000	5,500	8,500	
overall change							8,500
3 53401 Other Contractual Services	0	20,000	1	20,000	20,000	0	Cost of contracting with consultants on projects. Possible master plan for Beulah area in the near future (awaiting direction from the BCC).
Subtotal	-			20,000	20,000	0	
overall change							0
4 54001 Travel & Per Diem	2	3,000	1	3,000	6,800	(3,800)	Hotel and Meals for employees to attend workshops and conferences out of town. Florida APA Conference (used 2017 info for Daytona Beach as example)-Est. Total Cost \$1282 (\$800 Hotel-\$200/night for 4 nights, \$36 Parking \$9/day for 4 days, \$240 Mileage 449 miles, Meals \$206), 2018 ASFP Florida Conference Orlando-Est. Total Cost \$1307 (\$800 Hotel-\$200/night for 4 nights, \$36 Parking \$9/day for 4 days, \$265 Mileage 497 miles, Meals \$206).
Subtotal	2			3,000	6,800	(3,800)	
overall change							(3,800)
5 54101 Communications	2,000	1,000	3	3,000	3,000	0	Verizon cell service for Director, Division Manager and Senior Planner.
Subtotal	2,000			3,000	3,000	0	
overall change							0
6 54201 Postage & Freight	1,834	4,000	1	4,000	4,000	0	Postage for Planning Board, Board of County Commissioners, and Board of Adjustment meeting notification mailers.
Subtotal	1,834			4,000	4,000	0	
overall change							0
8 54401 Rentals & Leases	1,802	73	12	875	2,000	(1,125)	Postage machine lease shared with Code Enforcement
Subtotal	1,802			875	2,000	(1,125)	
overall change							(1,125)
9 54501 Insurance		1,115	1	1,115	1,094	21	Amount provided by Risk Management
Subtotal	-			1,115	1,094	21	
overall change							21
10 54601 Repair & Maintenance	8,449	49	12	588	12,750	(12,162)	Provide plants and upkeep of plants in the Central Office Complex
Subtotal	8,449	1,000	1	1,000		1,000	Department pool vehicle maintenance-used for posting meeting signs, site visits, alcohol inspections and attending various meetings.
overall change							(11,162)
11 54701 Printing & Binding	654	25	12	300	300	0	Printing services for Planning Board, Board of County Commissioners and Board of Adjustment meeting notification mailers.
Subtotal	654			300	300	0	
overall change							0
13 54901 Other Current Chrgs & Obligs	25,138	26,000	1	26,000	26,000	0	Legal ads in PNJ for Planning Board and Board of County Commissioners F.S. 125.66 (4), LDC Art 4 Sec 1-4.3 (d). Legal ads for Board of Adjustment meeting notification LDC Art 4 Sec 1-4.5 (d)
Subtotal	25,138			26,000	26,000	0	
overall change							0
14 54931 Host Ordinance	106	1,500	1	1,500	1,500	0	Annual employee appreciation event.
Subtotal	106			1,500	1,500	0	
overall change							0
15 55101 Office Supplies	6,179	500	12	6,000	6,000	0	Various office supplies for the department.
Subtotal	6,179			6,000	6,000	0	
overall change							0



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/240201

Planning and Zoning

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16 55201 Operating Supplies	5,214				6,500	(6,500)	
		480	1	480		480	Water cooler for COC wellness center
		200	1	200		200	Fuel for pool vehicle-used for posting meeting signs, site visits, alcohol inspections, and attending various meetings.
		3,800	1	3,800		3,800	Public notification signs w/metal frames for Planning Board, Board of Adjustment and Board of County Commissioners meeting.
Subtotal	5,214			4,480	6,500	(2,020)	
overall change						(2,020)	
18 55401 Books, Pubs & Subs.	2,549				3,500	(3,500)	
		2,000	1	2,000		2,000	Memberships in the American Planning Association, Florida Planning Association, Association of State Flood Plain Mangers, and Association of Florida Flood Plain Managers. Some memberships allow free or discounted seminars and workshops.
		300	1	300		300	Public Notary renewal-multiple department applications require notarization of owner/applicant/agent signatures.
				0		0	
Subtotal	2,549			2,300	3,500	(1,200)	
overall change						(1,200)	
19 55501 Training & Registrations	398	1,700	1	1,700	1,500	200	
				0		0	Training and registration fees for seminars, workshops and conferences. APA conference \$785, FL APA conference \$450, ASFPM FL conference \$450
Subtotal	398			1,700	1,500	200	
overall change						200	
Page Totals	145,951			98,958	113,044	(14,086)	
Check	145,951			98,958	113,044		

FUND: Development Review  
 FUNCTION: General Government  
 ACTIVITY: Comprehensive Planning

DEPARTMENT: Development Services  
 DIVISION: Development Review  
 COST CENTER: Development Review

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	298,628	324,696	140,992	366,269	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	22,041	24,839	10,448	28,019	0
52201	Retirement Contributions	23,396	27,399	12,036	31,921	0
52301	Life & Health Insurance	52,253	63,000	26,804	76,000	0
52401	Workers' Compensation	3,773	4,814	2,079	6,852	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	400,090	444,748	192,359	509,061	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	1,802	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	2,897	2,500	1,311	2,500	0
54201	Postage & Freight	0	0	195	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	1,579	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	9,488	15,208	1,481	10,000	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	1,000	0	1,000	0
55201	Operating Supplies	5,781	12,000	2,767	10,080	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	575	0	575	0
55501	Training & Registrations	150	500	0	300	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	20,117	31,783	5,754	26,034	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	25,069	0	14,005	0
	NON-OPERATING COSTS	0	25,069	0	14,005	0
	TOTAL BUDGET	\$ 420,207	\$ 501,600	\$ 198,113	\$ 549,100	\$ 0

#### RESOURCES

General Fund Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0
DRC Fees	302,804	190,000	137,931	204,250	0
Site Inspections	203,650	152,000	95,564	175,750	0
Land Use	192,387	147,250	101,065	152,000	0
Depreciation	0	0	0	0	0
Construction Permit Fees	21,650	12,350	12,550	17,100	0
Fund Balance	(300,284)	0	(148,997)	0	0
TOTAL REVENUES	\$ 420,207	\$ 501,600	\$ 198,113	\$ 549,100	\$ 0

50% of two position's salaries were added here due to job duties with Dev Review - Fund 116 / 175 - Traffic

cell service for 4 inspectors

Annual lease of large format scanner for submittal intake of large site plan drawings for Development Review, Planning Board and Board of Adjustment.

Maint of Site Inspection Vehicles (4) & Camera Truck.

Fuel for 4 vehicles, safety shoes, printing overages.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

116/240302

Development Review

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	1,802			0	0	0	Previous contract position with Blue Arbor for Engineering Project Coordinator. New position in personnel was approved in FY 15-16 budget.
Subtotal	1,802			-	-	0	
overall change						0	
5 54101 Communications	2,897	625	4	2,500	2,500	0	Verizon cell service for 4 site inspectors. We have discontinue aircard use for laptops. Inspectors now use smartphones to enter inspections in the Accela permitting system.
Subtotal	2,897			2,500	2,500	0	
overall change						0	
8 54401 Rentals & Leases	0			1,579	0	1,579	Annual lease of large format scanner for submittal intake of large site plan drawings for Development Review, Planning Board and Board of Adjustment. (moved to enhancement sheet)
Subtotal	-			1,579	-	1,579	
overall change						1,579	
10 54601 Repair & Maintenance	9,488	2,000	5	10,000	15,208	(5,208)	Vehicle maintenance of 4 site inspection trucks and 1 camera truck. Inspection trucks are used to perform inspections throughout the entire of county. The camera truck is used to video drainage pipes in the County right-of-way to determine the condition of the pipes.
Subtotal	9,488			10,000	15,208	(5,208)	
overall change						(5,208)	
15 55101 Office Supplies	0	83	12	1,000	1,000	(0)	Office supplies for daily operations of the Development Review division (7 employees).
Subtotal	-			1,000	1,000	(0)	
overall change						(0)	
16 55201 Operating	5,781				12,000	(12,000)	
Supplies		1,800	2	3,600		3,600	Charges for per click for two copiers. Copiers used for printing and copying various department documents including letters, memos, job postings, public records requests, maps, etc.
		1,500	4	6,000		6,000	Fuel for 4 site inspection trucks. Inspection trucks are used to perform inspections throughout the entire of county.
		120	4	480		480	Safety shoes for 4 site inspectors
Subtotal	5,781			10,080	12,000	(1,920)	
overall change						(1,920)	
18 55401 Books, Pubs & Subs.	0	575	1	575	575	0	Purchase of reference books and subscriptions as needed by staff.
Subtotal	-			575	575	0	
overall change						0	
19 55501 Training & Registrations	150	300	1	300	500	(200)	Training and registration fees for seminars, workshops and conferences. FDEP Stormwater, Erosion and Sedimentation Control Inspector Verification for new inspector \$300.
Subtotal	150			300	500	(200)	
overall change						(200)	
31 59801 Reserves	0			0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals				26,034	31,783	(5,749)	
Check				26,034	31,783		

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Development Services  
 DIVISION: Geographic Information Systems  
 COST CENTER: Geographic Information Systems

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	255,556	261,393	124,482	261,414	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	1,163	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	18,738	19,996	9,088	19,999	0
52201	Retirement Contributions	18,841	19,656	9,361	20,704	0
52301	Life & Health Insurance	50,618	45,000	28,239	47,500	0
52401	Workers' Compensation	825	662	285	781	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	345,741	346,707	171,455	350,398	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	12,350	20,900	7,000	17,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	423	2,000	0	2,004	0
54101	Communications	1,194	1,600	588	1,548	0
54201	Postage & Freight	8	100	0	100	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	5,000	0	3,500	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	48	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	105	1,500	0	1,500	0
55201	Operating Supplies	3,598	1,000	262	1,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	500	0	500	0
55501	Training & Registrations	135	500	1,100	500	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	17,861	33,100	8,950	27,652	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	3,000	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	3,000	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 363,602	\$ 382,807	\$ 180,405	\$ 378,050	\$ 0
RESOURCES						
	General Fund Revenues	\$ 363,602	\$ 382,807	\$ 180,405	\$ 378,050	\$ 0
	TOTAL REVENUES	\$ 363,602	\$ 382,807	\$ 180,405	\$ 378,050	\$ 0

Req. \$17k  
 Offsite storage RoK  
 Tech  
 Add Lucy and New  
 permitting system for  
 increased development  
 activities  
 Joining NFWFMD in  
 flood map outreach,  
 Imagery and 3D data  
 capture on landfills  
 and barrier islands  
 cell phone & tablet  
 for Div. Mgr  
 Plotter repairs and  
 scanner.  
 providing print outs  
 during emergencies  
 to government  
 agencies  
 Signs & posters for  
 Community/Media  
 Relations  
 supplies to support  
 areas without  
 internet

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/240401

Geographic Information Systems

Accour Description Code		FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose			
1	53101 Professional	14,000			0		0	\$14,000 was adopted for FY 15-16,moved to Other Contractual Services FY 16-17			
	Services				0		0	All Five GIS Staff <u>Are</u> the Professional Services and perform required work in-house. Current FY and during recent 12 months Combined			
	Subtotal	14,000			-	-	0				
			14000			overall change		0			
				70 webmaps created, 36 new layers created (not including) those such as casual daily updates such as Innerarity Island Dev Corp,study areas for court cases, lands related to new procedures i.e.. Santa Rosa Island Authority turnover and flood studies within said jurisdiction 33 new file concepts created (ECAT routes, stops and other public accessibility features i.e.. Parks and Rec and Jail Related) 31 web apps have been created- many for Public Safety (Damage Assessment)Beach Public Safety (including vehicular access, landmarks for helicopter flight, the Navy and Marine Blue Angels and on-base addressing, and reviews for FAA Certificate of Waiver/ Section 33Exemption for safe Drone-UAV operations) 1803 Addresses have been added which also resulted in 1662 PDF's (usually maps) and over 700 Word docs notifying agencies. Internal County GIS assists averages over ten per GIS FTE per week (50) and external assists to private citizens or industry professionals averages three per week per GIS FTE - needs fulfilled include library studies, intake and maintenance of DoR Address Data base for Tax Revenues, Water Management District, Road Striping and street signalization studies, school zones, bridges, railroad crossings, project analysis and communication with other agencies including City of Pensacola, ECUA, State DoT, FEMA and United States Census Bureau, Flood Insurance Rate Map review and comment, commercial/industrial park studies				37 Sub-divisions under our consultation -includes addressing, street name approval and review at preliminary stages to eventual completion (including compliance with new Postal Requirements) 65 New road segments have been processed, named and entered into all public systems including Lucy Asset Management Program which also includes addition of pond and stormwater features as well as buildings and infrastructure placement 12 times property data has been updated12 times RokTech/GoMaps updated including FLU, Zoning, Air Installation Zones 70 webmaps created, 36 new layers created (not including) those such as casual daily updates such as Innerarity Island Dev Corp,study areas for court cases, lands related to new procedures i.e.. Santa Rosa Island Authority turnover and flood studies within said jurisdiction 33 new file concepts created (ECAT routes, stops and other public accessibility features i.e.. Parks and Rec and Jail Related) 31 web apps have been created- many for Public Safety (Damage Assessment)Beach Public Safety (including vehicular access, landmarks for helicopter flight, the Navy and Marine Blue Angels and on-base addressing, and reviews for FAA Certificate of Waiver/ Section 33Exemption for safe Drone-UAV operations) 1803 Addresses have been added which also resulted in 1662 PDF's (usually maps) and over 700 Word docs notifying agencies. Internal County GIS assists averages over ten per GIS FTE per week (50) and external assists to private citizens or industry professionals averages three per week per GIS FTE - needs fulfilled include library studies, intake and maintenance of DoR Address Data base for Tax Revenues, Water Management District, Road Striping and street signalization studies, school zones, bridges, railroad crossings, project analysis and communication with other agencies including City of Pensacola, ECUA, State DoT, FEMA and United States Census Bureau, Flood Insurance Rate Map review and comment, commercial/industrial park studies			
3	53401 Other Contractual	12,000	17,000	1	17,000	20,900	(3,900)	This fund is used primarily to provide our public use interactive webmap service. This application has become quite popular and well received. It has a cost of \$1,000 per month as negotiated in 2010 with additional funds set aside for possible customization and revisions as local regulations require. Staff in GIS (Five members) have all concurred that each of our in-house professionals (FTE's) assists two individuals per week in the use of the web map service. This amounts to over 200 assists each year and as a result we have taught a large group in our community to use GIS on their own. The GIS Manager performs small group training in the use of the web map service during odd hours including evenings and on weekends. Often we receive compliments about the usefulness and the interaction with public GIS users which helps to make improvements to the system. This Summer and the coming fiscal year we expect to experience expanded reliance upon the system through the new Real Estate Disclosure Ordinance (2017-08 adopted on February 16, 2017) whereas new sub-divisions as of June 1, 2017 will make improved information about infrastructure readily available. Provision of such external use of GIS is expected to lead to a reduction in map printing but a increase in custom data development and spreadsheet creation for reports.			
	Services						0	Code-writing at RoK Technologies to indicate plat infrastructure responsibilities estimated at \$250 approximately 20 hours. (\$5000 may be needed to fulfill needs of ordinance 2017-8 mentioned above.			
	Subtotal	12,000			17,000	20,900	(3,900)				
						overall change		(3,900)			

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/240401

Geographic Information Systems

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per	423	501	4	2,004	2,000	4	<p>This fund is set aside to give staff opportunity to attend at least one nearby conference or training session. Recent years there is a Spring conference in Destin, Florida and a Fall conference in Tallahassee, Florida. Training and demonstrations providing in-depth techniques of analysis tricks, minor code writing and use of new cost saving measures are usually the types of lessons and brainstorming sessions we typically seek. There is no question that upon meeting face to face with individuals who have successfully implemented techniques which Escambia County staff hopes to learn eases our migration to emulate those who have already achieved success.</p> <p>4 Staff members would hope to attend at least one conference. The travel of approximately 400 miles round trip Multiplied by .535 per mile = \$856.00</p> <p>Hotel 1 night \$200 = \$800</p> <p>Per diem \$29.00 X 4 = \$116 approximately 2 days per conference \$232.00</p>
Diem				0		0	
				0		0	
				0		0	
Subtotal	423			2,004	2,000	4	
overall change						4	
5 54101 Communications	1,194	80	12	960	1,600	(640)	<p>This fund covers one cell phone for the GIS Division Manager as well as one monthly fee for a 4G data collection tablet to aid staff using Lucity, ArcCollector (Damage Assessment) as well as other test scenarios which can make improved GIS field data entry. Regarding the cell phone carried by the Division Manager, the number for calls and texting is hardly utilized. Our own research and comparison to other agencies cause the question whether it would be better to eliminate the phone and allow a stipend which could be about half the amount of the monthly county phone bill.</p> <p>One phone at \$80 per month = \$960 and one data plan for a Samsung tablet data collector \$49.00 per month - \$600</p>
		49	12	588		588	
				0		0	
				0		0	
Subtotal	1,194			1,548	1,600	(52)	
overall change						(52)	
6 54201 Postage & Freight	8	100	1	100	100	0	<p>Not many letters or maps are mailed out at a cost to the county. Most deliveries are made by hand or they are paid by the recipient. If we are to receive data from another partnering agency we mail a hard drive to said agency and they load it with data at our request and return the data on our drive at our expense unless the agency providing the data agrees to cover the postage cost. That is a typical means of data sharing.</p>
				0		0	
Subtotal	8			100	100	0	
overall change						0	
10 54601 Repair & Maintenance	0	1,750	2	3,500	5,000	(1,500)	<p>This year we have noticed a reduced amount of time that ink lasts in our plotter and our ink reservoir is nearly full. We suspect that the plotter we purchased in 2009/10 might be nearing the end of life. If cost allows we will repair. We have reserved and held back on spending on a scanner this year to assist with stormwater data conversion (from paper to digital). Our hope is that if our current plotter fails and cannot be fixed, then we can combine \$3000 in the "equipment" line item and if necessary purchase a plotter and scanner combination this Summer.</p> <p>2 visits for major plotter repair at approximately \$1000 each</p> <p>If a new plotter is required this year cost will be \$4000. The remaining \$1,000 would be used for additional ink cartridges.</p> <p>Subsequent year maintenance costs will be less (reduce by approximately \$1500) due to fact that we would have a brand new plotter.</p>
				0		0	
				0		0	
				0		0	
Subtotal	-			3,500	5,000	(1,500)	
overall change						(1,500)	
15 55101 Office Supplies	105	70	12	840	1,500	(660)	<p>This is usually about the amount we spend each year for ink and paper in our plotters. We provide map prints for other government agencies, during EOC activation during a an unexpected disaster or event. Many prints are for BCC use and the Administrator or Departments. Also, we are often asked to provide printed posters and signs which are not GIS products but needed by the Community and Media Relations Director for a wide variety of unanticipated needs. These costs are not usually passed on to the other benefitting departments but instead covered in the GIS budget unless other arrangements are made. 12 Ink cartridges per year at \$70 each \$840</p> <p>6 rolls of paper at \$110 = \$660</p>
		100	6	660		660	
Subtotal	105			1,500	1,500	0	
overall change						0	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/240401

Geographic Information Systems

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16 55201 Operating	3,598	200	5	1,000	1,000	0	<p>This fund covers needs of staff and inter-agency provisions. External hard-drives for backing up data and transporting to an area where internet connections might not be available, GPS receivers cameras and foam core for mounting deliverable maps and target material for ground preparation prior to aerial photography mobilization are all examples of items for which this fund is typically used .</p> <p>Miscellaneous expenses mentioned above include \$70.00 external drives, high quality paper for presentations \$150 to \$170 per 100 ft. roll based on quotes and cost comparisons at the time of purchase.</p> <p>Occasional vacuum mounting, framing, and hardware for hanging high quality maps approximately \$200 per map (about 5 per year)</p>
Supplies				0		0	
				0		0	
Subtotal	3,598			1,000	1,000	0	
overall change						0	
18 55401 Books, Pubs &	0	100	5	500	500	0	<p>Although we have not spent this amount yet this year it will be spent and it will quite likely be for materials we would like to share with users outside of our division as well as our department. A more rigorous attempt to bring more GIS knowledge into other departments is underway. The expansion of work to implement third-party software and extensions which were envisioned as becoming GIS integrated has now become reality all at once. It can be more difficult for a staff of just five GIS professionals to know the needs of other specialty fields in all departments. The solution we proposed is to train and provide materials which will aid such specialized professionals to integrate GIS into their own routines and to simultaneously facilitate their needs.</p> <p>Anticipate the purchase of four to five books at a cost of \$100 to \$125 each for training end users - such books would be checked out in "library fashion" for specific uses.</p>
Subs.				0		0	
Subtotal	-			500	500	0	
overall change						0	
19 55501 Training &	135	250	2	500	500	0	<p>Often times this is our contribution to other departments or divisions to help others gain some GIS integration experience. The concept is similar to that described above in Books Pubs and Subs. As an example funds from the current year budget actually was provided under our "sharing knowledge" concept. The funds spent thus far were used as a contribution to other divisions which helped cover the cost for New permitting software users to get a grasp on the upgrade and potentially the exporting of data procedure so that resulting report tables can be linked to GIS map features.</p> <p>Two individuals in a specialized field at approximately \$250 each.</p>
Registrations				0		0	
Subtotal	135			500	500	0	
25 56401 Machinery &	0	3,800	1	3,800	3,000	800	<p>The plan for this year is to purchase a scanner to begin scanning and rectifying stormwater pipes to create a good as-built system of subterranean features to aid in the inventory and study for improvements of our stormwater system. Instead the determination of scanner needs in other departments and the likely purchase of such might allow for equipment sharing. Should this be the case, these funds in the current year may be sought (based on Administrator approval) we may purchase a replacement plotter/scanner combination which can serve multiple purposes.</p> <p>Scanner cost is actually to be considered for this year. Purchase partnership with another department or division is under consideration for this Summer.</p>
Equipment				0		0	
Subtotal	-			3,800	3,000	800	
overall change						800	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	

Page Totals 31,511  
Check 38,511

31,452 36,100 (4,648)  
31,452 36,100

## Position Justification - Development Services Department

						DEVELOPMENT SERVICES
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	240201	Planning & Zoning Admin				
1	240201		1	Administrative Assistant	100%	Performs complex/technical administrative duties for department/division; correspondence; administrative/research and response to public inquiries; lead worker; Board Clerk to Board of Adjustment LDC Art 4 Sec 1-4.5 (d); payroll preparation; HR duties; travel arrangements; back-up to front desk; back-up to personnel actions and other special projects.
1	240201		1	Administrative Supervisor	100%	Performs/Assigns/Supervises daily clerical, secretarial and administrative tasks of department/division; approval of vouchers for payment; budget tracking and preparation; public record request reporting; payroll approval; fuel report preparation; schedule defensive driving classes; HR duties; back-up for conference room coordination/scheduling; back-up for Board of Adjustment LDC Art 4 Sec. 1-4.5 (d), Planning Board F.S. 163.3174, F.S. 163.3167, LDC Art 4 Sec. 1-4.3 (d) and Development Review clerks/coordinators.
1	240201		2	Customer Service Technician	100%	Technical assistance/information to customers with specific/questions via phone/in person for COC building; lobby assist; independent judgment within established policies/procedures; visitor tracking for front desk; Development Review Committee coordinator; back-up Right-of-Way & Driveway permitting.
1	240201		1	Director	100%	Directs department of 28 employees with an annual budget of \$2,100,172; oversees department activities; strategic planning; policy development/implementation; fund allocation; personnel management; application of regulations/codes/ordinances governing land use in Escambia County, including frequent interpretations; lead team members on initial assignments and ensure status updates from staff, providing guidance/input on any difficulties encountered to ensure completion of projects/assignments in timely manner; annual budget process/review of monthly reports; consider all facts/address questions and concerns, and reach best possible conclusion when conflicting demands are encountered; continual focus on streamlining the development review process; effective citizen engagement initiatives. Reviews and provides feedback on staff findings for casework associated with the Board of Adjustments LDC Art 4 Sec. 1-4.5 (d), Planning Board F.S. 163.3174, F.S. 163.3167, LDC Art 4 Sec. 1-4.3 (d) and Development Review.
1	240201		1	Development Services Manager	100%	Manage/Oversee division planning, projects, research and personnel in area of specialty; plotting maps, creating and working in GIS databases; providing GIS data to others; prepares, reviews, interprets and analyzes a variety of land use information, data, and reports; prepares recommendations to the BCC; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards; performs casework for the Board of Adjustments LDC Art 4 Sec. 1-4.5 (d) and Planning Board F.S. 163.3174, F.S. 163.3167, LDC Art 4 Sec. 1-4.3 (d).
1	240201		1	Director's Aide	100%	Coordinate, supervise and evaluate programs/activities of department; meetings/minutes/transcriptions of BCC action, as needed; liaison for Director as well as primary contact for most Central Office Complex (COC) responsibilities, such as conference room coordination/scheduling, maintenance and other building-related issues, training at COC and Supervisor of Elections contact for training/elections; correspondence/recommendations; problem solving; review/approval of Agenda Quick recommendations; Continuity of Operations Plan and disaster-related training/tracking; Network Fleet reporting; project assistance, as requested; public records requests on behalf of Director; development/update of various internal policies/procedures such building evacuation and AED/First Aid/ CPR for COC (including ensuring up-to-date certifications for operation of equipment).
1	240201		1	Environmental Analyst	100%	Scientific/Technical evaluations; environmental conditions assessments; administration of County environmental protection programs; reviews, prepares, and maintains a variety of reports, records, assessments, plans, and/or other scientific data for submittal to applicable Federal, state, and/or local governmental entities; reviews site plans, unrecorded subdivisions, master plans, preliminary plats, construction plans, and final plats for compliance with applicable codes; prepare project specific conditions for development orders; processes and approves land disturbance, tree removal and sand/aggregate permits; identifying and verifying wetland areas.
1	240201		3	Senior Office Support Assistant	100%	High level routine clerical support/assistance; lead/senior role as clerk to the Board of Adjustment LDC Art 4 Sec. 1-4.5 (d) and/or Planning Board F.S. 163.3174, F.S. 163.3167, LDC Art 4 Sec. 1-4.3 (d); clerical support/assistance for basic secretarial duties; monitoring/maintaining property inventory and supplies; distribution of County position openings to staff; intake and processing of Right-of-Way/Driveway permits; mail distribution; legal advertisements; agenda and minute preparation; meeting notifications; maintenance of project calendar, public hearing times; Department of Economic Opportunity correspondence/filings.
1	240201		2	Senior Urban Planner	100%	Advanced planning review/rezoning work; coordination of planners works; coordination of audit/evaluation of County Comprehensive Plan; supervision of lower-level staff; front counter and Development Review Committee support; performs casework for the Board of Adjustments LDC Art 4 Sec. 1-4.5 (d) and Planning Board F.S. 163.3174, F.S. 163.3167, LDC Art 4 Sec. 1-4.3 (d); tracking of Perdido Key Dwelling Caps; representation at Transportation Planning Organization and LMS meetings; lead in Planning section at Emergency Operation Center; DSAP/ Sector Plan; Perdido Key Master Plan.
1	240201		1	Urban Planner I	100%	Multiple tasks and elementary review work of land development plans for code compliance; assists more experienced planners in their duties; advises developers, contractors and the general public of zoning and land use requirements and restrictions related to land development in the unincorporated areas of the County; conducts research in areas of rezoning, subdividing, setbacks, wetlands, billboards, and flood zones.
1	240201		3	Urban Planner II	100%	Review of land dev plans for code compliance; zoning research; code and floodplain technical assistance to public; review/processing of site plan submittals, and/or other related documents and determination of compliance with applicable ordinances, requirements and regulations; field surveys and inspections; performs casework for the Board of Adjustments LDC Art 4 Sec. 1-4.5 (d) and Planning Board F.S. 163.3174, F.S. 163.3167, LDC Art 4 Sec. 1-4.3 (d); maintains master documents for Land Development Code and Comprehensive Plan; website administrator for the Department; coordinates review of projects with Department of Economic Development.
			17			
116	240302	Development Review				



## Position Justification - Development Services Department

						DEVELOPMENT SERVICES
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
116	240302		1	Engineering Project Coordinator	100%	Performs project coordination and highly skilled, project specific, technical duties in project design, review and evaluation; Reviews and evaluation engineering plan, specifications, GIS maps and report; prepare comments regarding findings for Development Review Committee; ensures compliance with Federal, state, and local regulation and codes as applicable; responds to requests for information from the general public, other governmental agencies, and internal departments; performs stormwater site inspections to ensure compliance with applicable standards and specifications.
116	240302		3	Engineering Technician	100%	Performs skilled technical duties including data gathering, research, plans design/review, cost estimates, inspections/inspection database administration; technical equipment operation; monitors project for sediment control during the construction of permitted developments; conducts final inspections of sites for compliance with stormwater drainage plans and site stabilization; reads and interprets construction plans and specifications; resolves issues between contractors and owners; processes inspection photos for documentation.
116	240302		1	Inspections Supervisor	100%	Working supervisor who schedules site inspections, generates inspection reports, and supervises personnel; reviews, prioritizes and scheduled daily inspection requests, reviews, prepares and maintains a variety of reports, logs, and/or other related documentation related to inspection results, complaint resolutions, and/or other related issues; performs construction site inspections to ensure compliance with applicable construction plans, specifications, and codes; reads and interprets construction plans and specifications; resolves issues between contractors and owners; assists customers in person and over the phone by providing information and answers related to building code issues, plans, policies, and procedures.
116	240302		1	Senior Urban Planner	100%	Advanced planning review; coordination of front counter planners work; prepares a variety of written documents, correspondence, ordinances, regulations, and reports; conducts complex primary and secondary research into comprehensive land use issues related to urban planning; serves as a liaison with the public and external agencies, responding to requests for information and a variety of land use issues.
116	240302		1	Urban Planner II	100%	Reviews site plan submittals for code compliance; conducts zoning research; prepares a variety of written documents, which include development orders, plan review comments and/or other related items; serves as a liaison with the public, responding to request for information.
			7			
1	240401	GIS				
1	240302		1	Division Manager	100%	Manages/Oversees planning, projects, research and personnel in many specialties; Supervises the utilization of Geographic Information System strategies to provide a better understanding of variables to achieve program goals not in localized area but within entire regions. Plans, assigns, and reviews the work of mappers and drafters working on GIS projects. Prepares, provides, and updates maps and data sets to clients. Provides GIS technical support and develops solutions for all application problems. Knowledgeable of GIS software and technology. Works in conjunction with CAD drafters and technicians. Requires a bachelor's degree in area of specialty, 4-6 years of experience in the field or in a related area, and may require additional certification. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager.
1	240302		2	GIS Analyst	100%	Loading/Maintenance of Spatial Database Engine; multiple ArcIMS Website maintenance; data maintenance; GIS/software expertise; assurance of compatibility with multiple third party software and in-depth analyses of a variety of conditions throughout County government; fulfillment of outside agency needs necessary to expand GIS advancement, through conversations with vendors working with other Escambia County agencies to build location based systems such as Public Safety and vehicle (EMS and Fire) tracking; works with future land use data and zoning studies to ensure access to GIS data in order to make educated permitting and property sales decisions; staying abreast of evolving software types and data collection techniques.
1	240302		2	GIS Technician	100%	Plotting maps, creating and working in GIS databases; providing GIS data to others; addressing program; coordination/facilitation of GIS mapping initiatives and data collection solutions; training of other users in appropriate GIS applications and provision of end-user GIS technical support.
			5			

TOTAL STAFFING:

29

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Human Resources Department  
 DIVISION: Human Resources Department  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	619,781	611,922	276,441	596,025	0
51301	Other Salaries & Wages	79	0	0	0	0
51401	Overtime	186	0	0	0	0
51501	Special pay	4,800	4,800	1,368	0	0
52101	FICA Taxes	45,227	47,179	20,164	45,596	0
52201	Retirement Contributions	63,898	67,429	28,992	63,926	0
52301	Life & Health Insurance	86,578	108,000	42,030	114,000	0
52401	Workers' Compensation	1,530	1,561	675	1,782	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	822,079	840,891	369,670	821,329	0
53101	Professional Services	35,417	35,000	13,904	30,855	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	100	317	790	0
54101	Communications	0	600	290	1,159	0
54201	Postage & Freight	1,097	3,000	1,546	1,636	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	165	1,000	0	750	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	4,902	2,000	869	2,318	0
54701	Printing & Binding	526	100	414	194	0
54801	Promotional Activities	738	0	1,470	1,477	0
54901	Other Current Charges & Obligations	8,845	9,000	4,344	10,406	0
54931	Host Ordinance	2,610	0	1,166	2,596	0
55101	Office Supplies	8,044	10,000	3,452	5,166	0
55201	Operating Supplies	6,737	3,000	4,096	7,849	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	1,182	3,500	840	2,378	0
55501	Training & Registrations	1,654	7,700	1,599	1,000	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	71,917	75,000	34,306	68,574	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	10,000	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	10,000	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 893,996	\$ 925,891	\$ 403,976	\$ 889,903	0
RESOURCES						
	General Fund Revenues	\$ 893,996	\$ 925,891	\$ 403,976	\$ 889,903	0
	TOTAL REVENUES	\$ 893,996	\$ 925,891	\$ 403,976	\$ 889,903	0

Drug testing

Travel reimbursement, Veterans Coordinator.

cell service for 2 phones

Halser postage machine rental, Fedex, Dex imaging

Job Fair and local advertising, purchase of promo items

Background checks

Office supplies, printing, DocuSign, water coolers, Data spec software

FPHRA Memberships; SHRM Memberships 2 notary renewals

Vet. Coord., SHRM certifications and registrations

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

HR Admin

Indicate FUND/COST CENTER

001 / 150101

HR - Admin

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
<b>1 53101 Professional Services</b>							
	\$ 35,417	\$ 20	183	\$ 3,587	\$ 35,000	\$ (31,413)	
		\$ 27	139	\$ 3,816		\$ 3,816	DOT (drug and alcohol) @27.45
		\$ 27	416	\$ 11,419		\$ 11,419	Safety sensitive (random) @27.45
		\$ 39	288	\$ 11,362		\$ 11,362	Safety sensitive (pre-employment) @39.45
		\$ 28	24	\$ 672		\$ 672	ProHealth - observed testing @24.00
							Drug Free Workplace - PD 14-15.013 February 2015
							US Dept of Transportation (CDL - commercial DL)
							FL Statute 440 - workers comp, FI Statute Chapters 112, 943
							BCC substance abuse policy, tobacco hiring policy
							Nicotine @19.60
Subtotal	\$ 35,417			\$ 30,855	\$ 35,000	\$ (4,145)	
						overall change	\$ (4,145)
<b>4 54001 Travel &amp; Per Diem</b>	\$ -	\$ 350	1	\$ 350	\$ 100	\$ 250	airfare for travel to Veterans Officer conference Florida Statute 292.11(4)
		\$ 110	4	\$ 440		\$ 440	lodging at annual conference for Veterans Officer
		\$ 209	1	\$ 209		\$ 209	meals at annual conference for Veterans Officer; \$28.80, 2 @ \$54 (\$108), \$25.20, \$46.80
		\$ 42	1	\$ 42		\$ 42	parking fees
		\$ 15	1	\$ 15		\$ 15	gas for rental car
		\$ 60	1	\$ 60		\$ 60	baggage fees
		\$ 160	1	\$ 160		\$ 160	rental car
		\$ 10	1	\$ 10		\$ 10	Travel-tolls
Subtotal	\$ -			\$ 790	\$ 100	\$ 690	All travel & per diem expenses are from the FY 16-17 conference for the Veterans Officer Florida Statute 292.11(4)
						overall change	\$ 690
<b>5 54101 Communications</b>	\$ -	\$ 48	12	\$ 579	\$ 600	\$ (21)	Veterans Officer cell phone - Verizon PO Florida Statute 292.11(4)
		\$ 48	12	\$ 579			HR Director cell phone
	\$ -			\$ -		\$ -	Mifi HR Director
Subtotal	\$ -			\$ 1,159	\$ 600	\$ (21)	
						overall change	\$ 559
<b>6 54201 Postage &amp; Freight</b>	\$ 790	\$ 1,368	1	\$ 1,368	\$ 3,000	\$ (1,632)	Postage for Veterans Officer, public records requests/Sunshine law, benefits mailings to retirees and insurance providers, FMLA notices. Hasler postage for the machine
	\$ 307	\$ 52	4	\$ 208		\$ 208	FedEx - mailing public records requests and mailing insurance data to providers.
		\$ 15	4	\$ 60		\$ 60	Freight for Dex Imaging supplies and Securadyne supplies
Subtotal	\$ 1,097			\$ 1,636	\$ 3,000	\$ (1,364)	
						overall change	\$ (1,364)
<b>8 54401 Rentals &amp; Leases</b>	\$ 165	\$ 182	4	\$ 750	\$ 1,000	\$ (250)	rental cost for NeoPost postage meter used by Veterans Office, public records requests/Sunshine law
Subtotal	\$ 165			\$ 750	\$ 1,000	\$ (250)	
						overall change	\$ (250)
<b>10 54601 Repair &amp; Maintenance</b>	\$ 4,902			\$ -	\$ 2,000	\$ (2,000)	
		\$ 101	12	\$ 1,218		\$ 1,218	Copy products - monthly maintenance costs \$101.48 for Sharp multi-purpose machine. We own the machine and share the cost with Risk Management. Contract expires Sept 2017, includes 3000 b/w copies per month @.0095 & 1500 color copies @.065
							Copy Products overage charges due to increase in HR customer service:
							• Employee Development course documentation
							2014-2015 – 50 courses
							2015-2016 – 65 courses
							2016-2017 – 31 courses
							• Employment division handouts at 11 job fairs - 1000+ pages
							Department Director applicants (Selection Committee books) – 8000+ pages
							Florida statute 112.
							• Veterans Services prints forms related to: VA health benefits, VA educational inquiries, VA death survivor benefits, VA pension, VA compensation benefits. Memorandum of agreement between the BCC and the Florida Department of Veterans Affairs, Florida statute section 292.11. Florida statute chapter 218
		\$ 1,100	1	\$ 1,100		\$ 1,100	DEX Imaging - maintenance costs and overages for two DEX printers. We own both machines
Subtotal	\$ 4,902	\$ 1,201	13	\$ 2,318	\$ 2,000	\$ 318	
						overall change	\$ 318

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

HR Admin

Indicate FUND/COST CENTER

001 / 150101

HR - Admin

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
11 54701 Printing & Binding	\$ 526	\$ 0	1,000	\$ 164	\$ 100	\$ 64	Evergreen Corp - cost to print tri-fold brochures for Veterans Officer
		\$ 15	2	\$ 30		\$ 30	Vistaprint business cards - HR Director, Veterans Officer
Subtotal	\$ 526			\$ 194	\$ 100	\$ 94	
overall change							\$ 94
12 54801 Promotional Activities							4Imprint - purchase promotional items to be distributed during job fairs; stylus pens, phone pouches, phone stands - State law 110.12, Ordinance Chapter 2
	\$ -	\$ 1	600	\$ 738	\$ -	\$ 738	FY 15/16 - attended 10 job fairs, FY16/17 - 3 to date
	\$ 738	\$ 3	216	\$ 739		\$ 739	Logomotion - purchase coffee mugs with County logo for new employees average 300 new employees annually
Subtotal	\$ 738			\$ 1,477	\$ -	\$ 1,477	
overall change							\$ 1,477
13 54901 Other Current Chrgs &Obligs	\$ 5,386	\$ 18	350	\$ 6,300	\$ 9,000	\$ (2,700)	First Advantage - 324 pre-employment background checks FY 15-16, average \$16.62 each. Price range - \$13.10 - \$35.86 each. FL Statute 110.211, 111.217
							Inverify, TALX, Thomas & Thorngren-Employment Verifications - every new hire has two verifications, State law 110.1127, Ordinance Chapter 2
	\$ 3,122	\$ 29	130	\$ 3,770		\$ 3,770	price varies from \$15 - \$59.90 FY 15/16 - 112 verifications average cost \$26.27 FY 16/17 - 26 verifications average cost \$28.92
							S2Verify National background checks for managers and above price ranges from \$38.50 to \$300
	\$ 336	\$ 56	6	\$ 336		\$ 336	State law 110.211 & 111.217, Ordinance 2.2-81 - 2.2-84 national criminal, sexual predator, county criminal, county civil, motor vehicle, education verification
Subtotal	\$ 8,844			\$ 10,406	\$ 9,000	\$ 1,406	
overall change							\$ 1,406
14 54931 Host Ordinance	\$ 365	\$ 1	296	\$ 400	\$ -	\$ 400	Cost to provide consumables for new employee orientation; coffee, condiments, paper products, crackers, granola bars, drinks - Wal-Mart, Walgreens, Target
							Cost to provide lunch for new employees during orientation; Pita Pit
Subtotal	\$ 2,245	\$ 7	296	\$ 2,196		\$ 2,196	Customer Service
	\$ 2,610			\$ 2,596	\$ -	\$ 2,596	
overall change							\$ 2,596
15 55101 Office Supplies	\$ 8,044	\$ 5,166	1	\$ 5,166	\$ 10,000	\$ (4,834)	GCOP - cost of doing business; paper, pens, staples, paper clips, notepads, folders, etc. Consider paying for supplies from the Benefits cc
Subtotal	\$ 8,044			\$ 5,166	\$ 10,000	\$ (4,834)	
overall change							\$ (4,834)
16 55201 Operating Supplies	\$ 893	\$ 108	12	\$ 1,296	\$ 3,000	\$ (1,704)	Gulf Coast Water - cost of two water coolers for office staff total 25, also used by visitors, citizens visiting the department
	\$ 884	\$ 9	4	\$ 36		\$ 36	DEX imaging supplies - 2 Dex printers; toner.
	\$ 3,070	\$ 2,070	1	\$ 2,070		\$ 2,070	DocuSign software license for on boarding documents, new hire process.
							Securadyne and Modern Imaging supplies for security badges badge holders, clips, badges. Security badges for ELM and COC bldgs; employees, appointing authorities, contractors, volunteers and plain badges
	\$ 516	\$ 3,139	1	\$ 3,139		\$ 3,139	DataSpec software license for Veterans Officer access to veterans records online. Florida Statute 292.11(4)
	\$ 399	\$ 399	1	\$ 399		\$ 399	Personnel folders \$3.25 each, labels .49 each for average of 243 new hires annually
Subtotal	\$ 975	\$ 4	243	\$ 909	\$ 3,000	\$ 3,940	
	\$ 6,737			\$ 7,849	\$ 3,000	\$ 3,940	
overall change							\$ 4,849
18 55401 Books, Pubs & Subs.	\$ 135	\$ 135	1	\$ 135	\$ 3,500	\$ (3,365)	FPHRA membership - Florida Public Human Resources Association
	\$ 345	\$ 306	1	\$ 306		\$ 306	Gannett - local newspaper annual subscription
	\$ 330	\$ 330	1	\$ 330		\$ 330	American Future magazine subscription for Benefits
		\$ 40	1	\$ 40		\$ 40	Membership dues for Veterans officer CVSOA. Florida Statute 292.11(4)
		\$ 35	1	\$ 35		\$ 35	Membership dues for Veterans officer NACVSO. Florida Statute 292.11(4)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

HR Admin

Indicate FUND/COST CENTER

001 / 150101

HR - Admin

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
	\$ 180	\$ 190	2	\$ 380		\$ 380	SHRM annual membership - society for human resource management
	\$ 192	\$ 126	2	\$ 252		\$ 252	Notary renewal for HR staff; Janice and Jenny; FRS documents require notarization
		\$ 900	1	\$ 900		\$ 900	Books for HR staff
Subtotal	\$ 1,182			\$ 2,378	\$ 3,500	\$ (2,022)	
					overall change	\$ (1,122)	
19 55501 Training & Registrations	\$ 1,654	\$ 160	1	\$ 160	\$ 7,700	\$ (7,540)	CVSOA Conference registration for Veterans Officer. NACVSO
							NSLVP Cue Webinars Veterans officers continuing education Section 163.01, Section 292.11 FL Statute, MOA with Florida Dept of Veterans Affairs & BCC May 2016
		\$ 35	12	\$ 420		\$ 420	SHRM certification
		\$ 75	2	\$ 150		\$ 150	SHRM training for 2 to maintain certification
		\$ 270	1	\$ 270		\$ 270	Professional Development for HR staff
Subtotal	\$ 1,654			\$ 1,000	\$ 7,700	\$ (6,700)	
					overall change	\$ (6,700)	
28 58201 Aids to Private Organizations				\$ -	\$ 10,000	\$ (10,000)	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ 10,000	\$ (10,000)	
					overall change	\$ (10,000)	
31 59801 Reserves				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
					overall change	\$ -	
Page Totals				\$ 71,916	\$ 68,573	\$ 85,000	\$ (18,815)

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Human Resources Department  
 DIVISION: Human Resources Department  
 COST CENTER: Tuition Reimbursement

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	1,000	0	0	0
55501	Training & Registrations	9,872	24,000	4,469	25,000	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	9,872	25,000	4,469	25,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 9,872	\$ 25,000	\$ 4,469	\$ 25,000	0
RESOURCES						
	General Fund Revenues	\$ 9,872	\$ 25,000	\$ 4,469	\$ 25,000	0
	TOTAL REVENUES	\$ 9,872	\$ 25,000	\$ 4,469	\$ 25,000	0

Tuition for regular BCC employees to enhance education credentials in related job fields.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Tuition Reimbursement

Indicate FUND/COST CENTER

001 / 150103

HR - Tuition Reimbursement

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
18 55401 Books, Pubs & Subs.				\$ -	\$ 1,000	\$ (1,000)	Tuition Reimbursement doesn't pay for books
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ 1,000	\$ (1,000)	
overall change							\$ (1,000)
19 55501 Training & Registrations	\$ 1,603	\$ 692	1	\$ 692		\$(23,308)	Columbia Southern
	\$ -	\$ -	0	\$ -		\$ -	Faulkner State
	\$ 7,116	\$ 653	20	\$ 13,050		\$ 13,050	Pensacola State
	\$ -	\$ -	0	\$ -		\$ -	Saint Leo University
	\$ -	\$ -	0	\$ -		\$ -	Tallahassee Community College
	\$ 1,154	\$ 907	1	\$ 907		\$ 907	UWF
							BCC Tuition Reimbursement policy - Section II, C.24 Florida Statutes Chapter 112.063 The Program is designed to reimburse employees for job-related college credited courses as provided in Internal Revenue Code (IRC) 127 related to employees current positions or in preparation for future opportunities available in the BCC.
Subtotal	\$ 9,872	\$ 10,351	1	\$ 10,351	\$ 24,000	\$(13,649)	
				\$ 25,000	\$ 24,000	\$ 1,000	
overall change							\$ -
Page Totals				\$ 25,000	\$ 25,000	\$ -	

FUND: Escambia County Restricted Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Human Resources Department  
 DIVISION: Human Resources Department  
 COST CENTER: Employee Morale and Welfare

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	5,197	7,200	2,679	5,594	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	397	0	199	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	5,594	7,200	2,878	5,594	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	1,135	700	573	1,140	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	9,570	12,350	10,032	16,066	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	1,258	650	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	11,963	13,700	10,605	17,206	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 17,557	\$ 20,900	\$ 13,483	\$ 22,800	0
RESOURCES						
	Concessions Revenues	\$ 17,557	\$ 22,000	\$ 13,483	\$ 24,000	0
	Less: 5% Anticipated Revenues	0	(1,100)	0	(1,200)	0
	TOTAL REVENUES	\$ 17,557	\$ 20,900	\$ 13,483	\$ 22,800	0

Employee of the month \$404 and Employee of the year \$746

Cox Communications, 11 connections \$95/month

Employee morale funds. (Trophy's Plaques, Food & beverages for employees



**SCHEDULE C - BACKUP**

**OPERATING EXPENDITURES**

**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

Employee Morale Welfare

101 / 150105

HR - Employee Morale & Welfare

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 51201 Other Salaries & Wages	\$ 5,197	\$ 404	12	\$ 4,848	\$ 7,200	\$ (2,352)	Employee of the month @ \$250 each
		\$ 746	1	\$ 746		\$ 746	Employee of the year @ \$500
	\$ 397			\$ -		\$ -	FICA
				\$ -		\$ -	
Subtotal	\$ 5,594			\$ 5,594	\$ 7,200	\$ (1,606)	
						overall change \$ (1,606)	
5 54101 Communications	\$ 1,135	\$ 95	12	\$ 1,140	\$ 700	\$ 440	Cox Communications
				\$ -		\$ -	11 connections at Public Safety
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 1,135			\$ 1,140	\$ 700	\$ 440	
						overall change \$ 440	
14 54931 Host Ordinance	\$ 9,570	\$ 16,066	1	\$ 16,066	\$ 12,350	\$ 3,716	Trophy's, Plaques, food & beverage for Employee appreciation
				\$ -		\$ -	
Subtotal	\$ 9,570			\$ 16,066	\$ 12,350	\$ 3,716	
						overall change \$ 3,716	
16 55201 Operating Supplies	\$ 1,258	\$ -	0	\$ -	\$ 650	\$ (650)	
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 1,258			\$ -	\$ 650	\$ (650)	
						overall change \$ (650)	
Page Totals				\$ 22,800	\$ 20,900	\$ 1,900	

FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Human Resources Department  
 DIVISION: Human Resources Department  
 COST CENTER: Employee Assistance Program

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	46,977	40,000	16,285	39,972	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	46,977	40,000	16,285	39,972	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 46,977	\$ 40,000	\$ 16,285	\$ 39,972	\$ 0
RESOURCES						
	Internal Service Fund Revenues	\$ 46,977	\$ 40,000	\$ 16,285	\$ 39,972	0
	TOTAL REVENUES	\$ 46,977	\$ 40,000	\$ 16,285	\$ 39,972	0

EAP counseling services.  
 Covers all appointing authorities and BCC employees

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 150106 HR - Employee Assistance

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	\$ 27,645	\$ 15.00	1,858	\$ 27,870	\$ 40,000	\$ (12,130)	Administrative Service Fee (\$1.25 per eligible EE per month)
	\$ 800	\$ 400.00		\$ -		\$ -	Initial Assessment - MD - 2
	\$ 900	\$ 180.00	4	\$ 720		\$ 720	Initial Assessment - 5 -(Non-MD)
	\$ 1,000	\$ 100.00		\$ -		\$ -	Physician Review - 10 (MD)
	\$ 125	\$ 125.00		\$ -		\$ -	Physician Review - 1 (Non-MD)
	\$ 500	\$ 50.00		\$ -		\$ -	Sr. Treatment Coordination -10
	\$ 525	\$ 175.00		\$ -		\$ -	Sr. Treatment Coordination - 3
	\$ 1,800	\$ 200.00		\$ -		\$ -	Int. Pt. Consult
	\$ 1,440	\$ 80.00	10	\$ 800		\$ 800	Full Therapy
	\$ 27	\$ 26.50		\$ -		\$ -	Safety First Drug - 1
	\$ 350	\$ 175.00	5	\$ 875		\$ 875	Medical Team Conference -2
	\$ 1,050	\$ 150.00	1	\$ 150		\$ 150	Medical Team Conference - 7
	\$ 11,560	\$ -		\$ -		\$ -	Special Services - 1
							Requesting an additional \$9,585 to support management referrals for the year. This will support any treatment for employees that are referred by management. The numbers in quantity is the numbers and type of services that we have experienced in FY 16-17 so far.
		139	69	\$ 9,557		\$ 9,557	
Subtotal	\$ 47,722			\$ 39,972	\$ 40,000	\$ (29)	EAP contract is in it's 3rd year. In FY-15-16 the spending was up due to an incident that required counselors to be on site. We are trending this year at \$37,300. The unknown factor is supervisor referrals and the level of counseling needed. We are going to bid this year. When management refers an employee we are charged a fee and that determines the level of services the employee needs. The County had 21 employees referred in FY-15-16 and currently we have had 8 referrals in FY 16-17. Applicable Laws for EAP - Code of Ordinances Article I. In general, SEC. 82-19 Payment of Fees, ACA, COBRA, HIPAA and MHPAEA.
overall change							(29)
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change							0
Page Totals \$ 47,722 \$ 39,972 \$ 40,000 \$ (29)							

FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Human Resources Department  
 DIVISION: Human Resources Department  
 COST CENTER: Benefits

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	211,511	219,809	107,439	219,835	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	15,353	16,816	7,747	16,817	0
52201	Retirement Contributions	16,559	20,499	9,988	21,287	0
52301	Life & Health Insurance	15,025	36,000	13,418	38,000	0
52401	Workers' Compensation	457	556	240	658	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	258,905	293,680	138,832	296,597	0
53101	Professional Services	14,306	15,000	3,673	17,466	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	3,000	0	5,000	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	1,446	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	1,059	0	0	0	0
55201	Operating Supplies	1,478	7,000	222	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	18,289	25,000	3,894	22,466	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants & Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 277,194	\$ 318,680	\$ 142,726	\$ 319,063	\$ 0
RESOURCES						
	Internal Service Fund Revenues	\$ 277,194	\$ 318,680	\$ 142,726	\$ 319,063	0
	TOTAL REVENUES	\$ 277,194	\$ 318,680	\$ 142,726	\$ 319,063	0

Flexible & Health  
 Savings Spending  
 Account admin fees

Postage for various  
 mailings from self  
 insurance.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 150107

HR - Benefits

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional	\$ 10,000	\$ 42	283	\$ 11,886	\$ 10,000	1,886	Pay \$3.50 for Flexible Spending Administrative Fees per employee that is enrolled in Health Care Reimbursement and/or Dependent Care Reimbursement. If an employee enrolled in both plans we pay one fee of \$3.50. Cost varies on the number of employees that enrolled in the plan. Enrollment at the beginning of the plan year was 283 for the BCC and a total of 353 for all appointing authorities. Our budget is only for the BCC enrollees. We are trending this year at \$11,886 in premiums. The FICA savings pays for the plan. The BCC savings is based on the overall dollar amount that employees elect, which would be approximately \$30,680 (pretax) annually. With the other appointing authorities our savings is approximately (pretax) \$38,956 annually. The FICA savings is based on the annual election amount multiplied by .0765%.
Services	\$ 4,306	\$ 30	186	\$ 5,580	\$ 5,000	580	Pay \$2.50 for Health Savings Account (HSA) Administrative Fees per employee who is enrolled in the High Deductible Plan. If an employee maintains a set balance in their account the County does not pay an administrative fee for that employee for the month. Approximately 186 employees are enrolled in the HSA plan and approximately 20 have their fees waived. The County pays the administrative fees for all appointing authorities. The FICA savings depends on how much the employee deducts into their account. Like with the FSA program the savings we receive from FICA pays for the administrative fees. Estimated FICA savings for this program is \$9,007. The FICA savings is based on the annual election amount multiplied by .0765%. Applicable laws: HIPAA, ACA, COBRA, Cafeteria Plans (Section 125) FL Statute 112
Subtotal	\$ 14,306			\$ 17,466	\$ 15,000	2,466	
						overall change 2,466	
6 54201 Postage & Freight				\$ -	\$ 3,000	(3,000)	Postage in the past has been charged in HR General Fund Cost center 150101 when it should be taken from this cost center when it relates to benefits. When the County went self funded the responsibility to provide employee annual notices falls on the County and not the health care provider. Notices such as Summary Benefit Comparisons, Wellness Notice, CHIP Notices, Patient Protection Provider Choice Notice (Cobra (cost located in cost center 150108, object code 53401) Women's health & Cancer Rights, HIPAA Notices must be sent or made able to employees. We are working with legal to determine more cost effective ways to deliver the required notices. Postage is also used to sent letter relating to open enrollment and ACA.
				\$ 5,000		5,000	
				\$ -		0	
				\$ -		0	
Subtotal	\$ -			\$ 5,000	\$ 3,000	2,000	
						overall change 2,000	
10 54601 Repair & Maintenance	\$ 1,446			\$ -		0	
				\$ -		0	
				\$ -		0	
				\$ -		0	
Subtotal	\$ 1,446			\$ -	\$ -	0	
						overall change 0	
15 55101 Office Supplies	\$ 1,059			\$ -	\$ 7,000	(7,000)	Move to the Host Ordinance cost center. In 2015 and 2016 we spent approximately \$5,346 and \$9,500 in Clocks and Plaques not including frames for proclamations. We averaged 72 retirements each year.
				\$ -		0	
				\$ -		0	
				\$ -		0	
Subtotal	\$ 1,059			\$ -	\$ 7,000	(7,000)	
						overall change (7,000)	
16 55201 Operating Supplies	\$ 1,478			\$ -		0	
				\$ -		0	
				\$ -		0	
				\$ -		0	
Subtotal	\$ 1,478			\$ -	\$ -	0	
						overall change 0	
31 59801 Reserves				\$ -		0	
				\$ -		0	
				\$ -		0	
Subtotal	\$ -			\$ -	\$ -	0	
						overall change 0	
Page Totals				\$ 22,466	\$ 25,000	(2,534)	

FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Human Resources Department  
 DIVISION: Human Resources Department  
 COST CENTER: Health

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	644,581	0	27,141	70,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	12,560,602	19,489,000	7,292,245	19,608,674	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	2,883	2,800	0	0	0
54201	Postage & Freight	1,252	0	0	0	0
54301	Utility Services	13,369	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	5,105,002	2,080,000	1,062,210	1,789,708	0
54601	Repair & Maintenance Services	305	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	1,708	6,000	0	6,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	18,329,702	21,577,800	8,381,596	21,474,382	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 18,329,702	\$ 21,577,800	\$ 8,381,596	\$ 21,474,382	0
RESOURCES						
	Internal Service Fund Revenues	\$ 18,329,702	\$ 21,577,800	\$ 8,381,596	\$ 21,474,382	0
	TOTAL REVENUES	\$ 18,329,702	\$ 21,577,800	\$ 8,381,596	\$ 21,474,382	0

Health Plan Audit,  
Affordable Care Act  
1095 Forms

Self funded health  
claims, COBRA,  
Retiree claims

COBRA,  
Administrative cost;  
Stop loss premiums

Health Fair

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 150108

Health - HR

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	\$ 14,600.00	1,825	8	14,600		14,600	Under the Affordable Care Act the County is required to mail 1095 forms to employees and submit 1094 to the IRS for all agencies that fall under our group plan separately. We used a third party administrator(TPA) to do this for the County. In total we filed for 8 agencies. This year we were required to submit for both employees and dependents. By the County utilizing TPA we did not have to establish a transmitter control code (TCC) we linked to their TPA number. Also this is another audit function for approximately 2500 employees' records and over 6500 files..
				5,400		5,400	We will receive quotes again this year but as the ACA changes the cost will be changing also.
		50,000	1	50,000		50,000	This was moved from cost center 150112 for money related to auditing our health care plan. Consulting Fees to advise, evaluate and recommend funding rates for health and dental. Available to advise of any changes with federal and state laws in relation to benefits. Presently the County receives \$25,000 a year from our health care provider to cover our auditing functions on our sending components. We are in our 2nd year of receiving the money.
				0		0	
Subtotal	\$ 14,600.00			70,000	-	70,000	
						overall change 70,000	
3 53401 Other Contractual Services	\$ 10,457,069	15,763,831	1	15,763,831	19,489,000	(3,725,169)	Active Employee Claims from October 2015 - September 2016. Three months of the claims were under a fully funded program. Cobra and all retirees on our plans pay the full suggested premium amount that the board approved. Retirees on the Medicare Advantage, RX only or Group Plan F pay the full premiums and their claims are not paid by the County.
	\$ 104,996	380,420	1	380,420		380,420	Cobra
	\$ 851,375	1,404,412	1	1,404,412		1,404,412	Retiree (Non-Medicare)
	\$ 265,543	277,989	1	277,989		277,989	Retiree (Medicare)
		1,782,022	1	1,782,022		1,782,022	10% Variance to handle claims. This reflex the unknown medical claims as the County moves forward with self funding. Presently we are trending for this fiscal year at \$17,559,924 and added a 10% variance to handle any peaks in claims during the year. To determine the trend we added the first 5 months of claims (FY) divided by five and multiplied by 12 to come up with the trend.
Subtotal	\$ 11,678,983			19,608,674	19,489,000	119,674	
						overall change 119,674	
9 54501 Insurance	\$ 5,730.75	\$ 3,840	1,950	7,488	\$ 2,080,000	(2,072,512)	Cobra-Consolidated Omnibus Budget Reconciliation (COBRA) Act -Prior to 2016 the County paid a fee to an administrator and it was at a discounted rate because the County health care provider was Florida Blue. Florida Blue started administering COBRA in house but to use the COBRA service the County would have to purchase all products that required COBRA through the Florida Blue. In the evaluation it was more cost effective to use a TPA and through a cost review Conexis (Wageworks) was selected as the administrator. The cost of service is determined by the number of events and enrollees we process. In 2016 we had 299 Initial Cobra Notices for new hires and newly eligible dependents over the age of 18, 59 qualifying events, 160 terminations and 80 retirements. The cost is based off of covered employee count @ \$.32 per employee and general notices such as the notices above @ \$.325.
	\$ 5,246,382.42	\$ 3.25	650	2,113		2,113	Cost for general Cobra notices
							Premiums from Oct 15 to Dec 15 as a fully funded plan
	\$ 1,005,543.26	\$ 870.00	1,466	1,275,420		1,275,420	Active Employee Premiums and Stop Loss Insurance. Active employees pay approximately \$2,608,528 in premiums annually. Note: County and employees each save approximately \$199,559 (pre-tax) annually.
	\$ 337,757.77	\$ 671.00	125	83,875		83,875	Retirees Premiums and Stop Loss Insurance. Retirees pay approximately \$867,076 in premiums.
	\$ 8,942.56	\$ 642.00	4	2,568		2,568	Cobra Premiums and Stop Loss Insurance
	\$ 143,651.83	\$ 1,632.41	88	143,652		143,652	BlueMedicare Advantage Plan Premiums and BlueMedicare RX. Retirees pay approximately \$254,988 annually for these plans.
	\$ 126,024.04	\$ 2,869.00	39	111,891		111,891	Medicare Plan F Group Policy Premiums
				162,701		162,701	10% variance for any additional enrollment either through new hire or retirement.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 150108

Health - HR

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
							Laws - Affordable Care Act (ACA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Medicare, IRS Section 125 Plan, Genetic Information Non-Discrimination Act (GINA), The Health Insurance Portability and Accountability Act of 1996 (HIPAA), Mental Health Parity and Addiction Equity Act (MHPAEA), Newborns' and Mothers' Health Protection Act (NMHPA), Women's Health Cancer Rights (WHCRA), Florida Statutes, Chapter 112,121 and 122.
Subtotal	\$ 6,874,032.63			1,789,708	2,080,000	(290,292)	
				overall change		(290,292)	
16 55201 Operating				0		0	
							The County has health fair in May and a Vendor Fair in September or October so employees can become more aware of their health and the benefit that are available to them. This money is to support any expense that may come about in sponsoring these programs. Also can be used to support seminar in relations to health.
Supplies				6,000	6,000	0	
				0		0	
				0		0	
Subtotal	\$ -			6,000	6,000	0	
				overall change		0	
31 59801 Reserves				0		0	
				0		0	
				0		0	
Subtotal	\$ -			-	-	0	
				overall change		0	
Page Totals \$ 18,567,615.70				21,474,382	21,575,000	(100,618)	



FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Human Resources Department  
 DIVISION: Human Resources Department  
 COST CENTER: Employee Health Clinic

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	850,000	238,383	809,058	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	12,000	4,073	12,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	1,049	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	11,000	4,790	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	873,000	248,296	821,058	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 873,000	\$ 248,296	\$ 821,058	\$ 0
RESOURCES						
	Internal Service Fund Revenues	\$ 0	\$ 873,000	\$ 248,296	\$ 821,058	0
	TOTAL REVENUES	\$ 0	\$ 873,000	\$ 248,296	\$ 821,058	0

Employee Health Clinic with 3% annual contract increase. Cost 75% BCC & 25% Sheriff funding split.

Pest control; Custodial and Security at the Health Clinic

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 150112

HR - Health Clinic

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	\$ 800,000.00						Per contract, staffing model and management fees receive 3% COLA each year. RFP will be going out at the end of the year for an effective date of July 2018.
		\$ 196,790.77	1	\$ 196,791	\$ 191,059	\$ 5,732	1 FTE Physician
		\$ 110,577.71	1	\$ 110,578	\$ 107,357	\$ 3,221	1 FTE Physician Assistant
		\$ 63,105.01	1	\$ 63,105	\$ 61,267	\$ 1,838	1 FTE Clinic Manager
		\$ 34,607.49	4	\$ 138,430	\$ 134,398	\$ 4,032	4 FTE Medical Assistant
		\$ 169,633.79	1	\$ 169,634	\$ 164,693	\$ 4,941	Management Fee
		\$ 2,055.00	1	\$ 2,055	\$ 2,055	\$ -	Network Connectivity
		\$ 10,500.00	1	\$ 10,500	\$ 10,500	\$ -	Electric Medical Record Fees
							Pass-through (Estimated)- includes but is not limited to medical supplies, travel, postage, printing, telcom, office supplies, medical waste, biohazard, calibrations and labs.
		\$ 58,566.00	1	\$ 58,566	\$ 58,566	\$ -	
		\$59,400	1	\$ 59,400	\$ 59,400	\$ -	Pharmacy (Estimated) there will be no narcotics distributed. Also will not be filling primary care medications.
		\$ 9,500.00			\$ 9,500	\$ (9,500)	One Time Implementation Fee
						\$ -	
	\$ 50,000.00				\$ 51,205	\$ (51,205)	This money has been moved to cost center 150108.
Subtotal	\$ 850,000.00	\$ 714,736		\$ 809,058	\$ 850,000	\$ (40,942)	Total cost to operate the health clinic is \$1,078,743 as of July 2016. The Board pays 75% and The Sheriff pays 25% of cost of the clinic. The Board portion of the cost is approximately \$796,000. As of March 2017, the Board's trending cost is \$709,838. The clinic implemented a pharmacy component in April and the trending cost does not take that into consideration. The clinic receives on average between \$500 to \$800 a month in co-pays. Also, completes all new hire physicals and over 300 annual firefighter physicals a year. We receive \$135 for each firefighter physical from the Public Safety Department cost center. We are requesting an increase to \$150 per firefighter physical this year. When we conducted a cost analysis of how much the physicals cost in the outside sector, we saved both time and cost by utilizing the clinic.
						overall change \$ (40,942)	
3 53401 Other Contractual Services	\$ 10,210.00	\$ 1	12,000	\$ 12,000	\$ 12,000	\$ -	This provides for cleaning services/pest control for the clinic and Human Relations Commission.
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 10,210.00	\$ 1		\$ 12,000	\$ 12,000	\$ -	
						overall change \$ -	
5 54101 Communications	2,800	\$ -		\$ -		\$ -	Moved from cost center 150108 to this cost center to support the Clinic and Human Relations Commission. This is for telephones and computer connections.
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	2,800	\$ -		\$ -	\$ -	\$ -	
						overall change \$ -	
7 54301 Utility Services	11,000	\$ -		\$ -		\$ -	Pays for the power, sanitation and trash pick up to support the Clinic and Human Relations Commission.
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	11,000	\$ -		\$ -	\$ -	\$ -	
						overall change \$ -	
31 59801 Reserves		\$ -		\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	-	\$ -		\$ -	\$ -	\$ -	
						overall change \$ -	
Page Totals	874,010	\$ 714,737		\$ 821,058	\$ 862,000	\$ (40,942)	

FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Human Resources Department  
 DIVISION: Human Resources Department  
 COST CENTER: Dental

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	78,976	80,000	33,450	85,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	892,324	840,000	357,148	870,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	971,300	920,000	390,597	955,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 971,300	\$ 920,000	\$ 390,597	\$ 955,000	0
RESOURCES						
	Internal Service Fund Revenues	\$ 971,300	\$ 920,000	\$ 390,597	\$ 955,000	0
	TOTAL REVENUES	\$ 971,300	\$ 920,000	\$ 390,597	\$ 955,000	0

Retiree and Dental  
Administrative Fees

Self Insured Dental  
Claims

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 150109

HR - Dental

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	\$ 78,976				\$ 80,000	\$ (80,000)	Dental - Administrative Fees are \$3.20 per contract (Self Funded) unit cost is \$3.20 x 12 months.
		\$ 38	1,724	\$ 66,202		\$ 66,202	Active - Employees Contracts quantity is an average of the 12 months.
		\$ 38	431	\$ 16,550		\$ 16,550	Retiree Contracts quantity is an average of 12 months.
				\$ 2,248		\$ 2,248	To support any increase in enrollment for active employees and retirees.
							PD -15-16.042 will start in 2nd of a 3 yr contract with the possibility of 2 (two) - 1 year extensions.
							History between Oct 2013 - Sep 2015 our average enrollment was 1,945 (includes retirees)
							- Our numbers have increased
							- More employees are retiring and they are taking the retiree dental coverage
							- Addition of firefighters and correction officers have also increased enrollment
Subtotal	\$ 78,976			\$ 85,000	\$ 80,000	\$ 5,000	
						overall change \$ 5,000	
3 53401 Other Contractual Services	\$ 892,324				\$ 840,000	\$ (840,000)	Dental Claims (Self Funded)
		\$ 1,144	\$ 122.70	\$ 140,368		\$ 140,368	Retiree Claims for FY - 15-16
		\$ 5,195	\$ 133.61	\$ 694,120		\$ 694,120	Active Claims for FY - 15-16
		\$ 39	\$ 124.00	\$ 4,836		\$ 4,836	Cobra Claims for FY - 15 - 16
							We are trending \$857,157 for FY 16-17. The numbers change from month to month depending on the number of claims we receive and enrollments. To determine the quantity, we added the first 5 months of claims (fiscal year) divided by 5 and multiplied by 12 to come up with the trend.
				\$ 30,676		\$ 30,676	
							Conducted a cost review of suggested funding amount. Employees pay 50% of suggested amount and retirees pay 100%. The projected suggested funding for 16-17 is \$977,635 while the projected total cost for dental is \$937,635 for the upcoming year. Note: County and employees save approximately \$30,577 each in (pre-tax) annually. In fiscal year 2016, retirees paid \$161,801 in premiums and the total cost between admin cost and claims for retirees was \$156,655. Applicable Laws for Dental - Board Action Authorized 2016 for FY 2017 Dental Benefits, HIPAA, Cobra, IRS Section 125, Florida Statutes 112,121, and 122.
Subtotal	\$ 892,324			\$ 870,000	\$ 840,000	\$ 30,000	
						overall change \$ 30,000	
31 59801 Reserves						\$ -	
						\$ -	
						\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
						overall change \$ -	
Page Totals	\$ 971,300			\$ 955,000	\$ 920,000	\$ 35,000	

FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Human Resources Department  
 DIVISION: Human Resources Department  
 COST CENTER: Life

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	407,090	430,000	134,414	325,000	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	407,090	430,000	134,414	325,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 407,090	\$ 430,000	\$ 134,414	\$ 325,000	0
RESOURCES						
	Internal Service Fund Revenues	\$ 407,090	\$ 430,000	\$ 134,414	\$ 325,000	0
	TOTAL REVENUES	\$ 407,090	\$ 430,000	\$ 134,414	\$ 325,000	0

Life Insurance  
Premium.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 150110 HR - Life

Code	Actual	COST	QUANTITY	Requested	ADOPTED	\$	Justification/Purpose
							PD -15-16.042 will start in 2nd of a 3yr. Contract with the possibility 2(two) - 1 year extensions.
9 54501 Insurance	\$ 406,818	\$ 48	1,812	\$ 86,106	\$ 430,000	\$ (343,894)	Basic Life (\$40,000 worth of coverage) (Eligible active employees)
		\$ 10	1,812	\$ 17,395		\$ 17,395	Basic AD&D \$40,000 worth of coverage (Eligible active employees)
		\$ 12	213	\$ 2,530		\$ 2,530	Life Insurance for employees not electing county health insurance. (Eligible active employees)
		\$ 2	213	\$ 511		\$ 511	AD&D insurance for employees not electing county health insurance. (Eligible active employees)
		\$ 6	651	\$ 3,867		\$ 3,867	Retiree \$5,000 Life Insurance
			634	\$ 162,972		\$ 162,972	Supplemental Life - Employees (Volume*cost*age)
			160	\$ 26,440		\$ 26,440	Supplemental Life - Spouse (Volume*cost*age)
			164	\$ 6,092		\$ 6,092	Supplemental Life - Child (\$10,000, \$5,000 or \$2000 (Volume*cost*age)
		\$ 1	128	\$ 191		\$ 191	Dependent Life Option 1 - \$5000 coverage for spouse and \$2000 eligible dependent Children
				\$ 18,895		\$ 18,895	Request 6.2% - to support any changes due to new hires, retirees, and employees electing supplemental life
							<b>•Fed Laws:</b> IRS Cafeteria Plans Section 125 <b>•Ordinance:</b> Esc Cty Code of Ordinances, Chapter 46 Finance, Article II. Purchases and Contracts and Amendments to Local Preference Ordinance 2016-9. <b>BCC Policy:</b> Board Action on September 3, 2009 reinstated the \$5000 retiree life benefit. <b>•County</b> is in the 2nd of a 3 yr contract with the possibility of 2 (two) - (1) year extensions. <b>•Quantity</b> was determined by adding the first 4 months this fiscal year of insured employees divided by 4 and multiplied by 12 to come to an average. <b>•Premiums</b> for \$40,000 basic life and AD&D, an additional \$10,000 life and AD&D for employees not electing health coverage and \$5,000 life for retirees was reduced from \$.185 to \$.099 for life and \$.022 to \$.02 for AD&D. <b>•Supplemental</b> life premiums remain the same on the present contract. Of the \$306,105 that is projected to cost the County, employee pays approximately \$195,695 in supplemental life and the County pays approximately \$110,409 for basic life and AD&D for the employees. <b>•The</b> amount will vary according to the number of active employees and retirees along with how much supplemental life employees elect.
Subtotal	\$ 406,818			\$ 325,000	\$ 430,000	\$ (123,896)	
				overall change		\$ (105,001)	
31 59801 Reserves						\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
				overall change		\$ -	
<b>Page Totals \$ 406,818 \$ 325,000 \$ 430,000 \$ (123,896)</b>							

FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Human Resources Department  
 DIVISION: Human Resources Department  
 COST CENTER: BCBS Health Grant

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	25,350	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	1,941	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	27,291	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	573	0	313	636	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	1,175	0	292	2,860	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	947	300,000	847	271,504	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	2,695	300,000	1,452	275,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56499	Equip YR End Reclass	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	323	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	323	0	0	0	0
59101	Transfers	7,428	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	7,428	0	0	0	0
	TOTAL BUDGET	\$ 37,737	\$ 300,000	\$ 1,452	\$ 275,000	\$ 0
RESOURCES						
	Internal Service Fund Revenues	\$ 37,737	\$ 300,000	\$ 1,452	\$ 275,000	\$ 0
	TOTAL REVENUES	\$ 37,737	\$ 300,000	\$ 1,452	\$ 275,000	\$ 0

BC/BS Grant funding/  
 unspent prior years  
 Grant balance to be  
 used for wellness  
 activities.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 150111

BC/BS Grant

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
							All money in this cost center is money that the county has received from our health care provider to support wellness. This program received \$250,000 in 2008 which the County built 2 wellness centers - downtown on the second floor and Road Camp. It equipped 3 wellness centers - downtown, Central Office Complex and Road Camp. Public Safety has a wellness center that they received through a grant. All the equipment in the three wellness centers was purchased with this money. Through the request of departments such as Parks & Recreation, Facilities Management, Santa Rosa Island Authority and Solid Waste Management each have received two pieces of equipment for employees to use at their facilities. In 2014 the County received \$150,000 from the health care provider with the criteria for every year we stayed with them we would not have to repay \$50,000. In 2015, the County went out to bid and maintained the same health care provider and the health care provider waived the requirement for the \$150,000 and added another \$125,000 with an additional \$50,000 for the next three years. We have received the second increment. Each budget year the money should be carried over to the next budget.
1 53101 Professional Services	\$ -			\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
overall change \$ -							
5 54101 Communications	\$ 573	\$ 53	12	\$ 636		\$ 636	This money pays for the monthly cable fee for TVs located in the 3 wellness centers for 6 connections.
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 573			\$ 636	\$ -	\$ 636	
overall change \$ 636							
10 54601 Repair & Maintenance	\$ 1,175	\$ 715	4	\$ 2,860		\$ 2,860	The money in this object code is for Preventative Maintenance and repairs on the equipment that the County already has. Most of the treadmills, ellipticals and stationary bikes were purchased in 2008.
				\$ -		\$ -	
Subtotal	\$ 1,175			\$ 2,860	\$ -	\$ 2,860	
overall change \$ 2,860							
16 55201 Operating Supplies	\$ 28,238	\$ 50	600	\$ 30,000	\$ 300,000	\$ (270,000)	Board authorized that if an employee is eligible for health insurance they could receive \$25.00 for completing the health assessment and another \$25.00 if they also did the biometric screening. We had over 600 employees participate in the screenings. This was a increase from 2015 of over 350 employees that participated.
				\$ -		\$ -	
				\$ 50,000		\$ 50,000	With the numbers unknown we would like to budget \$50,000. This includes employees that are eligible for health care but have waived coverage. The cost for them to participate in the health screening is \$39 each.
		\$ 191,504	1	\$ 191,504		\$ 191,504	Additional Funds for departmental requests that support overall wellness of the employees such as exercise equipment to be addressed on an as needed basis.
Subtotal	\$ 28,238			\$ 271,504	\$ 300,000	\$ (28,496)	
overall change \$ (28,496)							
27 58101 Aids to Govn't Agencies	\$ 323			\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 323			\$ -	\$ -	\$ -	
overall change \$ -							
30 59101 Transfers	\$ 7,428			\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 7,428			\$ -	\$ -	\$ -	
overall change \$ -							
31 59801 Reserves						\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
overall change \$ -							
Page Totals \$ 37,737							
				\$ 275,000	\$ 300,000	\$ (25,000)	



Human Resources FY 17-18 Position justification

HUMAN RESOURCES

Fund	Cost Center	Dept.	Emp Count	Title	% Work	Justification
1	150101	HR	1	Dept. Director II	10%	Supervise and coordinate the activities of subordinate employees, including determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; recommending personnel actions; conducting performance reviews; and conducting departmental training and orientation. <i>Public trust and confidence.</i>
					25%	Provide leadership and direction in the development of short and long-range plans; research, collect, interpret, and prepare data for studies, reports, and recommendations; coordinate departmental activities with other departments, the county administrator, and agencies as needed. <i>Fiscal responsibility. Customer Service.</i>
					25%	Enforce human resources policies of Escambia County, labor agreements, and applicable state and federal laws. <i>Public trust and confidence. Fiscal responsibility.</i>
					5%	Provide technical human resources advice to management and staff; make presentations to supervisors, boards, commissioners, civic groups, and the general public. <i>Customer Service.</i>
					5%	Explain, interpret and provide guidance regarding all applicable statutes and policies impacting human resources to employees and management. <i>Public trust and confidence. Fiscal responsibility.</i>
					5%	Research problems and complaints regarding employment matters. <i>Public trust and confidence.</i>
					10%	Resolves complex and sensitive customer service issues, either personally, by phone, or in writing. Maintains records and documents of customer service issues and resolutions. <i>Customer Service.</i>
					10%	Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. <i>Public trust and confidence. Fiscal responsibility.</i>
						Perform duties of American with Disabilities Act as Amended Coordinator and the County Ethics Officer. Perform duties at the Emergency Operation Center.
1	150101	HR	1	Human Res Associate II - Cynthia	12.50%	<u>Customer Service (Phones and Walk-ins)</u> - <i>Strategic goal of Customer Service</i>
					12.50%	<u>Verification of Employment</u> - Customer service - required for mortgages, loans of any kind, secondary employment
					12.50%	<u>Creation of Personnel Folders</u> - FLSA, EEOC Regulations, Civil Rights Act - <i>Strategic goal of public trust</i>
					3%	<u>New Employee Orientation</u> - Explain Employ Eligibility Verify (I-9), W-4, Race and National Origin, Certification of Outside Employment (State and County Ethics Policies) Veterans Status Survey
					28%	<u>New Hire Processing</u> - Complete paperwork for above areas, FLSA, <i>Strategic goal of fiscal responsibility</i>
					31.25%	<u>Processing Personnel Action Forms</u> - FLSA, <i>Strategic Goal of Fiscal Responsibility</i>
1	150101	HR	1	HR Supervisor - Employment		Corrections including the Jail, County Admin, County Attorney and managers and above
					40%	<u>Recruitments</u> – open, prepare, post, external advertising sources (if applicable) Review/evaluate applications, referrals, prepare and make employment offers, hires, verifications. <i>Customer Service and public trust and confidence</i>
					10%	<u>Supervision</u> and performance management of HR II in Employment division
					10%	<u>Applicant Tracking</u> – administrator of NeoGov, provide customer service for potential applicants. <i>Fiscal responsibility.</i>
						<u>Temporary employment contract</u> - manage, review, maintain contract. <i>Fiscal responsibility.</i> County Ordinance Chapter 2.2-84
					10%	Attend and conduct job fairs. Customer Service, Florida statute 110.12. County Ordinance Chapter 2.
						<u>Background screenings</u> ; managers, volunteers, process servers. Fiscal responsibility. Florida statute 110.1127. County Ordinance Chapter 2. HR Policy.
					5%	<u>Employment Admin</u> – customer service
					20%	
1	150101	HR	1	HR Supervisor - HRIS	18.75%	<u>Records Requests</u> - Subpoenas, Worker's Comp Laws, <i>Customer Service, Strategic goal of public trust</i>
					6.25%	<u>Verification of Employment</u> - Customer service - required for mortgages, loans of any kind, secondary employment
					12.50%	<u>Meetings</u> - <i>Strategic Goals of Public Trust, Customer Service and Fiscal Responsibility</i>
					6.25%	<u>Verify and Approve New Hire Requisitions</u> - <i>Strategic Goals - Fiscal Responsibility, Customer Service</i>
					6.25%	<u>County's Record Management Program</u> - State of Florida, Department of State, Library and Archives of Florida
					12.50%	<u>Payroll</u> - County and HR's Liaison with Payroll - FLSA, Florida Wage and Hour Laws, <i>Strategic Goal of Fiscal Responsibility, Collective Bargaining Agreements</i>
					37.50%	<u>Research Policies and Issues</u> - Escambia County HR Policies, Collective Bargaining Agreements, <i>Strategic Goal of Customer Service, Administrative Code</i>
1	150101	HR	1	Human Res Associate I Judy	80%	<u>New Hire Process</u> – schedule/facilitate first appointment for new hires, schedule medical physical, make badge for bldg. access, conduct background, motor vehicle, and sexual predator checks. <i>Customer service and fiscal responsibility.</i>
						<u>Badges</u> – create badges; new hires, volunteers, appointing authorities. <i>Customer service and fiscal responsibility.</i>
					10%	<u>Union Dues</u> – receive union dues authorization from employees, submit to payroll and maintain records
					2%	<u>Office Supplies</u> – receive/order/maintain office supply requests. <i>Customer service.</i>
					3%	<u>Pre-Employment testing verification</u> – compare invoice with list of new hires. <i>Fiscal responsibility.</i>
					5%	
1	150101	HR	1	Human Res Associate II - Allison	50%	<u>Employee Development</u> – administer/interpret needs analyses, develop/facilitate employment development courses, maintain employee development records and course materials. <i>Customer Service, public trust and confidence</i>
					20%	<u>New Employee Orientation</u> – prepare for weekly NEO, facilitate Information Technology presentation, prepare tablets for new employee onboarding forms. <i>Customer Service, Public trust and confidence.</i>
					15%	<u>Admin departmental duties</u> – bills, PO's, budget, inventory equipment, employee store, maintain phone system. <i>Fiscal responsibility.</i>
					5%	<u>Maintain departmental webpages</u> – add, change, remove data on departmental web pages. <i>Customer service and fiscal responsibility</i>
					10%	<u>HRIS Project manager</u> – project planning/initiation, configuration, customization, rollout and support. <i>Customer service and fiscal responsibility</i>

Human Resources FY 17-18 Position justification

HUMAN RESOURCES

Fund	Cost Center	Dept.	Emp Count	Title	% Work	Justification
1	150101	HR	1	Human Res Associate II - Lorrie	5% 30% 15% 10% 20% 4% 10% 3% 3%	<u>New Employee Orientation</u> – prepare for weekly NEO, facilitate BCC policies presentation. <i>Customer Service, Public trust and confidence</i> . <u>FMLA Coordinator</u> – mail letters to employees, communicate with departments, maintain records for audits. FMLA law and HIPAA, <i>Fiscal responsibility. BCC Policy</i> . <u>Discipline</u> – work with departments via email/phone, prepare/maintain discipline paperwork, coordinate meetings with department and employees. <i>Collective Bargaining Agreements. BCC Policy. Customer Service.</i> <u>Complaint investigations</u> – meet with employee management as necessary. <i>Fiscal responsibility. Customer Service.</i> <u>Classification and Compensation</u> – position control, create/revise job descriptions, market analysis. <i>Fiscal responsibility. Customer Service</i> . <u>Reports</u> – departmental reports. <i>Customer Service.</i> <u>Collective Bargaining</u> – PBA, ATU, IAFF, IAEP. <i>Fiscal responsibility</i> . <u>Admin</u> – board recommendations, departmental calendars. <i>Customer Service</i> . <u>HRIS Project manager</u> – project planning/initiation, configuration, customization, rollout and support. <i>Customer service and fiscal responsibility</i> .
1	150101	HR	1	Human Res Associate II - Lynn	60% 20% 5% 10% 5%	Work with Public Works, Library Services, IT, Natural Resources Mgmt., Neighborhood & Human Services, Waste Services <u>Recruitments</u> – open, prepare, post, external advertising sources (if applicable) Review/evaluate applications, referrals, prepare and make employment offers, hires, verifications. <i>Customer Service and public trust and confidence</i> <u>Coordinates</u> - volunteer program. <i>BCC Policy</i> . Attend and conduct job fairs. Customer Service, Florida statute 110.12. County Ordinance Chapter 2. Provide customer service for potential applicants. <i>Customer Service</i> . <u>Employment Admin</u> – customer service.
1	150101	HR	1	Human Res Associate II - Ed	60% 10% 15% 15%	Public Safety, Facilities Mgmt., Parks, BID, Development Services <u>Recruitments</u> – open, prepare, post, external advertising sources (if applicable) Review/evaluate applications, referrals, prepare and make employment offers, hires, verifications. <i>Customer Service and public trust and confidence</i> Attend and conduct job fairs. Customer Service, Florida statute 110.12. County Ordinance Chapter 2. Provide customer service for potential applicants. Customer Service. <u>Employment Admin</u> – customer service. Customer Service.
1	150101	HR	1	Human Resources Supervisor - ER	20% 2% 1% 8% 30% 2% 2% 15% 2% 3% 15%	<u>Quarterly Random Drug Testing</u> – safety sensitive, nicotine, DOT, DOT alcohol, communicate with departments, validate bill from contractor, maintain records. US DOT Florida Statutes Chapters 112, 440, 943. <i>BCC Policy</i> . <u>Follow-up Drug Testing</u> – work with employee assistance program provider and drug testing provider, communicate with departments, maintain records. US DOT Florida Statutes Chapters 112, 440, 943. <i>BCC Policy</i> . <u>Employee Assistance Program</u> – coordinate/communicate provider, departments, supervisors. US DOT Florida Statutes Chapters 112, 440, 943. <i>BCC Policy</i> . <u>Tuition Reimbursement</u> – maintain documentation for program, communicate with employees participating in program, maintain records, submit vouchers for payment. BCC Tuition Reimbursement policy - Section II, C.24. Florida Statutes Chapter 112.063. IRC 127. <i>Customer Service.</i> <u>Discipline</u> – work with departments via email/phone, prepare/maintain discipline paperwork, coordinate meetings with department and employees. <i>Collective Bargaining Agreements. BCC Policy. Customer Service.</i> <u>EEOC and FCHR</u> – forward communications to County Attorney/HR Director/Dept. Director, maintain records. EEOC. DOJ. <i>BCC Policy.</i> <u>Merit System protection board</u> – attend monthly meeting, meeting with County Attorney and staff, maintain record of meeting agendas/minutes. Ordinance 2012-11. Florida Statute 125. <u>Employee Performance Evaluations</u> – receive/review BCC employee annual evaluations, coordinate with managers for employees who didn't meet standards. <i>Customer Service</i> . <u>Statements of Financial Interest BCC/SOF</u> – receive/verify/file annual statements for Senior Executive of the BCC and Supervisor of Elections. Section 112.3144, Florida Statutes. <u>Board Appointments</u> – maintain letters of Board appointments and prepare annual report of appointments. Section 760.80, Florida Statutes. <u>Policy Review</u> – coordinate HR and BCC policy reviews, submit revisions for Board approval. <i>Public trust and confidence</i> .
1	150101	HR	1	Office Support Assist - Laura	25% 2.5% 18.75% 12.5% 6% 12.5% 12.5%	<u>Customer Service</u> (Phones and Walk-ins) - <i>Strategic goal of Customer Service</i> <u>Creation of Personnel Folders</u> - FLSA, EEOC Regulations, Civil Rights Act - <i>Strategic goal of public trust</i> <u>Daily coverage of County Admin desk</u> for lunch - <i>Customer Service</i> <u>File in Personnel Folders</u> - We have approximately 1700 active personnel folders. – EEOC Regs, Civil Rights Act <u>Routine office duties</u> (mail, copier, etc.) - <u>Records Requests</u> - Subpoenas, Worker's Comp Laws, <i>Customer Service, Strategic goal of public trust</i> <u>Verification of Employment</u> - Customer service - required for mortgages, loans of any kind, secondary employment
1	150101	HR	1	Veteran Affairs Officer - Marvin	100%	Assist local veterans and their families. Customer service includes: * VA compensation benefits * VA Pension benefits VA Appeals * Miscellaneous claims (FL State benefits, DOD, Retirement Survivor SBP/, Discharge Upgrades, hardships, waivers, Insurance and debts to name a few * VA / Florida Department accreditation and testing Memorandum of agreement between the BCC and the Florida Department of Veterans Affairs, Florida statute section 292.11. Florida statute chapter 218.
			12			

Human Resources FY 17-18 Position justification

HUMAN RESOURCES

Fund	Cost Center	Dept.	Emp Count	Title	% Work	Justification
501	150107	Benefits	1	Hr Manager	15%	<u>Supervision</u> – Manages the daily activities of assigned operational unit, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems and standards; ensures compliance with Federal, State, and local laws, regulations codes, standards and contractual requirements.
					15%	<u>Budget</u> – Prepares and administers programmatic area budgets; evaluates, develop reports and makes recommendations relating to areas of responsibility.
					10%	<u>Liaison</u> – Serves as a liaison with external agencies, active employees, retirees and other constitutional offices relating to benefits and retirement.
					10%	<u>Contracts</u> – Initiate, coordinate, analyze and recommend the awarding of contracts through the Request for Proposal (RFP) and quotes process.
					5%	<u>Board Actions</u> – Initiate, coordinate and process required board actions relating to benefits and retirement programs.
					20%	<u>Guidance</u> – Provides advanced technical and administrative guidance to employees, retirees, departments and other constitutional offices relating to benefits and retirements.
						HRIS – Update HRIS system tables for constitutionals and benefits.
					5%	<u>Surveys</u> – Conduct, evaluate and review benefits surveys.
					5%	<u>Meetings</u> – Participates in the development and implementation of goals & objectives, policies and procedures for assigned services and activities; identifies resource needs; conducts and participates in meetings.
					10%	<u>Customer Service</u> (Phones and Walk-ins) - <i>Strategic goal of Customer Service</i>
					5%	
501	150107	Benefits	1	Human Res Associate II - Jenny	25%	<u>Customer Service</u> (Phones and Walk-ins) - <i>Strategic goal of Customer Service</i>
					5%	<u>Meetings</u> – Participates in the development and implementation of goals * objectives, policies and procedures for assigned services and activities; identifies resource needs; conducts and participates in meetings; such as Health Fair, New Employee Orientation and open enrollment meetings relating to their area of responsibility.
					25%	<u>Guidance</u> – Provides technical and administrative guidance to employees, retirees, departments and other constitutional offices relating to benefits and retirements.
					10%	<u>Board Actions</u> – Initiate, coordinate and process required board actions relating to benefits and retirement programs. Coordinates all retirement proclamations.
					20%	<u>Records Management</u> – Responsible for all information received, signed, forwarded and filed for retirement, life, LTD, deferred compensation, Flex Spending, Health Care Savings accounts, and voluntary insurance plans. Assist in validating other documents that have been scanned into the payroll system.
					15%	<u>Auditing</u> – Audit, compile, calculate and analyze a variety of financial data and transactions relating to areas of their responsibility including billing. Ensure all files are scanned and in the appropriate file within the payroll system.
501	150107	Benefits	1	Human Res Associate II - Tina	27%	<u>Customer Service</u> (Phones and Walk-ins) - <i>Strategic goal of Customer Service</i>
					10%	<u>Meetings</u> – Participates in the development and implementation of goals & objectives, policies and procedures for assigned services and activities; identifies resource needs; conducts and participates in meetings. Such as Health Fair, New Employee Orientation, open enrollment, meetings relating to their area of responsibility.
					25%	<u>Guidance</u> – Provides technical and administrative guidance to employees, retirees, departments and other constitutional officers relating to benefits and retirements.
					15%	<u>Records Management</u> – Responsible for all information received, signed, forwarded and filed (scanned) for Employee Assistance Program, Health/dental insurance, and COBRA. Assist in validating other documents that have been scanned into the payroll system. Primarily handles new hires and changes for constitutional employees
					20%	<u>Auditing</u> – Audit, compile, calculate and analyze a variety of financial data and transactions relating to the area of their responsibility including billing. Ensure all files are scanned and in the appropriate file within the payroll system.
						HRIS – Update HRIS system tables for constitutionals and benefits.
					3%	
501	150107	Benefits	1	Human Res Associate II - Meke	15%	<u>Customer Service</u> (Phones and Walk-ins) - <i>Strategic goal of Customer Service</i>
					10%	<u>Meetings</u> – Participates in the development and implementation of goals & objectives, policies and procedures for assigned services and activities; identifies resource needs; conducts and participates in meetings. Such as Health Fair, New Employee Orientation and open enrollment – meeting relating to their area of responsibility.
					25%	<u>Auditing and Research</u> – Audit, compile, calculate and analyze a variety of financial data and transactions relating to the area of their responsibility including billing. Ensure all files are scanned and in the appropriate file within the payroll system.
						<u>Guidance</u> – Provides technical and administrative guidance to employees, retirees, departments and other constitutional offices relating to benefits and retirements.
					20%	<u>Records Management</u> – Responsible for all information received, signed, forwarded and filed (scanned) for Employee Assistance Program, Health/dental insurance, life, LTD Flex Spending, Health Care Savings accounts and COBRA. Primarily handles the Boards new hires and changes. Assist in validating other documents that have been scanned into the payroll system.
					30%	
			4			

FUND: General Fund  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Parks and Recreation

DEPARTMENT: Parks and Recreation  
 DIVISION: Parks and Recreation  
 COST CENTER: Adult Sports

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	27,247	26,960	12,445	16,634	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	2,082	2,062	876	1,273	0
52201	Retirement Contributions	2,000	2,027	936	1,317	0
52301	Life & Health Insurance	3,418	4,950	3,704	5,225	0
52401	Workers' Compensation	1,204	1,335	576	987	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	35,951	37,334	18,537	25,436	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	14,178	32,100	3,992	16,650	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	2,320	1,440	1,361	1,888	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	1,251	2,000	76	1,720	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	17,749	35,540	5,429	20,258	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 53,701	\$ 72,874	\$ 23,966	\$ 45,694	\$ 0
RESOURCES						
	Adult Softball Revenues	\$ 36,938	\$ 58,900	\$ 9,741	\$ 33,250	\$ 0
	General Fund Revenues	16,763	13,974	14,225	12,444	0
	TOTAL REVENUES	\$ 53,701	\$ 72,874	\$ 23,966	\$ 45,694	\$ 0

Position being split  
with Parks Capital  
Projects

Umpires, referees and  
scorekeepers at fields  
(reduced number of  
events)

Verizon and State  
of Florida

Bases, scorebooks,  
trophies for  
leagues

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 350232

Adult Sports

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	14,178			0	32,100	(32,100)	Running fewer leagues and less games/league period
		12	450	5,400		5,400	Scorekeepers for Softball Leagues at \$12/game
		25	450	11,250		11,250	Umpires for Softball Leagues at \$25/game
				0		0	
Subtotal	14,178			16,650	32,100	(15,450)	
						overall change (15,450)	
5 54101 Communications	2,320			0	1,440	(1,440)	
		600	1	600		600	1 Smartphone - at \$50/month for communications/email for supervisor when in the field or at events
		396	3	1,188		1,188	3 Basic phones at \$33/month- Maintenance Tech and workers at John R Jones and Brosnaham parks for communications with supervisor in field preparation and during events.
		100	1	100		100	Replacement equipment/cases as needed
				0		0	
Subtotal	2,320			1,888	1,440	448	
						overall change 448	
16 55201 Operating Supplies	1,251	5	50	250	2,000	(1,750)	Awards for Adult Softball league winners at \$50 each
		3	35	105		105	Scorebooks for Adult Softball leagues \$35 for 10 books
		7	160	1,120		1,120	Replacement Bases for Softball Leagues aver. cost \$160/set
				0		0	
Subtotal	1,251			1,475	2,000	(525)	
						overall change (525)	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
						overall change 0	
Page Totals	17,749			20,013	35,540	(15,527)	

FUND: General Fund  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Parks and Recreation

DEPARTMENT: Parks and Recreation  
 DIVISION: Parks and Recreation  
 COST CENTER: Parks and Recreation

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	92,662	91,202	43,850	91,208	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	7,020	6,977	3,324	6,977	0
52201	Retirement Contributions	15,753	19,855	9,546	20,713	0
52301	Life & Health Insurance	6,362	9,000	3,225	9,500	0
52401	Workers' Compensation	4,074	4,514	1,950	5,412	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	125,872	131,548	61,895	133,810	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	1,000	0	1,004	0
54101	Communications	3,358	2,880	1,577	2,996	0
54201	Postage & Freight	76	150	0	100	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	1,075	1,000	0	1,400	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	50	0	0	90	0
54901	Other Current Charges & Obligations	0	180	0	0	0
54931	Host Ordinance Items	386	0	0	0	0
55101	Office Supplies	1,436	700	367	1,100	0
55201	Operating Supplies	557	1,235	599	1,100	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	15	0	160	0
55501	Training & Registrations	0	400	0	300	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	6,938	7,560	2,543	8,250	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 132,810	\$ 139,108	\$ 64,438	\$ 142,060	\$ 0
RESOURCES						
	ABRC-Facilities Fees	\$ 14,520	\$ 14,250	\$ 11,105	\$ 14,250	\$ 0
	Park User Fees	2,715	2,850	1,245	2,375	0
	Youth Athletic Association Fees	0	0	0	0	0
	General Fund Revenues	115,575	122,008	52,088	125,435	0
	TOTAL REVENUES	\$ 132,810	\$ 139,108	\$ 64,438	\$ 142,060	\$ 0

Travel Expenses  
 Conference - FL  
 Recreation & Parks  
 Association

Verizon service  
 (incl Equestrian)

Mallings to Sports  
 Associations

General Fund vehicles  
 assigned to division

Includes Admin and  
 Equestrian Center

Safety equipment for  
 LOST & Equestrian  
 personnel

Training for annual  
 Assoc. Conference

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 350220

Parks and Recreation

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem				0	1,000	(1,000)	FL Recreation & Park Association Annual Conference - 1 Employee Aug or Sept 2018. Orlando FL
		130	5	650		650	Hotel: 5 nights at \$130/night
		59	6	354		354	Per Diem: 6 days at \$59/day
				0		0	for Professional development and continuing education
				0		0	
Subtotal	-			1,004	1,000	4	
overall change							4
5 54101 Communications	3,358			0	2,880	(2,880)	
		600	2	1,200		1,200	2 Employees x \$50/month Smart Phone Svc - Dept Director and Equestrian Mgr
		372	3	1,116		1,116	3 Employees X \$31/month Equestrian Center Maintenance Techs - SOSA; for communications during Equestrian Events and communication with supervisor/vendors on maintenance & operating requirements
		240	2	480		480	2 Employees x \$20/month push to talk only. Equestrian Center Maint Workers for on-site communications and safety.
		200	1	200		200	Funds for replacement phones/cases as needed
Subtotal	3,358			2,996	2,880	116	
overall change							116
6 54201 Postage & Freight	76			100	150	(50)	Mailings to youth athletic associations - annual renewal of agreements
				0		0	
				0		0	
				0		0	
Subtotal	76			100	150	(50)	
overall change							(50)
10 54601 Repair & Maintenance	1,075	1,400	1	1,400	1,000	400	Repairs for 1 vehicle assigned to Dept Director and multiple vehicles operating at Equestrian Center not purchased with LOST funds. Average \$1,400 past 2 years
				0		0	
				0		0	
				0		0	
Subtotal	1,075			1,400	1,000	400	
overall change							400
12 54801 Promotional Activities	50	15	6	90		90	Pensacola Bay Area - Hospitality Roundtable. Networking with local hoteliers, restaurant owners, and travel industry to market and promote the facility and user groups. 6 meetings per year at \$15 each
				0		0	
Subtotal	50			90	-	90	
overall change							90
13 54901 Other Current Chrgs & Obligs				0	180	(180)	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	180	(180)	
overall change							(180)
15 55101 Office Supplies	1,436	92	12	1,100	700	400	Calendars, Pens, Paper, Ink and Toner for Recreation Admin and Equestrian Center. 2-year average is \$1,100
				0		0	
				0		0	
				0		0	
Subtotal	1,436			1,100	700	400	
overall change							400
16 55201 Operating Supplies	557			0	1,235	(1,235)	
		120	6	720		720	Safety Shoes for Equestrian Center Employees
		76	5	380		380	Work Jeans for Maintenance Techs/Workers
				0		0	
Subtotal	557			1,100	1,235	(135)	
overall change							(135)
18 55401 Books, Pubs & Subs.		160	1	160	15	145	Annual membership to FL Recreation & Park Association
				0		0	
				0		0	
				0		0	
Subtotal	-			160	15	145	
overall change							145

## SCHEDULE C - BACKUP OPERATING EXPENDITURES Detail and Justification Summary

## ZERO-BASED BUDGETING COST WORKSHEET

Indicate FUND/COST CENTER

001 / 350220

## Parks and Recreation

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
19	55501 Training & Registrations		1	300	300	400	(100)	FL Recreation & Park Association Annual Conference - 1 Employee Aug or Sept 2018. Orlando FL. Registration Fee
					0		0	
					0		0	
					0		0	
	Subtotal	-			300	400	(100)	
					overall change		(100)	
31	59801 Reserves						0	
					0		0	
					0		0	
	Subtotal	-			-	-	0	
					overall change		0	
	Page Totals	6,938			8,250	7,560	690	



FUND: General Fund  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Parks and Recreation

DEPARTMENT: Parks and Recreation  
 DIVISION: Parks and Recreation  
 COST CENTER: Lake Stone

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	11,640	11,900	5,800	11,640	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	617	2,340	219	528	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	33,425	38,000	16,094	37,320	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	1,389	2,500	2,798	2,500	0
54701	Printing & Binding	420	150	0	440	0
54801	Promotional Activities	0	150	0	0	0
54901	Other Current Charges & Obligations	308	310	0	308	0
55101	Office Supplies	0	200	0	0	0
55201	Operating Supplies	934	900	219	1,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debts	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	48,733	56,450	25,130	53,736	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 48,733	\$ 56,450	\$ 25,130	\$ 53,736	\$ 0
RESOURCES						
	Lake Stone Camping Fees	\$ 42,637	\$ 38,000	18,694	\$ 38,000	0
	General Fund Revenues	6,096	18,450	6,436	15,736	0
	TOTAL REVENUES	\$ 48,733	\$ 56,450	\$ 25,130	\$ 53,736	\$ 0

\$11,400 Caretaker contract;  
\$240 Pest control

AT&T phone service

Electricity; water; waste disposal; sewer

Facility and equipment repairs

Park receipts

Licenses for Concession & RV sites

Cleaning supplies; paper goods

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 350204

LAKE STONE

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	11,640	950	12	11,400	11,900	(500)	Lake Stone Campground Caretaker Contract
		20	12	240		240	Pest Control for Common Areas at Campground
				0		0	
				0		0	
Subtotal	11,640			11,640	11,900	(260)	
						overall change (260)	
5 54101 Communications	617	44	12	528	2,340	(1,812)	State of Florida - internet service and phone for facility
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	617			528	2,340	(1,812)	
						overall change (1,812)	
7 54301 Utility Services	33,425				38,000	(38,000)	
		280	12	3,360		3,360	Dumpster Trash Services
		2,450	12	29,400		29,400	Power Bill - EREC
		300	12	3,600		3,600	Water Bill
		80	12	960		960	Town of Century - sewer charge
Subtotal	33,425			37,320	38,000	(680)	
						overall change (680)	
10 54601 Repair & Maintenance	1,389			0	2,500	(2,500)	
		300	1	300		300	Equipment Repairs lawn mower, golf cart - tires, battery
		500	1	500		500	Electrical Repairs
		1,700	1	1,700		1,700	Facility Repairs - parts ; A/C repairs
Subtotal	1,389			2,500	2,500	0	
						overall change 0	
11 54701 Printing & Binding	420	440	1	440	150	290	Printing 3-pt customer receipts/facility map for campers
				0		0	
Subtotal	420			440	150	290	
						overall change 290	
12 54801 Promotional Activities				0	150	(150)	Advertisements in publications
				0		0	
Subtotal	-			-	150	(150)	
						overall change (150)	
13 54901 Other Current Chrgs & Obligs	308	77	4	308	310	(2)	Annual RV site licensing from Dept. of Health as required for sewer service
				0		0	
				0		0	
				0		0	
Subtotal	308			308	310	(2)	
						overall change (2)	
15 55101 Office Supplies				0	200	(200)	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	200	(200)	
						overall change (200)	
16 55201 Operating Supplies	934			0	900	(900)	
		1,000	1	1,000		1,000	Trash Bags, Cleaners, Disinfectants, light bulbs, ant poison
				0		0	
				0		0	
Subtotal	934			1,000	900	100	
						overall change 100	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
						overall change 0	

Page Totals 48,733

53,736 56,450 (2,714)

FUND: Local Option Sales Tax III  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Parks and Recreation

DEPARTMENT: Parks and Recreation  
 DIVISION: Parks and Recreation  
 COST CENTER: Equestrian Center

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	200,240	211,918	90,501	52,315	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	14,567	16,211	6,573	4,003	0
52201	Retirement Contributions	14,711	15,936	6,806	4,145	0
52301	Life & Health Insurance	42,337	54,000	24,385	15,010	0
52401	Workers' Compensation	5,556	6,103	2,635	1,826	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	277,412	304,168	130,900	77,299	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	12,093	500	50	30	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	1,698	1,800	626	435	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	64,950	60,000	32,369	17,802	0
54401	Rentals & Leases	36,437	600	0	800	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	50,247	32,561	21,142	7,600	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	23,635	500	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	18,887	28,000	9,637	5,725	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	207,948	123,961	63,824	32,392	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	79,493	0	3,722	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	79,493	0	3,722	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 564,852	\$ 428,129	\$ 198,446	\$ 109,691	\$ 0
RESOURCES						
	Equestrian Center Fees/Sponsorships	\$ 239,666	\$ 190,000	\$ 135,372	\$ 49,875	\$ 0
	General Fund Revenues	0	0	0	0	0
	Local Option Sales Tax III	325,187	238,129	63,074	59,816	0
	TOTAL REVENUES	\$ 564,852	\$ 428,129	\$ 198,446	\$ 109,691	\$ 0

Pest control

Phone service for facility

Electricity; water; sewer; waste disposal

Facility, vehicle, and safety equipment repairs, sand, clay, limestone, sod for arena area

Wood shavings; cleaning supplies; can liners, paper goods

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

352 / 350231

Parks Equestrian

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	12,093	10	3	30	500	(470)	Pest Control for Equestrian Center facilities
				0		0	
				0		0	
				0		0	
Subtotal	12,093			30	500	(470)	
overall change (470)							
5 54101 Communications	1,698	145	3	435	1,800	(1,365)	State of Florida - telephone service for Equestrian Center facility
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	1,698			435	1,800	(1,365)	
overall change (1,365)							
7 54301 Utility Services	64,950	870	3	2,610	60,000	(57,390)	ECUA - water & sewer for facility
		4,514	3	13,542		13,542	Gulf Power - Electricity for facility - anticipate 10% increase
		450	3	1,350		1,350	Trash Container monthly service
		300	1	300		300	Extra Trash Container pickups for large events
Subtotal	64,950			17,802	60,000	(42,198)	
overall change (42,198)							
8 54401 Rentals & Leases	36,437	800	1	800	600	200	Periodic rental of rollers/tampers for ring maintenance and repair
				0		0	
				0		0	
				0		0	
Subtotal	36,437			800	600	200	
overall change 200							
10 54601 Repair & Maintenance	50,247	625	1	625	32,561	(31,936)	Vehicle repairs - Escambia County Fleet Maintenance. For vehicles used at the Equestrian Center funded by LOST
		550	1	550		550	Repairs and annual maintenance for lawn mowers and equipment
		950	1	950		950	Labor and parts for repairs to plumbing and sewer system at Equestrian Center
		275	1	275		275	Hardware, paint, lubricants, sealants, pvc, couplings for repairs to facility and irrigation
		475	1	475		475	Inspection and repairs to fire alarm system
		550	1	550		550	Testing and repairs for backflow prevention system
		875	1	875		875	Inspection and repairs for range hood system at concession stand.
		1,025	1	1,025		1,025	Electrical repairs and maintenance for lighting and power at facility
		275	1	275		275	Repairs and replacement parts for sound system used for Equestrian Center events
		2,000	1	2,000		2,000	Sand, Clay, Limestone and sod for use in maintaining arenas and controlling/mitigating erosion
				0		0	
Subtotal	50,247			7,600	32,561	(24,961)	
overall change (24,961)							
13 54901 Other Current Chrgs & Obligs	23,635	0	75	0	500	(500)	Annual RV site licensing from Dept. of Health as required for sewer service. 75 sites at \$4 each
				0		0	Funding will appear in CC 350222, LOST IV because this payment will be due in August 2018.
				0		0	
				0		0	
Subtotal	23,635			-	500	(500)	
overall change (500)							
16 55201 Operating Supplies	18,887	1,200	1	1,200	28,000	(26,800)	Trash can liners, toilet tissue, paper towels and cleaning supplies for restrooms and facilities.
		50	1	50		50	Respirators, safety vests, safety glasses, first aid kits for safety
		650	1	650		650	Hand tools, trimmers, ant killer, wasp spray, light bulbs, drain cleaner, weed killer, keys, replacement signs - for maintenance of grounds/facility
		1,275	3	3,825		3,825	Wood shavings for use as bedding in horse stalls. Shavings are sold to equestrian event attendees, generating revenue for the Center.
Subtotal	18,887			5,725	28,000	(22,275)	
overall change (22,275)							
25 56401 Machinery & Equipment	79,493			0		0	
				0		0	

SCHEDULE C - BACKUP  
OPERATING EXPENDITURES  
Detail and Justification Summary

ZERO-BASED BUDGETING COST WORKSHEET

Indicate FUND/COST CENTER

352 / 350231 Parks Equestrian

Accour Description Code		FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
					0		0	
					0		0	
Subtotal		79,493			-	-	0	
					overall change		0	
31	59801 Reserves						0	
					0		0	
					0		0	
Subtotal		-			-	-	0	
					overall change		0	
Page Totals		287,441			32,392	123,961	(91,569)	

FUND: Local Option Sales Tax IV  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Parks and Recreation

DEPARTMENT: Parks and Recreation  
 DIVISION: Parks and Recreation  
 COST CENTER: Equestrian Center

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	156,945	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	12,005	0
52201	Retirement Contributions	0	0	0	12,429	0
52301	Life & Health Insurance	0	0	0	45,030	0
52401	Workers' Compensation	0	0	0	5,477	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	231,886	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	90	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	1,305	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	52,806	0
54401	Rentals & Leases	0	0	0	2,400	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	22,800	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	300	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	17,175	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	96,876	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	\$ 328,762	\$ 0
RESOURCES						
	Equestrian Center Fees/Sponsorships	\$ 0	\$ 0	\$ 0	\$ 149,625	\$ 0
	General Fund Revenues	0	0	0	0	0
	Local Option Sales Tax III	0	0	0	179,137	0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	\$ 328,762	\$ 0

9 months of collections, new LOST Fund

ECUA, Gulf Power, trash pickup

Vehicle and safety repairs, sand, clay, limestone, sod for arena

Trash can liners, safety equipment, hand tools, and wood shavings for horse stalls

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
353 / 350222 Parks Equestrian

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	12,094	10	9	90	0	90	Pest Control for Equestrian Center facilities
				0		0	
				0		0	
				0		0	
Subtotal	12,094			90	-	90	
overall change						90	
5 54101 Communications	1,698	145	9	1,305	0	1,305	State of Florida - telephone service for Equestrian Center facility
				0		0	
				0		0	
				0		0	
Subtotal	1,698			1,305	-	1,305	
overall change						1,305	
7 54301 Utility Services	64,950	870	9	7,830	0	7,830	ECUA - water & sewer for facility
		4,514	9	40,626		40,626	Gulf Power - Electricity for facility - anticipate 10% increase
		450	9	4,050		4,050	Trash Container monthly service
		300	1	300		300	Extra Trash Container pickups for large events
Subtotal	64,950			52,806	-	52,806	
overall change						52,806	
8 54401 Rentals & Leases	36,437	2,400	1	2,400	0	2,400	Periodic rental of rollers/tampers for ring maintenance and repair
				0		0	
				0		0	
Subtotal	36,437			2,400	-	2,400	
overall change						2,400	
10 54601 Repair & Maintenance	50,247	1,875	1	1,875	0	1,875	Vehicle repairs - Escambia County Fleet Maintenance. For vehicles used at the Equestrian Center funded by LOST
		1,650	1	1,650		1,650	Repairs and annual maintenance for lawn mowers and equipment
		2,850	1	2,850		2,850	Labor and parts for repairs to plumbing and sewer system at Equestrian Center
		825	1	825		825	Hardware, paint, lubricants, sealants, pvc, couplings for repairs to facility and irrigation
		1,425	1	1,425		1,425	Inspection and repairs to fire alarm system
		1,650	1	1,650		1,650	Testing and repairs for backflow prevention system
		2,625	1	2,625		2,625	Inspection and repairs for range hood system at concession stand.
		3,075	1	3,075		3,075	Electrical repairs and maintenance for lighting and power at facility
		825	1	825		825	Repairs and replacement parts for sound system used for Equestrian Center events
		6,000	1	6,000		6,000	Sand, Clay, Limestone and sod for use in maintaining arenas and controlling/mitigating erosion
Subtotal	50,247			22,800	-	22,800	
overall change						22,800	
13 54901 Other Current Chrgs & Obligs	23,635	4	75	300	0	300	Annual RV site licensing from Dept. of Health as required for sewer service. 75 sites at \$4 each
				0		0	
				0		0	
Subtotal	23,635			300	-	300	
overall change						300	
16 55201 Operating Supplies	18,887	3,600	1	3,600	0	3,600	Trash can liners, toilet tissue, paper towels and cleaning supplies for restrooms and facilities.
		150	1	150		150	Respirators, safety vests, safety glasses, first aid kits for safety
		1,950	1	1,950		1,950	Hand tools, trimmers, ant killer, wasp spray, light bulbs, drain cleaner, weed killer, keys, replacement signs - for maintenance of grounds/facility
		3,825	3	11,475		11,475	Wood shavings for use as bedding in horse stalls. Shavings are sold to equestrian event attendees, generating revenue for the Center.
Subtotal	18,887			17,175	-	17,175	
overall change						17,175	

SCHEDULE C - BACKUP  
OPERATING EXPENDITURES  
Detail and Justification Summary

ZERO-BASED BUDGETING COST WORKSHEET

Indicate FUND/COST CENTER  
353 / 350222 Parks Equestrian

Accour Description		FY 15-16	UNIT		FY 17-18	FY 16-17	CHANGE	Justification/Purpose
Code		Actual	COST	QUANTITY	Requested	ADOPTED	\$	
31	59801 Reserves						0	
					0		0	
					0		0	
	Subtotal	-			-	-	0	
overall change							0	
Page Totals		207,948			96,876	0	96,876	



FUND: General Fund  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Parks and Recreation

DEPARTMENT: Parks and Recreation  
 DIVISION: Parks and Recreation  
 COST CENTER: Parks Maintenance

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	519,794	581,264	255,030	521,879	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	538	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	38,117	44,466	18,620	39,923	0
52201	Retirement Contributions	41,075	48,562	20,611	44,247	0
52301	Life & Health Insurance	114,316	131,850	67,891	131,860	0
52401	Workers' Compensation	27,132	34,102	14,725	30,561	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	740,434	840,244	377,415	768,470	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	5,049	1,000	2,535	25,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	1,000	0	0	0
54101	Communications	8,892	5,800	5,812	6,540	0
54201	Postage & Freight	107	300	58	110	0
54301	Utility Services	87,995	90,000	38,253	103,578	0
54401	Rentals & Leases	36,544	32,000	16,027	36,825	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	114,294	125,000	39,691	122,290	0
54701	Printing & Binding	0	300	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	305	2,000	0	1,225	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	2,520	2,000	2,199	2,500	0
55201	Operating Supplies	98,554	123,500	44,459	102,645	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	336	0	340	340	0
55501	Training & Registrations	0	800	555	800	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	354,595	383,700	149,929	401,853	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,095,029	\$ 1,223,944	\$ 527,344	\$ 1,170,323	0
RESOURCES						
	General Fund Revenues	\$ 1,095,029	\$ 1,223,944	\$ 527,344	\$ 1,170,323	0
	TOTAL REVENUES	\$ 1,095,029	\$ 1,223,944	\$ 527,344	\$ 1,170,323	0

Five positions being split between other cost centers

Addnl Security at various County Parks - \$25k

Verizon phone bill; State of Florida

Solid Waste monthly tipping fees; Electricity and sewer bill for County parks Req. \$113,578

Portable toilets \$20k  
Misc equipment  
Cylinder rental  
FL DEP annual fee

General & Backflow repair materials; vehicle repairs Req. \$132,290

Elevator licenses & Building permits for non-CIP projects

Fuel; tools; PPE; quickrete, uniforms, etc.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 350226

Parks Maintenance

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	5,049			0	1,000	(1,000)	
				0		0	
				0		0	
Subtotal	5,049			-	1,000	(1,000)	
overall change							(1,000)
4 54001 Travel & Per Diem				0	1,000	(1,000)	
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal				-	1,000	(1,000)	
overall change							(1,000)
5 54101 Communications	8,892			0	5,800	(5,800)	
		30	12	360		360	State of FL telephone service for JR Jones Adult Softball fields
		624	2	1,248		1,248	Cell phone service - smart phones for supervisors to provide phone and email communications while in the field
		388	7	2,716		2,716	Cell phone service -basic phones to provide phone communications while in the field
		227	8	1,816		1,816	Cell phone service -push to talk only phones to provide radio and emergency communications while in the field
		400	1	400		400	Replacement cell phone equipment
Subtotal	8,892			6,540	5,800	740	
overall change							740
6 54201 Postage & Freight	107			110	300	(190)	Stamps and postage for routine mailing of correspondence and certified letters
				0		0	
				0		0	
				0		0	
Subtotal	107			110	300	(190)	
overall change							(190)
7 54301 Utility Services	87,995	45	115	5,182	90,000	(84,818)	Tipping fees for debris taken to Perdido Landfill at \$45.06/ton
		25	12	300		300	Cottage Hill water for 2490 Quintette Lane
		470	12	5,640		5,640	ECUA for water/sewer public restrooms at parks in Escambia County
		670	12	8,040		8,040	ECUA for water- irrigation systems at parks in Escambia County
		230	12	2,760		2,760	People's Water for water - irrigation systems at parks in Escambia County
		70	12	840		840	EREC for irrigation pumps and lighting at Escambia County Parks
		3,850	12	46,200		46,200	Gulf Power for irrigation pumps and lighting at Escambia County Parks - includes 10% Increase
		3,718	12	44,616		44,616	Trash cleanup and removal for general fund parks per PD 16-17,008
Subtotal	87,995			113,578	90,000	23,578	
overall change							23,578
8 54401 Rentals & Leases	36,544			0	32,000	(32,000)	FL DEP uplands lease annual fee
		300	1	300		300	Rental of trenchers, rollers, floor buffers, excavators, power tools for short term to complete repairs at parks.
		115	15	1,725		1,725	
		150	12	1,800		1,800	Rental of Gas Cylinders used for welding repairs (\$500 increase)
		2,750	12	33,000		33,000	Rental of ADA Compliant and standard portable toilet units for Escambia County park facilities. (\$13K increase)
Subtotal	36,544			36,825	32,000	4,825	
overall change							4,825
10 54601 Repair & Maintenance	114,294			0	125,000	(125,000)	
		1,125	12	13,500		13,500	Vehicle and equipment repairs - Esc County Fleet Maintenance
		180	15	2,700		2,700	Estimated multiple fence repairs at parks
		540	3	1,620		1,620	Monthly routine maintenance on three outdoor wheelchair lifts
		40	25	1,000		1,000	Backflow Inspection for irrigation at parks
		475	10	4,750		4,750	Backflow repairs - average \$475 each
		3,500	2	7,000		7,000	Replacement irrigation pumps - estimate 2 @ \$3,500 each
		26,000	1	26,000		26,000	Multiple electrical repairs to lighting, breakers and pumps due to weather events or aging electrical systems
		12,500	1	12,500		12,500	Multiple parts and multiple annual maintenance on heavy equipment and large mowers used at Parks.
		7,800	1	7,800		7,800	Multiple purchase of PVC, couplers, tees, fittings, valves, adapters for repairs to existing irrigation systems at parks
		128	65	8,320		8,320	Replacement tires for trucks, heavy equipment and mowers

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 350226

Parks Maintenance

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		1,600	1	1,600		1,600	Multiple parts for vehicles and mowers - batteries, air filters, wiper blades, spark plugs
		1,200	10	12,000		12,000	Replacement playground equipment components to replace broken slides, swings, etc.
		26	450	11,700		11,700	Replacement engineered play surface materials for playgrounds
		400	10	4,000		4,000	Tree service to remove dead trees/limbs at parks
		200	5	1,000		1,000	Minimal sod purchases for placement after repairs
		6,000	1	6,000		6,000	Gravel, sand and clay for repair to turf and provide drainage at parks
		9,400	1	9,400		9,400	Multiple purchases of lumber, bolts, screws, concrete mix, paint, locks, light bulbs for use to repair and maintain parks
		75	12	900		900	Copier Maintenance agreement
		125	4	500		500	Quarterly overage charges for copier
Subtotal	114,294			132,290	125,000	7,290	
					overall change	7,290	
11 54701 Printing & Binding				0	300	(300)	
				0		0	
Subtotal	-			-	300	(300)	
					overall change	(300)	
13 54901 Other Current Chrgs & Obligs	305	75	3	225	2,000	(1,775)	License Renewal for 3 Outdoor Elevators
		100	10	1,000		1,000	Building Permits for small projects at parks
				0		0	
				0		0	
Subtotal	305			1,225	2,000	(775)	
					overall change	(775)	
15 55101 Office Supplies	2,520	2,500	1	2,500	2,000	500	Ink, copier paper, pencils and pens, calendars, planners
				0		0	
				0		0	
				0		0	
Subtotal	2,520			2,500	2,000	500	
					overall change	500	
16 55201 Operating Supplies	98,554	3	24,500	73,500	123,500	(50,000)	Fuel requirement for Department's light trucks, heavy vehicles and mowers/trimmers budgeted at \$3/gallon
		8,750	1	8,750		8,750	Replacement weed eaters, chain saws, drill bits, tools, shop towels
		120	15	1,800		1,800	Safety Shoes per Escambia County Safety Policy
		2,600	1	2,600		2,600	Can Liners, toilet paper, bleach for parks
		3,500	1	3,500		3,500	Park signage
		6,500	1	6,500		6,500	Paint, brushes, sealants, sprayers, padlocks, keys, ties, insecticides, drill bits, shovels, rakes, hand tools
		400	1	400		400	Welding supplies and acetylene, oxygen
		25	60	1,500		1,500	Uniform pants 15 Employees x 4 pants each x \$25
		6	120	720		720	Uniform T-shirts (24 Employees x 5 shirt each x \$10 plus)
		225	15	3,375		3,375	Safety Equip/PPE per Escambia County Safety policy.
Subtotal	98,554			102,645	123,500	(20,855)	Respirators, safety goggles, sports drink, gloves, coolers
					overall change	(20,855)	
18 55401 Books, Pubs & Subs.	336	340	1	340		340	Pensacola News Journal Subscription
				0		0	
				0		0	
				0		0	
Subtotal	336			340	-	340	
					overall change	340	
19 55501 Training & Registrations		200	4	800	800	0	Attend periodic local/regional training for turf grass, pesticide application
				0		0	
				0		0	
				0		0	
Subtotal	-			800	800	0	
					overall change	0	
31 59801 Reserves				0		0	
				0		0	
Subtotal	-			-	-	0	
					overall change	0	

Page Totals 354,595

396,853 383,700 13,153

FUND: Local Option Sales Tax III  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Parks and Recreation

DEPARTMENT: Parks and Recreation  
 DIVISION: Parks and Recreation  
 COST CENTER: Parks Capital Projects

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	169,342	179,640	80,063	49,237	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	243	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	12,733	13,742	6,007	3,767	0
52201	Retirement Contributions	12,440	13,508	6,039	3,901	0
52301	Life & Health Insurance	17,577	45,450	11,831	13,182	0
52401	Workers' Compensation	8,136	8,893	3,840	2,941	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	220,228	261,233	108,023	73,028	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	477,130	500,000	124,278	103,783	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	253	0	522	270	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	111,748	107,000	49,979	36,420	0
54401	Rentals & Leases	5,885	2,000	2,343	1,240	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	217,635	90,909	58,520	28,850	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	10,527	5,200	6,463	1,375	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	823,178	705,109	242,105	171,938	0
56101	Land	0	100,000	0	0	0
56201	Buildings	27,338	0	168,841	0	0
56301	Improvements Other Than Buildings	292,277	68,117	301,423	901,350	0
56401	Machinery & Equipment	48,958	68,182	51,457	68,182	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	368,573	236,299	521,721	969,532	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,411,979	\$ 1,202,641	\$ 871,849	\$ 1,214,498	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Local Option Sales Tax III	1,411,979	1,202,641	871,849	1,214,498	0
	TOTAL REVENUES	\$ 1,411,979	\$ 1,202,641	\$ 871,849	\$ 1,214,498	\$ 0

Two salaries split between Parks Maintenance - Fund 001  
 Positions budgeted 25% LOST III and 75% LOST IV

Pest control; soil testing; temp labor

Electricity, water and waste disposal, and park cleanup.

Brosnahan & JR Jones development & maintenance \$90,909 allocated

Parks Development \$1,110,701 allocated

Parks Maint. Equipment

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

352 / 350229

Parks Capital Improvements

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	477,130	14	2,175	29,993	500,000	(470,007)	Temporary labor for 4 employees at \$13.79 per hour (including fees) for mowing of Escambia County parks per terms of existing contract PD 14-15.041
		68,750	1	68,750		68,750	Grounds Mowing and Trimming for County Athletic parks divided into 6 zones under 6 separate agreements per terms and conditions of PD 16-17.016
		4,875	1	4,875		4,875	Cleaning and stocking supplies for LOST-funded restroom facilities at parks per terms of PD 16-17.008
		45	3	135		135	Pest Control Services for Brosnaham sports complex concession, rest rooms, press box, ticket office, meeting room
		10	3	30		30	Pest Control Services for John R Jones Adult fields concession stand
Subtotal	477,130			103,783	500,000	(396,217)	
overall change						(396,217)	
5 54101 Communications	253	90	3	270		270	Internet Service for Ashton Brosnaham sports complex
				0		0	
				0		0	
				0		0	
Subtotal	253			270	-	270	
overall change						270	
7 54301 Utility Services	111,748	125	3	375	107,000	(106,625)	Dumpster container service for Brosnaham sportsplex
		60	3	180		180	Dumpster container service for John R Jones adult fields
		560	3	1,680		1,680	ECUA-water/sewer for Brosnaham
		135	3	405		405	ECUA-water/sewer for John R Jones adult fields
		2,580	3	7,740		7,740	Gulf Power - electricity for Brosnaham. Anticipate 10% increase
		930	3	2,790		2,790	Gulf Power - electricity for John R Jones adult fields. Anticipate 10% increase
		23,250	1	23,250		23,250	Park Cleanup and trash removal for 58 LOST-funded park facilities per terms of PD 16-17.008
				0		0	
Subtotal	111,748			36,420	107,000	(70,580)	
overall change						(70,580)	
8 54401 Rentals & Leases	5,885	150	3	450	2,000	(1,550)	Portable toilet rental for John R Jones adult fields
		230	3	690		690	Portable toilet rental for Brosnaham sports complex
		100	1	100		100	Periodic short-term rentals of jackhammer, sod roller, and other specialty equipment needed for repairs
				0		0	
Subtotal	5,885			1,240	2,000	(760)	
overall change						(760)	
10 54601 Repair & Maintenance	217,635	4,000	1	4,000	90,909	(86,909)	Seed, fertilizer, insecticide for field maintenance at JRJ and Brosnaham
		750	1	750		750	Field clay for maintenance at JRJ
		2,750	1	2,750		2,750	Field paint for use at Brosnaham
		75	1	75		75	Lock repair/replacements at JRJ and Brosnaham
		1,900	1	1,900		1,900	Repair and maintenance of lighting and electrical at JRJ and Brosnaham
		125	2	250		250	Repairs to scoreboards at JRJ and Brosnaham
		50	2	100		100	Ice machine filters/repairs for JRJ and Brosnaham
		690	2	1,380		1,380	Repair/maintenance of LOST-funded equipment assigned to JRJ and Brosnaham
		40	3	120		120	Backflow prevention testing JRJ and Brosnaham
		175	2	350		350	Repairs to backflow prevention at JRJ and Brosnaham
		26	175	4,550		4,550	Replacement Engineered play surface for LOST-funded park playgrounds
		3,200	2	6,400		6,400	Replacement playground equipment for LOST-funded parks
		3,750	1	3,750		3,750	Plumbing repairs to sewer/septic systems and irrigation pumps for LOST parks
		1,250	1	1,250		1,250	Parts and supplies for repair to fences at LOST facilities
		850	1	850		850	Quick Dry, Irrigation supplies and parts
		150	1	150		150	Chair lift testing for LOST-funded parks
		225	1	225		225	Paint, nuts, bolts, lumber for minor repairs at LOST-funded parks
Subtotal	217,635			28,850	90,909	(62,059)	
overall change						(62,059)	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

352 / 350229

Parks Capital Improvements

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16 55201 Operating	10,527	1,000	1	1,000	5,200	(4,200)	Can liners, Cleaning supplies, soap, toilet tissue, paper towels for restrooms at JRJ and Brosnahan
Supplies		225	1	225		225	Brushes, batteries, drill bits, replacement keys, paint for facility repairs
		150	1	150		150	Mower blades, trimmer line, polishing pads for use at JRJ and Brosnahan
				0		0	
Subtotal	10,527			1,375	5,200	(3,825)	
				overall change		(3,825)	
23 56201 Buildings	27,338			0	100,000	(100,000)	
				0		0	
Subtotal	27,338			-	100,000	(100,000)	
				overall change		(100,000)	
24 56301 Improvements Other Than Bldgs.	292,277			907,620	68,117	839,503	For Parks Capital Projects; cost for the Equestrian Center have been deducted (CC350231)
				0		0	
				0		0	
				0		0	
Subtotal	292,277			907,620	68,117	839,503	
				overall change		839,503	
25 56401 Machinery & Equipment	48,957			68,182	68,182	0	
				0		0	
				0		0	
				0		0	
Subtotal	48,957			68,182	68,182	0	
				overall change		0	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
				overall change		0	
Page Totals				1,147,740	941,408	206,332	
				1,191,751			

FUND: Local Option Sales Tax IV  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Parks and Recreation

DEPARTMENT: Parks and Recreation  
 DIVISION: Parks and Recreation  
 COST CENTER: Parks Capital Projects

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	147,709	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	11,299	0
52201	Retirement Contributions	0	0	0	11,697	0
52301	Life & Health Insurance	0	0	0	39,544	0
52401	Workers' Compensation	0	0	0	8,825	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	219,074	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	311,350	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	810	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	109,260	0
54401	Rentals & Leases	0	0	0	3,920	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	170,535	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	4,125	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	600,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	201,789	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	201,789	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	\$ 1,020,863	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	0
	Local Option Sales Tax III	0	0	0	1,020,863	0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	\$ 1,020,863	\$ 0

Positions budgeted  
75% LOST IV and  
25% LOST III

Pest control; soil  
testing; temp labor

Electricity, water,  
waste disposal, and  
park cleanup.

Brosnham & JR  
Jones development  
& maintenance

Cleaning supplies &  
paper goods, small  
equipment

Parks Development/  
Improvements  
\$600k allocated

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
353 / 350221 Parks Capital

PARKS CAPITAL PROJECTS \_ LOST IV at 75%

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services		14	6,525	89,980		89,980	Temporary labor for 4 employees at \$13.79 per hour (including fees) for mowing of Escambia County parks per terms of existing contract PD 14-15.041
		206,250	1	206,250		206,250	Grounds Mowing and Trimming for County Athletic parks divided into 6 zones under 6 separate agreements per terms and conditions of PD 16-17.016
		14,625	1	14,625		14,625	Cleaning and stocking supplies for LOST-funded restroom facilities at parks per terms of PD 16-17.008
		45	9	405		405	Pest Control Services for Brosnaham sports complex concession, rest rooms, press box, ticket office, meeting room
		10	9	90		90	Pest Control Services for John R Jones Adult fields concession stand
	Subtotal	-		311,350	-	311,350	
overall change 311,350							
5 54101 Communications		90	9	810		810	Internet Service for Ashton Brosnaham sports complex
				0		0	
				0		0	
				0		0	
	Subtotal	-		810	-	810	
overall change 810							
7 54301 Utility Services		125	9	1,125		1,125	Dumpster container service for Brosnaham sports complex
		60	9	540		540	Dumpster container service for John R Jones adult fields
		560	9	5,040		5,040	ECUA-water/sewer for Brosnaham
		135	9	1,215		1,215	ECUA-water/sewer for John R Jones adult fields
		2,580	9	23,220		23,220	Gulf Power - electricity for Brosnaham. Anticipate 10% increase
		930	9	8,370		8,370	Gulf Power - electricity for John R Jones adult fields. Anticipate 10% increase
		69,750	1	69,750		69,750	Park Cleanup and trash removal for 58 LOST-funded park facilities per terms of PD 16-17.008
				0		0	
	Subtotal	-		109,260	-	109,260	
overall change 109,260							
8 54401 Rentals & Leases		150	9	1,350		1,350	Portable toilet rental for John R Jones adult fields
		230	9	2,070		2,070	Portable toilet rental for Brosnaham sports complex
		100	5	500		500	Periodic short-term rentals of jackhammer, sod roller, and other specialty equipment needed for repairs
				0		0	
	Subtotal	-		3,920	-	3,920	
overall change 3,920							
10 54601 Repair & Maintenance		12,000	1	12,000		12,000	Seed, fertilizer, insecticide for field maintenance at JRJ and Brosnaham
		2,250	1	2,250		2,250	Field clay for maintenance at JRJ
		8,250	1	8,250		8,250	Field paint for use at Brosnaham
		225	1	225		225	Lock repair/replacements at JRJ and Brosnaham
		5,700	1	5,700		5,700	Repair and maintenance of lighting and electrical at JRJ and Brosnaham
		375	2	750		750	Repairs to scoreboards at JRJ and Brosnaham
		150	2	300		300	Ice machine filters/repairs for JRJ and Brosnaham
		1,545	2	3,090		3,090	Repair/maintenance of LOST-funded equipment assigned to JRJ and Brosnaham
		40	8	320		320	Backflow prevention testing JRJ and Brosnaham
		700	2	1,400		1,400	Repairs to backflow prevention at JRJ and Brosnaham
		26	700	18,200		18,200	Replacement Engineered play surface for LOST-funded park playgrounds
		3,200	6	19,200		19,200	Replacement playground equipment for LOST-funded parks
		11,250	1	11,250		11,250	Plumbing repairs to sewer/septic systems and irrigation pumps for LOST parks
		3,750	1	3,750		3,750	Parts and supplies for repair to fences at LOST facilities
		2,550	1	2,550		2,550	Quick Dry, Irrigation supplies and parts
		150	2	300		300	Chair lift testing for LOST-funded parks
		675	1	675		675	Paint, nuts, bolts, lumber for minor repairs at LOST-funded parks
	Subtotal	-		90,210	-	90,210	
overall change 90,210							



**SCHEDULE C - BACKUP**

**OPERATING EXPENDITURES**

Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

353 / 350221

Parks Capital

PARKS CAPITAL PROJECTS \_ LOST IV at 75%

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16 55201 Operating		3,000	1	3,000		3,000	Can liners, Cleaning supplies, soap, toilet tissue, paper towels for restrooms at JRJ and Brosnaham
Supplies		675	1	675		675	Brushes, batteries, drill bits, replacement keys, paint for facility repairs
		450	1	450		450	Mower blades, trimmer line, polishing pads for use at JRJ and Brosnaham
				0		0	
Subtotal	-			4,125	-	4,125	
						overall change 4,125	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
						overall change 0	

Page Totals 0

Check 0

519,675 0 519,675

519,675 0

FUND: Escambia County Restricted Fund  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Parks and Recreation

DEPARTMENT: Parks and Recreation  
 DIVISION: Parks and Recreation  
 COST CENTER: Pensacola Fishing Bridge

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	3,442	1,222	3,461	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	263	85	265	0
52201	Retirement Contributions	0	259	92	274	0
52301	Life & Health Insurance	0	1,350	220	950	0
52401	Workers' Compensation	0	9	4	10	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	5,323	1,622	4,960	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	22,709	24,037	4,852	5,500	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	84	11,255	0
54401	Rentals & Leases	9,589	4,950	3,688	9,108	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	2,947	1,530	0	675	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	502	510	502	502	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	4,260	2,600	0	4,100	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debts	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	40,006	33,627	9,125	31,140	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 40,006	\$ 38,950	\$ 10,747	\$ 36,100	\$ 0
RESOURCES						
	Fishing Bridge Fees	\$ 35,728	\$ 38,950	\$ 10,747	\$ 36,100	\$ 0
	Fund Balance	4,278	0	0	0	0
	TOTAL REVENUES	\$ 40,006	\$ 38,950	\$ 10,747	\$ 36,100	\$ 0

Contract labor monitor and collect fees

Bridge cleanup and Trash removal  
10 additional trash pickups in summer  
1 new electric fixture at bridge

Port-a-Let Rentals - ADA Compliance

Misc Repairs

Annual fishing license

Bridge envelopes for fishing fees

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

101 / 350236

Fishing Bridge

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	\$ 22,709	\$ 10	550	\$ 5,500	\$ 24,037	\$ (18,537)	Payment to individual contractors who collect funds from the bridge and monitor activities. Paid \$10/hr - 365 days/yr with addtl service during busy months. Estimate total 550 hours
				\$ -		\$ -	
Subtotal	\$ 22,709			\$ 5,500	\$ 24,037	\$ (18,537)	
				overall change			\$ (18,537)
7 54301 Utility Services				\$ -		\$ -	
		\$ 858	12	\$ 10,296		\$ 10,296	Bridge cleanup/removal of trash per PD 16-17.008 - regular pickup schedule
		\$ 66	10	\$ 660		\$ 660	10 Additional trash pickups for busy weekends during summer season
		\$ 16	12	\$ 192		\$ 192	Electricity for light fixture at the bridge
Subtotal	\$ -			\$ 11,148	\$ -	\$ 11,148	
				overall change			\$ 11,148
8 54401 Rentals & Leases	\$ 9,589			\$ -	\$ 4,950	\$ (4,950)	
		\$ 390	12	\$ 4,680		\$ 4,680	Annual cost for 2 handicapped portable toilets per month with 2x-week service (est 3% increase)
		\$ 369	12	\$ 4,428		\$ 4,428	Annual cost for 3 standard portable toilets per month with 2x-week service (est 3% increase)
				\$ -		\$ -	
Subtotal	\$ 9,589			\$ 9,108	\$ 4,950	\$ 4,158	
				overall change			\$ 4,158
10 54601 Repair & Maintenance	\$ 2,947			\$ 675	\$ 1,530	\$ (855)	Parts and tools, locks, keys for repair of envelope box, gates, painting small areas as needed.
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 2,947			\$ 675	\$ 1,530	\$ (855)	
				overall change			\$ (855)
13 54901 Other Current Chrgs & Obligs	\$ 502			\$ 502	\$ 510	\$ (8)	Annual Fishing Pier license as required by FL FWC. License allows citizens to fish from the bridge without purchasing an individual fishing license.
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 502			\$ 502	\$ 510	\$ (8)	
				overall change			\$ (8)
16 55201 Operating Supplies	\$ 4,260	\$ 2,050	2	\$ 4,100	\$ 2,600	\$ 1,500	Pre-printed envelopes with tear-off window tab for use by citizens to pay fishing bridge fee by depositing in box. Two orders of 10,000 envelopes @ \$2,050 per order.
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 4,260			\$ 4,100	\$ 2,600	\$ 1,500	
				overall change			\$ 1,500
31 59801 Reserves				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
				overall change			\$ -
Page Totals				\$ 31,033	\$ 33,627	\$ (2,594)	

FUND: Escambia County Restricted Fund  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Parks and Recreation

DEPARTMENT: Parks and Recreation  
 DIVISION: Parks and Recreation  
 COST CENTER: Rents-Parks Community Centers

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	2,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	3,638	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	347	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	5,985	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	\$ 5,985	\$ 0
RESOURCES						
	Adult Softball Revenues	\$ 0	\$ 0	\$ 0	\$ 5,985	\$ 0
	General Fund Revenues	0	0	0	0	0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	\$ 5,985	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

101 / 350237

Rents - Parks Community Centers

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual				0		0	
Services		20	100	2,000		2,000	Event supervisor for Byrneville and Davisville Community Centers - serves as liaison to renters. Opens and secures building for each event.
				0		0	
				0		0	
Subtotal	-			2,000	-	2,000	
				overall change		2,000	
5 54101 Communications		104	12	1,250		1,250	Charter Communications - Internet/phone for Quintette
		81	12	972		972	Verizon - WIFI for Quintette and Byrneville
		88	12	1,050		1,050	Cox - Internet at Marie Ella Davis Community Center
		31	12	366		366	Cell phone service for event supervisor - 1 standard phone
				0		0	
Subtotal	-			3,638	-	3,638	
				overall change		3,638	
16 55201 Operating Supplies		347	1	347		347	Replacement keys, chairs, misc. supplies
				0		0	
				0		0	
				0		0	
Subtotal	-			347	-	347	
				overall change		347	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
				overall change		0	
Page Totals				5,985	0	5,985	

## Position Justification

## PARKS DEPARTMENT

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	350220		1	Department Director II		Performs administration and supervision of Parks and Recreation Department. Advises the County Administrator on the activities and needs of the department and the results of its overall operations. Represents the department before the Board of County Commissioners; presents issues, projects, proposals, and recommendations for Board action. Provides oversight of recreation programming along with plans, directs, coordinates and supervises the activities of the department inclusive of park maintenance, park development, boat ramps, Equestrian Center and Lake Stone Campground. Manages/ Leads a total staff of 27 professionals and an Adopted Budget of \$3.46 Million.
			1			
1	350226	Parks Maintenance		Accounting Manager	20%	Prepares annual Budget for the Department. Tracks revenue and performs financial analysis as needed to determine cost benefit/savings information as needed for managerial decisions. Coordinates with Director's Aide and the Clerk's office to ensure proper coding of expense/revenue transactions. This cost center pays 20% of this position's salary.
1	350226			Accounting Technician	20%	Coordinates with contractors in collection of cash from fishing bridge and prepares deposits. Assists Acctg. Manager in tracking park revenues and provides detailed information as needed. This cost center pays 20% of this position's salary.
1	350226		1	Administrative Assistant	58%	Provides front-line customer service through face-to-face interaction with front desk customers and/or initial phone contacts. Collects and processes applications and fees for rentals of athletic facilities, parks and community centers. Processes rental deposit refund vouchers. Compiles necessary documentation and prepares payroll for review and submittal. This position is of utmost importance for the department's mission. This cost center pays 58% of this position's salary
1	350226		1	Director's Aide		Oversees/supervises front desk operations; oversees payroll for Parks & Recreation Department, serves as HR Liaison for department, processes Accounts Payable and serves as liaison with other internal departments, citizens and external agencies. Provides timely and accurate information/reports to the Director that is used in County Commission meetings, along with citizen and staff meetings.
1	350226		3	Lead Maintenance Tech		Act as crew leaders in performance of maintenance and projects. These positions possess various specialty skills such as plumbing, irrigation, carpentry, minor electric skills, welding; also may carry CDL licensing to haul various materials and equipment.
1	350226		7	Maintenance Tech		Perform maintenance and up-keep at Escambia County Parks along with provide internal labor for park upgrades and refurbishments. National benchmark in 1 field worker:32 acres. Our current ratio is approximately 1 field worker:90 acres.
1	350226		1	Maintenance Tech	40%	Perform maintenance and up-keep at Escambia County Parks along with provide internal labor for park upgrades and refurbishments. National benchmark in 1 field worker:32 acres. Our current ratio is approximately 1 field worker:90 acres. This cost center pays 40% of this position's salary.
1	350226		2	Program Manager		Oversee maintenance of equipment, safety compliance, ADA Compliance, along with daily and annual upkeep at Parks. In addition, supervise and schedule field staff, meet and communicate daily with Director on field issues along with opportunities for enhancement and internal upgrade projects.
			15			
1	350232			Recreation Manager	45%	Oversees the Adult Athletic programs offered by Parks & Recreation Department. Serves as a liaison with Youth Athletic partners. Assists and coordinates Park Rentals, Special Events and works with Tournament organizers to ensure a quality experience. Position oversees 3 maintenance technicians primarily dedicated to athletic facilities. This position is also a liaison to 10 Community Centers that fall under the Parks purview.
			1			
101	350236	Fishing Bridge		Administrative Assist	10%	Sells annual Fishing Bridge passes; tracks and maintains log. Receives calls from citizens regarding the Bridge and relays information to maintenance staff. This cost center pays 10% of this position's salary.
			0			
352	350229	Parks Capital Projects	1	Lead Maintenance Tech		Act as crew leader in performance of maintenance and projects. These positions possess various specialty skills such as plumbing, irrigation, carpentry, minor electric skills, welding; also may carry CDL licensing to haul various materials and equipment. Primarily dedicated to athletic facilities.
352	350229		2	Maintenance Tech		Perform maintenance and up-keep at Escambia County athletic facilities and other LOST parks, along with provide internal labor for park upgrades and refurbishments. National benchmark in 1 field worker:32 acres. Our current ratio is approximately 1 field worker:90 acres.
352	350229		0	Maintenance Tech	60%	Perform maintenance and up-keep at Escambia County Parks along with provide internal labor for park upgrades and refurbishments. National benchmark in 1 field worker:32 acres. Our current ratio is approximately 1 field worker:90 acres. This cost center pays 60% of this position's salary.
352	350229		0	Recreation Manager	55%	Oversees the Adult Athletic programs offered by Parks & Recreation Department. Serves as a liaison with Youth Athletic partners. Assists and coordinates Park Rentals, Special Events and works with Tournament organizers to ensure a quality experience. Position oversees 3 maintenance technicians primarily dedicated to athletic facilities. This position is also a liaison to 10 Community Centers that fall under the Parks purview. This cost center pays 55% of this position's salary.
352	350229		1	Maintenance Worker		Perform maintenance at parks LOST facilities including mowing, trimming, field preparation, painting and cleaning.
			4			
352	350231	Equestrian Center		Administrative Assist	32%	Processes payroll for Equestrian center employees. Assists in processing accounts payable. This cost center pays 32% of this position's salary.
352	350231		1	EC Manager		Responsible for management aspects of the Equestrian Facility including marketing, event promoter communications, facility rental contracts and supervision of operation and maintenance staff in relation to the entire Equestrian property. Communicates regularly with Director to report on staffing, upcoming events, revenue status and economic impact.
352	350231		2	Maintenance Tech		Performs maintenance at the Equestrian Center in areas including covered arena, outdoor rings, wooded cross-country trails and common grounds. Assist with upkeep on Equestrian Center equipment. Prepares surfaces for various events and communicates with stakeholders at events to ensure customer satisfaction.

## Position Justification

## PARKS DEPARTMENT

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
352	350231		2	Maintenance Worker		Performs various duties at the Equestrian Center including mowing, cleaning, painting and assist with event preparation and close-out.
352	350231		1	Sr Office Support Assist		Provides support to Equestrian Manager in scheduling, fee collection, revenue reporting and contract management. Provides customer service to event stakeholders, participants and event attendees.
			6			

TOTAL:

27

FUND: General Fund  
 FUNCTION: Human Services  
 ACTIVITY: Other Human Services

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Neighborhood and Human Services  
 COST CENTER: Neighborhood and Human Services

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	331,670	325,367	154,822	325,353	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	397	0	0	0	0
51501	Special pay	4,800	4,800	2,400	4,800	0
52101	FICA Taxes	25,228	25,259	11,676	25,256	0
52201	Retirement Contributions	42,046	42,728	19,919	44,465	0
52301	Life & Health Insurance	33,683	45,000	18,966	47,500	0
52401	Workers' Compensation	2,400	2,621	1,132	3,128	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	440,225	445,775	208,915	450,502	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	2,000	0	0	0
54101	Communications	4,284	2,000	2,009	4,407	0
54201	Postage & Freight	32	300	155	282	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	500	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	1,761	2,500	542	7,463	0
54701	Printing & Binding	410	500	0	456	0
54801	Promotional Activities	1,050	1,000	47	1,049	0
54901	Other Current Charges & Obligations	226	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	5,191	2,500	1,634	3,019	0
55201	Operating Supplies	2,174	7,400	155	1,059	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	822	1,200	227	394	0
55501	Training & Registrations	50	500	0	80	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	15,998	20,400	4,768	18,209	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 456,223	\$ 466,175	\$ 213,683	\$ 468,711	\$ 0
RESOURCES						
	General Fund Revenues	\$ 456,223	\$ 466,175	\$ 213,683	\$ 468,711	\$ 0
	TOTAL REVENUES	\$ 456,223	\$ 466,175	\$ 213,683	\$ 468,711	\$ 0

Cell phones and internet

Vehicle repairs; copier maint; repairs for two trolleys

Advertising for department events; posters; brochures

Paper, toner, etc.

Fuel; misc supplies

Notary & membership renewals

CPR training for Blue Arbor temp employees



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/370101

Neighborhood & Human Services Administration

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem	0			0	2,000	(2,000)	
				0		0	
Subtotal	-			-	2,000	(2,000)	
overall change							(2,000)
5 54101 Communications	4,284	9	12	104		104	Cox Communications fee 12 months @ \$8.69
		174	12	2,091	2,000	91	Verizon Wireless service- provides County Cell phone service for 5 employees & other wireless service. 3 employees cell phone service (with hotspot) average \$174.21 per month;
		96	12	1,154		1,154	2 employees cell phone service average \$96.14 per month
		40	12	480		480	Mifi service @\$39.99 per month
		40	12	480		480	I Pad service @\$39.99 per month
		8	12	99		99	Surcharges @8.24 per month
Subtotal	4,284			4,407	2,000	2,407	
overall change							2,407
6 54201 Postage & Freight	32					0	USPS(United States Postal Service) stamps and postage service used to send Indigent Burial information packets. Also used for mail outs or invitations for department's events. The department has hosted events such as Celebrating Brownsville and Escambia Cares and plans to continue.
		47	6	282	300	(18)	USPS roll of stamps @\$47.00 per roll x 6=\$282
Subtotal	32			282	300	(18)	
overall change							(18)
8 54401 Rentals & Leases	0			0	500	(500)	
				0		0	
Subtotal	-			-	500	(500)	
overall change							(500)
10 54601 Repair & Maintenance	1,761	24	12	288	2,500	(2,212)	Copy Products monthly maintenance fee for copy machine increased to \$24 per month previously \$22 per month.
		0.0095	10,000	95		95	Contract Quarterly billing for b/w copies/excess @.0095 per copy (6,000 b/w covered, allows for 2500 maximum amount overage quarterly b/w copies); Department anticipates increased amounts of mailouts and documents for events and programs such as Escambia Cares, Celebrate Brownsville, and Job Readiness Workshops
		0.073	25,000	1,815		1,815	Contract Quarterly billing for Color copies @.066 per copy (allows for maximum amount overage quarterly 6250 color copies)
		2,500	2	5,000		5,000	Repair and maintenance for 2 Trolleys @\$2,500 per Trolley=\$5,000 (BCC approved 3/16/17 intergovernmental asset transfers for future utilization)
		173	1	173		173	Vehicle maintenance/service with ECAT inspection/oil change @ \$84.41 Battery replacement @88.62
		92	1	92		92	Toner for Fax machine 1 @ \$92.00
Subtotal	1,761			7,463	2,500	4,963	
overall change							4,963
11 54701 Printing &	410	52	5	260	500	(240)	Printing business cards for employees 1 carton with 500 cards@ \$52.00 x 5 employees=\$260. Staff may need updated business cards
		98	2	196		196	Department labeled envelopes 1 carton, quantity 1,000 @ 97.92- Envelopes for mailing letters to community partners and citizens.
Subtotal	410			456	500	(44)	
overall change							(44)
12 54801 Promotional Activities	1,050	8	100	790	1,000	(210)	Advertisement to promote programs and events- Afterschool/Summer Programs, Job Readiness Programs- Ron the Sign Man 2 sided color stakes 2 sided 100pcs 18x24 color stakes @\$7.90 a piece=\$790
		0.085	500	43		43	Evergreen(Vendor) flyers-5x8 500pcs@0.085=\$42.68
		0.0414	2,500	104		104	Evergreen(Vendor) postcards-4x6 2500 pcs@0.0414=\$103.60
		0.4507	100	45		45	Evergreen (Vendor) posters-11x17 100 pcs@.4507=\$45.07
		0.0683	1,000	68		68	Evergreen flyers-5.5x8.5 1000 pcs@.0683=\$68.25
Subtotal	1,050			1,049	1,000	49	
overall change							49
13 54901 Other Current	226			0		0	
Subtotal	226			-	-	0	
overall change							0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/370101

Neighborhood & Human Services Administration

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
15 55101 Office Supplies	5,191				2,500	(2,500)	Office Supplies for 6 employees and programs includes file folders, binders, tape, staplers, scissors, ink toner, ink cartridges, pens, binders, etc. Ink cartridges, toner and paper replenished often due to high volume of printing needs, mailouts, applications, program material, flyers etc.
		30	7	209		209	Cartons of paper 7 @ \$29.90=\$209
		2,809	1	2,809		2,809	Average costs over last 3 years for office supplies=\$2,809
Subtotal	5,191			3,018	2,500	518	This account line also used to supply office needs for 2 Community Center Coordinators and the programs they run
overall change						518	
16 55201 Operating Supplies	2,174	75	12	894	7,400	(6,506)	Fuel Costs average 74.50 per month x 12=\$894
		4	12	51		51	Fuel Costs surcharge average 4.24 per month x 12=\$50.88
							Fuel Costs for Trolley 4 Trips for Summer Youth Programs from Brownsville Community Resource Center to TT Wentworth Museum roundtrip 7 miles; to Sam's Fun City roundtrip 10 miles; to Mess Hall roundtrip 6 miles; to Naval Flight Academy roundtrip 15 miles- (Total miles 38 x \$3.00 = \$114)
Subtotal	2,174	3.00	38	1,059	7,400	(6,341)	
overall change						(6,341)	
18 55401 Books, Pubs & Subs.	822	94	1	94	1,200	(1,106)	Notary application- Stoner Insurance 1 @ 94.00
		136	1	136		136	Notary renewal stamp- Budget Notary 1 @ 135.90
		119	1	119		119	Notary registration- Florida Notary 1 @ \$119.00
		45	1	45		45	Sam's Club Membership Fee 1 @ \$45.00
Subtotal	822			394	1,200	(806)	
overall change						(806)	
19 55501 Training & Registrations	50	5	16	80	500	(420)	Heart Saver CPR Adult Class required for temporary Blue Arbor employees working in the Summer Camp Youth Programs 13 temporary employees @ \$5.00=\$65.00 3 Full time staff employees @ \$5.00=\$15.00 Total amount=\$80.00
				0		0	
Subtotal	50			80	500	(420)	
overall change						(420)	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals				15,998	18,209	20,400	(2,191)
Check				15,998	18,209	20,400	

FUND: General Fund  
 FUNCTION: Human Services  
 ACTIVITY: Other Human Services

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Neighborhood and Human Services  
 COST CENTER: Public Social Services

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	103,295	110,500	38,055	110,500	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	600,000	0	600,000	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	103,295	710,500	38,055	710,500	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	145,725	145,725	55,000	145,725	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	145,725	145,725	55,000	145,725	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 249,020	\$ 856,225	\$ 93,055	\$ 856,225	\$ 0
RESOURCES						
	General Fund Revenues	\$ 249,020	\$ 856,225	\$ 93,055	\$ 856,225	0
	TOTAL REVENUES	\$ 249,020	\$ 856,225	\$ 93,055	\$ 856,225	\$ 0

Cremation of deceased indigent and transient individuals as mandated by FL Statute

Baker Act Services as mandated by FL Statute. 394.462 historically a 75/25 split with the state.

United Way - \$90,725  
 Low Income Utility Assistance Program - \$55,000

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/370102

Public Social Services

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	103,295						Purpose of Indigent Burial Program is the disposition of any unclaimed and/or indigent body in Escambia County and provide payment for the expenses incurred for the disposition of the deceased pursuant to Chapter 406, Florida Statutes. These policies are established by County Resolution No.R2008 99
		500	136	68,000		68,000	136 Cremations @ \$500=68,000
		600	23	13,800		13,800	23 Burials @ \$600 =13,800
		850	1	850		850	Medical Examiner Case 1 @ \$850
		700	6	4,200		4,200	Overweight Cremation
		765	1	765		765	Overweight Cremation
		1000	2	2,000		2,000	Overweight Burial
		75	141	10,575		10,575	Body Removal Service w/ no additional charges 141 @ \$75=10,575
		150	7	1,050		1,050	Body Removal Service w/ additional charges for overweight 7 @ \$150=1,050
		171	12	2,055		2,055	Lexis Nexis data search service contract \$171.28 per month for 12 months=\$2,055.36
Subtotal	103,295			110,500	110,500	103,295	A total of 169 cases FY15-16, As of 3/31/17 total # of cases completed for FY16-17 is 103; the number of cases fluctuate therefore a slight increase is requested for adequate funding.
				overall change			0
13 54901 Other Current Chrgs & Obligs		600,000	1	600,000	600,000	0	Baker Act Services as mandated by FL Statute. 394.462
				0		0	historically a 75/25 split with the state. (Lakeview Services)
Subtotal	-			600,000	600,000	0	
				overall change			0
28 58201 Aids to Private Organizations	90,725	90,725	1	90,725	90,725	0	The County approves funds in support of activities of certain outside agencies. United Way coordinates the provision of essential services that effectively leverage local resources and community partnerships to create positive changes in education, health, and financial stability of Escambia County citizens through the Community Investment Program (Annual BCC appropriation is \$90,725.)
							15 Organizations received funding for FY 15/16
							Red Cross of NWFL=\$4,125; ARC Gateway=\$12,645; Boys & Girls Club=\$2,366; BRACE=\$3,000; Capstone=\$3,250; Council on Aging=\$24,500; Epilepsy Foundation=\$2,330; Favor House of NWF=\$6,025; Humane Society=\$1,500; New Beginnings Group=\$5,625; NWFL Legal Services=\$3,000; Pace Center for Girls=\$5,000; The Salvation Army=\$9,500; Legal Services of NFL=\$4,875; Baptist Health Care=\$2,875
							Escarosa Coalition on the Homeless, Inc. distributes County funds without administration costs for the Low Income Direct Emergency Assistance Program (LIDEAP). This program provides low income households with mortgage, rent, utilities, prescribed medicine OR food assistance. A Total of (133) Escambia County citizens have received assistance from LIDEAP funding from June 2016-October 2016- (67) citizens received rent assistance (10) citizens received mortgage assistance (56) citizens received utilities assistance. (Annual BCC appropriation is \$55k.)
Subtotal	55,000			55,000	55,000	0	
Subtotal	145,725			145,725	145,725	0	
				overall change			0
31 59801 Reserves						0	
Subtotal	-			-	-	0	
				overall change			0
Page Totals	249,020			856,225	856,225	103,295	
Check	249,020			852,623	800,975		

FUND: Escambia County Restricted Fund  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Cultural Services

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Neighborhood and Human Services  
 COST CENTER: Community Center Rentals

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	100	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	1,491	10,213	867	6,175	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debts	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	1,591	10,213	867	6,175	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,591	\$ 10,213	\$ 867	\$ 6,175	0
RESOURCES						
	Community Center Rentals	\$ 1,591	\$ 10,213	\$ 867	\$ 6,175	0
	TOTAL REVENUES	\$ 1,591	\$ 10,213	\$ 867	\$ 6,175	0

Supplies for  
Community Centers

FUND: Local Option Sales Tax III  
 FUNCTION: General Government  
 ACTIVITY: Other General Govt Sources

DEPARTMENT: Neighborhood & Human Services  
 DIVISION: Neighborhood & Human Services  
 COST CENTER: Community Centers

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	38,615	38,006	18,270	17,576	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	2,785	2,907	1,322	1,345	0
52201	Retirement Contributions	2,835	2,858	1,374	1,392	0
52301	Life & Health Insurance	11,827	9,000	5,979	2,375	0
52401	Workers' Compensation	1,698	1,881	813	1,044	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	57,760	54,652	27,758	23,732	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	46,065	65,280	8,108	65,280	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	10,482	0	400	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	56,547	65,280	8,508	65,280	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 114,307	\$ 119,932	\$ 36,266	\$ 89,012	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Local Option Sales Tax III	114,307	119,932	36,266	89,012	0
	TOTAL REVENUES	\$ 114,307	\$ 119,932	\$ 36,266	\$ 89,012	\$ 0

Proposed new part-time Comm Ctr Wokers (2) for FY 17/18  
 Positions budgeted 25% LOST III and 75% LOST IV

4 contract employees to staff Community Centers; Funds will come from Parks LOST, Req. \$65,280

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

352/370106

Community Centers LOST

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual	8,784	\$13.39	1,413	19,000		19,000	Requesting this amount based on 3 Blue Arbor contract employees needed to operate <b>Play, Learn, Grow Afterschool Program</b> and the <b>Youth Connection Afterschool Program</b> . During FY 15-16 the Play, Learn, Grow Afterschool operated at Brownsville Community Center with 2 Blue Arbor contract employees. However, the program did not operate for the entire fiscal year due to renovations at the Brownsville Community Resource Center( Oct.-Dec. 2015, Jan-Apr.2016; Sept 16) This fiscal year 16/17 the Dept. operated 2 Afterschool programs at the <b>Wedgewood Community Center and Ebonwood Community center</b> . Staffing for the centers were 2 contract workers at Wedgewood and 1 contract worker at Ebonwood. The Play, Learn, Grow program will relocate back to Brownsville once the center re-opens. The department plans to also continue to operate the Afterschool program at the Ebonwood Community Center. 3 Blue Arbor contract employees will suffice to fully staff both programs. Programs run for 33 weeks based on school calendar ( 27) full 5 day weeks NO holidays-3 Contract Blue Arbor employees 15 hrs per week=45hrs x 27weeks=1,215hrs x 13.39= <del>\$16,268.85</del> ; (4) 4 day weeks due to school holiday closings short weeks employees will only work 12 hours per week- 3 employees 12hrs per week =36 hrs x 4weeks=144hrs x \$13.39= <del>\$1,928.16</del> ; (2) 3 day weeks due to school holiday closings short weeks employees will only work 9 hrs per week-3 employees 9hrs per week=27hrs x 2 weeks=54hrs x\$13.39= <del>\$723.06</del> (Total hours to run programs 1,413hrs x \$13.39 per hour=\$18,920.07)
Services	37,281	\$13.39	3,744	50,200	65,280	(15,080)	Requesting this amount based on 13 Blue Arbor employees needed to operate Play, Learn, Grow Summer Camp and Youth Connection Summer Camp. Both programs are well attended with over 100 children at each location. The camps also serve as feeding sites for children during the summer months. Summer camps will take place at Brownsville Community Resource Center and Ebonwood Community Center. The growing number of children participating in the program requires adequate staffing. 13 Blue Arbor Contract employees will be needed for operating the summer camps. 6 workers at Ebonwood and 7 at Brownsville. The programs run for 10 weeks (8) 5 day weeks and (2) 4 day weeks due to county holiday closings(Memorial Day & 4th of July). Contract employees work 6 hours a day 30 hrs per week. 13 Blue Arbor workers 30 hrs per week=390 hrs x 8 full weeks of program=3,120 hrs x \$13.39 = <del>\$41,776.80</del> ; 13 Blue Arbor workers 24 hrs per week=624hrs x (2) 4 day weeks= <del>\$8,355.36</del> (Total hours to run programs= 3,744 hrs x \$13.39 per hour=\$50,132.16)
Subtotal	46,065			69,200	65,280	3,920	
						overall change	3,920
16 55201 Operating	1,424	1,500	2	3,000		3,000	The Afterschool program offers homework assistance, reading and math remediation, project based learning and recreation for school age youth. During fiscal year 15/16 the program operated at 1 center for only 6 months due to the closing of Brownsville Community Resource Center for renovations. This fiscal year 16/17 the <b>Afterschool program</b> operated at 2 centers and ran the full school year. Fiscal year 17/18 the Afterschool programs will operate at Brownsville Community Resource Center and Ebonwood Community Center. The need for materials to support these programs have increased. Those materials include books/workbooks, paper, pencils, glue, scissors, etc. (one center spent \$1,424 on less than full year, based on two functioning centers expanded for the full year, \$1.5k * 2 = \$3k.)
Supplies	9,059	7,500	1	7,500		7,500	<b>Summer Camp</b> programs will take place at Brownsville Resource Community Center and Ebonwood Community Center. The camps offer educational, social, and recreational activities during summer months. Materials such as board games, sporting goods for recreational activities, art supplies, paper, markers, crayons, scissors, glue etc. are utilized for the camp. Over 100 children attend each camp adequate supplies are needed to accommodate large amount of children. (Some supplies purchased can be reused, asking for \$7.5 based on items that can be used multiple times such as jump ropes, balls, board games, cards, etc.)
Subtotal	10,483			10,500	-	10,500	
						overall change	10,500
31 59801 Reserves						0	
Subtotal	-			-	-	0	
						overall change	0
Page Totals		56,548		79,700	65,280	14,420	
Check		56,548		79,700	65,280		

FUND: Local Option Sales Tax IV  
 FUNCTION: General Government  
 ACTIVITY: Other General Govt Sources

DEPARTMENT: Neighborhood & Human Services  
 DIVISION: Neighborhood & Human Services  
 COST CENTER: Community Centers

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	0	0	0	52,727	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	4,034	0
52201	Retirement Contributions	0	0	0	4,175	0
52301	Life & Health Insurance	0	0	0	7,125	0
52401	Workers' Compensation	0	0	0	3,129	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	71,190	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	93,715	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	10,500	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	104,215	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	\$ 175,405	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
	Local Option Sales Tax III	0	0	0	175,405	0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	\$ 175,405	\$ 0

Positions budgeted  
75% LOST IV and  
25% LOST III

4 contract  
employees; Funds  
will come from Parks  
LOST, Summer  
Programs

Supplies for booth  
programs



FUND: Escambia County Restricted Fund  
 FUNCTION: General Government  
 ACTIVITY: Other General Government Services

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Neighborhood and Human Services  
 COST CENTER: Safe Neighborhoods Program

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	44,806	45,783	20,249	31,724	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	3,034	3,502	1,351	2,427	0
52201	Retirement Contributions	3,291	3,443	1,523	2,513	0
52301	Life & Health Insurance	16,239	9,000	8,493	5,700	0
52401	Workers' Compensation	111	116	50	95	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	67,481	61,844	31,666	42,459	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	84,095	46,194	52,079	90,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	2,000	1,208	1,200	0
54101	Communications	911	1,500	535	1,080	0
54201	Postage & Freight	6,198	10,000	1,477	8,500	0
54301	Utility Services	102,290	40,000	15,711	38,104	0
54401	Rentals & Leases	0	1,000	211	480	0
54501	Insurance	0	1,000	487	469	0
54601	Repair & Maintenance Services	0	1,000	0	508	0
54701	Printing & Binding	7,313	10,000	2,491	8,500	0
54801	Promotional Activities	2,245	2,500	48	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	448	1,000	155	200	0
55201	Operating Supplies	2,064	3,000	4,762	3,540	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	500	0
55501	Training & Registrations	399	500	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	205,964	119,694	79,163	153,081	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	5,000	0	11,000	0
	GRANTS AND AIDS	0	5,000	0	11,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 273,444	\$ 186,538	\$ 110,829	\$ 206,540	\$ 0
RESOURCES						
	Safe Neighborhood/Article V Revenues	\$ 148,034	\$ 128,250	\$ 67,168	\$ 134,900	\$ 0
	Fund Balance	125,411	58,288	43,661	71,640	0
	TOTAL REVENUES	\$ 273,444	\$ 186,538	\$ 110,829	\$ 206,540	\$ 0

Position to be split  
with Fund 151 CRA

Demo/site  
abatement

Crime prevention  
training  
(certification  
courses)

Street lights;  
clean-up

Mailings

Fuel: Clean-up  
supplies (trash  
grabbers, bags, safety  
vests)

Safe Neighborhood  
Renewal Initiative  
Grant

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

101/370104

Safe Neighborhoods

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	84,095	5,000	18	90,000	46,194	43,806	Demolitions and Lot Abatements
Subtotal	84,095			90,000	46,194	43,806	
					overall change	43,806	
4 54001 Travel & Per Diem		1,200	1	1,200	2,000	(800)	Crime Prevention Training (Certification Courses)
Subtotal	-			1,200	2,000	(800)	
					overall change	(800)	
5 54101 Communications	911	90	12	1,080	1,500	(420)	Verizon-County Cellular Service
Subtotal	911			1,080	1,500	(420)	
					overall change	(420)	
6 54201 Postage & Freight	6,198	300	10	3,000	10,000	(7,000)	Clean-up Notifications/Mailers
Subtotal	6,198	500	11	5,500	5,500	(500)	Flyers/Mailers/Newsletters for 11 SN Areas
				8,500	10,000	(1,500)	
					overall change	(1,500)	
7 54301 Utility Services	100,446	1,092	12	13,104	40,000	(26,896)	Ensley Nightlight Project (94 Lights)
Subtotal	100,446	2,500	10	25,000	25,000		Clean-up Tipping Fee
				38,104	40,000	(1,896)	
					overall change	(1,896)	
8 54401 Rentals & Leases		40	12	480	1,000	(520)	H2O Distribution Service
Subtotal	-			480	1,000	(520)	
					overall change	(520)	
9 54501 Insurance	469	469	1	469	1,000	(531)	Auto Insurance: 2007 Ford F-150
Subtotal	469			469	1,000	(531)	
					overall change	(531)	
10 54601 Repair & Maintenance		15	4	60	1,000	(940)	Detail Maintenance: 2007 Ford F-150
Subtotal	-	112	4	448	448		Oil Change: 2007 Ford F-150
				508	1,000	(492)	
					overall change	(492)	
11 54701 Printing & Binding	7,313	3,000	1	3,000	10,000	(7,000)	Clean-up Notifications and Mailers - Mayfair
Subtotal	7,313	500	11	5,500	5,500		Mailers/Flyers/Newsletters SN Areas
				8,500	10,000	(1,500)	
					overall change	(1,500)	
15 55101 Office Supplies	448	200	1	200		200	Support 1 Staff
Subtotal	448			200	-	200	
					overall change	200	
16 55201 Operating Supplies	2,064	45	12	540		540	Fuel Charges: 2007 Ford F-150
Subtotal	2,064	25	120	3,000		3,000	Clean-up Supplies (Trash Grabbers/Bags/Safety Vests)
				3,540	-	3,540	
					overall change	3,540	
19 55501 Training & Registrations	399	500	1	500		500	Crime Prevention Course
Subtotal	399			0		0	
				500	-	500	
					overall change	500	
29 58301 Other Grants & Aids		1,000	11	11,000		11,000	Safe Neighborhood Renewal Initiative Grant
Subtotal	-			0		0	
				11,000	-	11,000	
					overall change	11,000	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
					overall change	0	
Page Totals				164,081	112,694	51,387	
Check				164,081	112,694		

FUND: S.H.I.P.  
 FUNCTION: Economic Environment  
 ACTIVITY: Finance and Administration

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Neighborhood Enterprise  
 COST CENTER: SHIP Grant Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	35,215	36,876	16,497	77,426	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	2,617	2,821	1,215	5,923	0
52201	Retirement Contributions	2,422	2,773	1,165	6,131	0
52301	Life & Health Insurance	4,564	7,650	2,865	17,575	0
52401	Workers' Compensation	91	406	175	1,281	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	44,909	50,526	21,917	108,336	0
53101	Professional Services	2,700	30,000	15,300	48,500	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	68,326	135,213	29,742	157,216	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,407	4,360	101	3,584	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	31	489	52	240	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	338	0
54601	Repair & Maintenance Services	0	0	0	70	0
54701	Printing & Binding	0	450	858	221	0
54801	Promotional Activities	1,241	1,838	294	2,550	0
54901	Other Current Charges & Obligations	45,275	77,500	2,477	53,858	0
55101	Office Supplies	78	688	5	730	0
55201	Operating Supplies	27	2,500	0	2,980	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	400	1,050	0	500	0
55501	Training & Registrations	690	1,895	0	2,030	0
55801	Bad Debts	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	121,174	255,983	48,829	272,817	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	2,909	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	2,909	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	1,720	0	0	0	0
58301	Other Grants and Aids	1,222,484	5,181,377	807,479	5,221,037	0
	GRANTS AND AIDS	1,224,204	5,181,377	807,479	5,221,037	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	18,461	0	89,561	0
	NON-OPERATING COSTS	0	18,461	0	89,561	0
	TOTAL BUDGET	\$ 1,393,196	\$ 5,506,347	\$ 878,225	\$ 5,691,751	\$ 0
RESOURCES						
	S.H.I.P. Revenues	\$ 1,393,196	\$ 5,506,347	\$ 878,225	\$ 5,691,751	\$ 0
	TOTAL REVENUES	\$ 1,393,196	\$ 5,506,347	\$ 878,225	\$ 5,691,751	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

120/370205 SHIP 2018

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1	53101 Professional Services	0			0	0	0	<b>NOTE: SHIP PERSONNEL &amp; OPERATING COSTS CANNOT EXCEED 10% OF GRANT ALLOCATION</b>
					0		0	
	Subtotal	-			-	-	0	
					overall change		0	
2	53401 Other Contractual Services	0	0	0	60,000	0	60,000	City of Pensacola-SHIP interlocal partnership--City administers entire homebuyer program County wide; City administers their own Housing Repair program
							0	
	Subtotal	-			60,000	-	60,000	
					overall change		60,000	
3	54001 Travel & Per Diem	0	528	3	1,584	0	1,584	FHC Annual Conference in Orlando for T. Gant, M. Reeves, C. Crespo (estimated Lodging and Meals-transportation/parking included in 2017 budget)
					0		0	
	Subtotal	-			1,584	-	1,584	
					overall change		1,584	
5	54201 Postage & Freight	0			40	0	40	Mailing Agreements to Subrecipients & Contractors; Letters to Clients re: Appointments & Followups; Contractor Award Ltrs; Audit Confirmations; Letters to Developers regarding Monitoring; Mailing Annual Grant Documents & Reports
					0		0	
	Subtotal	-			40	-	40	
					overall change		40	
6	54601 Repair & Maintenance	0	0	0	70	0	70	Estimated Annual Maintenance for Chevy (oil changes, etc). Estimate \$210 annual. 1/3 SHIP; 2/3 CDBG
					0		0	
	Subtotal	-			70	-	70	
					overall change		70	
7	54701 Printing & Binding	0			71	0	71	Business Cards for new hire
	Subtotal	-			71	-	71	
					overall change		71	
8	54801 Promotional Activities	0	1	500	500	0	500	Annual Publication of Availability of SHIP Funds in PNJ. Required by SHIP rule 67-37 and FS 420.907-9079 Public Notice of Availability of SHIP Annual Report to close out 17-18 funds. Required by SHIP Rule 67-37 & FS 420.907-9079 Public ad regarding solicitation for subrecipients and/or RFP for rental development (estimated)
			1	500	500		500	
			2	152	500		500	
					0		0	
	Subtotal	-			1,500	-	1,500	
					overall change		1,500	
9	54901 Other Current Chrgs & Obligs	0	1	17,000	17,200	0	17,200	County Indirect Costs Recording Fees: Liens for Housing Repair Program Recording Fees: Notices of Commencement for Repair, Reconstruction, New Construction, Rental Recording Fees: Lien Modification Fee (required if change order occurs) Recording Fees: Mortgage Doc Stamps for Reconstruction Activity (based on \$120K funding available) Recording Fees: Mortgage Doc Stamps for New Con activity (based on \$200K funding) Recording Fees: Mortgage Doc Stamps for Rental activity (based on \$160K funding) Recording Fees for all mortgages noted above (based on average 6 page document, but may vary) Recording Fees: Mortgage/Lien Cancellations (varies) <b>***FEES ABOVE ARE BEST ESTIMATES and WILL VARY BASED ON # OF CLIENTS, # OF OWNERS, AND ACTUAL LIEN/MORTGAGE AMOUNTS***</b> FICA Savings charges
			10	36	360		360	
			10	46	460		460	
			10	10	100		100	
					420		420	
			8	40	320		320	
					560		560	
			53	15	788		788	
			10	100	1,000		1,000	
					150		150	
	Subtotal	-			21,358	-	21,358	
					overall change		21,358	
10	55101 Office Supplies	0	0	0	152	0	152	Misc Office Supplies-Paper, Pens, Folders, Labels, etc.
	Subtotal	-			152	-	152	
					overall change		152	
11	55201 Operating Supplies	0	12	40	480	0	480	1/3 Fuel Cost & Surcharges for Chevy. Averages \$120/per month total. Split w/CDBG
					0		0	
	Subtotal	-			480	-	480	
					overall change		480	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

120/370205

SHIP 2018

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
12	55401 Books, Pubs & Subs.	0	0	0	0	0	0	FCDA membership. Split w/CDBG
					200		200	FL Housing Coalition (FHC) annual membership
	Subtotal	-			200	-	200	
					overall change		200	
13	55501 Training & Registrations	0	3	345	1,035	0	1,035	Registration Fee for FHC Annual Conference for T. Gant, M. Reeves, C. Crespo; SHIP specific training and best practices for grant implementation
					0		0	
	Subtotal	-			1,035	-	1,035	
					overall change		1,035	
14	54501 Insurance				338		338	1/2 of estimated NED vehicle insurance--other 1/2 budgeted in CDBG
					0		0	
	Subtotal	-			338	-	338	
					overall change		338	
29	58301 Other Grants & Aids	0	0	0	600,000	0	600,000	Homebuyer Purchase Assistance
					679,197		679,197	Housing Repair Assistance
					120,000		120,000	Homeowner Substantial Rehab/Reconstruction--HOME program requires 25% minimum match
					160,000		160,000	Rental Development-available for HC, CHDO HOME development (requires 25% match) or for SHIP only funded
					200,000		200,000	New Construction-Homebuyer Activity
								<b>ALL ACTIVITIES MUST BE FROM BCC APPROVED LHAP and meet all requirements of FS 420 and Rule 67-37 (i.e., set asides such as 65% for homeowner activities, 75% for construction, 20% for special needs, etc.)</b>
					0		0	
	Subtotal	-			1,759,197	-	1,759,197	
					overall change		1,759,197	
31	59801 Reserves				0	0	0	
	Subtotal	-			-	-	0	
					overall change		0	
Page Totals		0			1,846,024	0	1,846,024	
Check		0			1,846,024	0		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
120/370204 SHIP 2017

rec'd additional \$44,018 in fund for housing counseling

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
2	53401 Other Contractual	0	0	0	20,000	20,000	0	Estimated balance for NFP subrecipient to administer SHIP housing repair program
	Services				9,024		9,024	From Reserves/Pubs to support Subrecipient Administration of Housing Repair Funds
					41,218		41,218	Estimated balance for Housing Counseling Services agreement with CEII (original allocation of \$44,018 rec'd from FHFC & approved by BCC 12/8/16; CEII agreement to BCC on 4/20/17)
	Subtotal	-			70,242	20,000	50,242	
					overall change		50,242	
3	54001 Travel & Per	0	750	1	750	2,000	(1,250)	FHC Annual Conference in Orlando for G. Bell (estimated Lodging, Meals, Parking, Transportation)
								FHC Training Workshop Location TBD-Topic: Rental Monitoring/Underwriting for C. Crespo or M. Reeves (Lodging, Meals, Parking, Transportation)--needed to keep up to date on SHIP rules, best program practices, etc. Usually 1 or 2 day training. FHC has not set dates/locations for trainings yet for next FY.
	Diem		625	1	625		625	FHC Training Workshop Location TBD-Topic: Rehab Mgmt- G. Bell (Lodging, Meals, Parking, Transportation)--needed to keep up to date on best program practices. Usually 1 or 2 day training. FHC has not set dates/locations for workshops for next FY
			625	1	625		625	
	Subtotal	-			2,000	2,000	0	
					overall change		0	
5	54201 Postage & Freight	0	0	0	100	100	0	Mailing Agreements to Subrecipients & Contractors; Letters to Clients re: Appointments & Followups; Contractor Award Ltrs; Audit Confirmations; Letters to Developers regarding Monitoring; Mailing Annual Grant Documents & Reports
					0		0	
	Subtotal	-			100	100	0	
					overall change		0	
7	54701 Printing & Binding	0	0	0	100	100	0	Additional SHIP yard signs to promote projects
							0	
	Subtotal	-			100	100	0	
					overall change		0	
8	54801 Promotional	0	125	2	250	750	(500)	Estimated Public ad regarding solicitation for NFP subrecipients to administer 2017 housing repair funds
								Public Notice of Availability of SHIP Annual Report to close out 16-17 funds. Required by SHIP Rule 67-37 & FS 420.907-9079
	Activities		500	1	500		500	
	Subtotal	-			750	750	0	
					overall change		0	
9	54901 Other Current Chrgs & Obligs	0	0	0	0	45,000	(45,000)	County Indirect Costs (should be expended by 9/30/17)
					0	0	0	FICA Savings (should be expended by 9/30/17)
						3,500	(3,500)	<b>Recording Fees: Required to Record Liens, Mortgages, Deed Restrictions, Cancellations, etc. (see details below)- WILL VARY BASED ON ACTUAL CLIENTS, MORTGAGE/LIEN AMTS, # OF OWNERS, ETC</b>
			10	36	360		360	Recording Fees: Liens for Housing Repair Program
			10	46	460		460	Recording Fees: Notices of Commencement for Repair, Reconstruction, New Construction, Rental
			10	10	100		100	Recording Fees: Lien Modification Fee (required if change order occurs)
					472		472	Recording Fees: Mortgage Doc Stamps for Reconstruction Activity
			8	40	320		320	Recording Fees: Mortgage Doc Stamps for New Con activity (based on \$200K funding)
			53	15	788		788	Recording Fees for all mortgages noted above (based on average 6 page document, but may vary)
			10	100	1,000		1,000	Recording Fees: Mortgage/Lien Cancellations (varies)
	Subtotal	-			3,500	48,500	(45,001)	
					overall change		(45,001)	
10	55101 Office Supplies	0	0	0	205	200	5	Misc Office Supplies-Paper, Pens, Folders, Labels, etc. (Additional \$5 from Training)
					0		0	
	Subtotal	-			205	200	5	
					overall change		5	
11	55201 Operating Supplies	0	0	0	2,500	2,500	0	Computer for new hire if approved
					0		0	
	Subtotal	-			2,500	2,500	0	
					overall change		0	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
120/370204 SHIP 2017

rec'd additional \$44,018 in fund for housing counseling

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
12	<b>55401 Books, Pubs &amp; Subs.</b>	0	0	0	300	500	(200)	FCDA membership. Professional organization for housing and community development professionals. Allows for cost savings to attend annual conference or other workshops. Provides newsletter on state-wide best practices and access to other CD professionals
	<i>Subtotal</i>	-			300	500	(200)	
overall change							(200)	
13	<b>55501 Training &amp; Registrations</b>	0	1	345	345	1,000	(655)	Registration Fee for FHC Annual Conference in Orlando for G. Bell: SHIP specific training and best practices for grant implementation
			2	325	650		650	Annual FCDA Conference for 2 staff (3rd staff registration to be funded from CDBG): in-State training for SHIP and HUD programs-intensive workshops specific to HUD CDBG and HOME and SHIP programs (\$5 to office supplies)
	<i>Subtotal</i>	-			995	1,000	(5)	
overall change							(5)	
29	<b>58301 Other Grants &amp; Aids</b>	0	0	0	0	1,859,360	(1,859,360)	Estimated Balances below for 2017 SHIP individual activities; all activities must be from approved LHAP and must meet all SHIP required set asides
			7,500	40	300,000		300,000	Homebuyer Purchase Assistance
			30,000	15	450,000		450,000	Housing Repair Assistance
			100,000	5	540,000		540,000	Homeowner Substantial Rehab/Reconstruction--HOME program requires 25% minimum match
			20,000	5	100,000		100,000	Rental Development-available for HC, CHDO HOME development (requires 25% match) or for SHIP only funded
			80,000	1	100,000		100,000	New Construction-Homebuyer Activity
	<i>Subtotal</i>	-			1,490,000	1,859,360	(369,360)	
overall change							(369,360)	
31	<b>59801 Reserves</b>				0	8,824	(8,824)	To Contractual Services to support Subrecipient Administration of Housing Repair Funds
	<i>Subtotal</i>	-			-	8,824	(8,824)	
overall change							(8,824)	
Page Totals		0			1,570,692	1,943,834	(373,143)	
Check		0			1,570,692	1,943,834		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
120/370202 SHIP 2016

NOTE: 2016 SHIP special allocation of disaster funds due to tornados

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1	53101 Professional	2,700	0	0	8,500	30,000	(21,500)	Estimated Balance of fees to support Architectural Inspection Fees for Century Front St Replacement Housing (disaster funds)
	Services				40,000		40,000	Funds to Support Development of Replacement Housing Plan booklet for HOME/SHIP program. Will need to hire architect or planner to develop multiple plans for use in this program instead of paying for a plan for each individual client as approved
	Subtotal	2,700			48,500	30,000	18,500	
	overall change						18,500	
2	53401 Other Contractual	50,736	0	0	7,500	55,213	(47,713)	Estimated Balance for Services for Century Tornado support thru Town of Century Interlocal (disaster funds)
	Services				15,280		15,280	Transfer from Reserves. Support for Administration of Housing Repair Program thru NFP Subrecipient
					4,194		4,194	Transfer from NED salaries (funds not fully expended FY 2016 due to NED not being 100% staffed). Use for partial funding of GIS Tech funded through Blue Arbor to be split with CDBG. Provides GIS mapping for SHIP and HUD programs
	Subtotal	50,736			26,974	55,213	(28,239)	
	overall change						(28,239)	
3	54001 Travel & Per Diem	0	0	0	0	1,000	(1,000)	
	Subtotal	-			-	1,000	(1,000)	
	overall change						(1,000)	
5	54201 Postage & Freight	0	0	0	100	100	0	Mailing Agreements to Subrecipients & Contractors; Letters to Clients re: Appointments & Followups; Contractor Award Ltrs; Audit Confirmations
	Subtotal	-			100	100	0	
	overall change						0	
7	54701 Printing & Binding	0	0	0	50	50	0	Printing of Large Scale Maps, Plot Plans, etc for program
	Subtotal	-			50	50	0	
	overall change						0	
8	54801 Promotional Activities	631	1	300	300	1,000	(700)	Public Notice of Availability of SHIP Annual Report to close out 15-16 funds. Required by SHIP Rule 67-37 & FS 420.907-9079
	Subtotal	631			300	1,000	(700)	
	overall change						(700)	
9	54901 Other Current	34,557	0	0	25,000	29,000	(4,000)	County Indirect Costs (disaster allocation)
	Chrgs & Obligs				4,000		4,000	Recording Fees (disaster + regular allocation)
	Subtotal	34,557			29,000	29,000	0	
	overall change						0	
10	55101 Office Supplies	0	0	0	373	373	0	Misc Office Supplies-Paper, Pens, Folders, Labels, etc.
	Subtotal	-			373	373	0	
	overall change						0	
12	55401 Books, Pubs & Subs.	0	0	0	0	500	(500)	
	Subtotal	-			-	500	(500)	
	overall change						(500)	
13	55501 Training & Registrations	0	0	0	0	500	(500)	
	Subtotal	-			-	500	(500)	
	overall change						(500)	
28	58201 Aids to Private Organizations	1,720	0	0	0	0	0	
	Subtotal	1,720			-	-	0	
	overall change						0	



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
120/370202 SHIP 2016

NOTE: 2016 SHIP special allocation of disaster funds due to tornados

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
29	<b>58301 Other Grants &amp; Aids</b>	536,576	0	0	0	3,083,005	(3,083,005)	Estimated Balances below for 2016 SHIP individual activities; all activities must be from approved LHAP and must meet all SHIP required set asides
			7,500	11	81,794		81,794	Homebuyer Purchase Assistance
			30,000	15	450,023		450,023	Housing Repair Assistance (includes disaster allocations)
			30,000	10	1,300,023		1,300,023	Homeowner Substantial Rehab/Reconstruction--HOME program requires 25% minimum match (includes disaster allocation)
			50,000	1	50,000		50,000	Rental Development-available for HC, CHDO HOME development (requires 25% match) or for SHIP only funded
			15,000	6	90,000		90,000	Disaster/Mitigation Assistance
	<b>Subtotal</b>	<b>536,576</b>			<b>1,971,840</b>	<b>3,083,005</b>	<b>(2,551,188)</b>	
					<b>overall change</b>		<b>(1,111,165)</b>	
31	<b>59801 Reserves</b>							Estimated Disaster Funds available for Admin. If not allocated for eligible admin, will be utilized for direct assistance to clients.
					89,561		89,561	
			15,280		0	15,280	(15,280)	Transfer to Contractual Services
	<b>Subtotal</b>	<b>-</b>			<b>89,561</b>	<b>15,280</b>	<b>74,281</b>	
					<b>overall change</b>		<b>74,281</b>	
<b>Page Totals</b>		<b>626,920</b>			<b>2,166,698</b>	<b>3,216,021</b>	<b>(1,049,323)</b>	
<b>Check</b>		<b>626,920</b>			<b>2,166,698</b>	<b>3,216,021</b>		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

120/370201

SHIP 2015

COST CENTER MUST BE EXPENDED BY 6/30/17

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
2	53401 Other Contractual Services	17,590	0	0	0	0	0	
	Subtotal	17,590			-	-	0	
					overall change		0	
3	54001 Travel & Per Diem	2,407	0	0	0	1,360	(1,360)	
	Subtotal	2,407			-	1,360	(1,360)	
					overall change		(1,360)	
5	54201 Postage & Freight	31	0	0	0	289	(289)	
	Subtotal	31			-	289	(289)	
					overall change		(289)	
7	54701 Printing & Binding	0	0	0	0	300	(300)	
	Subtotal	-			-	300	(300)	
					overall change		(300)	
8	54801 Promotional Activities	609	0	0	0	88	(88)	
	Subtotal	609			-	88	(88)	
					overall change		(88)	
9	54901 Other Current Chrgs & Obligs	10,718	0	0	0	0	0	
	Subtotal	10,718			-	-	0	
					overall change		0	
10	55101 Office Supplies	78	0	0	0	115	(115)	
	Subtotal	78			-	115	(115)	
					overall change		(115)	
11	55201 Operating Supplies	27	0	0	0	0	0	
	Subtotal	27			-	-	0	
					overall change		0	
12	55401 Books, Pubs & Subs.	400	0	0	0	50	(50)	
	Subtotal	400			-	50	(50)	
					overall change		(50)	
13	55501 Training & Registrations	690	0	0	0	395	(395)	
	Subtotal	690			-	395	(395)	
					overall change		(395)	
25	56401 Machinery & Equipment	2,909			0	0	0	
	Subtotal	2,909			-	-	0	
					overall change		0	
28	58201 Aids to Private Organizations	0	0	0	0	0	0	
	Subtotal	-			-	-	0	
					overall change		0	
29	58301 Other Grants & Aids	685,908	0	0	0	239,012	(239,012)	
	Subtotal	685,908			-	239,012	(239,012)	
					overall change		(239,012)	
30	59101 Transfers	0	0	0	0	0	0	
	Subtotal	-			-	-	0	
					overall change		0	
31	59801 Reserves						0	
	Subtotal	-			-	-	0	
					overall change		0	
Page Totals		721,367			0	241,609	(241,609)	
Check		721,367			0	241,609		
Schedule C check:		721,367			0	241,609		
		0			0	0		

FUND: CDBG Entitlement Fund  
 FUNCTION: Economic Environment  
 ACTIVITY: Finance and Administration

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Neighborhood Enterprise  
 COST CENTER: CDBG 2017 Administration/Planning

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	169,725	183,528	82,803	192,394	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	12,622	14,039	6,132	14,719	0
52201	Retirement Contributions	11,797	13,801	5,917	15,236	0
52301	Life & Health Insurance	24,627	40,500	14,953	42,750	0
52401	Workers' Compensation	449	1,753	757	2,126	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	219,219	253,621	110,562	267,225	0
53101	Professional Services	316,096	292,064	208,267	206,069	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	47,607	134,563	21,042	141,911	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,122	9,049	498	5,131	0
54101	Communications	687	4,850	409	2,016	0
54201	Postage & Freight	485	4,600	274	1,011	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	338	0
54601	Repair & Maintenance Services	1,329	5,260	949	1,940	0
54701	Printing & Binding	220	2,190	370	1,350	0
54801	Promotional Activities	0	0	0	6,625	0
54901	Other Current Charges & Obligations	56,055	54,625	26,293	14,684	0
55101	Office Supplies	1,350	3,742	748	400	0
55201	Operating Supplies	1,259	4,782	789	1,330	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	1,525	500	2,000	0
55501	Training & Registrations	0	3,350	199	880	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	427,210	520,600	260,339	385,685	0
56101	Land	0	0	0	0	0
56201	Buildings	26,609	0	13,431	0	0
56301	Improvements Other Than Buildings	392,677	1,066,720	150,030	949,499	0
56401	Machinery & Equipment	17,912	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	437,198	1,066,720	163,461	949,499	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	16,650	0
58201	Aids to Private Organizations	96,304	120,000	40,982	166,206	0
58301	Other Grants and Aids	308,782	2,958,005	214,146	2,167,725	0
	GRANTS AND AIDS	405,086	3,078,005	255,129	2,350,581	0
59101	Transfers	17,000	17,500	8,750	17,500	0
59801	Reserves	0	39,677	0	1,453	0
	NON-OPERATING COSTS	17,000	57,177	8,750	18,953	0
	TOTAL BUDGET	\$ 1,505,713	\$ 4,976,123	\$ 798,240	\$ 3,971,943	\$ 0
RESOURCES						
	CDBG Entitlement Fund	\$ 1,505,713	\$ 4,976,123	\$ 798,240	\$ 3,971,943	\$ 0
	TOTAL REVENUES	\$ 1,505,713	\$ 4,976,123	\$ 798,240	\$ 3,971,943	\$ 0

Proposed Program  
 Mgr position to be  
 split with SHIP funds  
 for FY 17/18

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

129/370229

CDBG 2017-ADM

Admin Supports CDBG & HOME programs and other 2017  
 Cost Centers as allowed by CDBG program regulations

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
2 53401 Other Contractual Services	0	0	0	10,059	0	10,059	Public Services: Fair Housing Services Contract-Human Relations Commission; also funded in CC 370231 2017 CDBG Other
Subtotal	-			10,059	-	10,059	
overall change						10,059	
3 54001 Travel & Per Diem	0			0	0	0	Estimated Costs for HUD or FCDA training TBD for CDBG or HOME. HUD has not announced workshops or locations for FY 17-18, but Typically, Atlanta, JAX, Miami, or NOLA are closest trainings 2-3 days. HUD Trainings needed: CDBG Basics; HOME rental monitoring; Lead Safe Housing Rule; Davis Bacon/Federal Labor. FCDA annual training is typically in Lake Mary area in June or July
		700	1	700		700	M. Reeves (transportation, lodging, parking, meals)
		700	1	700		700	C. Crespo (transportation, lodging, parking, meals)
Subtotal	-			1,400	-	1,400	
overall change						1,400	
4 54101 Communications Diem	0	12	56	672	0	672	Cell Phone MR: \$56/month avg
		12	56	672		672	Cell Phone GB: \$56/month avg
Subtotal	-			1,344	-	1,344	
overall change						1,344	
5 54201 Postage & Freight	0	1	50	50	0	50	Mail/FedEx HUD Annual Plan documents to HUD. Required to receive grant funds
		1	30	30		30	Mail/FedEx HUD CAPER documents to HUD. Required for continual receipt of grant funds
		1	15	15		15	Mail copy of Annual Plan to State Clearinghouse for comment. Required by State
		1	15	15		15	Mail copy of Annual Plan to WFRPC for comment
							Mail documents to State Historic Preservation Office (SHPO) for any effected projects (includes rehabs, demos, etc) for review under CDBG/HOME. Estimate 20
		20	3	60		60	Fed Ex/Certified Mail Signed Grant Agreements to HUD. Required to receive grant funds
		2	30	60		60	Postage to Clients & Contractors & NFPs (appointment confirmation, file updates, award letters, monitoring letters, closeout responses, etc)
		200	0	98		98	FedEx/Mail Request for Release of Funds forms to HUD per 24 CFR 58 for each applicable project. Estimate 4
		4	30	120		120	Certified Mail to each local tribal authority for applicable project (7 tribes per project to be notified). Required by 24 CFR 58. Estimate 3 projects
Subtotal	-	21	3	63	-	511	
overall change						511	
6 54601 Repair & Maintenance	0	0	0	140	0	140	Estimated Annual Maintenance for Chevy (oil changes, etc). Estimate \$210 annual. 1/3 SHIP; 2/3 CDBG
		12	150	1,800		1,800	Copier Maintenance Contract (approx \$150/mo)
Subtotal	-			1,940	-	1,940	
overall change						1,940	
7 54701 Printing & Binding	0	0	0	150	0	150	Client Survey Cards and Return Envelopes
				200		200	Printing Davis Bacon posters & signs for job sites
Subtotal	-			350	-	350	
overall change						350	
8 54801 Promotional Activities	0	275	1	275	0	275	HUD Annual Plan Initial Public Meeting Notice required by 24 CFR 91.105 and Citizen Participation Plan (CPP)
		1,800	1	1,800		1,800	HUD Annual Plan Final Public Meeting Notice and draft plan notice required by 24 CFR 91.105 and CPP
		500	1	500		500	HUD Annual Plan Final plan notice of availability required by 24 CFR 91.105 and CPP
							Amendments to Consolidated Plan (as required). Required by CPP and 24 CFR 91.105 and 24 CFR 91.505. One will be needed in relation to AFFH rule update. Additional expected related to CDBG old year funds
		150	3	450		450	CAPER public availability public notice. Required by CPP and 24 CFR 91.105
		300	1	300		300	Advertisements in PNJ for CDBG Rehab jobs. Estimate 12
		150	12	1,800		1,800	Public Notice regarding Romana St current lab results as required by FS 62.780-220 (5 yr notice reqs)
Subtotal	-	500	1	500	-	5,625	
overall change						5,625	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

129/370229

CDBG 2017-ADM

Admin Supports CDBG & HOME programs and other 2017  
Cost Centers as allowed by CDBG program regulations

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
9 54901 Other Current Chrgs & Obligs	0	0	0	100	0	100	Notary Public Renewal for Redeveloper I-needed for client applications, liens, mortgages to be executed
				4,179		4,179	Escambia County Indirect Costs
				675		675	FICA Savings
							<b>RECORDING FEES for Rehab Program. Estimates are provided below, but will vary based on program, applicant income, property (i.e., whether there is LBP or not), cost of work to remedy repairs</b>
		10	20	200		200	Recording Fees: Liens for Housing Rehab Program (includes Septic to Sewer and LBP remediation program)
		10	15	150		150	Recording Fees: Notices of Commencement for Rehab Program
		10	10	100		100	Recording Fees: Lien or Mortgage Modification Fee (required if change order occurs)
		350	8	2,800		2,800	Recording Fees: Mortgage Doc Stamps (\$350 per \$50K mortgage)
		170	8	1,360		1,360	Recording Fees: Mortgage Intangible Tax (\$170 per \$50K mortgage)
		53	8	420		420	Recording Fees for all mortgages noted above (based on average 6 page document, but may vary)
		10	100	1,000		1,000	Recording Fees: Mortgage/Lien Cancellations (varies)
Subtotal	-			10,984	-	10,984	
overall change							1,000
10 55101 Office Supplies	0			200	0	200	Misc Office Supplies
Subtotal	-			200	-	200	
overall change							200
11 55201 Operating Supplies	0	80	12	960	0	960	2/3 fuel costs and surcharges for Chevy. Averages \$120 per month Split w/SHIP
Subtotal	-			960	-	960	
overall change							960
13 55501 Training & Registrations	0	1	325	325	0	325	Registration Fee for Annual FCDA conference for 1 staff; in state training for SHIP and HUD programs--intensive workshops specific to these programs
Subtotal	-			325	-	325	
overall change							325
14 54501 Insurance				338		338	1/2 of estimated NED vehicle insurance-other half budgeted in SHIP
Subtotal	-			338	-	338	
overall change							338
30 59101 Transfers	0	0	0	17,500	0	17,500	CRA Administration
Subtotal	-			17,500	-	17,500	
overall change							17,500
31 59801 Reserves				0		0	1/2 Salary & Benefits for NEW hire if approved; split w/SHIP--moved to Salaries
Subtotal	-			-	-	0	
overall change							0
Page Totals							0
Check							0
				51,536	0	51,536	
				51,536	0		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
 129/370230 CDBG 2017-REHAB

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
2 53401 Other Contractual Services	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
29 58301 Other Grants & Aids	0	45,000	8	351,898	0	351,898	Housing Rehabilitation Program for low income homeowners- includes LBP abatement, septic to sewer conversion, and moderate rehab; funds go toward CDBG program mandated set aside regarding low-moderate income. Actual units assisted depend on project scope
Subtotal	-			351,898	-	351,898	
overall change						351,898	
31 59801 Reserves				0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals						0	
Check						0	
				351,898	0	351,898	
				351,898	0		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

129/370231

CDBG 2017-OTHER

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	0	0	0	0	0	0	Brownfield Services: Romana Street Monitoring
Subtotal	-			-	-	0	PSI: LBP Surveys, Work Plans, Clearance Reports
overall change							0
2 53401 Other Contractual Services	0	0	0	15,340	0	15,340	Public Services: Foreclosure Prevention & Counseling (Blue Arbor employee shared with City of PNS). Class mandated for all homebuyer programs, for those requesting refinancing and available for substantial rehab. Approx \$295/wk
Subtotal	-			15,340	-	15,340	
overall change							15,340
24 56301 Improvements Other Than Bldgs.	0	0	0	266,344	0	266,344	County Facility ADA Access Improvements: Balance of funds needed to correct accessibility deficiencies as identified in ADA Study of County Facilities and Parks dated 2/24/16 to support alternates from PD 16-17.034; also includes A&E fees, permitting, and construction oversight fees, to include A&E fees for next phase of facilities to be modified
Subtotal	-			266,344	-	266,344	
overall change							266,344
28 58201 Aids to Private Organizations	0	0	0	47,000	0	47,000	Public Services Contract: Council on Aging-supports Rural Elderly Assistance program
Subtotal				74,206		74,206	Public Services: Fair Housing Services Contract-Human Relations Commission; also funded in CC 370229 2017 CDBG ADMIN
				45,000		45,000	Public Services Contract: Legal Services of North Florida-- supports title clearance and other legal aid issues for income eligible clients
	-			166,206	-	166,206	
overall change							166,206
58101 Aids to Govt Agencies	0	0	0	16,650	0	16,650	Public Services: Transit Program. Pilot program to support reduced fares for elderly, disabled and/or low income riders to expand transportation in the North End of the County
Subtotal				0		0	
				0		0	
	-			16,650	-	16,650	
overall change							16,650
29 58301 Other Grants & Aids	0	0	0	0	0	0	Demolition/Clearance Program: Assist Low/Mod Individuals with Demolition and/or Clearance of properties cited by Environmental Enforcement OR demolition/clearance of blighted parcels in low/mod areas. May also include recording fees as needed. Helps meet CDBG Low/Mod set aside requirement
Subtotal				68,100		68,100	
				275,000		275,000	CRA N'hood Improvement Projects: Targeted CIP improvements in CRA or CDBG eligible areas. Meets CDBG Low/Mod set aside requirement
	-			343,100	-	343,100	
overall change							343,100
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change							0

Page Totals 0  
Check 0

807,640 0 807,640  
807,640 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
129/370226 CDBG 2016-ADM

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
2 53401 Other Contractual Services	0	0	0	19,358	16,000	3,358	Consultant to prepare NEW AFFH plan for Consortium as required by AFFH rule 24 CFR 5.158 [xfer \$2008 from 54601 & \$405 from 55201 & \$945 from 55501]; total estimated cost \$50K
	10,843			0	18,500	(18,500)	Fair Housing Services (should be expended by 9/30/17)
Subtotal	10,843			19,358	34,500	(15,142)	
overall change							(15,142)
3 54001 Travel & Per	0	781	1	781	2,231	(1,450)	Building Official Training for Housing Inspector; Florida Certifications
							Estimated Costs for new hire to attend HUD or FCDA training TBD for CDBG or HOME. HUD has not announced workshops or locations for FY 17-18, but Typically, Atlanta, JAX, Miami, or NOLA are closest trainings 2-3 days. HUD Trainings needed: CDBG Basics; HOME rental monitoring; Lead Safe Housing Rule; Davis Bacon/Federal Labor. FCDA annual training is typically in Lake Mary area in June or July
Diem		725	2	1,450		1,450	
Subtotal	-			2,231	2,231	0	
overall change							0
4 54101 Communications	0	56	12	672	400	272	Cell phone for new hire if approved; avg \$56/mo
				0		0	{ \$272 from 54601 }
Subtotal	-			672	400	272	
overall change							272
5 54201 Postage & Freight	0	0	0	350	500	(150)	Postage: Mailing Subrecipient and Contractor Agreements, Client letters, Monitoring Letters, Contractor Letters, Audit Confirmation Reports, HUD Agreements, SHPO letters
				150		150	Postage: FedEx Documents to HUD for Annual Reports/CAPER
Subtotal	-			500	500	0	
overall change							0
6 54601 Repair & Maintenance	0	0	0	0	2,280	(2,280)	{ \$272 to 54101 & \$2008 to 53401 }
				0		0	
Subtotal	-			-	2,280	(2,280)	
overall change							(2,280)
7 54701 Printing & Binding	0	0	0	1,000	1,000	0	Printing related to AFFH documents for public participation/review, including citizen surveys
				0		0	
Subtotal	-			1,000	1,000	0	
overall change							0
8 54801 Promotional Activities	0	2	500	1,000	0	1,000	Advertisements related to AFFH public hearings/Citizen Participation Plan amendment required by 24 CFR 5.158 and 24 CFR Part 91-must publish in Escambia & Santa Rosa Counties to cover entire Consortium [budgeted in 54901 last year in error]
				0		0	
Subtotal	-			1,000	-	1,000	
overall change							1,000
9 54901 Other Current	24,000	0	0	0	48,000	(48,000)	County Indirect Costs
				0	1,000	(1,000)	Advertisements [should have been posted in 54801, not 54901]
Chrgs & Obligs	163			0	100	(100)	FICA Savings (Expended by 9/30/17)
Subtotal	24,163			-	49,100	(49,100)	
overall change							(49,100)
10 55101 Office Supplies	0	0	0	200	200	0	Misc Office Supplies-Paper, Pens, Folders, Labels, etc.
				0		0	
Subtotal	-			200	200	0	
overall change							0
11 55201 Operating	0	0	0	0	2,500	(2,500)	{ \$1725 to 55401 & \$405 to 53401 }
							Miscellaneous Tools/Supplies needed for Housing Rehab program (marking flags/tape, dust masks, spray paint to mark boundaries/septic tanks, utilities, etc)
Supplies				250		250	Estimated Tag Renewal for Chevy
				120		120	
Subtotal	-			370	2,500	(2,130)	
overall change							(2,130)
12 55401 Books, Pubs & Subs.	0	0	0	2,000	275	1,725	National Community Development Association annual dues. Specific professional membership and advocacy related to HUD CDBG and HOME programs
				0		0	{ \$1725 from 55201 to cover this cost }
Subtotal	-			2,000	275	1,725	
overall change							1,725



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
 129/370226 CDBG 2016-ADM

Accour Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
13	55501 Training & Registrations	0	0	0	555	1,500	(945)	Project Management Professional class for Division Manager
	Subtotal	-			555	1,500	(945)	[\$945 to Consultant Svs for AFFH]
					overall change		(945)	
30	59101 Transfers	8,750	0	0	0	17,500	(17,500)	CRA Transfers (should be expended by 9/30/17)
	Subtotal	8,750			-	17,500	(17,500)	
					overall change		(17,500)	
31	59801 Reserves						0	
	Subtotal	-			-	-	0	
					overall change		0	
Page Totals		43,756			27,886	111,986	(84,100)	
Check		43,756			27,886	111,986		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

129/370227

CDBG 2016-REHAB

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
29 58301 Other Grants &	0	0	0	0	372,063	(372,063)	Housing Rehabilitation Program for low income homeowners- includes LBP abatement, septic to sewer conversion, and moderate rehab; funds go toward CDBG program mandated set aside regarding low-moderate income. Actual units assisted depend on project scope.
Aids		45,000	8	372,063	0	372,063	
Subtotal	-			372,063	372,063	0	
overall change						0	
30 59101 Transfers	0	0	0	0	0	0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	

Page Totals 0  
 Check 0

372,063 372,063 0  
 372,063 372,063

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

129/370228

CDBG 2016-OTHER

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
2 53401 Other Contractual Services		0	0	2,500	15,500	(13,000)	Public Services: Foreclosure Prevention & Counseling (Blue Arbor employee shared with City of PNS). Class mandated for all homebuyer programs, for those requesting refinancing and available for substantial rehab
Subtotal	-			2,500	15,500	(13,000)	
overall change							(13,000)
24 56301 Improvements	0	0	0	0	250,000	(250,000)	County Facility Handicapped (ADA) – funds for ADA required handicapped accessibility planning, design & improvements to County public buildings & facilities. Project going out to bid April 2017 (PD 16-17.035) and estimated to be awarded by BCC in June 2016. Funds split from 2016, 2014, 2013, and 2012. Includes Billy G Tennant Clinic, Beulah CC, Ashton B Park, JR Jones Park, Myrtle Grove Park
Other Than Bldgs.		250,000	1	250,000		250,000	
Subtotal	-			250,000	250,000	0	
overall change							0
28 58201 Aids to Private Organizations	0	0	0	0	47,000	(47,000)	Public Services: Council on Aging (should be expended by FY end)
Subtotal	-			-	92,000	(92,000)	Public Services: Legal Services of North Florida (should be expended by FY end)
overall change							(92,000)
29 58301 Other Grants & Aids	0	0	0	0	505,000	(505,000)	CRA Neighborhood Improvement – Budget will provide funds for Neighborhood enhancements in conjunction with other Community Redevelopment and Housing project located within eligible CDBG low/moderate income CRA's. Funds currently encumbered against MGrove lighting project (approved by BCC 6/8/17)
				44,377	0	44,377	Neighborhood Renewal Initiative – Budget will provide funds for small scale community based, volunteer projects targeting improvements to public right-of-way, neighborhood beautification & enhancement activities in designated CRA's.
		500	10	5,000	0	5,000	Neighborhood Enhancement – Budget provides support for targeted Community Redevelopment, Reinvestment and Neighborhood based initiatives implemented specifically within designated areas of slum & blight.
				10,201	0	10,201	Estimated Balance of Demolition/Clearance activity for low/moderate income individuals or areas
Subtotal	-	7,500	10	55,255		55,255	
overall change							(390,167)
30 59101 Transfers	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change							0
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change							0
Page Totals							0
Check							0
				367,333	862,500	(495,167)	
				367,333	862,500		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

129/370222

CDBG 2015-ADM

Accour Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1	53101 Professional Services	0	0	0	15,000	0	15,000	Lead Based Paint related services. Required by HUD at 24 CFR Part 35 for testing of pre-1978 homes under the Rehab program and includes work plans for properties that test positive and subsequent clearance reports once LBP abatement is complete. Multi yr
	Subtotal	-			19,000	-	19,000	Estimated Cost to hire accountant to prepare VCTC Tax Credit Application (last yr's cost: \$3500)
	overall change						19,000	
2	53401 Other Contractual Services	33,623	0	0	14,148	5,387	8,761	Consultant to prepare NEW AFFH plan as required by AFFH rule 24 CFR 5.158; splitting with 2016 Admin funds
	Subtotal	33,623			34,148	5,387	28,761	Consultant Fees or professional fees to provide specific assessment of sites being considered for use of CDBG funds for staff to complete HUD required NEPA review. May include LBP and asbestos assessments, hiring of staff for oversight, etc
	overall change						28,761	
3	54001 Travel & Per Diem	0	2	750	1,500	5,500	(4,000)	Cost to cover staff from two CHDO's to attend HOME CHDO specific training offering by HUD. Dates/Location TBD. HOME mandates use of CHDO's for %age of HOME projects; training needed to keep CHDO's up to date on project management and HOME program rules. One CHDO attended training last FY
	Subtotal	-			1,500	5,500	(4,000)	
	overall change						(4,000)	
4	54101 Communications Diem	0	0	0	0	2,500	(2,500)	
	Subtotal	-			-	2,500	(2,500)	
	overall change						(2,500)	
5	54201 Postage & Freight	0	0	0	0	2,300	(2,300)	
	Subtotal	-			-	2,300	(2,300)	
	overall change						(2,300)	
6	54601 Repair & Maintenance	0	0	0	0	2,280	(2,280)	
	Subtotal	-			-	2,280	(2,280)	
	overall change						(2,280)	
7	54701 Printing & Binding	0	0	0	0	1,000	(1,000)	
	Subtotal	-			-	1,000	(1,000)	
	overall change						(1,000)	
9	54901 Other Current Chrgs & Obligs	50,556	0	0	0	2,500	(2,500)	Money allocated for Indirect Costs, FICA Savings and Advertising (should have been in Promo Activities)
	Subtotal	50,556			250	2,500	(2,250)	Application fee to DEP for VCTC application
	overall change						(2,250)	
10	55101 Office Supplies	0	0	0	0	3,500	(3,500)	
	Subtotal	-			-	3,500	(3,500)	
	overall change						(3,500)	
11	55201 Operating Supplies	0	0	0	0	1,200	(1,200)	
	Subtotal	-			-	1,200	(1,200)	
	overall change						(1,200)	
12	55401 Books, Pubs & Subs.	0	0	0	0	275	(275)	
	Subtotal	-			-	275	(275)	
	overall change						(275)	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
129/370222 CDBG 2015-ADM

Accour Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
13	55501 Training & Registrations	0	0	0	0	1,500	(1,500)	
					0		0	
	Subtotal	-			-	1,500	(1,500)	
					overall change		(1,500)	
30	59101 Transfers	17,000	0	0	0		0	
	Subtotal	17,000			-	-	0	
					overall change		0	
31	59801 Reserves					39,677	(39,677)	
					0		0	
					0		0	
	Subtotal	-			-	39,677	(39,677)	
					overall change		(39,677)	
Page Totals		101,179			54,898	67,619	(12,721)	
Check		101,179			54,898	67,619		

OPERATING EXPENDITURES  
Detail and Justification Summary

Indicate FUND/COST CENTER

129/370223

CDBG 2015-REHAB

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
29 58301 Other Grants &	0	0	0	0	383,018	(383,018)	
							Housing Rehabilitation – Budget will provide assistance to low/moderate income families through Deferred payment grants/Deferred payments loans for the rehabilitation of substandard homeowner occupied homes. Funds already encumbered for families. Increase due to xfer of balance of Hsg Rehab admin to this activity
Aids	0	45,000	9	384,591	0	384,591	
				0		0	
Subtotal	-			384,591	383,018	1,573	
				overall change		1,573	
30 59101 Transfers	0	0	0	0	0	0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
				overall change		0	
31 59801 Reserves					0	0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
				overall change		0	
Page Totals	0			384,591	383,018	1,573	
Check	0			384,591	383,018		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

129/370224

CDBG 2015-OTHER

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	0	0	0	25,000	25,000	0	Brownfield Activity: Funds encumbered against Romana Street/Former Mosquito Control facility for O&E Monitoring of site. BCC approved 5/5/16 and encumbered against PO 141429
Subtotal	-			25,000	25,000	0	
overall change							0
2 53401 Other Contractual Services	0	0	0	0	1,000	(1,000)	
Subtotal	-			-	1,000	(1,000)	
overall change							(1,000)
24 56301 Improvements	0	0	0	0		0	
Other Than Bldgs.		24,500	1	24,500	150,000	(125,500)	Fire Hydrant/Water Main Upgrade – Budget will provide funds for the installation of fire hydrants and adequately sized water supply mains in CDBG Target areas. Project in Atwood area approved by BCC in 11/5/2015; Project Underway with ECUA
		55,000	1	53,750	55,000	(1,250)	County Facility Handicapped (ADA) – Budget will provide funds for ADA required handicapped accessibility planning, design & improvements to County public buildings & facilities. Funds awarded for renovation of baths in Old Courthouse 2nd floor and A&E funds and construction mgmt. Any available funds to be used for current solicitation regarding ADA renovation to County Parks & Facilities (out to bid April 2017)
		89,233	1	89,233	250,000	(160,767)	Neighborhood Improvement – Budget will provide funds for Neighborhood enhancements in conjunction with other Community Redevelopment and Housing project located within eligible CDBG low/moderate income CRAs. Funds encumbered by BCC approval against Montclair sidewalk project (\$161,144.95+\$76,656.74 C.O. approved by BCC on 6/8/17), which should be expended by 9/30/17. <b>Note...was originally budgeted in 58301, but xferred to 56301 to match actual project coding</b>
Subtotal	-			167,483	455,000	(287,517)	
overall change							(287,517)
28 58201 Aids to Private Organizations	95,000	0	0	0	28,000	(28,000)	Legal Svs, COA
Subtotal	95,000			-	28,000	(28,000)	
overall change							(28,000)
29 58301 Other Grants & Aids	47,485	0	0	0	35,000	(35,000)	Demo/Clearance (expended-funds xferred from façade program per BCC action)
		2,000	9	18,053	20,000	(1,947)	Temporary Relocation – Budget will provide funds for Temporary Relocation for families whose dwelling are being rehabilitated via the County's Housing Rehabilitation Program.
	0	2,000	10	20,410	50,000	(29,590)	Facade Improvement – Budget will provide funds to support matching grants for commercial business for exterior/facade, streetscape & related improvements along the commercial corridors located in designated CRA's.
				3,839	3,839	0	Neighborhood Renewal Initiative – Budget will provide funds for small scale community based, volunteer projects targeting improvements to public right-of-way, neighborhood beautification & enhancement activities in designated CRA's.
		50,000	1	0	50,000	(50,000)	Neighborhood Enhancement – Budget provides support for targeted Community Redevelopment, Reinvestment and Neighborhood based initiatives implemented specifically within designated areas of slum & blight. Encumbered to Myrtle Grove lighting project per 6/8/17 BCC action. WILL BE EXPENDED BY 9/30/17.
		150,000	1	150,000	150,000	0	Homeless or Health Facility Project – Budget will partially support acquisition, rehabilitation and/or construction of a new homeless assessment center or a community-based health clinic to improve delivery of health care services to lower income residents.
Subtotal	47,485			192,302	308,839	(116,537)	
overall change							(116,537)

Page Totals 142,485  
Check 142,485

384,785 817,839 (433,054)  
384,785 817,839

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
129/370219 CDBG 2014-ADM

Accour Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1	53101 Professional Services	1,480	0	0	5,000	0	5,000	Estimated engineering Services as needed to support work specifications for CDBG program; must be utilized when structural work is needed. Actual cost depends on property to be assisted
		0	868	15	13,020	0	13,020	Surveys as needed for housing rehab programs. Avg cost \$868 for metes and bounds survey
					4,316		4,316	Estimated cost for consultant to perform site specific review, including Phase I environmental study, to support HUD required NEPA evolution for plan change for 2014 CDBG Other cost center CHC project
	Subtotal	1,480			22,336	-	22,336	
					overall change		22,336	
2	53401 Other Contractual Services	12,183	0	0		76,313	(76,313)	Consultant to prepare NEW AFFH plan for Consortium as required by AFFH rule 24 CFR 5.158; splitting w 2016 and 2015 funds; total estimated cost \$50K
					20,000	0	20,000	Part Time GIS Technician to aid NED and CRA with GIS mapping needs thru Blue Arbor Temp Svcs; average weekly cost: \$325; to be split with 2016 SHIP (\$4194 from SHIP)
			325	52	12,706		12,706	Estimated cost for consultant to perform housing inspections for Boost Your Block Program to support neighborhood centered redevelopment in targeted N'hoods. Approx \$500 per inspection
			500	10	5,000		5,000	Estimated Funds to Support Development of Replacement Housing Plan booklet for HOME program. Will need to hire architect or planner to develop multiple housing plans for use in this program instead of paying for a plan for each individual client as approved.
					15,000		15,000	PT student assistant to assist with filing and copying; average weekly cost: \$150
			150	52	7,800		7,800	
	Subtotal	12,183			60,506	76,313	(15,807)	
					overall change		(15,807)	
3	54001 Travel & Per Diem	2,122	0	0	0	1,318	(1,318)	
					0	0	0	
	Subtotal	2,122			-	1,318	(1,318)	
					overall change		(1,318)	
4	54101 Communications	687	0	0	0	1,950	(1,950)	
	Subtotal	687			-	1,950	(1,950)	
					overall change		(1,950)	
5	54201 Postage & Freight	485	0	0	0	1,800	(1,800)	
					0	0	0	
	Subtotal	485			-	1,800	(1,800)	
					overall change		(1,800)	
6	54601 Repair & Maintenance	1,329	0	0	0	700	(700)	
					0	0	0	
	Subtotal	1,329			-	700	(700)	
					overall change		(700)	
7	54701 Printing & Binding	220	0	0	0	190	(190)	
					0	0	0	
	Subtotal	220			-	190	(190)	
					overall change		(190)	
9	54901 Other Current Chrgs & Obligs	5,499	100	30	3,000	3,025	(25)	Title Search for participants in CDBG rehab program. \$100 per search
			10	30	300		300	Recording Fees: Cancellation of Expired Liens (\$10 per cancellation)
			5	30	150		150	Credit Reports as needed for CDBG program applicants. \$5 per credit report
	Subtotal	5,499			3,450	3,025	425	
					overall change		425	
10	55101 Office Supplies	1,350	0	0	0	42	(42)	
	Subtotal	1,350			-	42	(42)	
					overall change		(42)	
11	55201 Operating Supplies	1,259	0	0	0	1,082	(1,082)	
					0	0	0	
	Subtotal	1,259			-	1,082	(1,082)	
					overall change		(1,082)	
12	55401 Books, Pubs & Subs.	0	0	0	0	975	(975)	
					0	0	0	
	Subtotal	-			-	975	(975)	



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
 129/370219 CDBG 2014-ADM

Accour Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
overall change							(975)	
13	55501 Training & Registrations	0	0	0	0	350	(350)	
	Subtotal	-			-	350	(350)	
overall change							(350)	
25	56401 Machinery & Equipment	1,453			1,453	0	1,453	Computer, desk and equipment for new hire if approved/split with SHIP
	Subtotal	1,453			1,453	-	1,453	
overall change							1,453	
31	59801 Reserves						0	
	Subtotal	-			-	-	0	
overall change							0	
Page Totals		28,067			87,745	87,745	0	
Check		28,067			87,745	87,745		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
129/370220 CDBG 2014-REHAB

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
29 58301 Other Grants & Aids	0	0	0	0	220,000	(220,000)	
							Housing Rehabilitation – Budget will provide assistance to low/moderate income families through Deferred payment grants/Deferred payments loans for the rehabilitation of substandard homeowner occupied homes. All funding currently encumbered. Additional \$195 from unutilized Hsg Rehab Admin
	0	45,000	5	203,595	0	203,595	PSI Lead Based Paint related services. Required by HUD at 24 CFR Part 35 for testing of pre-1978 homes under the Rehab program and includes work plans for properties that test positive and subsequent clearance reports once LBP abatement is complete (to complete current yr encumbered projects on PO)
Subtotal	-			2,936	2,936	2,936	
overall change						(13,469)	
30 59101 Transfers	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals	0			206,531	220,000	(13,469)	
Check	0			206,531	220,000		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

129/370221

CDBG 2014-OTHER

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	77,221	0	0	139,733	222,098	(82,365)	Brownfield Activity: Funds encumbered against Romana Street/Former Mosquito Control facility for O&E Monitoring of site. BCC approved 5/5/16 and encumbered against PO 141429
Subtotal	77,221			139,733	222,098	(82,365)	
overall change							(82,365)
2 53401 Other Contractual Services	0	0	0	0	1,863	(1,863)	Public Svs: F/C Prevention Activity expended; balance xferred to Demo/Clearance to close out activity
Subtotal	-			-	1,863	(1,863)	
overall change							(1,863)
24 56301 Improvements		0	0	0		0	
Other Than Bldgs.	90,000	5,000	1	0	95,000	(95,000)	Fire Hydrant/Water Main Upgrade - Balance of funds appropriated for the installation of fire hydrants and adequately sized water supply mains in CDBG Target areas. Project currently underway in Atwood area
		45,000	1	45,000	45,000	0	County Facility Handicapped (ADA) – funds for ADA required handicapped accessibility planning, design & improvements to County public buildings & facilities. Project out to bid April 2017. Funded from 2016, 2014, 2013, 2012, 2010 funds
		149,751		146,285	149,751	(3,466)	CRA N'hood Improvement Project-funds encumbered against Montclair Ph 2 Sidewalks Project currently underway. Funded with Multiyear CDBG funds
Subtotal	90,000			191,285	289,751	(98,466)	
overall change							(98,466)
28 58201 Aids to Private Organizations	1,304	0	0	0	0	0	
Subtotal	1,304			-	-	0	
overall change							0
29 58301 Other Grants & Aids	0	0	0	0		0	
		200,000	1	0	200,000	(200,000)	Myrtle Grove Lighting (per BCC 6/8 action xfer from ECC project); will be expended by 9/30/17
	6,265			0	3,912	(3,912)	Demo/Clearance
		500	8	4,112	5,000	(888)	Neighborhood Renewal Initiative – Budget will provide funds for small scale community based, volunteer projects targeting improvements to public right-of-way, neighborhood beautification & enhancement activities in designated CRA's.
		2,000	25	50,000	50,000	0	Facade Improvement – Budget will provide funds to support matching grants for commercial business for exterior/facade, streetscape, signs & related improvements in designated CRA's.
Subtotal	6,265			54,112	258,912	(204,800)	
overall change							(204,800)
31 59801 Reserves				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change							0
Page Totals	174,791			385,130	772,624	(387,494)	
Check	174,791			385,130	772,624		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
 129/370217 CDBG 2013-REHAB

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
29 58301 Other Grants & Aids	31,550	0	0	0	420,351	(420,351)	
	0	300	10	2,746	0	2,746	Recording Fees – Budget will provide funds to record mortgages, liens, cancellation of liens & mortgages associated with CDBG loans and housing rehabilitation projects.
		45,000	5	106,884		106,884	Housing Rehabilitation – Budget will provide assistance to low/moderate income families through Deferred payment grants/Deferred payments loans for the rehabilitation of substandard homeowner occupied homes, including LBP abatement. Balance of funds encumbered, but may not be expended by 9/30
Subtotal	31,550			109,630	420,351	(310,721)	
overall change						(310,721)	
30 59101 Transfers	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
31 59801 Reserves						0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals	31,550			109,630	420,351	(310,721)	
Check	31,550			109,630	420,351		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
129/370218 CDBG 2013-OTHER

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional	72,660	0	0	0	44,966	(44,966)	Brownfield Activity: Romana St/Mosquito Control. Program Year activity complete
				0		0	
Subtotal	72,660			-	44,966	(44,966)	
overall change							(44,966)
24 56301 Improvements Other Than Bldgs.	0	0	0	0		0	
				11,308	80,305		CRA N'hood Improvement Project: encumbered against Montclair Ph2 Sidewalk project currently underway; multiyear CDBG funding (retainage)
							County Facility Handicapped (ADA) – Budget will provide funds for ADA required handicapped accessibility planning, design & improvements to County public buildings & facilities. Project out to bid April 2017. Funded from 2012, 2013, 2014, 2016 funds
Subtotal	-	45,000	1	45,000	45,000	0	
overall change							(68,997)
29 58301 Other Grants &	6,347	0	0	0	17,653	(17,653)	Temporary Relocation – Expended
							Facade Improvement – Budget will provide funds to support matching grants for commercial business for exterior/facade, streetscape & related improvements along the commercial corridors located in designated CRA's. 4 projects currently encumbered.
Aids		6,444	6	38,665	40,000	(1,335)	Myrtle Grove lighting per 6/8 BCC action (xfer from ECC project); expended by 9/30/17
	0			0	125,000	(125,000)	Demo/Clearance Activity: Program Year Completed
	7,033			0	7,931	(7,931)	
				0		0	
Subtotal	13,380			38,665	190,584	(151,919)	
overall change							(151,919)
30 59101 Transfers	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change							0
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change							0
Page Totals							
Check							
	86,040			94,973	360,855	(196,885)	
	86,040			94,973	360,855		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

129/370211

CDBG 2012-OTHER

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
23 56201 Buildings	1,470	0	0	0	0	0	
Subtotal	1,470			-	-	0	
overall change						0	
24 56301 Improvements		0	0	0		0	
Other Than Bldgs.	0	5,703	1	18,079	50,000	(31,922)	County Facility Handicapped (ADA) – Budget will provide funds for ADA required handicapped accessibility planning, design & improvements to County public buildings & facilities. 12375 encumbered for A&E fees and 4000 for DCAT fees. Balance to be utilized for ADA Parks and Facilities PD 16-17.035
	61,818			0	138,379	(138,379)	
				0		0	
Subtotal	61,818			18,079	188,379	(170,301)	
overall change						(170,301)	
29 58301 Other Grants & Aids	0	0	0	0	0	0	
	3,728			0		0	
Subtotal	3,728			-	-	0	
overall change						0	
30 59101 Transfers	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals	67,016			18,079	188,379	(170,301)	
Check	67,016			18,079	188,379		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

129/370210

CDBG 2012-REHAB

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
2 53401 Other Contractual Services	1,800	0	0	0	0	0	
Subtotal	1,800			-	-	0	
overall change						0	
24 56301 Improvements Other Than Bldgs.	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
29 58301 Other Grants & Aids	164,107	0	0	0	11,832	(11,832)	Lead base paint services. Activity complete
Subtotal	164,107			-	11,832	(11,832)	
overall change						(11,832)	
30 59101 Transfers	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals	165,907			0	11,832	(11,832)	
Check	165,907			0	11,832		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

129/370215

CDBG 2011-REHAB

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional	0	0	0	0	0	0	
				0		0	
Subtotal	-			-	-	0	
				overall change		0	
23 56201 Buildings	0	0	0	0	0	0	
				0		0	
Subtotal	-			-	-	0	
				overall change		0	
24 56301 Improvements Other Than Bldgs.	0	0	0	0	0	0	
				0		0	
Subtotal	-			-	-	0	
				overall change		0	
29 58301 Other Grants & Aids	20,863	0	0	0	21,950	(21,950)	Rehab. Sewer connection or other rehab assistance. Should be completed by FY end
				0		0	
						0	
Subtotal	20,863			-	21,950	(21,950)	
				overall change		(21,950)	
30 59101 Transfers	0	0	0	0	0	0	
Subtotal	-			-	-	0	
				overall change		0	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
				overall change		0	
Page Totals	20,863			0	21,950	(21,950)	
Check	20,863			0	21,950		



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

129/370216

CDBG 2011-OTHER

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
23 56201 Buildings	25,140	0	0	0	1,650	(1,650)	ADA improvement. Activity complete
Subtotal	25,140			-	1,650	(1,650)	
overall change						(1,650)	
24 56301 Improvements Other Than Bldgs.	222,246	0	0	0		0	CRA N'hood Renewal Improvements. Activity complete
Subtotal	222,246			-	-	0	
overall change						0	
29 58301 Other Grants & Aids	0			0	8,176	(8,176)	CRA Façade Improvement. Should be expended by FY end
	6,225			0	700	(700)	Demo/Clearance
	305			0	0	0	N'hood Renewal Initiative
Subtotal	6,530			-	8,876	(8,876)	
overall change						(8,876)	
30 59101 Transfers	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change						0	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals	253,916			0	10,526	(10,526)	
Check	253,916			0	10,526		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

should be expended 9/30/17

129/370214

CDBG 2010-OTHER

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	38,471	0	0	0	0	0	Architectural services for ADA Improvements
Subtotal	38,471			-	-	0	
overall change							0
24 56301 Improvements Other Than Bldgs.	18,613	0	0	0	0	0	CRA N'hood Improvements
Subtotal	0			0	6,635	(6,635)	ADA Improvements
Subtotal	18,613			-	6,635	(6,635)	
overall change							(6,635)
29 58301 Other Grants & Aids	11,168	0	0	0	3,580	(3,580)	CRA Façade. Expended by FY end
Subtotal	826			0	3,000	(3,000)	N'hood Renewal. Expended by FY end
Subtotal				0	0	0	
Subtotal	11,994			-	6,580	(6,580)	
overall change							(6,580)
30 59101 Transfers	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change							0
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change							0
Page Totals	69,078			0	13,215	(13,215)	
Check	69,078			0	13,215		

FUND: HUD - CDBG Housing Rehab  
 FUNCTION: Economic Environment  
 ACTIVITY: Housing and Urban Development

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Neighborhood Enterprise  
 COST CENTER: CDBG Housing Rehab Loan Repayment

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	No 15/16 expenses	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	50,000	(21,038)	50,000	0
	GRANTS AND AIDS	0	50,000	(21,038)	50,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 50,000	\$ (21,038)	\$ 50,000	\$ 0
RESOURCES						
	Grant Revenues	\$ 0	\$ 50,000	\$ (21,038)	\$ 50,000	\$ 0
	TOTAL REVENUES	\$ 0	\$ 50,000	\$ (21,038)	\$ 50,000	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

146/370291

CDBG Housing Rehab

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	0	0	0	0	0	0	
				0		0	
Subtotal	-			-	-	0	
						overall change 0	
29 58301 Other Grants &	0	0	0	0	50,000	(50,000)	
Aids	(21,038)	25,000	2	50,000		50,000	Principal repayments for CDBG loans are considered a return of monies expended by the County on the CDBG loan program. The repayments do not represent new revenue, but a return of working capital. When the note is paid in full, the funds may be reallocated to fund another housing rehabilitation project subsequently generating a new CDBG loan/note.
				0		0	
Subtotal	(21,038)			50,000	50,000	0	
						overall change 0	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
						overall change 0	

Page Totals	(21,038)	50,000	50,000	0
Check	(21,038)	50,000	50,000	

FUND: HUD - Home Fund  
 FUNCTION: Economic Environment  
 ACTIVITY: Finance & Administration

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Neighborhood Enterprise  
 COST CENTER: Hud Home Consortium

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	26,243	28,199	12,463	28,200	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	1,940	2,158	918	2,158	0
52201	Retirement Contributions	1,809	2,121	880	2,234	0
52301	Life & Health Insurance	3,867	5,850	2,190	6,175	0
52401	Workers' Compensation	70	311	135	372	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	33,929	38,639	16,586	39,139	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	32,786	38,427	19,814	38,135	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	13,640	15,000	7,524	10,728	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	46,426	53,427	27,338	48,863	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	9,131	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	9,131	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	507,206	3,115,025	182,879	3,527,879	0
	GRANTS AND AIDS	507,206	3,115,025	182,879	3,527,879	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	7,534	0	0	0
	NON-OPERATING COSTS	0	7,534	0	0	0
	TOTAL BUDGET	\$ 596,693	\$ 3,214,625	\$ 226,804	\$ 3,615,881	\$ 0
RESOURCES						
	HUD HOME Fund Revenues	\$ 596,693	\$ 3,214,625	\$ 226,804	\$ 3,615,881	\$ 0
	TOTAL REVENUES	\$ 596,693	\$ 3,214,625	\$ 226,804	\$ 3,615,881	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
147/370269 HOME 2017

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
2 53401 Other Contractual	0	0	0	21,023	0	21,023	City of Pensacola Admin per HOME Interlocal (based on HUD %age report and proposed programs and associated requirements)
Services				17,112		17,112	Santa Rosa County Admin per HOME Interlocal (based on HUD %age report and proposed program and associated requirements)
Subtotal	-			38,135	-	38,135	
						overall change	38,135
9 54901 Other Current	0	0	0	10,328	0	10,328	County Indirect Costs
Chrgs & Obligs				400		400	FICA Savings (estimated from last yr's costs)
Subtotal	-			10,728	-	10,728	
						overall change	10,728
29 58301 Other Grants &	0	0	0	132,005	0	132,005	CHDO Development (required by HUD HOME to be 15% of HOME allocation)
Aids				566,641		566,641	Escambia/PNS/Santa Rosa Substantial Rehab/Reconstruction (HUD provides a % report to base each Consortium member's allocation)
				93,380		93,380	Santa Rosa Homebuyer (HUD provides a %age report to base each members allocation)
Subtotal	-			792,026	-	792,026	
						overall change	792,026
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
						overall change	0
Page Totals				840,889	0	840,889	
Check				840,889	0		

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

147/370268

HOME 2016

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
2 53401 Other Contractual Services	0	0	0	0	38,427	(38,427)	
Subtotal	-			-	38,427	(38,427)	
overall change						(38,427)	
9 54901 Other Current Chrgs & Obligs	0	0	0	0	15,000	(15,000)	
Subtotal	-			-	15,000	(15,000)	
overall change						(15,000)	
29 58301 Other Grants & Aids	0	0	0	0	828,594	(828,594)	
		100,000	4	400,487		400,487	Escambia County Substantial Housing Rehabilitation – Budget will provide assistance for low/moderate income families through Deferred Payment Grants/Deferred Payment Loans for the substantial rehabilitation or reconstruction of severely substandard homeowner occupied housing units.
		58,692	2	117,384		117,384	City of Pensacola Substantial Housing Rehabilitation – Budget will provide assistance for low/moderate income families through Deferred Payment Grants/Deferred Payment Loans for the substantial rehabilitation or reconstruction of severely substandard homeowner occupied housing units.
		80,000	1	80,000		80,000	Santa Rosa County Substantial Housing Rehabilitation – Budget will provide assistance for low/moderate income families through Deferred Payment Grants/Deferred Payment Loans for the substantial rehabilitation or reconstruction of severely substandard homeowner occupied housing units.
		10,000	9	92,624		92,624	Santa Rosa County Homebuyer Assistance – Budget will provide down payment/closing cost or second mortgage (gap financing) assistance, through Deferred Payment Grants, Deferred Payment Loans., Low Interest Loans, to enable low/moderate income homebuyers to purchase an affordable home.
		71,259	2	142,518		142,518	Housing Development (CHDO-Set -Aside) – Budget will provide low interest and/or deferred loan assistance to designated Community Housing Development Organizations (CHDO's) for development of affordable single family units for homeowners or affordable rental units either through new construction or acquisition and rehabilitation of substandard units. Minimum funding amount of 15% is set by HUD.
Subtotal	-			833,013	828,594	4,419	
overall change						4,419	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	

Page Totals 0  
Check 0

833,013 882,021 (49,008)  
833,013 882,021

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

147/370267

HOME 2015

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
2 53401 Other Contractual Services	32,786	0	0	0	0	0	
Subtotal	32,786			-	-	0	
overall change 0							
9 54901 Other Current Chrgs & Obligs	13,640	0	0	0	0	0	
Subtotal	13,640			-	-	0	
overall change 0							
29 58301 Other Grants &  Aids	0	0	0	0	794,494	0	
		45,000	9	384,005		384,005	Escambia County Substantial Housing Rehabilitation – Budget will provide assistance for low/moderate income families through Deferred Payment Grants/Deferred Payment Loans for the substantial rehabilitation or reconstruction of severely substandard homeowner occupied housing units.
		45,000	2	112,553		112,553	City of Pensacola Substantial Housing Rehabilitation – Budget will provide assistance for low/moderate income families through Deferred Payment Grants/Deferred Payment Loans for the substantial rehabilitation or reconstruction of severely substandard homeowner occupied housing units.
		38,000	2	76,295		76,295	Santa Rosa County Substantial Housing Rehabilitation – Budget will provide assistance for low/moderate income families through Deferred Payment Grants/Deferred Payment Loans for the substantial rehabilitation or reconstruction of severely substandard homeowner occupied housing units.
		10,000	6	62,720		62,720	Santa Rosa County Homebuyer Assistance – Budget will provide down payment/closing cost or second mortgage (gap financing) assistance, through Deferred Payment Grants, Deferred Payment Loans., Low Interest Loans, to enable low/moderate income homebuyers to purchase an affordable home.
		66,208	2	132,416		132,416	Housing Development (CHDO-Set -Aside) – Budget will provide low interest and/or deferred loan assistance to designated Community Housing Development Organizations (CHDO's) for development of affordable single family units for homeowners or affordable rental units either through new construction or acquisition and rehabilitation of substandard units. Minimum funding of 15% of allocation for CHDO Development is determined by HUD.
Subtotal	-			767,989	794,494	767,989	
overall change (26,505)							
30 59101 Transfers	0	0	0	0	0	0	
Subtotal	-			-	-	0	
overall change 0							
31 59801 Reserves				0	7,534	(7,534)	
Subtotal	-			-	7,534	(7,534)	
overall change (7,534)							

Page Totals 46,426  
Check 46,426

767,989 802,028 760,455  
767,989 802,028



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

147/370266

HOME 2014

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	0	0	0	0	0	0	
Subtotal	-			-	-	0	
						overall change 0	
24 56301 Improvements Other Than Bldgs.	0	0	0	0	0	0	
Subtotal	-			-	-	0	
						overall change 0	
29 58301 Other Grants & Aids	127,863	0	0	0	854,312	(854,312)	
		80,622	3	241,867		241,867	Escambia County Substantial Housing Rehabilitation – Budget will provide assistance for low/moderate income families through Deferred Payment Grants/Deferred Payment Loans for the substantial rehabilitation or reconstruction of severely substandard homeowner occupied housing units.
		10,000	15	150,000		150,000	Escambia County Homebuyer Assistance – Budget will provide down payment/closing cost or second mortgage (gap financing) assistance, through Deferred Payment Grants, Deferred Payment Loans., Low Interest Loans, to enable low/moderate income homebuyers to purchase an affordable home.
		45,000	3	136,841		136,841	City of Pensacola Substantial Housing Rehabilitation – Budget will provide assistance for low/moderate income families through Deferred Payment Grants/Deferred Payment Loans for the substantial rehabilitation or reconstruction of severely substandard homeowner occupied housing units.
		73,151	2	146,302		146,302	Housing Development (CHDO-Set -Aside) – Budget will provide low interest and/or deferred loan assistance to designated Community Housing Development Organizations (CHDO's) for development of affordable single family units for homeowners or affordable rental units either through new construction or acquisition and rehabilitation of substandard units. Minimum allocation amount of 15% is set by HUD
Subtotal	127,863			675,010	854,312	(179,302)	
						overall change (179,302)	
30 59101 Transfers	0	0	0	0	0	0	
Subtotal	-			-	-	0	
						overall change 0	
31 59801 Reserves				0		0	
Subtotal	-			-	-	0	
						overall change 0	

Page Totals	127,863	675,010	854,312	(179,302)
Check	127,863	675,010	854,312	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

147/370265 HOME 2013

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1	<b>53101 Professional Services</b>	0	0	0	0	0	0	
	Subtotal	-			-	-	0	
							overall change 0	
25	<b>56401 Machinery &amp; Equipment</b>	9,131			0	0	0	
	Subtotal	9,131			-	-	0	
							overall change 0	
29	<b>58301 Other Grants &amp; Aids</b>	171,728	0	0	0	515,363	(515,363)	
			66,175	1	66,175		66,175	Escambia County Substantial Housing Rehabilitation – Budget will provide assistance for low/moderate income families through Deferred Payment Grants/Deferred Payment Loans for the substantial rehabilitation or reconstruction of severely substandard homeowner occupied housing units.
			10,000	7	61,971		61,971	Escambia County Homebuyer Assistance – Budget will provide down payment/closing cost or second mortgage (gap financing) assistance, through Deferred Payment Grants, Deferred Payment Loans., Low Interest Loans, to enable low/moderate income homebuyers to purchase an affordable home.
			45,000	2	102,574		102,574	City of Pensacola Substantial Housing Rehabilitation – Budget will provide assistance for low/moderate income families through Deferred Payment Grants/Deferred Payment Loans for the substantial rehabilitation or reconstruction of severely substandard homeowner occupied housing units.
	Subtotal	171,728			374,841	515,363	(140,522)	
							overall change (140,522)	
30	<b>59101 Transfers</b>	0	0	0	0	0	0	
	Subtotal	-			-	-	0	
							overall change 0	
31	<b>59801 Reserves</b>						0	
	Subtotal	-			-	-	0	
							overall change 0	

Page Totals 180,859  
Check 180,859

374,841 515,363 (140,522)  
374,841 515,363

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

147/370260 HUD Program Income

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1	<b>53101 Professional Services</b>	0	0	0	0	0	0	
	Subtotal	-			-	-	0	
	overall change						0	
23	<b>56201 Buildings</b>	0	0	0	0	0	0	
	Subtotal	-			-	-	0	
	overall change						0	
24	<b>56301 Improvements Other Than Bldgs.</b>	0	0	0	0	0	0	
	Subtotal	-			-	-	0	
	overall change						0	
29	<b>58301 Other Grants &amp; Aids</b>	31,858	0	0	85,000	85,000	0	Projected Program Income from City/SR/ESC HOME--spent on Substantial Rehab or Homebuyers project
	Subtotal	31,858			85,000	85,000	0	
	overall change						0	
30	<b>59101 Transfers</b>	0	0	0	0	0	0	
	Subtotal	-			-	-	0	
	overall change						0	
31	<b>59801 Reserves</b>						0	
	Subtotal	-			-	-	0	
	overall change						0	
<b>Page Totals</b>		<u>31,858</u>			<u>85,000</u>	<u>85,000</u>	<u>0</u>	
<b>Check</b>		<u>31,858</u>			<u>85,000</u>	<u>85,000</u>		

FUND: Grants and Projects  
 FUNCTION: General Government  
 ACTIVITY: Finance and Administration

BUREAU: Neighborhood and Human Services  
 DIVISION: Neighborhood Enterprise  
 COST CENTER: HUD Emergency Shelter

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	11,649	34,168	20,103	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	11,649	34,168	20,103	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 11,649	\$ 34,168	\$ 20,103	\$ 0	0
RESOURCES						
	Grant Revenues	\$ 11,649	\$ 34,168	\$ 20,103	\$ 0	0
	TOTAL REVENUES	\$ 11,649	\$ 34,168	\$ 20,103	\$ 0	0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

FUNDS MUST BE EXPENDED BY 9/30/17

110/370292

Emergency Shelter Grant

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1	53101 Professional Services	0	0	0	0	0	0	
					0		0	
					0		0	
					0		0	
	Subtotal	-			-	-	0	
					overall change		0	
28	58201 Aids to Private Organizations	11,649	0	0	0	34,168	(34,168)	Rapid Rehousing and Homeless Prevention 2014 and earlier year allocation; all funds expended by September 30, 2017 per HUD regulations
	Subtotal	11,649			-	34,168	(34,168)	
					overall change		(34,168)	
29	58301 Other Grants & Aids	0	0	0	0	0	0	
					0		0	
					0		0	
	Subtotal	-			-	-	0	
					overall change		0	
31	59801 Reserves							
					0		0	
					0		0	
	Subtotal	-			-	-	0	
					overall change		0	
Page Totals		11,649			0	34,168	(34,168)	
Check		11,649			0	34,168		

FUND: Grants and Projects  
 FUNCTION: Economic Environment  
 ACTIVITY: Finance and Administration

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Neighborhood Enterprise  
 COST CENTER: HUD Emergency Solutions Grant

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	3,648	3,663	0	3,601	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	7,405	7,437	3,719	7,203	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	11,053	11,100	3,719	10,804	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	88,427	184,800	58,904	214,254	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	88,427	184,800	58,904	214,254	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 99,480	\$ 195,900	\$ 62,623	\$ 225,058	0
RESOURCES						
	Grant Revenues	\$ 99,480	\$ 195,900	\$ 62,623	\$ 225,058	0
	TOTAL REVENUES	\$ 99,480	\$ 195,900	\$ 62,623	\$ 225,058	0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

110/370293

Emergency Solutions Grant

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
2	53401 Other Contractual	3,648	0	0	3,601	3,663	(62)	EscaRosa Coalition on the Homeless--ESG admin funding to offset data requirements needed by the county for HUD reporting & for ECOH general COC lead agency needs
	Services				0		0	ESG ADMIN IS LIMITED BY HUD TO 7.5% OF FISCAL YEAR ALLOCATION--historically, ECOH has been provided 1/3 of this--the rest is provided to County Indirect Costs (see below). No admin funding has been provided to NED toward salaries to administer this grant
	Subtotal	3,648			3,601	3,663	(62)	
					overall change		(62)	
9	54901 Other Current	7,405	0	0	7,203	7,437	(234)	County Indirect Costs
	Chrgs & Obligs				0		0	ESG ADMIN IS LIMITED BY HUD TO 7.5% OF FISCAL YEAR ALLOCATION--historically, County has rec'd 2/3 of this for indirect costs--the rest is provided to ECOH (see above). No admin funding has been provided to NED toward salaries to administer this grant
	Subtotal	7,405			7,203	7,437	(234)	
					overall change		(234)	
28	58201 Aids to Private Organizations	0			113,219	80,999	32,220	Rapid Re-Housing & Homeless Prevention-- Hsg Relocation/Stabilization Svs and/or rent/utility assistance for individual/families with incomes below 30% of median income
					14,600	15,000	(400)	HMIS
		88,427			86,435	88,801	(2,366)	Emergency Shelter Operations (limited by HUD to 60% of allocation max)
	Subtotal	88,427			214,254	184,800	29,454	ONLY FIVE (5) ELIGIBLE ACTIVITIES PER HUD: Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing, HMIS
					overall change		29,454	
31	59801 Reserves						0	
	Subtotal	-			-	-	0	
					overall change		0	
Page Totals		99,480			225,058	195,900	29,158	
Check		99,480			225,058	195,900		

FUND: Affordable Housing  
 FUNCTION: Economic Environment  
 ACTIVITY: Housing and Urban Development

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Neighborhood Enterprise  
 COST CENTER: Escambia Affordable Housing

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	25,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	2,200	0	1,100	3,000	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debts	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	2,200	0	1,100	28,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	50,000	0	0	0	0
58301	Other Grants and Aids	7,882	1,300,000	9,566	407,180	0
	GRANTS AND AIDS	57,882	1,300,000	9,566	407,180	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	200,000	0	1,064,820	0
	NON-OPERATING COSTS	0	200,000	0	1,064,820	0
	TOTAL BUDGET	\$ 60,082	\$ 1,500,000	\$ 10,666	\$ 1,500,000	\$ 0
RESOURCES						
	Affordable Housing Revenues	\$ 60,082	\$ 1,500,000	\$ 10,666	\$ 1,500,000	\$ 0
	TOTAL REVENUES	\$ 60,082	\$ 1,500,000	\$ 10,666	\$ 1,500,000	\$ 0



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

124/370290

Escambia Affordable Housing

Account Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
2	<b>53401 Other Contractual Services</b>	0	0	0	25,000	0	25,000	Funding for HOME/SHIP housing plan booklet for A&E firm
	<b>Subtotal</b>	-			25,000	-	25,000	
					overall change		25,000	
9	<b>54901 Other Current</b>	2,200	0	0	0	0	0	
	<b>Chrgs &amp; Obligs</b>		100	30	3,000		3,000	Title searches for households participating in various County home repair programs (HOME, CDBG, SHIP) at a cost of \$100 per title search.
	<b>Subtotal</b>	2,200			3,000	-	3,000	
					overall change		3,000	
28	<b>58201 Aids to Private Organizations</b>	50,000	0	0	0	0	0	LWLP
	<b>Subtotal</b>	50,000			-	-	0	
					overall change		0	
29	<b>58301 Other Grants &amp; Aids</b>	7,882	0	0	0	1,300,000	(1,300,000)	
					325,000			ECC project
					50,000			Rehabilitation Assistance
			868	29	21,700		21,700	Surveys of residential lots under the HOME, CDBG or SHIP programs. Preparation of Legal description and/or sketch may also be provided for an additional fee.
			47	12	480		480	Credit reporting services needed for housing rehabilitation clients.
			500	20	10,000		10,000	Septic pump-out services as needed to determine scope of work for septic tank repair/replacement for SHIP, CDBG and HOME programs.
	<b>Subtotal</b>	7,882			407,180	1,300,000	(1,267,820)	
					overall change		(892,820)	
30	<b>59101 Transfers</b>	0	0	0	0	0	0	
	<b>Subtotal</b>	-			-	-	0	
					overall change		0	
31	<b>59801 Reserves</b>					200,000	(200,000)	
		1,559,058		1	1,064,820		1,064,820	Reserve
	<b>Subtotal</b>	-			1,064,820	200,000	864,820	
					overall change		864,820	

Page Totals 60,082  
Check 60,082

1,500,000 1,500,000 (375,000)  
1,500,000 1,500,000

FUND: CRA - Expendable Trust  
 FUNCTION: General Government  
 ACTIVITY: Other General Government Services

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Community Redevelopment  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	301,727	314,333	144,442	274,306	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	20,966	24,047	11,372	20,983	0
52201	Retirement Contributions	22,142	23,639	10,862	21,726	0
52301	Life & Health Insurance	58,157	54,000	28,864	51,300	0
52401	Workers' Compensation	1,825	2,001	863	2,271	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	404,817	418,020	196,402	370,586	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,052	8,500	725	2,500	0
54101	Communications	2,619	5,200	2,234	3,000	0
54201	Postage & Freight	1,498	2,000	49	294	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	500	1,190	2,280	0
54501	Insurance	842	1,000	438	758	0
54601	Repair & Maintenance Services	1,884	3,000	513	1,068	0
54701	Printing & Binding	991	2,000	1,165	788	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	1,231	1,500	1,895	495	0
54931	Host Ordinance Items	588	0	108	0	0
55101	Office Supplies	4,817	3,000	2,411	3,000	0
55201	Operating Supplies	1,267	1,300	134	600	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	1,406	3,200	1,504	3,030	0
55501	Training & Registrations	199	2,000	384	500	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	19,394	33,200	12,750	18,313	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 424,211	\$ 451,220	\$ 209,152	\$ 388,899	\$ 0
RESOURCES						
	General Fund Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0
	CRA - Expendable Trust	424,211	433,720	200,402	371,399	0
	CDBG Funds	0	17,500	8,750	17,500	0
	TOTAL REVENUES	\$ 424,211	\$ 451,220	\$ 209,152	\$ 388,899	\$ 0

One position to be split with Fund 101 Safe Neighborhoods

Conferences & workshops for managers

Vehicle maint.

Legal Ads

District fee, staff memberships, notary, and designation renewals.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

151/370110

CRA Admin

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem	2,052	500	5	2,500	8,500	(6,000)	CONFERENCE/ WORKSHOPS FOR MANAGERS
				0		0	
Subtotal	2,052			2,500	8,500	(6,000)	
				overall change		(6,000)	
5 54101 Communications	2,619	250	12	3,000	5,200	(2,200)	5 VERIZON CELLULAR PHONES
Subtotal	2,619			3,000	5,200	(2,200)	
				overall change		(2,200)	
6 54201 Postage & Freight	1,498	49	6	294	2,000	(1,706)	POSTAGE STAMPS (6 ROLLS x \$49)
				0		0	
Subtotal	1,498			294	2,000	(1,706)	
				overall change		(1,706)	
8 54401 Rentals & Leases		190	12	2,280	500	1,780	COPIER LEASE
				0		0	
Subtotal	-			2,280	500	1,780	
				overall change		1,780	
9 54501 Insurance	842	758	1	758	1,000	(242)	AUTO INSURANCE: 2006 FORD ESCAPE
Subtotal	842			758	1,000	(242)	
				overall change		(242)	
10 54601 Repair & Maintenance	1,884	30	4	120	3,000	(2,880)	WASH MAINTENANCE (2 VEHICLES: FORD ESCAPE/EXPLORER)
		112	4	448		448	OIL CHANGE (2 VEHICLES: FORD ESCAPE/EXPLORER)
		500	1	500		500	ADDITIONAL REPAIRS (FORD ESCAPE)
Subtotal	1,884			1,068	3,000	(1,932)	
				overall change		(1,932)	
11 54701 Printing & Binding	991	60	5	300	2,000	(1,700)	BUSINESS CARDS (5 STAFF)
		328	1	328		328	CUSTOMER SURVEY CARDS
		160	1	160		160	BUSINESS STATIONARY
Subtotal	991			788	2,000	(1,212)	
				overall change		(1,212)	
13 54901 Other Current Chrgs & Obligs	1,231	175	1	175	1,500	(1,325)	CRA ANNUAL SPECIAL DISTRICT FEE (FS CHPT 163)
		160	1	160		160	PNJ LEGAL ADS (PUBLIC HEARING-OAKFIELD DISTRICT)
		160	1	160		160	CRA ANNUAL FISCAL REPORT (CAFR - FS CH 163)
Subtotal	1,231			495	1,500	(1,005)	
				overall change		(1,005)	
14 54931 Host Ordinance	588			0		0	
Subtotal	588			-	-	0	
				overall change		0	
15 55101 Office Supplies	4,817	250	12	3,000	3,000	0	SUPPLIES FOR 8 STAFF (AVERAGE MONTHLY COST)
Subtotal	4,817			3,000	3,000	0	
				overall change		0	
16 55201 Operating Supplies	1,267	50	12	600	1,300	(700)	FUEL CHARGES (2 VEHICLES: FORD EXPLORER/ ESCAPE)
				0		0	
Subtotal	1,267			600	1,300	(700)	
				overall change		(700)	
18 55401 Books, Pubs & Subs.	1,406	389	5	1,945	3,200	(1,255)	ANNUAL PROFESSIONAL APA MEMBERSHIP
		125	4	500		500	ANNUAL NOTARY RENEWAL
		585	1	585		585	PROFESSIONAL MEMBERSHIP
				0		0	
Subtotal	1,406			3,030	3,200	(170)	
				overall change		(170)	
19 55501 Training & Registrations	199	500	1	500	2,000	(1,500)	ONLINE TRAINING/ CONFERENCE WORKSHOPS
				0		0	
Subtotal	199			500	2,000	(1,500)	
				overall change		(1,500)	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
				overall change		0	
Page Totals		19,394		18,313	33,200	(14,887)	
Check		19,394		18,313	33,200		

FUND: CRA - Expendable Trust  
 FUNCTION: CRA - Expendable Trust  
 ACTIVITY: CRA - Expendable Trust

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Community Redevelopment  
 COST CENTER: CRA Brownsville

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	33,826	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	1,723	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	2,697	0	20	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	38,246	0	20	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	27,853	80,000	49,090	81,500	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	1,963	2,500	0	500	0
54301	Utility Services	74,182	104,000	31,132	103,000	0
54401	Rentals & Leases	200	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	9,361	10,500	915	5,600	0
54701	Printing & Binding	2,946	500	0	500	0
54801	Promotional Activities	11,111	5,000	0	15,000	0
54901	Other Current Charges & Obligations	11,514	20,000	8,358	17,571	0
54931	Host Ordinance Items	91	0	0	0	0
55101	Office Supplies	30	0	0	0	0
55201	Operating Supplies	387	100	0	500	0
55301	Road Materials & Supplies	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	139,638	222,600	89,495	224,171	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	37,000	0	37,000	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	37,000	0	37,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	29,181	64,034	15,823	60,000	0
	GRANTS AND AIDS	29,181	64,034	15,823	60,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 207,065	\$ 323,634	\$ 105,338	\$ 321,171	\$ 0
RESOURCES						
	CRA - Expendable Trust	\$ 207,065	\$ 323,634	\$ 105,338	\$ 321,171	\$ 0
	TOTAL REVENUES	\$ 207,065	\$ 323,634	\$ 105,338	\$ 321,171	\$ 0

Demolition/site  
abatement  
Tree & Paint Program

Gulf Power/  
Streetlights & clean-  
ups

Landscape Maint. &  
CRA Worker Equip  
repairs

5% Indirect  
Portion / Legal  
Ads

Brownsville Gateway  
Park amenities &  
signage.

Residential &  
commercial Grants  
for sewer  
connections.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
151/370113 Brownsville

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	27,853	64,000	1	64,000	80,000	(16,000)	DEMOS/LOT ABATEMENTS
		750	10	7,500		7,500	TREE TRIMMING PROGRAM (RESIDENTIAL)
		1,000	10	10,000		10,000	PAINTING GRANT PROGRAM (RESIDENTIAL)
Subtotal	27,853			81,500	80,000	1,500	
				overall change		1,500	
6 54201 Postage & Freight	1,963	250	1	250	2,500	(2,250)	POSTAGE MAILERS - BROWNSVILLE SOUTH CLNUP
		250	1	250		250	POSTAGE MAILERS - TARGET BROWNSVILLE SEWER & PAINTING REHAB PROGRAMS
Subtotal	1,963			500	2,500	(2,000)	
				overall change		(2,000)	
7 54301 Utility Services	74,182	3,000	1	3,000	104,000	(101,000)	CLEANUPS TIPPING FEE-BROWNSVILLE SOUTH
							BROWNSVILLE STREETLIGHTING PROJECT (803) +
		100,000	1	100,000		100,000	ADDITIONAL LED LIGHTS AS REQUESTED, ANTICIPATED GP RATE INCREASE
Subtotal	74,182			103,000	104,000	(1,000)	
				overall change		(1,000)	
8 54401 Rentals & Leases	200			0		0	
				0		0	
Subtotal	200			-	-	0	
				overall change		0	
10 54601 Repair & Maintenance	9,361	5,000	1	5,000	10,500	(5,500)	MAINTENANCE ON COUNTY VACANT PROPERTIES: FRONTERA CIRCLE/ANTHONY/PACE BLVD/MOBILE HWY -
		600	1	600		600	MOWING, REMOVAL OF DEBRIS
Subtotal	9,361			5,600	10,500	(4,900)	CRA WORKERS MAINTENANCE
				overall change		(4,900)	
11 54701 Printing & Binding	2,946	250	1	250	500	(250)	MAILERS/BROWNSVILLE CLEANUP SOUTH
		250	1	250		250	TARGETED MAILERS SEWER & PAINTING PROGRAMS
Subtotal	2,946			500	500	0	
				overall change		0	
12 54801 Promotional Activities	11,111	13,500	1	13,500	5,000	8,500	CELEBRATING BROWNSVILLE ART FESTIVAL
		1,500	1	1,500		1,500	COMMUNITY EVENT
Subtotal	11,111			15,000	5,000	10,000	ESCAMBIA CARES COMMUNITY EVENT
				overall change		10,000	
13 54901 Other Current	11,514	4,205	4	16,821	20,000	(3,179)	INDIRECT COST: QUARTERLY FEE
		20	25	500		500	ESCROW ACCOUNT-RES REHAB RECORDING LIEN FEES
		10	25	250		250	ESCROW ACCOUNT-RES REHAB RECORDING CX LIEN FEES
Subtotal	11,514			17,571	20,000	(2,429)	
				overall change		(2,429)	
14 54931 Host Ordinance	91			0		0	
Subtotal	91			-	-	0	
				overall change		0	
15 55101 Office Supplies	30			0		0	
Subtotal	30			-	-	0	
				overall change		0	
16 55201 Operating Supplies	387	10	20	200	100	100	PAINT BUCKETS - RES PAINT PROGRAM
		20	5	100		100	TRIM PAINT - RES REHAB PAINT PROGRAM
		200	1	200		200	BROWNSVILLE FESTIVAL SUPPLIES
Subtotal	387			500	100	400	
				overall change		400	
24 56301 Improvements Other Than Bldgs.		37,000	1	37,000	37,000	0	GATEWAY SIGNS (\$20k) W/ LANDSCAPE BEAUTIFICATION (\$17k)
				0		0	
Subtotal	-			37,000	37,000	0	
				overall change		0	
29 58301 Other Grants & Aids	29,181	2,500	20	50,000	64,034	(14,034)	Sewer Connection - East Brownsville Swer Project (110 Homes- Residential Rehab Grants)
		2,500	4	10,000		10,000	Sewer Connection - East Brownsville Swer Project (15 Commercial- Commercial Grants)
				0		0	
Subtotal	29,181			60,000	64,034	(4,034)	
				overall change		(4,034)	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
				overall change		0	
Page Totals	168,819			321,171	323,634	(2,463)	
Check	168,819			321,171	323,634		

FUND: CRA - Expendable Trust  
 FUNCTION: CRA - Expendable Trust  
 ACTIVITY: CRA - Expendable Trust

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Community Redevelopment  
 COST CENTER: CRA Warrington

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	28,385	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	1,429	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	2,278	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	32,092	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	4,927	42,000	0	25,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	779	0
54301	Utility Services	74,797	113,000	73,715	123,293	0
54401	Rentals & Leases	5,307	4,000	2,274	4,560	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	13,868	13,200	4,921	11,140	0
54701	Printing & Binding	12	0	0	779	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	27,765	40,000	18,855	36,321	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	118	0	0	0	0
55201	Operating Supplies	72	100	154	265	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	126,866	212,300	99,920	202,137	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	4,869	401,738	76,292	425,000	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	4,869	401,738	76,292	425,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	113,433	115,611	75,127	125,000	0
	GRANTS AND AIDS	113,433	115,611	75,127	125,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 277,260	\$ 729,649	\$ 251,339	\$ 752,137	0
RESOURCES						
	CRA - Expendable Trust	\$ 277,260	\$ 729,649	\$ 251,339	\$ 752,137	0
	TOTAL REVENUES	\$ 277,260	\$ 729,649	\$ 251,339	\$ 752,137	0

Paint program,  
Clean-ups,  
Demolition/Abatement

Gulf Power &  
Clean-ups

Landscape  
Maintenance,  
Gateway Park  
fountain and  
medians.

County 5% Indirect  
portion

East Navy Blvd sewer  
project  
Marie Ella Davis Park  
Southwest greenway  
parking lot.

Facade, Sign,  
Residential Grants (50  
@\$2.5k)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

151/370114

Warrington

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	4,927	1,500	10	15,000	42,000	(27,000)	DEMOS/LOT ABATEMENTS
		500	10	5,000		5,000	PAINTING PROGRAM
		500	10	5,000		5,000	TREE REMOVAL PROGRAM
Subtotal	4,927			25,000	42,000	(17,000)	
overall change							(17,000)
6 54201 Postage & Freight		202	1	202		202	CLEANUP MAILERS-NAVY POINT
		375	1	375		375	CLEANUP MAILERS-EEACH HAVEN
		202	1	202		202	CLEANUP MAILERS: EDGEWATER
Subtotal	-			779	-	779	
overall change							779
7 54301 Utility Services	74,797	9,842	12	118,104	113,000	5,104	WARRINGTON STREETLIGHTS (1104 LIGHTS) +
		1,234	1	1,234		1,234	ANTICIPATED GP RATE INCREASE
		3,015	1	3,015		3,015	CLEANUP: NAVY POINT
		940	1	940		940	CLEANUP: BEACH HAVEN
							CLEANUP: EDGEWATER
Subtotal	74,797			123,293	113,000	10,293	
overall change							10,293
8 54401 Rentals & Leases	5,307	190	12	2,280	4,000	(1,720)	NAVY POINT PARK PORTABLES
		190	12	2,280		2,280	NAVY POINT WALKING TRAIL PORTABLES
Subtotal	5,307			4,560	4,000	560	
overall change							560
10 54601 Repair & Maintenance	13,868	10,000	1	10,000	13,200	(3,200)	LANDSCAPE MAINTENANCE:CHIEF WAY, WARRINGTON
		95	12	1,140		1,140	GATEWAY PARK, NAVY BLVD MEDIANS
				11,140	13,200	(2,060)	WARRINGTON GATEWAY PARK FOUNTAIN
Subtotal	13,868			11,140	13,200	(2,060)	
overall change							(2,060)
11 54701 Printing & Binding	12	202	1	202		202	CLEANUP MAILERS - NAVY POINT
		375	1	375		375	CLEANUP MAILERS - BEACH HAVEN
		202	1	202		202	CLEANUP MAILERS - EDGEWATER
Subtotal	12			779	-	577	
overall change							779
13 54901 Other Current	27,765	8,705	4	34,821	40,000	(5,179)	INDIRECT COST: QUARTERLY FEE
Chrgs & Obligs		20	50	1,000		1,000	ESCROW ACCOUNT:RES REHAB RECORDING LIEN FEES
		10	50	500		500	ESCROW ACCOUNT:RES REHAB RECORDING CX LIEN FEES
				0		0	
Subtotal	27,765			36,321	40,000	(3,679)	
overall change							(3,679)
16 55201 Operating Supplies	72	55	3	165	100	65	WARRINGTON GATEWAY PARK FLAG REPLACEMENTS
		5	20	100		100	PAINT BUCKETS: RES PAINTING PROGRAM
Subtotal	72			265	100	165	
overall change							165
24 56301 Improvements Other Than Bldgs.	4,869	125,000	1	125,000	401,738	(276,738)	SOUTHWEST GREENWAY TRAIL PARKING LOT
		50,000	1	50,000		50,000	IMPROVEMENT AND GATEWAY ENTRANCE SIGN
		250,000	1	250,000		250,000	MARIE ELLA DAVIS PARK IMPROVEMENT
				0		0	PATTON DRIVE SEWER PROJECT OR
							EAST NAVY BLVD SEWER PROJECT (SHADOWLAWN DRIVE)
Subtotal	4,869			425,000	401,738	23,262	
overall change							23,262
29 58301 Other Grants & Aids	113,433	2,500	50	125,000	115,611	9,389	RES REHAB GRANT PROGRAMS
				0		0	
Subtotal	113,433			125,000	115,611	9,389	
overall change							9,389
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change							0

Page Totals 245,168  
Check 245,168

752,137 729,649 22,286  
752,137 729,649

FUND: CRA - Expendable Trust  
 FUNCTION: General Government  
 ACTIVITY: Other General Government Services

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Community Redevelopment  
 COST CENTER: CRA Palafox

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	26,195	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	1,096	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	2,087	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	29,378	0	0	0	0
53101	Professional Services	0	0	0	12,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	15,518	44,094	0	91,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	25	1,000	0	695	0
54301	Utility Services	67,145	85,500	31,100	108,084	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	11,060	5,000	646	1,000	0
54701	Printing & Binding	515	0	0	695	0
54801	Promotional Activities	0	300	0	0	0
54901	Other Current Charges & Obligations	13,308	20,000	8,867	20,149	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	42	0	0	0	0
55201	Operating Supplies	454	100	0	100	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	108,068	155,994	40,613	233,723	0
56101	Land	0	0	0	180,000	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	77,917	30,000	24,813	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	77,917	30,000	24,813	180,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	34,123	55,000	4,350	45,000	0
	GRANTS AND AIDS	34,123	55,000	4,350	45,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 249,486	\$ 240,994	\$ 69,776	\$ 458,723	\$ 0
RESOURCES						
	CRA - Expendable Trust	\$ 249,486	\$ 240,994	\$ 69,776	\$ 458,723	\$ 0
	TOTAL REVENUES	\$ 249,486	\$ 240,994	\$ 69,776	\$ 458,723	\$ 0

Tree Removal, paint program, Clean-ups, demos, abatements

Lighting project (778 est)  
Tipping fees

County 5% Indirect & Escrow account

Erress Blvd acquisition project

Facade, Sign, Residential Grants



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

151/370115

Palafox

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services		2,000	6	12,000			TITLE SEARCHES/ERRESS BLVD PROJECT
				0		0	
Subtotal	-			12,000	-	0	
overall change 12,000							
3 53401 Other Contractual Services	15,518	1,500	20	30,000	44,094	(14,094)	DEMOS/LOT ABATEMENTS
		500	10	5,000		5,000	PAINTING PROGRAM
		500	10	5,000		5,000	TREE REMOVAL PROGRAM
		8,500	6	51,000		51,000	ERRESS BLVD PROJECT
Subtotal	15,518			91,000	44,094	46,906	
overall change 46,906							
6 54201 Postage & Freight	25	445	1	445	1,000	(555)	CLEANUP POSTAGE-MONTCLAIR/WESTERMARK
		250	1	250		250	CLEANUP POSTAGE-BRENTWOOD/BELL ACRES
Subtotal	25			695	1,000	(305)	
overall change (305)							
7 54301 Utility Services	67,145	8,407	12	100,884	85,500	15,384	PALAFOX STREETLIGHT PROJECT (778 LIGHTS)
		2,600	1	2,600		2,600	CLEANUP TIPPING FEES:MONTCLAIR/WESTERNMARK
		4,600	1	4,600		4,600	CLEANUP TIPPING FEES:BRENTWOOD/BELL ACRES
Subtotal	67,145			108,084	85,500	22,584	
overall change 22,584							
10 54601 Repair & Maintenance	11,060	1,000	1	1,000	5,000	(4,000)	CRA WORKERS EQUIP MAINTENANCE
				0		0	
Subtotal	11,060			1,000	5,000	(4,000)	
overall change (4,000)							
11 54701 Printing & Binding	515	445	1	445		445	CLEANUP MAILERS:MONTCLAIR/WESTERMARK
		250	1	250		250	CLEANUP MAILERS:BRENTWOOD/BELL ACRES
Subtotal	515			695	-	695	
overall change 695							
12 54801 Promotional Activities				0	300	(300)	
						0	
Subtotal	-			-	300	(300)	
overall change (300)							
13 54901 Other Current	13,308	4,862	4	19,449	20,000	(551)	INDIRECT COST: QUARTERLY FEE
Chrgs & Obligs		20	30	600		600	ESCROW ACCOUNT: RES REHAB RECORDING LIEN FEES
		10	10	100		100	ESCROW ACCOUNT: RES REHAB RECORDING CX LIEN FEES
Subtotal	13,308			20,149	20,000	149	
overall change 149							
15 55101 Office Supplies	42			0		0	
Subtotal	42			-	-	0	
overall change 0							
16 55201 Operating Supplies	454	5	20	100	100	0	PAINT BUCKETS: RES PAINTING PROGRAMS
				0		0	
Subtotal	454			100	100	0	
overall change 0							
22 56101 Land		30,000	6	180,000		180,000	ACQUISITION PROJECT: ERRESS BLVD PROJECT
Subtotal	-			180,000	-	180,000	
overall change 180,000							
24 56301 Improvements Other Than Bldgs.	77,917			0	30,000	(30,000)	
				0		0	
Subtotal	77,917			-	30,000	(30,000)	
overall change (30,000)							
29 58301 Other Grants & Aids	34,123	4,500	10	45,000	55,000	(10,000)	RES REHAB GRANT PROGRAM-RESIDENTIAL
				0		0	
Subtotal	34,123			45,000	55,000	(10,000)	
overall change (10,000)							
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change 0							
Page Totals 220,108 458,723 240,994 205,729							
Check 220,108 458,723 240,994							

FUND: CRA - Expendable Trust  
 FUNCTION: CRA - Expendable Trust  
 ACTIVITY: CRA - Expendable Trust

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Community Redevelopment  
 COST CENTER: CRA Barrancas

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	4,075	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	299	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	334	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	4,709	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	17,727	25,632	0	20,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	1,020	500	0	445	0
54301	Utility Services	20,116	30,000	10,303	29,420	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	20,821	28,000	1,495	10,000	0
54701	Printing & Binding	726	300	0	445	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	8,214	15,000	5,661	11,247	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	20	0	0	0	0
55201	Operating Supplies	72	100	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	68,715	99,532	17,459	71,557	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	121,143	0	117,000	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	121,143	0	117,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	42,638	35,000	22,713	65,000	0
	GRANTS AND AIDS	42,638	35,000	22,713	65,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 116,062	\$ 255,675	\$ 40,172	\$ 253,557	0
RESOURCES						
	CRA - Expendable Trust	\$ 116,062	\$ 255,675	\$ 40,172	\$ 253,557	0
	TOTAL REVENUES	\$ 116,062	\$ 255,675	\$ 40,172	\$ 253,557	0

Paint program, Clean-ups  
Demo/site abatement

Gulf Power, lighting & Irrigation services

Landscape Maint.

County Indirect 5% & Escrow Acct.

Park amenities at Lexington & sidewalk improvements

Facade, Sign, Residential & commercial Grants

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
151/370116 Barrancas

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	12,852	15,000	1	15,000	25,632	(10,632)	DEMOS/LOT ABATEMENTS
		2,500	1	2,500		2,500	PAINTING GRANT PROGRAM
		2,500	1	2,500		2,500	TREE REMOVAL GRANT PROGRAM
Subtotal	12,852			20,000	25,632	(5,632)	
						overall change (5,632)	
6 54201 Postage & Freight	1,020	445	1	445	500	(55)	CLEANUP POSTAGE FOR MAILERS
				0		0	
Subtotal	1,020			445	500	(55)	
						overall change (55)	
7 54301 Utility Services	20,025	2,083	12	25,000	30,000	(5,000)	BARRANCAS STREETLIGHT PROJECT (320 LIGHTS) + ANTICIPATED GP RATE INCREASE
		2,200	1	2,200		2,200	CLEANUP TIPPING FEES
		185	12	2,220		2,220	IRRIGATION SYSTEMS/BARR MEDIANS/BARR POCKET PARK/MAHOGANY MILL RD/LEX TERRACE PARK
Subtotal	20,025			29,420	30,000	(580)	
						overall change (580)	
10 54601 Repair & Maintenance	20,821	10,000	1	10,000	28,000	(18,000)	LANDSCAPE/MEDIANS MAINTENANCE:OLDE BARRANCAS MEDIANS/OLDE BARR POCKET PARK/MAHOGANY MILL RD
				0		0	
Subtotal	20,821			10,000	28,000	(18,000)	
						overall change (18,000)	
11 54701 Printing & Binding	726	445	1	445	300	145	CLEANUP MAILERS
				0		0	
Subtotal	726			445	300	145	
						overall change 145	
13 54901 Other Current	8,214	2,702	4	10,807	15,000	(4,193)	INDIRECT COST: QUARTERLY FEE
Chrgs & Obligs		20	12	240		240	ESCROW ACCOUNT:RES REHAB RECORDING LIEN FEES
		20	10	200		200	ESCROW ACCOUNT:RES REHAB RECORDING CX LIEN FEES
Subtotal	8,214			11,247	15,000	(3,753)	
						overall change (3,753)	
16 55201 Operating Supplies	72			0	100	(100)	
				0		0	
Subtotal	72			-	100	(100)	
						overall change (100)	
24 56301 Improvements		45,000	1	45,000	121,143	(76,143)	LEXINGTON PARK IMPROVEMENT: ROAD RESURFACE/FENCE REPLACEMENT/LIGHTING SIDEWALK
Other Than Bldgs.		72,000	1	72,000		72,000	IMPROVEMENTS:ALBAPLENA/RUEMAX/DEXTER AVE/JAMISON ST
				0		0	
				0		0	
Subtotal	-			117,000	121,143	(4,143)	
						overall change (4,143)	
29 58301 Other Grants & Aids	42,638	50,000	1	50,000	35,000	15,000	RES REHAB GRANTS - RESIDENTIAL
		15,000	1	15,000		15,000	COMMERCIAL GRANTS - BUSINESS
Subtotal	42,638			65,000	35,000	30,000	
						overall change 30,000	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
						overall change 0	
Page Totals	106,387			253,557	255,675	(2,118)	
Check	106,387			253,557	255,675		

FUND: CRA - Expendable Trust  
 FUNCTION: General Government  
 ACTIVITY: Other General Government Services

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Community Redevelopment  
 COST CENTER: CRA Englewood

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	985	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	23,902	35,630	2,650	64,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	1,000	0	570	0
54301	Utility Services	58,041	77,000	11,911	49,900	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	8,794	11,000	420	10,000	0
54701	Printing & Binding	580	300	0	750	0
54801	Promotional Activities	2,140	0	0	1,500	0
54901	Other Current Charges & Obligations	7,760	15,000	5,297	10,247	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	20	0	0	0	0
55201	Operating Supplies	0	100	0	100	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	102,222	140,030	20,277	137,067	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	4,325	0	0	10,000	0
56401	Machinery & Equipment	2,220	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	6,546	0	0	10,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	6,650	42,727	9,262	20,000	0
	GRANTS AND AIDS	6,650	42,727	9,262	20,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 115,418	\$ 182,757	\$ 29,539	\$ 167,067	0
RESOURCES						
	CRA - Expendable Trust	\$ 115,418	\$ 182,757	\$ 29,539	\$ 167,067	0
	TOTAL REVENUES	\$ 115,418	\$ 182,757	\$ 29,539	\$ 167,067	0

Tree & Paint  
program;  
Demolishments

Lighting program (680  
lights est) tipping  
fees

Landscaping,  
mulching

County Indirect 5%  
& escrow

Gateway sign  
replacement (2)

Facade, Sign,  
Residential &  
commercial Grants

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
151/370117 Englewood

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	985			0			
				0		0	
Subtotal	985			-	-	0	
overall change							0
3 53401 Other Contractual Services	23,902	49,000	1	49,000	35,630	13,370	DEMOS/LOT ABATEMENTS
		7,500	1	7,500		7,500	PAINTING PROGRAM
		7,500	1	7,500		7,500	TREE REMOVAL PROGRAM
Subtotal	23,902			64,000	35,630	28,370	
overall change							28,370
6 54201 Postage & Freight		15	12	180	1,000	(820)	POSTAGE FOR NEIGHBORHOOD GROUP MAILERS
		390	1	390		390	POSTAGE FOR CLEANUP MAILERS
Subtotal	-			570	1,000	(430)	
overall change							(430)
7 54301 Utility Services	58,041	45,000	1	45,000	77,000	(32,000)	ENGLEWOOD STREETLIGHT PROGRAM (680 LIGHTS) + ANTICIPATED GP RATE INCREASE
		4,900	1	4,900		4,900	EBONWOOD CLEANUP TIPPING FEES
Subtotal	58,041			49,900	77,000	(27,100)	
overall change							(27,100)
10 54601 Repair & Maintenance	8,794	10,000	1	10,000	11,000	(1,000)	E STREET MAINTENANCE/REMULCHING LANDSCAPE
				0		0	
Subtotal	8,794			10,000	11,000	(1,000)	
overall change							(1,000)
11 54701 Printing & Binding	580	30	12	360	300	60	NEIGHBORHOOD GROUP MONTHLY MAILERS
		390	1	390		390	EBONWOOD CLEANUP MAILERS
Subtotal	580			750	300	450	
overall change							450
12 54801 Promotional Activities	2,140	1,500	1	1,500		1,500	ESCAMBIA CARES RESOURCE EVENT
				0		0	
Subtotal	2,140			1,500	-	1,500	
overall change							1,500
13 54901 Other Current Chrgs & Oblig	7,760	2,462	4	9,847	15,000	(5,153)	INDIRECT COST: QUARTERLY FEE
		100	2	200		200	ESCROW ACCOUNT: RES REHAB RECORDING LIEN FEES
		100	2	200		200	ESCROW ACCOUNT: RES REHAB RECORDING CX LIEN FEES
Subtotal	7,760			10,247	15,000	(4,753)	
overall change							(4,753)
15 55101 Office Supplies	20			0		0	
Subtotal	20			-	-	0	
overall change							0
16 55201 Operating Supplies		5	20	100	100	0	PAINT BUCKETS-PAINTING GRANT PROGRAM
				0		0	
Subtotal	-			100	100	0	
overall change							0
24 56301 Improvements Other Than Bldgs.	4,325	5,000	2	10,000		10,000	GATEWAY ENTRANCE SIGNS REPLACEMENT
				0		0	
Subtotal	4,325			10,000	-	10,000	
overall change							10,000
25 56401 Machinery & Equipment	2,220			0		0	
				0		0	
Subtotal	2,220			-	-	0	
overall change							0
29 58301 Other Grants & Aids	6,650	15,000	1	15,000	42,727	(27,727)	RESIDENTIAL REHAB GRANTS
		5,000	1	5,000		5,000	COMMERCIAL FAÇADE GRANTS
				0		0	
Subtotal	6,650			20,000	42,727	(22,727)	
overall change							(22,727)
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change							0
Page Totals				167,067	182,757	(15,690)	
Check				167,067	182,757		

FUND: CRA - Expendable Trust  
 FUNCTION: General Government  
 ACTIVITY: Other General Government Services

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Community Redevelopment  
 COST CENTER: CRA Cantonment

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	2,466	15,091	1,325	7,776	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	893	0	0
54201	Postage & Freight	25	300	0	0	0
54301	Utility Services	2,035	3,500	1,416	10,200	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	426	200	0	0	0
54801	Promotional Activities	1,288	0	0	0	0
54901	Other Current Charges & Obligations	1,141	4,000	994	3,005	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	22	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	7,403	23,091	4,628	20,981	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	9,000	0	5,000	0
	GRANTS AND AIDS	0	9,000	0	5,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 7,403	\$ 32,091	\$ 4,628	\$ 25,981	\$ 0
RESOURCES						
	CRA - Expendable Trust	\$ 7,403	\$ 32,091	\$ 4,628	\$ 25,981	\$ 0
	TOTAL REVENUES	\$ 7,403	\$ 32,091	\$ 4,628	\$ 25,981	\$ 0

Clean-ups, demos,  
lot abatements

Cantonment  
streetlight project  
(154 lights est)

County Indirect 5%

Residential rehab  
Grants

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

151/370118

Cantonment

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	2,466	148	12	1,776	15,091	(13,315)	BRIGHT HOUSE/CHARTER COMM-CARVER PARK CC
		6,000	1	6,000		6,000	DEMOS/LOT ABATEMENTS
Subtotal	2,466			7,776	15,091	(7,315)	
						overall change (7,315)	
6 54201 Postage & Freight	25			0	300	(300)	
				0		0	
Subtotal	25			-	300	(300)	
						overall change (300)	
7 54301 Utility Services	2,035	850	12	10,200	3,500	6,700	CANTONMENT STREETLIGHT PROJECT (154 LIGHTS) +
				0		0	ANTICIPATED GP RATE INCREASE
Subtotal	2,035			10,200	3,500	6,700	
						overall change 6,700	
11 54701 Printing & Binding	426			0	200	(200)	
				0		0	
Subtotal	426			-	200	(200)	
						overall change (200)	
12 54801 Promotional Activities	1,288			0		0	
				0		0	
Subtotal	1,288			-	-	0	
						overall change 0	
13 54901 Other Current Chrgs & Obligs	1,141	751	4	3,005	4,000	(995)	INDIRECT COST: QUARTERLY FEE
				0		0	
Subtotal	1,141			3,005	4,000	(995)	
						overall change (995)	
15 55101 Office Supplies	22			0		0	
				-	-	0	
Subtotal	22			-	-	0	
						overall change 0	
29 58301 Other Grants & Aids		5,000	1	5,000	9,000	(4,000)	RESIDENTIAL REHAB GRANTS
				0		0	
				0		0	
Subtotal	-			5,000	9,000	(4,000)	
						overall change (4,000)	
31 59801 Reserves				0		0	
				0		0	
Subtotal	-			-	-	0	
						overall change 0	
Page Totals	7,403			25,981	32,091	(6,110)	
Check	7,403			25,981	32,091		

FUND: CRA - Expendable Trust  
 FUNCTION: General Government  
 ACTIVITY: Other General Government Services

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Community Redevelopment  
 COST CENTER: CRA Ensley

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	10,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	15,000	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	2,515	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	27,515	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	22,784	0
	GRANTS AND AIDS	0	0	0	22,784	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	\$ 50,299	\$ 0
RESOURCES						
	CRA - Expendable Trust	\$ 0	\$ 0	\$ 0	\$ 50,299	\$ 0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	\$ 50,299	\$ 0

Gateway entry signs

County Indirect 5%

Facade, Sign, Residential Grants



FUND: CRA - Expendable Trust  
 FUNCTION: General Government  
 ACTIVITY: Other General Government Services

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Community Redevelopment  
 COST CENTER: CRA Atwood

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	10,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	15,929	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	1,891	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	27,820	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	10,000	0
	GRANTS AND AIDS	0	0	0	10,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	\$ 37,820	\$ 0
RESOURCES						
	CRA - Expendable Trust	\$ 0	\$ 0	\$ 0	\$ 37,820	\$ 0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	\$ 37,820	\$ 0

Gateway entry signs

County Indirect 5%

Facade, Sign, Residential Grants

FUND: CRA - Expendable Trust  
 FUNCTION: General Government  
 ACTIVITY: Other General Government Services

DEPARTMENT: Neighborhood and Human Services  
 DIVISION: Community Redevelopment  
 COST CENTER: Neighborhood Restoration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	70,479	56,088	24,812	56,098	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	989	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	5,153	4,291	2,099	4,291	0
52201	Retirement Contributions	4,030	4,218	1,866	4,443	0
52301	Life & Health Insurance	7,506	9,000	3,225	9,500	0
52401	Workers' Compensation	136	142	62	168	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	88,293	73,739	32,064	74,500	0
53101	Professional Services	2,520	2,000	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	600	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	1,000	0	1,200	0
54101	Communications	374	500	99	600	0
54201	Postage & Freight	840	600	447	600	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	414	600	276	552	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	4,337	6,000	646	0	0
54701	Printing & Binding	0	500	896	60	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	100	750	100	480	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	1,200	43	400	0
55201	Operating Supplies	5,500	500	510	1,200	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	1,143	500	355	355	0
55501	Training & Registrations	0	250	0	300	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	15,228	15,000	3,372	5,747	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 103,521	\$ 88,739	\$ 35,436	\$ 80,247	0
RESOURCES						
	CDBG - Grant Funds	\$ 103,521	\$ 0	\$ 35,436	\$ 0	0
	Fund Balance	0	88,739	0	80,247	0
	TOTAL REVENUES	\$ 103,521	\$ 88,739	\$ 35,436	\$ 80,247	0

FRA/APA  
conference and per  
diem

Legal Ads

Fuel for 2  
vehicles

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

151/370111

Neighborhood Restoration

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	2,520			0	2,000	0	
Subtotal	2,520			-	2,000	0	
overall change (2,000)							
3 53401 Other Contractual Services				0	600	(600)	
Subtotal	-			-	600	(600)	
overall change (600)							
4 54001 Travel & Per Diem		1,200	1	1,200	1,000	200	FRA/APA CONFERENCE WORKSHOP/HOTEL CHG/PER DIEM
Subtotal	-			1,200	1,000	200	
overall change 200							
5 54101 Communications	374	50	12	600	500	100	VERIZON COUNTY CELLULAR SERVICE
Subtotal	374			600	500	100	
overall change 100							
6 54201 Postage & Freight	840	150	4	600	600	0	POSTAGE METER
Subtotal	840			600	600	0	
overall change 0							
8 54401 Rentals & Leases	414	138	4	552	600	(48)	POSTAGE METER LEASE
Subtotal	414			552	600	(48)	
overall change (48)							
10 54601 Repair & Maintenance	4,337		1	0	6,000	(6,000)	
Subtotal	4,337			-	6,000	(6,000)	
overall change (6,000)							
11 54701 Printing & Binding		60	1	60	500	(440)	BUSINESS CARD FOR 1 STAFF
Subtotal	-			60	500	(440)	
overall change (440)							
13 54901 Other Current Chrgs & Obligs	100	160	3	480	750	(270)	OAKFIELD REDEVELOPMENT PLAN PH PNJ AD
Subtotal	100			480	750	(270)	
overall change (270)							
15 55101 Office Supplies		400	1	400	1,200	(800)	SUPPORT 1 STAFF OAKFIELD REDEVELOPMENT PLAN
Subtotal	-			400	1,200	(800)	
overall change (800)							
16 55201 Operating Supplies	5,500	100	12	1,200	500	700	FUEL CHARGES (2 VEHICLES: FORD ESCAPE/ EXPLORER)
Subtotal	5,500			1,200	500	700	
overall change 700							
18 55401 Books, Pubs & Subs.	1,143	355	1	355	500	(145)	ANNUAL PROFESSIONAL MEMBERSHIP
Subtotal	1,143			355	500	(145)	
overall change (145)							
19 55501 Training & Registrations		300	1	300	250	50	FRA/APA TRAINING REGISTRATION
Subtotal	-			300	250	50	
overall change 50							
29 58301 Other Grants & Aids				0		0	RES REHAB GRANTS/COMMERCIAL GRANTS FOR NEWLY DESIGNATED CRA AREAS (10 @\$2k each or \$20k)
Subtotal	-			-	-	0	
overall change 0							
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change 0							

Page Totals 15,228  
Check 15,228

5,747 15,000 (7,253)  
5,747 15,000

## Position Justification

NEIGHBORHOOD AND HUMAN SERVICES DEPARTMENT						Florida Statutes	
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification	
1	370101	Neighborhood & Human Services	1	Director	100%	Providing leadership for 20 employees, Oversee the Community Redevelopment Agency (CRA) - 9 Redevelopment Agencies, the Neighborhood Enterprise Division (NED) - HUD Home, CDBG, SHIP & ESG Solutions Grants, the Safe Neighborhood Program, Public Social Services (indigent Burial), Community Centers - 9 centers - manage budget over approximately \$20Million	
1	370101		1	Director's Aide	100%	Prepare Budget, prepare Purchase Orders, Requisitions, Change Orders, Vouchers and any related financial documents, provide administrative support to the Department	
1, 352	(Various cost centers) 370101,370106, 370107		2	Community Center Coordinators	100% for one (1) Coordinator) one (1) Coordinator split 25% LOST III, 75% LOST IV	Mange & create programs, e.g. Afterschool Program & Summer Camp Programs & Other Programs, plans, organize, supervise recreational activities, Oversees Community Center programs, activities and events. Identifies the need the program or activity will address; determines target audience for program; oversees program development; involved key community leaders and organizations; monitors timelines and goals; reviews program marketing and advertising efforts; and allocates resources accordingly	
1	370101		1	Division Manager, Human Assistance	100%	Liaison for programs through CareerEscarosa, creation & management of NHS Programs e.g. Youth Employment Program, Workforce Readiness Workshops, Manage & Coordinate Indigent Burial Program, 2nd lead for EOC - Human Services Branch Director, Prepare BCC Recommendations. Employee is currently in Drop Program	Florida Statute (406.50, 406.51, 406.53).
1	370101		1	Division Manager, Community Centers	100%	Responsible for ten (10) community centers, seven (7) of which is under a LMA between the BCC & non-profit organizations, assist in oversite of three (3) additional County ran facilities, Coordinate and administer County's Indigent Burial Program, Manage community center programs and community center staff, Prepare BCC Recommendations	Florida Statute (406.50, 406.51, 406.53).
			6				
151	370110	Community Redevelopment Agency	1	Division Manager	100%	Prepares annual budget of \$1.76 million, administers 9 designated CRA areas (Barrancas, Brownsville, Cantonment, Atwood, Ensley, Englewood, Palafox, Oakfield & Warrington), Provides services to a population of 54,570 estimated 15 percent of the County population, awards 10 to 15 Grants per month, review and approve CRA Board Agenda, hold monthly CRA Board meetings, acts as Acting Director on occasion, possess a Professional Redevelopment certification, coordinate with interdepartmental and outside agencies, administer and approve capital improvement projects. Prepares and responsible for the implementation of 9 Redevelopment Plans and responsible 9 Tax Increment Financing (TIF) Accounts, Review and approve staff payroll, leave slips, PAFs, hiring and termination, and oversee the entire functions of CRA Division. Work with outside agencies and taxing authorities notifying of newly designated areas. <b>Currently, CRA has 7 full-time positions.</b>	<b>Florida Statutes:</b> Budget, F.S. Chap 163, Part III, Redevelopment Plans approved by Resolutions, Tax Increment Financing (TIF) approved by County Ordinance, FS 125, Public Hearings for Redevelopment Plans through Planning Board and BCC
151	370110		1	Administrative Assistant	100%	Prepare all CRA Division accounts payables, monthly Board Recommendations, serves as the Department Representative for Human Resources and Wellness Committee. Review and monitor fund accounts prior to processing billing, Legal advertisement, Clerk official records, coordinate with Departments, process and audit 50 accounts payables vouchers	Same as above.
151	370110		1	Redeveloper 1	100%	Provide GIS support to create Maps generating 5 to 6 Maps monthly as requested and increase turnaround time for supporting staff, address mapping, prepare PowerPoint presentations, Redevelopment Plans, conduct information research, prepare all Purchase Order requisition, prepare data report and assist as backup to the CRA administrative assistant.	Same as above.
151	370110		1	Environmental Program Manager/Brownfield Coordinator	100%	Coordinates issues involving environmental contamination of soil and groundwater, conduct remediation and cleanups, conduct transactions screen and practice E1528-06 for County property acquisition, adhere to State and Federal rules and regulations, administer the CRA Residential Paint and Tree Program.	Same as above. Brownfield's Incentives F.S. Section 376.84
151	370110		2	Development Program Manager	100%	These 2 Development Program Manager oversees 3 CRA Districts each totaling 6 Areas: Warrington/Cantonment/Ensley covering 7,356 Acres, 11.5 Miles, & 17,391 Population; Englewood/Palafox/Atwood covering 4,126 Acres, 6.4 Miles, & 16,874 Population, Prepare Redevelopment Plans for implementation and compliances, Grant administrator, managed CRA Capital Improvement Projects, process over 60 Grants annually	Florida Statutes: Budget, F.S. Chap 163, Part III, Redevelopment Plans approved by Resolutions, Tax Increment Financing (TIF) approved by County Ordinance, Public Hearings for Redevelopment Plans through Planning Board and BCC
151	370111		1	Development Program Manager	100%	The Development Program Manager oversees 3 CRA Districts: Barrancas/Oakfield/Brownsville covering 4,460 Acres, 7 Miles, & 21,205 Population; Prepare Redevelopment Plans for implementation and compliances, Grant administrator, managed CRA Capital Improvement Projects, process over 60 Grants annually	Florida Statutes: Budget, F.S. Chap 163, Part III, Redevelopment Plans approved by Resolutions, Tax Increment Financing (TIF) approved by County Ordinance, Public Hearings for Redevelopment Plans through Planning Board and BCC

## Position Justification

Position Justification						NEIGHBORHOOD AND HUMAN SERVICES DEPARTMENT	Ordinance/ Florida Statutes
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification	
101	370104		1	Safe Neighborhood Coordinator	100%	The position manages 11 designated Safe Neighborhood Areas, provides and coordinates cleanup projects which include working with outside agencies under the inter-local agreements, coordinate with internal departments for cleanup project, serves as the CRA Safety coordinator, oversees CRA and SN streetlight projects, repairs and customer complaints, serves as a liaison to neighborhood committees and/or groups, facilitates educational seminars, oversee CRA and SN demo and lot abatements projects, staff facilitates in removing over 926,000 pounds of debris and tires from neighborhood cleanups and coordinates a minimum of 10 to 12 Cleanups annually.	Safe Neighborhood Areas designated by County Resolutions. Funds are regulated by FS 775.083(2)
			8				
						CRA PROPERTY ACQUISITION/DEVELOPMENT/RIGHTS-OF-WAY MOWING	
						Special projects coordinator for commission driven projects in conjunction with OMB, NED, Road DEPT for specific neighborhood development initiatives.	
120	370205	Neighborhood Enterprise/2018 SHIP	1	Accounting Tech	17	Prepare requisitions for the SHIP program; review payment requests for program and prepare vouchers and/or receiving reports; prepare change orders for purchasing for rehab and other activities; respond to requests for additional info from Clerk's office as needed for payment processing; upload data into Pentamation; request and review audit reports from sub recipients; prepare monthly budget reports for division; prepare budget amendments as needed for program and related recommendations; assist with annual budgeting process; monitor City of Pensacola for spendout against grant; respond to annual audit requests from developer's accountants to include amortization reports; receipt program income; assist with internal audits of program as required by County and with FHFC monitoring; assist division manager with preparation of SHIP annual report	Chapter 420.907-9079, FS and Rule Chapter 67-37 FAC
120	370205		1	Compliance Coordinator	17	Monitoring of SHIP rental contracts for annual compliance as required by FS, to include desk monitoring, site visits, review of income, leases and occupancy reports; enter initial occupancy data into SHIP annual reporting database; correspondence with rental properties regarding any findings or concerns to ensure compliance; correspondence regarding updated income and rent limits; assist with additional client income eligibility reviews under repair program; create and update rental database; assist Accounting Tech with annual audit requests from developers; assists with research projects as assigned. The average inspected units per FY is 18 units out of 27.	Same as above.
120	370205		1	Division Manager	17	Oversight of SHIP grant, including monitoring of City of Pensacola interlocal; attendance at monthly AHAC meetings and preparation of reports related to AHAC meetings and requests; review and approval of applications for payment; review of client eligibility applications; approve change orders in Pentamation; enter of client and property information into SHIP database; preparation of annual report to FHFC to include all demographic and funding data for all activities, including those implemented by the City of Pensacola; public records entries and response (FOIA); communicate with Legal regarding any legal proceedings related to SHIP mortgages or liens; prepare policy & procedure updates; ensure advertising of available funds and availability of reports as required by F.S.; preparation of LHAP and any amendments as necessary; monitoring of any sub recipients (i.e., Town, various not for profits); meet with sub recipients and/or local governments to answer any compliance issues; attend citizen meetings as requested; answer media and citizen requests via phone and email; prepare all SHIP agreements and amendments; enter any SHIP agreements, amendments, etc into agenda quick; attend BCC agenda review and meetings related to SHIP program; attend trainings to keep updated on changes to program statute/rules; site visits; assist with referrals from code enforcement for repairs; review and revise program documents as needed (application documents, lien documents, insurance, etc); prepare RFAs and RLIs for contractual services and sup recipients; apply for additional funding as available (i.e., disaster, special housing counseling); monitor budgets for timely spendout and for compliance with set asides as prescribed by FS; supervise staff to ensure compliance with all aspects of program; submit annual funding request form as required by FHFC; serve as POC for developers requesting LG funds for FHFC developments; provide information to Clerk's office regarding required reporting and other compliance issues; serve as main point of contact for internal and FHFC audits of program; prepare public notices and advertisements as required by program	Same as above.
120	370205		1	Housing Rehab Specialist	17	oversees SHIP rehab program, to include inspection of owner occupied properties, preparation of work specifications, including contact with homeowner to review the scope of work; review of contractor insurance, bonding, licensure, and other items as required by program and County Purchasing P&P; disseminate bid documents to interested contractors; attend prebid meetings and walk throughs; set bid openings; prepare bid minutes; attend closing with client and contractor; review work progress, to include meeting with contractor and homeowner with any concerns; communicates with code officer on property progress for properties with active NOV's; reviews any requests for change orders for justification and accuracy; communicates building inspections and planning & zoning regarding any difficulties/concerns; reviews and approves payment requests according to contracts and on site inspections; prepare health dept permit applications for septic to sewer or septic tank repair/replacement	Same as above.
120	370205		1	Sr Office Support Assist	17	Prepare requisitions for the SHIP program; review payment requests for program, particularly the homebuyer program and prepare vouchers and/or receiving reports; prepare change orders for purchasing for rehab and other activities; upload data into Pentamation; respond to requests for additional info from Clerk's office as needed for payment processing; enters homebuyer and rehab data into SHIP database; filing; answers phone & other customer service issues; orders supplies; assists staff with travel documents; contact PNJ for public notices and advertisements as required by program; assists with entry of recommendations into AgendaQuick	Same as above.

## Position Justification

## NEIGHBORHOOD AND HUMAN SERVICES DEPARTMENT

Ordinance/  
Florida Statutes

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification	
120	370205		1	Redeveloper I	50	Pre-screen applicants for SHIP rehab program; answer citizen requests regarding rehab program, including payoff requests from title companies; set initial appointments with applicants; meet with applicants to go over initial documents and program terms; send out 3rd party income verifications as required for program compliance and to review eligibility for program; review public records and taxes for any eligibility issues for a property; request title reports; prepare all rehab program paperwork for review; prepare all closing paperwork for signing by contractor and homeowner; prepare mortgage/lien cancellations; update info in waiting list database; maintain contact with code officer for clients with NOVs; mail correspondence to clients regarding appointments, additional info needed, and before file closeout for non-response;	Same as above.
			6				
129	370229	Neighborhood Enterprise/2017 CDBG Admin	1	Accounting Tech	70%	Prepare requisitions for the CDBG and ESG programs; review payment requests for program and prepare vouchers and/or receiving reports; prepare change orders for purchasing for CIP and other activities; respond to requests for additional info from Clerk's office as needed for payment processing; upload data into Pentamation; request and review audit reports from sub recipients; request ESG matching funding data; prepare monthly budget reports for division; prepare budget amendments as needed for programs and related recommendations; assist with annual budgeting process; sets up, funds, and closes activities in HUD IDIS system; prepares draws in IDIS system; program receipts; review specific draws against contracts, to include Loaves & Fishes, Council on Aging, Human Relations Commission, Mosquito Control Brownfield contract; set up info for temporary employees and review payrolls from Blue Arbor; assist with internal audits as required by County and HUD monitoring	24 CFR Part 570 (CDBG) and all related acts, including NEPA regulations at 24 CFR Part 58; Responsibilities and Citizen Participation Plan at 92 CFR 91.105; Other Cross-Cutting Federal Regulations, including but not limited to, Fair Housing and Equal Opportunity, Conflict of Interest Provisions of 92.356, Uniform Relocation Assistance Act Regulations at 49 CFR Part 24; Labor Provisions; Lead Based Paint Regulations at 40 CFR Part 745; Uniform Administrative Requirements at 2 CFR 200; Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) and Regulations at 24 CFR Part 91 (ESG)
129	370229		1	Compliance Coordinator	70	Responsibility for HUD required NEPA reviews for all activities, which includes review of activity for proper level of review (exempt, CENST, CEST, EA, EIS), review of sites for airport clear zones, historic preservation, toxics, flood zones, wetlands, endangered species, air quality, farmlands protection, noise, environmental justice, etc.; correspond with State Historic Preservation office, Indian tribes, DEP, other government officials as necessary to complete review; assist Division Manager with preparation of FONSI's and RROF to HUD; assist appropriate staff with site specific reviews for various programs; prepare review activities for Davis Bacon and labor standard compliance, to include attending prebid meetings, preparation of federal compliance packets for bid documents, review and dissemination of wage decisions issued by DOL, review of weekly payroll reports provided by contractors; inspection of job sites for compliance with DB requirements; conduct employee interviews to monitor compliance by contractor; prepare and submit quarterly labor standards report to HUD; oversee compliance of CRA staff with DB reqs implementing CRA facade grants with CDBG funds; consult with HUD/DOL to request a wage determination for jobs not listed on wage decision; prepare CDBG closeout report for any activity triggering DB requirements; enter program info into HUD IDIS system, approve draws in HUD IDIS system; assist division manager with information needed to submit HUD Annual Plan in IDIS; review contractors (non-rehab) to insure not federally debarred from participating in program. So far for FY16/17 a total of 26 SHPO reviews have been completed. An average of about seven Davis Bacon contracts per FY. For FY16/17 a total of 8 Environmental Reviews have been done.	Same as above.

## Position Justification

## NEIGHBORHOOD AND HUMAN SERVICES DEPARTMENT

Ordinance/  
Florida Statutes

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification	
129	370229		1	Division Manager	70	Oversight of CDBG and ESG grants; review and approval of applications for payment; review of client eligibility applications; enter of client/activity information into HUD IDIS program, to include activity set up, funding, accomplishments, draws, and closeout; preparation of annual CAPER report to HUD; enter annual Section 3 reporting info via HUD online system; complete and submit biannual MBE/WBE report to HUD; request credit reports; public records entries and response (FOIA); review/approve change orders in Pentamation; communicate with Legal regarding any legal proceedings related to CDBG mortgages or liens; prepare policy & procedure updates for BCC; ensure advertising of availability of annual plans and CAPER reports as required by HUD; prepare Annual Plan amendments, related advertisements, and recommendations to BCC; preparation of HUD Annual Plan as required by HUD, including attendance at public meetings, coordination with HOME Consortium members, entry of required data into HUD annual plan; submission of annual plan to Florida Clearinghouse for review; monitoring of any sub recipients; meet with sub recipients and/or local governments to answer any compliance issues; attend citizen meetings as requested; answer media and citizen requests via phone and email; prepare all CDBG agreements and amendments; enter any CDBG agreements, amendments, etc into agenda quick; attend BCC agenda review and meetings related to CDBG program; attend trainings to keep updated on changes to program statute/rules; site visits; assist with referrals from code enforcement for demolition assistance program; review and revise program documents as needed (application documents, lien documents, insurance, etc); prepare annual CAPER and enter data into HUD IDIS system for submission to HUD; prepare RFAs and RLIs for contractual services and suprecipients; monitor budgets for timely spendout and for compliance with set asides as prescribed by HUD; supervise staff to ensure compliance with all aspects of program; work with Compliance Coordinator on HUD NEPA reviews;	Same as above.
				Division Manager (continued)		coordinate funding and oversight of projects with other County departments (i.e., CRA facade program; ADA improvements with Parks and/or Facilities; Brownfields program with CRA; CIP projects with Engineering); prepare federal compliance packets for bidding non-rehab projects; review labor standards packets for bidding for non-rehab projects; provide information to Clerk's office regarding required reporting and other compliance issues; serve as main point of contact for internal and HUD audits of program; prepare public notices and advertisements as required by program	
129	370229		1	Housing Rehab Specialist	70	Oversees CDBG rehab program, to include inspection of owner occupied properties, preparation of work specifications, including contact with homeowner to review the scope of work; review of contractor insurance, bonding, licensure, and other items as required by program and County Purchasing P&P; review contractors bidding on LBP abatement jobs to ensure proper certifications are in place; meet on site with environmental contractor for LBP surveys; disseminate bid documents to interested contractors; attend prebid meetings and walk throughs; set bid openings; prepare bid minutes; attend closing with client and contractor; issue NTP; communicate with homeowner regarding move out coordination; review work progress, to include meeting with contractor and homeowner with any concerns; communicates with code officer on property progress for properties with active NOV's; reviews any requests for change orders for justification and accuracy; communicates building inspections and planning & zoning regarding any difficulties/concerns; reviews and approves payment requests according to contracts and on site inspections; coordinates with environmental contractor for preparation of LBP work plan and clearance; prepares HUD required LBP clearance reports; assists compliance coordinator with info on property and surrounding area for completion of HUD required NEPA review; prepare health department permit application for septic to sewer connections or for septic tank repair/replacements; enters client and project info into HUD IDIS system; closes projects in IDIS	Same as above.
129	370229		1	Sr Office Support Assist	70	Prepare requisitions for the CDBG program; prepare vouchers and/or receiving reports; prepare change orders for purchasing for rehab and other activities; upload data into Pentamation; respond to requests for additional info from Clerk's office as needed for payment processing; filing; answers phone & other customer service issues; orders supplies; assists staff with travel documents; contact PNJ for public notices and advertisements as required by program; assists with entry of recommendations in AgendaQuick	Same as above.
			5				
129	370230	Neighborhood Enterprise/2017 CDBG Hsg Rehab	1	Redeveloper I	50	Pre-screen applicants for CDBG and HOME rehab programs; answer citizen requests regarding rehab program, including payoff requests from title companies; set initial appointments with applicants; meet with applicants to go over initial documents and program terms; send out 3rd party income verifications as required for program compliance and to review eligibility for program; review public records and taxes for any eligibility issues for a property; request title reports; prepare all rehab program paperwork for review; prepare all closing paperwork for signing by contractor and homeowner; prepare mortgage/lien cancellations; update info in waiting list database; maintain contact with code officer for clients with NOV's; mail correspondence to clients regarding appointments, additional info needed, and before file closeout for non-response; update HUD client database with demographic data	Same as above.
			1				



## Position Justification

## NEIGHBORHOOD AND HUMAN SERVICES DEPARTMENT

Ordinance/  
Florida Statutes

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification	
147	370269	Neighborhood Enterprise/2017 HOME	1	Accounting Tech	13%	Prepare requisitions for the HOME programs; review payment requests for program and prepare vouchers and/or receiving reports; prepare change orders; respond to requests for additional info from Clerk's office as needed for payment processing; upload data into Pentamation; request and review audit reports from sub recipients; send spendout info quarterly to City and Santa Rosa to assist with tracking program spendout monitoring; prepare monthly budget reports for division; prepare budget amendments as needed for program and related recommendations; assist with annual budgeting process; sets up, funds, and closes activities in HUD IDIS system; prepares draws in IDIS system; program receipts; review specific draws against contracts, including City and Santa Rosa admin; assist with internal audits of program as required by County and HUD monitoring	HOME Regulations at 24 CFR Part 92, including NEPA regulations at 24 CFR Part 58 Responsibilities and Citizen Participation Plan at 92 CFR 91.105; Other Cross-Cutting Federal Regulations, including but not limited to, Fair Housing and Equal Opportunity, Conflict of Interest Provisions of 92.356, Uniform Relocation Assistance Act Regulations at 49 CFR Part 24; Labor Provisions; Lead Based Paint Regulations at 40 CFR Part 745; Uniform Administrative Requirements at 2 CFR 200
147	370269		1	Compliance Coordinator	13	Responsibility for HUD required NEPA reviews for all activities, which includes review of activity for proper level of review (exempt, CENST, CEST, EA, or EIS), review of sites for airport clear zones, historic preservation, toxics, flood zones, wetlands, endangered species, air quality, farmlands protection, noise, environmental justice, etc.; correspond with State Historic Preservation office, Indian tribes, DEP, other government officials as necessary to complete review; assist Division Manager with preparation of FONSI's and RROF to HUD; assist appropriate staff with site specific reviews for various programs; prepare review activities for Davis Bacon and labor standard compliance, to include attending prebid meetings, preparation of federal compliance packets for bid documents, review and dissemination of wage decisions issued by DOL, review of weekly payroll reports provided by contractors; inspection of job sites for compliance with DB requirements; conduct employee interviews to monitor compliance by contractor; prepare and submit quarterly labor standards report to HUD; consult with HUD/DOL to request a wage determination for jobs not listed on wage decision; prepare HOME closeout report for any activity triggering DB requirements; monitor HOME rental projects for compliance as required by HUD regulations; enter annual HOME rental reporting info into IDIS for the CAPER; enter program info into HUD IDIS system, approve draws in HUD IDIS system; assist division manager with information needed to submit HUD Annual Plan in IDIS. An average of 13 HOME rental units out of 20 are inspected per FY.	Same as above.
147	370269		1	Division Manager	13	Oversight of HOME grant; monitor Consortium members--City of Pensacola and Santa Rosa County for program spendout/compliance; review and approval of applications for payment, including City and Santa Rosa; review of client eligibility applications; approve change orders in Pentamation; enter of client/activity information into HUD IDIS program, to include activity set up, funding, accomplishments, draws, and closeout; preparation of annual CAPER report to HUD, including HOME matching report and coordinating information needed from Consortium members; enter annual Section 3 reporting info via HUD SPEARS online system; complete and submit biannual MBE/WBE report to HUD; public records entries and response (FOIA); communicate with Legal regarding any legal proceedings related to HOME mortgages or liens; prepare policy & procedure updates for BCC; ensure advertising of availability of annual plans and CAPER reports as required by HUD; prepare Annual Plan amendments, related advertisements, and recommendations to BCC; preparation of HUD Annual Plan as required by HUD, including attendance at public meetings, coordination with HOME Consortium members, entry of required data into HUD annual plan; submission of annual plan to Florida Clearinghouse for review; meet with local governments to answer any compliance issues; attend citizen meetings as requested; answer media and citizen requests via phone and email; prepare all HOME interlocal agreements and amendments; enter any HOME agreements, amendments, etc into agenda quick; attend BCC agenda review and meetings related to HOME program; attend trainings to keep updated on changes to program statute/rules; site visits; review and revise program documents as needed (application documents, lien documents, insurance, etc); prepare annual CAPER and enter data into HUD IDIS system for submission to HUD; prepare RFAs and RLIs for contractual services and CHDO projects; monitor budgets for timely spendout and for compliance with set asides as prescribed by HUD; supervise staff to ensure compliance with all aspects of program;	Same as above.
				Division Manager (continued)		work with Compliance Coordinator on HUD NEPA reviews; assist CHDOs with technical assistance; prepare federal compliance packets and labor standards for bidding projects; provide information to Clerk's office regarding required reporting and other compliance issues; serve as main point of contact for internal and HUD audits of program; prepare public notices and advertisements as required by program	



## Position Justification

## NEIGHBORHOOD AND HUMAN SERVICES DEPARTMENT

Ordinance/  
Florida Statutes

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification	
147	370269		1	Housing Rehab Specialist	13	Oversees HOME rehab program, to include inspection of owner occupied properties, preparation of work specifications in coordination with Purchasing, including contact with homeowner to review the scope of work; review of contractor insurance, bonding, licensure, and other items as required by program and County Purchasing P&P; disseminate bid documents to interested contractors; attend prebid meetings and walk throughs; attend closing with client and contractor; issue NTP; communicate with homeowner regarding move out coordination; review work progress, to include meeting with contractor and homeowner with any concerns; communicates with code officer on property progress for properties with active NOVs; reviews any requests for change orders for justification and accuracy; communicates building inspections and planning & zoning regarding any difficulties/concerns; reviews and approves payment requests according to contracts and on site inspections; prepares LBP assessment report; assists compliance coordinator with info on property and surrounding area for completion of HUD required NEPA review; prepare health department permit application for septic to sewer connections or for septic tank repair/replacements; enters client and project related info into HOME IDIS system; closes projects in IDIS	Same as above.
147	370269		1	Sr Office Support Assist	13	Prepare requisitions for the HOME program; prepare vouchers and/or receiving reports; prepare change orders for purchasing for rehab and other activities; upload data into Pentamation; respond to requests for additional info from Clerk's office as needed for payment processing; set up files; filing; answers phone & other customer service issues; orders supplies; assists staff with travel documents; contact PNJ for public notices and advertisements as required by program; assists with entry of recommendations into AgendaQuick	Same as above.
			5				
						All positions are 100% grant funded. With 6 fulltime staff managing highly regulated federal and state housing and community development grant programs, Escambia County has fewer staff than other local governments with similar size grant allocations from HUD/FHFC--Manatee (8); Leon (6-SHIP program only); Marion (7)	

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Executive

DEPARTMENT: County Administration  
 DIVISION: Assistant County Administrator  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	182,447	180,004	86,059	180,024	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	4,800	4,800	2,400	4,800	0
52101	FICA Taxes	13,389	14,138	5,452	14,139	0
52201	Retirement Contributions	31,985	32,950	15,304	34,415	0
52301	Life & Health Insurance	21,268	18,000	11,828	19,000	0
52401	Workers' Compensation	445	467	202	553	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	254,334	250,359	121,245	252,931	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	963	3,000	0	2,781	0
54101	Communications	878	1,500	361	1,238	0
54201	Freight & Postage Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	250	0	116	0
54801	Promotional Activities	15	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	549	500	439	500	0
55201	Operating Supplies	0	300	0	210	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	3,003	1,250	725	2,984	0
55501	Training & Registrations	0	1,000	0	840	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	5,408	7,800	1,525	8,669	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 259,742	\$ 258,159	\$ 122,770	\$ 261,600	\$ 0
RESOURCES						
	General Fund Revenues	\$ 259,742	\$ 258,159	\$ 122,770	\$ 261,600	\$ 0
	TOTAL REVENUES	\$ 259,742	\$ 258,159	\$ 122,770	\$ 261,600	\$ 0

Conferences & associated travel expenses

Professional Membership dues

Conference registrations & Training

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 130101

Asst. County Admin

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem	\$ 963	\$ 279	2	\$ 558	\$ 3,000	\$ (2,442)	2018 FAC Legislative Day (2 Nights @\$279)
		\$ 59	2	\$ 118		\$ 118	Per Diem (2 days/\$59 per day)
		\$ 15	2	\$ 30		\$ 30	Parking (2 days/\$15 per day)
		\$ 596	1	\$ 319		\$ 319	Mileage (596 miles @ \$.535 per mile)
		\$ 179	5	\$ 895		\$ 895	2018 FAC Annual Conference (5 Nights @\$179)
		\$ 59	5	\$ 295		\$ 295	Per Diem (5 days/\$59 per day)
		\$ 17	5	\$ 85		\$ 85	Parking (5 days/\$17 per day)
		\$ 900	1	\$ 482		\$ 482	Mileage (900 miles @ \$.535 per mile)
Subtotal	\$ 963			\$ 2,781	\$ 3,000	\$ (219)	
						overall change \$ (219)	
5 54101 Communications	\$ 878	\$ 72	12	\$ 868	\$ 1,500	\$ (632)	Cell Phone Assistant County Administrator (\$72.31 per month/12 months)
		\$ 10	12	\$ 120		\$ 120	Hot Spot (\$10 per month/12 months)
		\$ 250	1	\$ 250		\$ 250	Cell Phone Upgrade
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 878			\$ 1,238	\$ 1,500	\$ (262)	
						overall change \$ (262)	
11 54701 Printing & Binding	\$ -	\$ 58	2	\$ 116	\$ 250	\$ (134)	Business Cards (1 Box ACA/1 Box Director's Aide)
				\$ -		\$ -	
Subtotal	\$ -			\$ 116	\$ 250	\$ (134)	
						overall change \$ (134)	
12 54801 Promotional Activities	\$ 15			\$ -	\$ -	\$ -	
				\$ -		\$ -	
Subtotal	\$ 15			\$ -	\$ -	\$ -	
						overall change \$ -	
15 55101 Office Supplies	\$ 549	\$ 38	3	\$ 114	\$ 500	\$ (386)	3 Cases of Paper (\$38 per case)
		\$ 386	1	\$ 386		\$ 386	Pens, Markers, Toner, Post It Notes, etc.
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 549			\$ 500	\$ 500	\$ -	
						overall change \$ -	
16 55201 Operating Supplies	\$ -	\$ 45	3	\$ 135	\$ 300	\$ (165)	Shirts ACA
		\$ 75	1	\$ 75		\$ 75	Cleaning Supplies (Lysol Swipes, Hand Sanitizer)
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ 210	\$ 300	\$ (90)	
						overall change \$ (90)	
18 55401 Books, Pubs & Subs.	\$ 3,003	\$ 364	1	\$ 364	\$ 1,250	\$ (886)	Florida City/County Managers Association
		\$ 20	1	\$ 20		\$ 20	FGFOA Dues
		\$ 100	1	\$ 100		\$ 100	FACM Dues
		\$ 2,500	1	\$ 2,500		\$ 2,500	FI Benchmark Member Dues
Subtotal	\$ 3,003			\$ 2,984	\$ 1,250	\$ 1,734	
						overall change \$ 1,734	
19 55501 Training & Registrations	\$ -	\$ 150	1	\$ 150	\$ 1,000	\$ (850)	2017 FAC Legislative Day Registration
		\$ 515	1	\$ 515		\$ 515	2018 FAC Annual Conference Registration
		\$ 175	1	\$ 175		\$ 175	2017 Gulf Power Economic Symposium
				\$ -		\$ -	
Subtotal	\$ -			\$ 840	\$ 1,000	\$ (160)	
						overall change \$ (160)	
31 59801 Reserves	\$ -			\$ -	\$ -	\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
						overall change \$ -	
Page Totals				\$ 8,669	\$ 7,800	\$ 869	

FUND: General  
 FUNCTION: Human Services  
 ACTIVITY: Other Human Services

DEPARTMENT: County Administration  
 DIVISION: Assistant County Administrator  
 COST CENTER: Social Programs

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	0	0	0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Freight & Postage Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	200,000	0	200,000	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	200,000	0	200,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 200,000	\$ 0	\$ 200,000	\$ 0
	RESOURCES					
	General Fund Revenues	\$ 0	\$ 200,000	\$ 0	\$ 200,000	\$ 0
	TOTAL REVENUES	\$ 0	\$ 200,000	\$ 0	\$ 200,000	\$ 0

FUND: Civic Center  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Special Recreation Facility

DEPARTMENT: Management & Budget Services  
 DIVISION: Bay Center  
 COST CENTER: Bay Center

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	6,034,405	6,121,930	2,402,103	6,182,815	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	2,884	142,219	84,434	141,172	0
54601	Repair & Maintenance Services	199	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	(70,000)	0	0
54901	Other Current Charges & Obligations	9,808	9,500	29,808	7,500	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	868	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	6,048,164	6,273,649	2,446,345	6,331,487	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 6,048,164	\$ 6,273,649	\$ 2,446,345	\$ 6,331,487	\$ 0
RESOURCES						
	Civic Center Revenues	\$ 4,748,164	\$ 4,973,649	\$ 1,796,345	\$ 5,031,487	\$ 0
	Transfers Fund 108	1,300,000	1,300,000	650,000	1,300,000	0
	Fund Balance	0	0	0	0	0
	Depreciation	0	0	0	0	0
	TOTAL REVENUES	\$ 6,048,164	\$ 6,273,649	\$ 2,446,345	\$ 6,331,487	\$ 0

Management Fee  
\$193,172  
Food Service Fee  
\$85,883  
Incentive Fee  
\$65,481

Building premium is  
\$140,000, vehicle  
premium \$2,129

County indirect \$0k  
Stormwater \$7.5k

FUND: Civic Center  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Special Recreation Facility

DEPARTMENT: Management & Budget Services  
 DIVISION: Bay Center  
 COST CENTER: Bay Center Capital

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	789,092	1,310,000	1,310,000	1,310,000	0
	OPERATING COSTS	789,092	1,310,000	1,310,000	1,310,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56499	Equip YR End Reclass	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 789,092	\$ 1,310,000	\$ 1,310,000	\$ 1,310,000	0
RESOURCES						
	Civic Center Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0
	Transfers Fund 108	0	0	0	0	0
	Fund Balance	0	0	0	0	0
	Depreciation	789,092	1,310,000	1,310,000	1,310,000	0
	TOTAL REVENUES	\$ 789,092	\$ 1,310,000	\$ 1,310,000	\$ 1,310,000	0

Ord. says we are required to add a minimum of \$200k per year.  
 Moved over to LOST for FY17/18

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Management & Budget Services  
 DIVISION: Office of Management and Budget  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	251,504	297,366	119,069	295,985	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	371	0	0	0	0
52101	FICA Taxes	18,386	22,749	8,769	22,642	0
52201	Retirement Contributions	18,465	22,362	8,954	23,441	0
52301	Life & Health Insurance	46,235	45,000	24,002	47,500	0
52401	Workers' Compensation	626	752	325	885	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	335,587	388,229	161,119	390,453	0
53101	Professional Services	219,241	219,925	115,190	224,323	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	1,823	1,000	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	1,403	1,500	1,706	2,706	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight Services	136	350	151	370	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	305	0	0	793	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	9,949	7,500	2,522	8,366	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	2,228	3,200	767	2,500	0
55201	Operating Supplies	454	2,519	298	575	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	800	1,000	635	855	0
55501	Training & Registrations	640	520	0	1,020	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	236,979	237,514	121,269	241,508	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 572,566	\$ 625,743	\$ 282,388	\$ 631,961	0
RESOURCES						
	General Fund Revenues	\$ 572,566	\$ 625,743	\$ 282,388	\$ 631,961	0
	TOTAL REVENUES	\$ 572,566	\$ 625,743	\$ 282,388	\$ 631,961	0

Annual Audit (FS 218.39),  
 Contract for FY17/18.  
 Bid in 2014, contract  
 terms are good thru  
 2018. (Warren  
 Averett.)  
 \$224,323

Travel for 2 employees  
 to FGFOA School of  
 Gov. Finance. One is  
 certified CGFO.

MSBU Mail-Outs, Budget  
 Award, TRIM  
 Package/DOR

First class notices for  
 MSBU's per FS 197.3632

Legal Ads for MSBU's and  
 Budget. FS.197.3632,  
 200.065, 129.003

Copier maint. +  
 copy charges

GFOA Budget Award,  
 GFOA & Panhandle  
 GFOA Memberships

GFOA Memberships  
 (5)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 140201 OMB

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	219,241	224,323	1	224,323	219,925	4,398	5 Year Audit Agreement with Warren Averette is effective Oct. 1, 2014 thru Sept 30, 2018. (Year 5 - \$224,323) County-wide Audit required by F.S. 218.39
				0		0	***Will be BID out in 2018 for 2019 forward.
				0		0	
				0		0	
Subtotal	219,241			224,323	219,925	4,398	
overall change						4,398	
3 53401 Other Contractual Services	1,823			0	1,000	(1,000)	
				0		0	
				0		0	
				0		0	
Subtotal	1,823			-	1,000	(1,000)	
overall change						(1,000)	
4 54001 Travel & Per Diem	1,403	295	2	590	1,500	(910)	Travel expense for 2 employees (1 professional certification of CGFO) to attend the Florida Finance Officers Association (FGFOA) School of Governmental Finance Jacksonville, FL. (Meals/Per Diem \$59 @ 5 days/ per employee)
		766	1	766		766	Mileage @ \$.535/mile (1,432 miles round trip, 1 shared vehicle)
		675	2	1,350		1,350	Lodging @ \$135/night (5 nights)
				0		0	
Subtotal	1,403			2,706	1,500	1,206	
overall change						1,206	
6 54201 Postage & Freight	136	65	1	65	350	(285)	Fedex - Distinguished Budget Award - \$65
		55	1	55		55	Fedex - Florida Department of Revenue TRIM Packet - \$55 (F.S. 129 - Budget, F.S. 200.065 TRIM Notice)
		50	5	250		250	Postage for New MSBU's/BCC Ordinance Adoption/ 5 Direct Mailouts per year.
				0		0	***Estimate 5 MSBU Mailouts (7 New MSBU's in process to date FY17).
Subtotal	136			370	350	20	
overall change						20	
11 54701 Printing & Binding	305	0.5000	1,585	793		793	First Class notice of All new MSBU's per F.S. 197.3632 (IIDC - 601 units, Avg Lighting, Code, Construction - 984 units) Printer cost \$.50/envelope
				0		0	
Subtotal	305			793	-	793	
overall change						793	
13 54901 Other Current Chrgs & Obligs	9,949	882	1	882	7,500	(6,618)	<b>Legal Advertisements:</b> (F.S. 129.03 - Amending Budget, F.S. 200.065 Budget Adoption, F.S. 197.3632 MSBU's) Budget Summary
		882	1	882		882	Notice of Proposed Tax Increase
		882	1	882		882	Fund Balance
		882	1	882		882	Rebudgets
		732	1	732		732	Uniform Method of Collection (MSBU's)
		1,232	1	1,232		1,232	MSBU Adjustments
		1,232	1	1,232		1,232	First Time Assessed MSBU's w/Maps
		257	6	1,542		1,542	Notice of Intent/Public Hearings creating MSBU's
		100	1	100		100	Director's Aid Notary Renewal (good for 4 years)
Subtotal	9,949			8,366	7,500	866	
overall change						866	
15 55101 Office Supplies	2,228	2,500	1	2,500	3,200	(700)	Pens, Markers, Paper, Post-its, White-out, Binders, Ink Cartridges, Staples, etc. (Expense \$2.2k - \$3k Annually)
				0		0	
				0		0	
				0		0	
Subtotal	2,228			2,500	3,200	(700)	
overall change						(700)	
16 55201 Operating Supplies	454	575	1	575	2,519	(1,944)	Copier Maintenance/ plus per copy charges. Copier is 2006 Model.
				0		0	
				0		0	
				0		0	
Subtotal	454			575	2,519	(1,944)	
overall change						(1,944)	
18 55401 Books, Pubs & Subs.	800	635	1	635	1,000	(365)	GFOA Budget Award - \$635
		35	4	140		140	FGFOA Professional Membership Dues - \$35/employee (4)



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
**001 / 140201 OMB**

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		20	4	80		80	FGFOA Panhandle Professional Membership Dues - \$20/employee (4)
				0		0	
Subtotal	800			855	1,000	(145)	
overall change						(145)	
19 55501 Training & Registrations	640	340	3	1,020	520	500	Registration Fees @ \$340/per employee (FGFOA)
				0		0	(2 Trainings for 1 CGFO designation, 1 regular training)
				0		0	
				0		0	
Subtotal	640			1,020	520	500	
overall change						500	
Page Totals	236,979			241,508	237,514	3,994	
Check	236,979			241,508	237,514		

FUND: MSBU Assessment Program Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Electric Utility Services

DEPARTMENT: Management & Budget Services  
 DIVISION: Office of Management & Budget  
 COST CENTER: Road Assessment Program

Title	Actual FY 15-16	Adopted FY 16-17	Actual 3/31/2017	Proposed FY 17-18	Adopted FY 17-18
AlySheba Street Lighting MSBU	\$ 1,152	\$ 1,320	\$ 486	\$ 1,430	0
Airway Oaks Street Lighting MSBU	3,805	3,906	1,885	4,290	0
Amelia Place Street Lighting MSBU	3,666	3,760	1,544	3,950	0
Arbor Ridge Street Lighting MSBU	4,932	5,069	2,079	5,555	0
Audrey Plantation Lighting MSBU	2,593	2,684	1,093	2,915	0
Autumn Meadows Street Lighting MSBU	4,104	4,345	1,730	4,763	0
Barefoot Estates Street Lighting MSBU	3,605	3,719	1,780	4,070	0
Bauer Street Lighting MSBU	431	550	179	550	0
Baybrook Street Lighting MSBU	2,395	7,841	2,469	5,437	0
Bay Meadows	7,334	7,700	3,070	8,360	0
Baywalk Circle Street Lighting MSBU	402	435	199	473	0
Baywoods Street Lighting MSBU	1,909	2,000	946	2,189	0
Belle Chasse Street Lighting MSBU	1,503	1,547	633	1,694	0
Belle Meadow Street Lighting MSBU	7,307	7,480	3,623	8,184	0
Betmark Place Street Lighting MSBU	1,911	2,035	951	2,222	0
Bilek Manor Street Lighting MSBU	4,365	2,640	1,091	2,893	0
Boulder Creek Street Lighting MSBU	1,197	1,243	593	1,364	0
Boulder Creek Add 1 Street Lighting MSBU	3,301	3,443	1,606	3,740	0
Bridgewood Street Lighting MSBU	5,144	5,280	2,548	5,775	0
Bristol Creek, Phase II Street Lighting MSBU	1,944	2,000	819	2,189	0
Bristol Creek, Phase III Street Lighting MSBU	1,511	1,547	637	1,683	0
Brookhollow Street Lighting MSBU	1,334	1,540	560	1,683	0
Brookside Hills Street Lighting MSBU	10,785	10,932	5,377	11,770	0
Busbee Plantation Street Lighting MSBU	3,266	3,410	1,624	3,740	0
Calderwood Court Street Lighting MSBU	1,007	1,078	425	1,155	0
Camshire Meadows Street Lighting MSBU	2,804	3,025	1,179	3,300	0
Canterbury Woods Street Lighting	2,975	3,190	1,241	3,498	0
Cardinal Creek Lighting MSBU	2,788	2,772	1,173	3,025	0
Carondelay Street Lighting MSBU	1,708	1,760	719	1,925	0
Carriage Hills Street Lighting MSBU	15,079	8,741	3,613	9,571	0
Chasefield Street Lighting MSBU	6,680	2,585	984	2,830	0
Clear Creek Lighting MSBU	3,176	3,520	1,563	3,854	0
Creekwood Lighting MSBU	5,431	5,473	2,288	5,993	0
Coral Creek Street Lighting MSBU	12,048	12,559	5,029	13,752	0
Coral Creek, Phase II Street Lighting MSBU	1,350	1,430	564	1,566	0
Coventry Estates	2,041	2,178	1,012	2,385	0
Crescent Lake Street Lighting MSBU	25,139	26,730	10,543	29,270	0
Crowne Point Street Lighting MSBU	14,644	15,045	6,261	16,474	0
Cypress Creek Street Lighting	1,297	1,333	546	1,460	0
Deerfield Estates Sewage Improvement	2,182	35,536	1,873	35,536	0
Deerfield Estates Street Lighting MSBU	3,173	3,300	1,336	3,614	0
Dunleith Lighting MSBU	4,039	3,355	1,700	3,674	0
Emerald Shores Recreation & Amenities MSBU	26,708	29,123	7,358	29,810	0
Emerald Shores Street Lighting MSBU	38,182	39,380	16,130	43,120	0
Estates at Griffith Park Street Lighting MSBU	0	0	0	3,119	0
Floridian, Phase I Street Lighting MSBU	5,500	5,170	2,314	5,660	0
Floridian, Phase II Street Lighting MSBU	2,052	2,233	866	2,444	0
Forest Creek Street Lighting MSBU	7,252	7,480	3,058	8,190	0
Glen Moor Street Lighting MSBU	3,737	4,070	1,582	4,457	0
Glen Moor Trail, Phase III Street Lighting MSBU	2,056	1,980	915	2,168	0
Glenview Street Lighting MSBU	3,474	10,754	4,053	8,690	0
Glenwood Street Lighting MSBU	2,772	2,860	1,167	3,132	0
Grand Cayman, Phase II Street Lighting MSBU	1,403	1,555	591	1,703	0
Grand Cedars Reserve Street Lighting MSBU	3,489	3,850	1,767	4,216	0
Grande Lagoon Street Lighting MSBU	23,939	24,531	10,080	26,862	0
Grande Oaks, Addition I Street Lighting MSBU	11,885	11,990	5,023	12,918	0
Hanley Downs Street Lighting MSBU	3,921	4,070	1,652	4,457	0
Heritage Oaks Lighting MSBU	1,303	1,364	647	1,494	0
Heritage Woods	4,165	4,389	1,758	4,806	0
Heron Bayou Street Lighting MSBU	5,965	6,067	2,523	6,643	0
Herrington Place Street Lighting MSBU	5,471	5,559	2,726	5,995	0
Hickory Hills Street Lighting MSBU	1,168	1,232	493	1,349	0
Hidden Lakes Estates MSBU	5,050	5,280	2,127	5,782	0
Highlands Street Lighting	2,222	2,464	937	2,698	0
High Springs Street Lighting MSBU	967	1,100	479	1,205	0
Huntington Lighting MSBU	5,536	2,915	2,587	3,192	0
Indian Lake Street Lighting MSBU	4,510	4,620	1,901	5,005	0
Innerarity Island Road Paving	814	65,122	611	65,303	0
Ironhorse Street Lighting MSBU	1,708	1,980	708	2,168	0
Johnstone Street Lighting MSBU	784	835	389	914	0
Kings Ridge Street Lighting MSBU	2,212	2,167	980	2,373	0
Lake Estelle Street Lighting MSBU	6,551	6,820	2,746	7,468	0
Lakes of Carrington Street Lighting MSBU	7,948	5,275	3,962	5,776	0
Las Brisas Street Lighting MSBU	12,684	13,992	5,305	15,321	0
Legacy Oaks Street Lighting MSBU	7,307	6,116	278	6,697	0
Li Fair Street Lighting	5,956	5,987	2,545	6,556	0
Lillian Woods Street Lighting MSBU	14,369	15,840	7,161	17,160	0
Lincoln Park (LOK) Street Lighting MSBU	16,943	34,001	15,116	37,367	0
Logan Place Street Lighting MSBU	4,193	4,214	1,764	4,615	0

FUND: MSBU Assessment Program Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Electric Utility Services

DEPARTMENT: Management & Budget Services  
 DIVISION: Office of Management & Budget  
 COST CENTER: Road Assessment Program

Title	Actual FY 15-16	Adopted FY 16-17	Actual 3/31/2017	Proposed FY 17-18	Adopted FY 17-18
Lost Creek Lighting MSBU	6,873	3,025	1,474	3,311	0
Madison Place Lighting MSBU	3,819	3,919	1,892	4,291	0
Magnolia Lakes Estates Street Lighting MSBU	14,533	14,759	6,146	16,161	0
Magnolia Lakes Estates, Unit 5 Street Lighting MSBU	3,976	4,165	1,981	4,561	0
Majestic Oaks Street Lighting MSBU	1,468	1,551	728	1,698	0
Manchester Street Lighting MSBU	7,870	8,052	3,317	8,817	0
Maple Oaks Street Lighting MSBU	3,760	3,960	1,863	4,336	0
Maple Oaks West Ph2 Street Lighting MSBU	3,538	3,927	1,930	4,312	0
Marcus Pointe Villas Street Lighting MSBU	7,508	7,626	3,164	8,351	0
Mayfair Street Lighting MSBU	50,326	52,250	21,064	56,100	0
McArthur Lane Street Lighting MSBU	1,196	1,245	592	1,364	0
Millview Estates Street Lighting MSBU	2,965	3,245	1,248	3,553	0
Millview Estates II Street Lighting MSBU	1,493	1,595	629	1,747	0
Mirabelle Street Lighting MSBU	9,768	10,450	4,840	11,443	0
Oakhills Estates Street Lighting MSBU	4,379	4,621	2,169	5,060	0
Osceola Street Lighting MSBU	15,322	17,050	7,514	18,670	0
Osprey Lighting MSBU	1,018	1,210	430	1,326	0
Patriot Place Street Lighting MSBU	987	792	491	867	0
Perdido Bay Street Lighting MSBU	12,166	13,860	5,077	15,177	0
Perdido Estates Lighting	2,910	3,245	1,229	3,553	0
Providence Manor Street Lighting MSBU	2,413	2,486	1,471	2,723	0
Providence Manor II Street Lighting MSBU	3,120	3,273	1,371	3,584	0
Quail Run/Candlestick Woods Street Lighting MSB	0	0	0	21,450	0
Ridgefield Street Lighting MSBU	7,082	7,370	3,466	8,071	0
River Gardens Street Lighting MSBU	4,899	5,225	2,404	5,721	0
River Gardens III Street Lighting MSBU	5,482	5,830	2,730	6,314	0
River Oaks Landing	1,503	1,650	749	1,807	0
Robert's Ridge Street Lighting MSBU	0	0	0	10,560	0
Robinson's Mill	7,571	7,425	3,204	8,130	0
Rosewood Estates Street Lighting MSBU	2,287	2,563	1,123	2,806	0
Sandy Creek Street Lighting MSBU	470	506	231	554	0
Scenic Hills Country Club Estates Street Lighting	9,741	10,450	4,782	11,443	0
Scenic Hills North Lighting MSBU	2,700	2,750	1,332	3,012	0
Siquenza Cove dredge--no assessment	0	0	0	0	0
South Gulf Manor Street Lighting MSBU	5,219	5,731	2,202	6,276	0
Southwoods Street Lighting MSBU	6,892	7,066	2,901	7,737	0
Sugar Creek Street Lighting MSBU	1,457	1,540	717	1,686	0
Summerfield Street Lighting MSBU	3,589	3,740	1,611	4,095	0
Sunset Oaks	1,204	1,266	586	1,386	0
Tahisco Grove Street Lighting MSBU	1,986	2,026	840	2,219	0
Tarklin Oaks Street Lighting MSBU	2,019	2,123	852	2,324	0
Tarklin Bayou Street Lighting MSBU	2,648	2,811	1,119	3,078	0
Tiffany Street Lighting MSBU	436	493	216	540	0
Turnberry Street Lighting MSBU	1,934	2,013	960	2,204	0
Turner's Meadow Street Lighting MSBU	1,974	2,200	971	2,409	0
Twin Oaks Street Lighting MSBU	6,969	7,700	2,917	8,432	0
Twin Pines Street Lighting MSBU	1,431	1,540	605	1,686	0
Twin Pines II Street Lighting MSBU	1,885	1,210	2,145	1,326	0
Twin Spires Street Lighting MSBU	2,390	2,453	1,007	2,686	0
Valkyry Way Road/Drain Improvement	600	273,062	0	223,901	0
Vizcaya Street Lighting MSBU	2,580	2,860	1,090	3,132	0
Waterford Place Street lighting MSBU	2,732	2,880	1,364	3,154	0
Weather Stone Street Lighting MSBU	4,249	3,091	1,361	3,385	0
Weekley Bayou Dredging	0	0	36,897	0	0
West Ridge Place Street Lighting MSBU	3,289	2,860	1,391	3,132	0
West Roberts Estates Street Lighting MSBU	8,017	8,635	3,396	9,240	0
Westernmark Street Lighting MSBU	2,730	3,099	933	3,102	0
Westfield Street Lighting MSBU	1,375	1,430	682	1,566	0
Wetherby Cove Lighting MSBU	2,578	2,596	1,084	2,842	0
Whisper Way Street Lighting MSBU	3,446	3,630	1,710	3,975	0
Wilde Lakes Street Lighting MSBU	1,107	1,238	476	1,355	0
Willow Tree Acres Lighting MSBU	2,391	2,453	1,185	2,686	0
Windsong Street Lighting	5,997	5,753	2,995	6,300	0
Woodbridge Manor Street Lighting MSBU	3,972	4,400	2,125	4,818	0
Woodlands Street Lighting MSBU	3,552	3,868	1,748	4,235	0
Woodridge Street Lighting MSBU	2,675	3,047	1,118	3,336	0
Woodside Estates	11,337	11,598	4,778	12,701	0
Transfers	0	0	0	0	0
Reserves	0	10,000	0	15,000	0
Ziglar Ridge Street Lighting MSBU	3,599	3,693	1,784	4,044	0
<b>TOTAL BUDGET</b>	<b>\$ 753,054</b>	<b>\$ 1,170,601</b>	<b>\$ 370,275</b>	<b>\$ 1,225,495</b>	<b>\$ 0</b>
<b>RESOURCES</b>					
MSBU Fund Revenues	\$ 753,054	\$ 1,170,601	\$ 370,275	\$ 1,225,495	0
<b>TOTAL REVENUES</b>	<b>\$ 753,054</b>	<b>\$ 1,170,601</b>	<b>\$ 370,275</b>	<b>\$ 1,225,495</b>	<b>\$ 0</b>

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Finance and Administrative

DEPARTMENT: Management & Budget Services  
 DIVISION: Property Sales  
 COST CENTER: Property Sales

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	46,677	47,154	22,443	47,154	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	3,247	3,607	1,531	3,607	0
52201	Retirement Contributions	3,427	3,546	1,688	3,735	0
52301	Life & Health Insurance	11,828	9,000	5,962	9,500	0
52401	Workers' Compensation	115	119	52	141	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	65,294	63,426	31,676	64,137	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	193	75	0	200	0
54101	Communications	686	550	298	600	0
54201	Postage & Freight Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	225	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	50	0	25	0
55201	Operating Supplies	0	100	0	50	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	879	1,000	298	875	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 66,173	\$ 64,426	\$ 31,974	\$ 65,012	\$ 0
RESOURCES						
	General Fund Revenues	\$ 66,173	\$ 64,426	\$ 31,974	\$ 65,012	\$ 0
	TOTAL REVENUES	\$ 66,173	\$ 64,426	\$ 31,974	\$ 65,012	\$ 0

Position handles tax deed sales on county escheated/acquired properties. McDonald Property Leases, maintains County Auction Website.

Travel associated with escheated real property site visits and surplus property sales

Cell Phone - \$600  
Reduced cell expense from prior year.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 141001 Property Sales

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per	193	3.83	47	180	75	105	Travel to escheated properties for inspection (Post Tax Deed Sales/No sale). Some travel may be to the North end of the County as necessary. District specific special projects per Commissioner direction. *Tax Deed sales to the public occur monthly, travel is necessary based on the quantity that may escheat to the County. Average of 47 escheatments annually (as high as 103 in 2014)
Diem				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	193			180	75	105	
overall change							105
5 54101 Communications	686	600	1	600	550	50	Verizon Wireless \$50/month *changed plans from previous bill of \$62.50/month to <b>reduce</b> expenditure.
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	686			600	550	50	
overall change							50
11 54701 Printing & Binding				0	225	(225)	
Subtotal	-			-	225	(225)	
overall change							(225)
15 55101 Office Supplies				0	50	(50)	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	50	(50)	
overall change							(50)
16 55201 Operating Supplies				0	100	(100)	
				0		0	
				0		0	
Subtotal	-			-	100	(100)	
overall change							(100)
Page Totals				780	1,000	(220)	
Check				780	1,000		

Position Justification  
FISCAL YEAR 2017/2018

MANAGEMENT & BUDGET SERVICES/OMB

Ordinance/  
Florida Statutes

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification	
1	140201	Office of Management and Budget	1	Budget Manager	100%	Prepares annual budget, Proposed and Adopted Budget (all associated documents), budget amendments, supplemental budget amendments, recommendations, financial strategies, Fiscal Management by Fund, Municipal Services Benefit Units Management, Personnel Control and Management, Non-Ad Valorem Assessment Rolls, Write County Ordinances for MSBU's, Legal Advertisements, tax payer/citizen customer services, compliance with state statutes, Truth In Millage (TRIM) Compliance with Florida Department of Revenue, Legislative Analysis, Bay Center Contract, Outside Agency Agreements, associated funding allocations, clerk reporting, County-wide Audit. County Department and Constitutional Officer Support. Performs varying analysis for Administration of the Board as necessary. Public records data gathering and submission (FOIA). Budget Manager leads and manages a professional staff of 5 other employees, and an Adopted County-wide annual budget of approximately \$433 million. <b>OMB has 6 positions currently down from 8 historically.</b>	<b>Florida Statutes:</b> Budget, F.S. 129.01, 129.03, TRIM, F.S. 200.065, Audit, F.S. 218.39, MSBU F.S. 197.3632, <b>BCC Financial Policies Sections A-12, 13, 14 p.171</b>
1	140201		2	Senior Budget Analyst	100%	<b>Same as above.</b> Adding: (MSBU Program Management Budget is \$1.17 million and generates \$71,540 in Indirect costs back to the General Fund annually and covers 88% of the position/Senior Analyst expense.) 350 assessed MSBU's for FY16/17, 139 Lighting, 4 Construction, 41 Holding Ponds, 166 Nuisance Abatements. <b>Position Control manages</b> 1,766 position slots to ensure they are budgeted and hired at the right pay level, right position, per Board approved Fiscal Year Budget annually. Reviews roughly 1,133 Personnel Action Forms annually as part of the process.	Same as above.
1	140201		1	Budget Analyst	100%	<b>Same as above.</b> Adding: Expanded Departmental and Analytical Support due to MSBU and Personnel Control expansion. Assists with MSBU Program implementation and special project assignments such as county surveys, FOIA, personnel analysis, property changes, tax collector annual billings, as well as the backup to the Senior Analyst Positions.	Same as above.
1	140201		1	Director's Aide	100%	Historically 2 Administrative Support positions, <b>Currently, 1 Aid Support position:</b> Manages/analyzes outside agency contracts, recommendations, answers phones, customer service to citizens, tax collector, property appraiser, Clerk Official Records, Departments, processes office payments, vouchers, payables, Purchase Orders, compliance with clerk reporting requirements. Various research projects as assigned. Public records system entry and response (FOIA)	Same as above.
						<b>The County acquired the Jail and Medical starting in FY14/15 with adding 460 positions currently, City Library in FY13/14 with 77 positions currently, and SRI Public Works and Safety Divisions in FY15/16 with 27 regular positions and approx. 80 lifeguards. ****OMB performs personnel control for the County increasing the workload for the Division, review of Union Contracts, and Municipal Budgeting associated with all personnel. (Total increase in positions: 644)</b>	
						<b>2 OMB Positions (Senior Budget Analyst and Property Lien Coordinator) Generate revenue that offset or nearly cover their employee costs. Like size Counties (Alachua, Lake, Leon, Manatee, &amp; St. Lucie) with Budget under the BCC have staffing levels ranging from 6-9 Budget related positions. Escambia is in line with other Counties at 6 staff members.</b>	
			5				
						<b>MANAGEMENT &amp; BUDGET SERVICES/PROPERTY SALES</b>	
1	141001	Property Sales	1	Prop Lien Program Coord	100%	Function previously had 2 employees and reduced to 1. Position handles Sales of escheated property not sold through Tax Deed Sale by the Clerk and held 3 years unsold from the original Tax Deed Sale. Communicates with County Departments for potential governmental use of escheated property, added to GIS county owned maintenance map for cleanup, and "if" no County need, is taken to BCC requesting property to be "Surplus" and sold on County Auction Website. Property with houses require a writ of possession if occupied, works with legal to obtain and site visits all escheatment's annually. Handles all disposition/surplus of small equipment and furnishings as approved by the Board and is placed on County Auction Website for sale. (141 properties escheated since 2014.)	<b>Escambia Real Property Transactions Ordinance(s), 46.131 - 46.139</b> (Sale of real property via bid process, real estate broker, RFQ, Private sale to adjacent owner, Lease of Property, Property acquisition.

Position Justification  
FISCAL YEAR 2017/2018

MANAGEMENT & BUDGET SERVICES/OMB

Ordinance/  
Florida Statutes

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification	
						<p>Prior 2 completed fiscal years position has generated \$242,663 via surplus property (13 Parcels) and furniture sales, \$101,670.88 in 2015, \$140,992.07 (11 Parcels) in 2016, and \$79,380.77 for 2017 (surplus property sales and new revenue from McDonald leases). (This position covers its cost historically and generates revenues to the County)</p> <p>New additional duties, administration of McDonald Property Leases; Management/property liaison, monthly invoices, collection of monthly rent, makes deposits to the Clerk, is also site maintenance liaison, estimated annual collection is \$112,230.04 for FY16/17.</p>	<b>F.S. Chapter 125</b> , County property tax exemption, sell real and personal property, Lease and exchange of real property, Conveyance or lease of real or personal property to US, State, Municipality, or Non-profit, County shall not warrant title.
						Reviews County owned tax certificates that are at least 2 years old and if not paid by property owner on all properties over \$5,000. Then request is given to the BCC to file a Tax Deed Application (forces property to sell)	
						Position will be heavily involved in the management and sale of property located on Innerarity Island due to the IIDC Water Company ownership exchange. The first phase will include the marketing and sale of 21 of these property's. Estimated Lot value ranging from \$30k - \$330k.	
						Special projects coordinator for commission driven projects in conjunction with CRA, NED for specific neighborhood development initiatives.	
						<p>Example of <b>Property Lien Program Coord. Duties</b>: Disposition of real property via online public auction, adjacent owner sales, donation (as approved by the Board), bid, etc. Disposition of County-owned (and that of other officials: Tax Collector, Property Appraiser, Clerk of Court, State Attorney, and Public Defender) furniture/office supplies that are no longer needed via online auction, providing to other County departments, donation (as approved by the Board) Review of Tax Certificates (Individual &amp; County-held); Application for Tax Deeds on parcels over \$5000 with County-held certificates and recommendation to the Board; Review for County acquisition any parcels not sold at the Tax Deed Sales and placed on List of Lands Available (LOLA); Review of Escheated and Foreclosed Properties to include site visits, departmental reviews, photographs, etc.; Prepare and run advertisements for auctions (on the County webpage, ECTV, YouTube, Craigslist, and Yard Signage for properties), prepare invoices, collect and deposit funds, and remove postings, notification of auction winners; Research of Official Records, Court Records, Property Records and Tax Records to determine whether or not it is in the best interest of the County to foreclose on Code Enforcement liens; Research of Official Records, Court Records, Property Records and Tax Records to determine whether or not it is in the best interest of the County to foreclose on Code Enforcement liens; Take requests for property owners who want to sell or donate their property to the County; run information through County departments to determine need; Prepare foreclosure recommendation to the Board and work with outside foreclosure counsel in providing and reviewing documents necessary during the foreclosure process to include title insurance commitments and affidavits); Work with other departments on projects (CRA, NEFI, GIS, etc.) to include researching the best way to acquire parcels they want.; McDonald Shopping Center: Prepare monthly invoices, prepare lease agreements, collect rents, property visits, act as a liaison for tenant complaints or information requests; Work with Road Department to ensure clean-up of County owned parcels; Send complaints to Code Enforcement for overgrown lots.</p>	
						<p>Example of <b>Engineering Real Estate Division Duties</b>: Acquisition of real property; Processing requests to vacate County ROWs, easements, subdivisions, etc., Acquisition of appraisals, title reports, environmental audits and surveys; Recommendations to the Board regarding vacation requests, property and/or easement acquisition; Prepares and reviews documents of conveyance; Coordinates completion of the purchase process with closing agents; Researching County records to identify and/or determine ROWs, parcels of land and easements for citizens and internal departments; Makes initial contact to acquire ROW for road paving, drainage, traffic improvements; Meets with property owners to explain projects and obtain necessary signatures; Dealing with LOST funded projects</p>	
			1				

**TOTAL Staff:** 6 Net 2 positions down from 2008 & 2010

FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Management & Budget Services  
 DIVISION: Office of Risk Management  
 COST CENTER: Risk Management Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	281,239	260,222	119,366	260,219	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	20,663	19,906	8,765	19,907	0
52201	Retirement Contributions	23,010	22,794	10,527	23,758	0
52301	Life & Health Insurance	33,304	45,000	20,200	47,500	0
52401	Workers' Compensation	40,548	926	401	1,098	0
52501	Unemployment Compensation	893	0	0	0	0
52601	OPEB-Other Post Emp Benefits	754	0	0	0	0
	PERSONNEL COSTS	400,411	348,848	159,258	352,482	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	3,838	5,000	1,259	2,812	0
54101	Communications	484	600	170	500	0
54201	Postage & Freight	726	1,400	571	910	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	1,301	1,289	1,289	1,241	0
54601	Repair & Maintenance Services	584	600	321	710	0
54701	Printing & Binding	1,000	1,000	757	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	965	0	299	60	0
55101	Office Supplies	1,556	2,000	397	2,000	0
55201	Operating Supplies	472	1,000	0	250	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	2,168	1,800	1,328	2,156	0
55501	Training & Registrations	688	1,500	458	793	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	73,075	85,721	85,721	73,075	0
	OPERATING COSTS	86,857	101,910	92,569	84,507	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 487,268	\$ 450,758	\$ 251,827	\$ 436,989	0
RESOURCES						
	Internal Service Fund Revenues	\$ 487,268	\$ 450,758	\$ 251,827	\$ 436,989	0
	TOTAL REVENUES	\$ 487,268	\$ 450,758	\$ 251,827	\$ 436,989	0

OSHA training,  
windstorm, and  
WC seminars

WC Manual,  
NCCI, FAPIA  
Membership

Depreciation  
expense to assets  
associated with  
Internal Service  
Fund. Budget  
neutral, revenue  
offset.



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 140833

Risk Management Admin

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem	\$ 3,837			\$ -	\$ 5,000	\$ (5,000)	Travel expenses for 5 employees (average for last 3 years is \$3,084.33)
				\$ -		\$ -	(OSHA courses not required again until FY 19)
		\$ 200	4	\$ 800		\$ 800	Hotel cost for Carrie Seals to attend Workers' Compensation Conference in Orlando (4 nights @ \$200 per night). Includes a wide range of workers' compensation workshops and seminars to enhance professional skill. Also provides continuing education credits for adjusters license
		\$ 200	4	\$ 800		\$ 800	Hotel cost for Michele Mobley to attend Windstorm Conference in Orlando. Premier education opportunity for the insurance professional. Full year of continuing education for adjusters.
		\$ 59	4	\$ 236		\$ 236	Per Diem for Carrie Seals to attend Workers' Compensation in Orlando
		\$ 59	4	\$ 236		\$ 236	Per Diem for Michele Mobley to attend Windstorm Conference in Orlando
		\$ 1	916	\$ 490		\$ 490	Mileage for Carrie Seals (916 miles round trip)
		\$ 33	4	\$ 130		\$ 130	Rental cost for Michele Mobley
		\$ 30	4	\$ 120		\$ 120	Gas estimate (\$30 x 4 fill ups)
Subtotal	\$ 3,837			\$ 2,812	\$ 5,000	\$ (2,188)	
				overall change		\$ (2,188)	
5 54101 Communications	\$ 484	\$ 500	1	\$ 500	\$ 600	\$ (100)	Office phones: Average \$458.33 for last three years; trending upward
Subtotal	\$ 484			\$ 500	\$ 600	\$ (100)	
				overall change		\$ (100)	
6 54201 Postage & Freight			1	\$ -	\$ 1,400	\$ (1,400)	Postage and Federal Express charges; average for last three years is \$760.67
	\$ 156	\$ 0	633	\$ 310		\$ 310	Average number of mailings for regular mail - 633
							Average Federal Express cost - \$451; includes shipments for indoor air quality samples, and workers' compensation files to and from insurance carrier for audit; increased due to upward trend for indoor air quality
	\$ 570	\$ 600	1	\$ 600		\$ 600	
Subtotal	\$ 726			\$ 910	\$ 1,400	\$ (490)	
				overall change		\$ (490)	
9 54501 Insurance	\$ 1,301	\$ 1,241	1	\$ 1,241	\$ 1,289	\$ (48)	Vehicle premium; allocated by Risk as a % of the whole fleet
Subtotal	\$ 1,301			\$ 1,241	\$ 1,289	\$ (48)	
				overall change		\$ (48)	
10 54601 Repair & Maintenance	\$ 584	\$ 710	1	\$ 710	\$ 600	\$ 110	Monthly service charge for copier (\$59.10x12 = \$709.200; currently paying \$53.72; increase for next year 10%, per Copy Products
				\$ -		\$ -	
Subtotal	\$ 584			\$ 710	\$ 600	\$ 110	
				overall change		\$ 110	
11 54701 Printing & Binding	\$ 1,000			\$ -	\$ 1,000	\$ (1,000)	
				\$ -		\$ -	
Subtotal	\$ 1,000			\$ -	\$ 1,000	\$ (1,000)	
				overall change		\$ (1,000)	
13 54901 Other Current	\$ 965	\$ 60	1	\$ 60	\$ -	\$ 60	\$60 for adjuster license renewal; one renewal due 1/31/18. All Risk Management employees are licensed claims adjusters.
							The rest of the amount for "FY15-16 actual" was FICA savings which is calculated by the Clerk's Office. FICA Savings represents the amount the County saves on pre-tax deductions that employees elect each year (health, dental, vision, reimburse medical, dependent care, HAS). Funds are used for the administrative costs of the pre-tax plan. (This will come out of the salary line item next FY17/18; no need to budget in operating moving forward. It should be a wash per discussion with the Clerk's Office.)
Chrgs & Obligs				\$ -		\$ -	
Subtotal	\$ 965			\$ 60	\$ -	\$ 60	
				overall change		\$ 60	
15 55101 Office Supplies	\$ 1,556	\$ 2,000	1	\$ 2,000	\$ 2,000	\$ -	Average for last three years is \$1,838.33. Includes Pens, Paper, Ink for Printers, Folders, Clips, Post-it Notes, Binders, Staples, etc., (Expense \$1,500 - \$2,000 annually)
Subtotal	\$ 1,556			\$ 2,000	\$ 2,000	\$ -	
				overall change		\$ -	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 140833

Risk Management Admin

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16 55201 Operating Supplies	\$ 472	\$ 250	1	\$ 250	\$ 2,000	\$ (1,750)	Miscellaneous operating items; copier maintenance/excess copy charges as required; average for past three years \$250
Subtotal	\$ 472			\$ 250	\$ 2,000	\$ (1,750)	
overall change \$ (1,750)							
18 55401 Books, Pubs & Subs.				\$ -	\$ 1,800	\$ (1,800)	Average for last three years is \$1,916.67; however, trend is upward due to addition of FAPIA membership; also renewals tend to increase about 5%
	\$ 120	\$ 126	1	\$ 126		\$ 126	NCCI Holdings - Basic WC Manual Revision - used for workers' compensation classifications and rates
	\$ 213	\$ 242	1	\$ 242		\$ 242	Matthew Bender - FL Workers' Comp Handbook - Guide for Workers' Compensation reference
	\$ 250	\$ 263	1	\$ 263		\$ 263	NCCI Holdings - Scopes Manual Subscription (WC) - Used for understanding and assigning workers' compensation insurance classifications
	\$ 385	\$ 404	1	\$ 404		\$ 404	Public Risk Management Association - Membership, which includes Risk forums with other Risk professionals in gov't
	\$ 375	\$ 413	1	\$ 413		\$ 413	International Risk Management Institute - Practical Risk Management Subscription; updates on Risk Mgt topics
	\$ 180	\$ 189	1	\$ 189		\$ 189	AM Best - Key rating for obtaining insurance ratings as well as monthly magazine subscriptions
	\$ 150	\$ 158		\$ -		\$ -	NCCI Holdings - Access to eLibrary for NCCI manual - REMOVED
	\$ 495	\$ 520	1	\$ 520		\$ 520	Florida Association of Public Insurance Adjusters - Annual membership dues Bob Dye - Membership for licensed public adjusters, established to maintain high standard of professional conduct in the public insurance adjusting industry
Subtotal	\$ 2,168			\$ 2,156	\$ 1,800	\$ 356	
overall change \$ 356							
19 55501 Training & Registrations	\$ 688		1	\$ -	\$ 1,500	\$ (1,500)	Training and Registrations (Average for past three years \$395.33)
	\$ 199		1	\$ 199		\$ 199	Fred Pryor Unlimited Training - \$199 - M. Mobley
	\$ 199		1	\$ 199		\$ 199	Fred Pryor Unlimited Training - \$199 - C. Seals
	\$ 395		1	\$ 395		\$ 395	Registration for Michele Mobley to attend Windstorm Conference in Orlando. Premier education opportunity for the insurance professional. Provides full years continuing education for adjusters and ins pertinent to property adjusters.
Subtotal	\$ 688			\$ 793	\$ 1,500	\$ (707)	
overall change \$ (707)							
21 55901 Depreciation		\$ 73,075	1	\$ 73,075		\$ 73,075	Formulated by Clerk
Subtotal	\$ -			\$ 73,075	\$ -	\$ 73,075	
overall change \$ 73,075							
31 59801 Reserves				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
overall change \$ -							
Page Totals \$ 13,781				\$ 84,507	\$ 17,189	\$ 67,318	

FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Management & Budget Services  
 DIVISION: Office of Risk Management  
 COST CENTER: Workers' Compensation

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	8,200	15,200	0	8,200	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	(660,452)	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	3,082,780	2,796,000	2,313,181	3,478,352	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	500	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	2,430,528	2,811,700	2,313,181	3,486,552	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 2,430,528	\$ 2,811,700	\$ 2,313,181	\$ 3,486,552	\$ 0
RESOURCES						
	Internal Service Fund Revenues	\$ 2,430,528	\$ 2,811,700	\$ 2,313,181	\$ 3,486,552	0
	TOTAL REVENUES	\$ 2,430,528	\$ 2,811,700	\$ 2,313,181	\$ 3,486,552	0

Infection control services

WC and final payroll audit additional premium. Req. \$3,675,352

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 140834

Risk Management - Workers Comp

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional	\$ 8,200	\$ 8,200	1	\$ 8,200	\$ 15,200	\$ (7,000)	Infection Control Services - Consultation services for evaluation and management of blood exposures. Employees call a 24-hour hotline number for blood exposure accidents; fee paid one time per year for unlimited use.
Services				\$ -		\$ -	(Previously included \$7K for Preferred Governmental Services Claims subrogation fees, previous TPA before fully insured program began 6/9/08)
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 8,200			\$ 8,200	\$ 15,200	\$ (7,000)	
				overall change		\$ (7,000)	
9 54501 Insurance	\$ 1,179,727	\$ 1,418,326	1	\$ 1,418,326	\$ 1,238,713	\$ 179,613	Insurance premium for BCC - 14.5% increase of 16-17 adopted
	\$ 1,152,316	\$ 1,385,372	1	\$ 1,385,372	\$ 1,209,932	\$ 175,440	Insurance premium for Jail - 14.5% increase of 16-17 adopted
	\$ 374,769	\$ 429,110	1	\$ 429,110	\$ 281,469	\$ 147,641	Insurance Deductible Reserve for BCC - 14.5% increase of 15-16 actual
	\$ 165,115	\$ 189,056	1	\$ 189,056	\$ 232,858	\$ (43,802)	Insurance Deductible Reserve for Jail - 14.5% increase of 15-16 actual
	\$ 93,618	\$ 112,542	1	\$ 112,542	\$ 98,290	\$ 14,252	Final Audit Premium - BCC - 14.5% increase of 16-17 adopted
	\$ 117,235	\$ 140,946	1	\$ 140,946	\$ 123,097	\$ 17,849	Final Audit Premium - Jail - 14.5% increase of 16-17 adopted
				\$ -	\$ (388,359)	\$ 388,359	Budget decreased amount requested
				\$ -		\$ -	
Subtotal	\$ 3,082,780			\$ 3,675,352	\$ 2,796,000	\$ 879,352	
				overall change		\$ 879,352	
13 54901 Other Current Chrgs & Obligs	\$ -			\$ -	\$ 500	\$ (500)	Payment for WC Penalties (\$100)
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ 500	\$ (500)	
				overall change		\$ (500)	
31 59801 Reserves				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
				overall change		\$ -	

Page Totals \$ 3,090,980

\$ 3,683,552 \$ 2,811,700 \$ 871,852

FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Management & Budget Services  
 DIVISION: Office of Risk Management  
 COST CENTER: Property Casualty Admin

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	8,587	35,000	452	9,140	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	1,846,092	2,100,000	1,905,541	1,994,505	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	1,854,679	2,135,000	1,905,993	2,003,645	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,854,679	\$ 2,135,000	\$ 1,905,993	\$ 2,003,645	\$ 0
RESOURCES						
	Internal Service Fund Revenues	\$ 1,854,679	\$ 2,135,000	\$ 1,905,993	\$ 2,003,645	\$ 0
	TOTAL REVENUES	\$ 1,854,679	\$ 2,135,000	\$ 1,905,993	\$ 2,003,645	\$ 0

Actuarial Study  
\$5,000  
Indoor Air Testing  
\$4,140

Property/Casualty  
insurance. Budget  
request from Risk.  
\$1,994,505

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 140835

Risk Management - Property Casualty Admin

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional	\$ 5,000	\$ 5,000	1	\$ 5,000	\$ 5,000	\$ -	Actuarial Study - Required for recording significant estimates. These calculations are used to record the County's liability for IBNR (incurred but not received) for full accrual accounting. IBNR evaluation is required every year. Also used for funding level for liability claims for buildings/vehicles. Annual payment. Madison Consultant was lowest bidder when quotes were obtained.
Services	\$ 3,587	\$ 138	30	\$ 4,140	\$ 5,000	\$ (860)	Indoor Air Quality Services (IAQ) - (average for the past three years is \$2,148.64, but trend is up). Used when samples are taken for indoor air quality issues in County facilities. Increased number of complaints by employees during periods of high precipitation and increased pollen counts results in additional testing requirements. Infrastructure is aging, and despite a rigorous maintenance program, issues arise and social consciousness of "mold" is heightened. A proactive inspection program that includes an IAQ survey of volunteer and career fire services units results in additional costs for next fiscal year.
	\$ -			\$ -	\$ 25,000	\$ (25,000)	Risk Management Consultant Services
				\$ -		\$ -	
Subtotal	\$ 8,587			\$ 9,140	\$ 35,000	\$ (25,860)	
overall change							\$ (25,860)
9 54501 Insurance				\$ -		\$ -	Insurance Premiums; USI Insurance Services, LLC selected as County's broker on 6/16/16 per PD 15-16.039 for 10/1/16 - 9/30/19, with option for 2 additional 12 month terms
Flood Insurance	\$ 49,855	\$ 76,556	1	\$ 76,556	\$ 65,000	\$ 11,556	Flood Insurance for properties qualifying for the National Flood Insurance program. Premium increase projected due to removal of discount rates for high risk properties.
Property Insurance	\$ 1,223,539	#####	1	\$ 1,168,763	\$ 1,345,892	\$ (177,129)	Commercial property insurance for all County facilities. Premium increases due to current losses.
Broker Fee	\$ -	\$ 90,000	1	\$ 90,000	\$ -	\$ 90,000	Broker fee per PD 15-16.039, approved by BCC on 6/16/16, effective 10/1/16. \$120,000 for first year, and not to exceed \$90,000 for remaining years. Fee based service replaced commission based insurance policies with a direct savings of \$254,382.18.
AD&D	\$ 19,492	\$ 9,540	1	\$ 9,540	\$ 21,441	\$ (11,901)	Accidental Death and Dismemberment Insurance
Boiler & Machinery	\$ 25,701	\$ 19,500	1	\$ 19,500	\$ 26,986	\$ (7,486)	
Bob Sikes Bridge Ins.	\$ 33,937	\$ 37,331	1	\$ 37,331	\$ 43,000	\$ (5,669)	Premium paid to FDOT per transfer agreement between DOT, State Board of Administration and Escambia County - 10% increase
Crime Insurance	\$ 3,656	\$ 3,700	1	\$ 3,700	\$ 4,000	\$ (300)	
Media Insurance	\$ 2,995	\$ 3,000	1	\$ 3,000	\$ 7,000	\$ (4,000)	
Bonds	\$ -	\$ -	0	\$ -	\$ 1,200	\$ (1,200)	Bonds for County Commissioners; none due until 11/18/18
Property Additions	\$ 28	\$ -	1	\$ -	\$ 50,000	\$ (50,000)	
Watercraft	\$ 2,978	\$ 2,915	1	\$ 2,915	\$ 4,000	\$ (1,085)	
Ocean Wind	\$ 10,525	\$ -	0	\$ -	\$ -	\$ -	One time purchase
Cyber Liability	\$ -	\$ 22,000	1	\$ 22,000	\$ -	\$ 22,000	
Helipad	\$ -	\$ 1,700	1	\$ 1,700	\$ -	\$ 1,700	
Environmental Policy	\$ -	\$ 9,500	1	\$ 9,500	\$ -	\$ 9,500	
Inmate Medical - JAIL	\$ 27,693	\$ -	0	\$ -	\$ 36,001	\$ (36,001)	Deleted
Liability - JAIL	\$ 403,632	\$ 497,604	1	\$ 500,000	\$ 605,449	\$ (105,449)	
Medical Malpractice - JAIL	\$ 56,169	\$ 50,000	1	\$ 50,000	\$ 84,254	\$ (34,254)	
GL Deductible Reserve	\$ -	\$ -	1	\$ -	\$ 175,000	\$ (175,000)	
Reclassifications	\$ (14,108)			\$ -			Entered by Clerk's Office
							***Insurance projections provided by USI unless otherwise indicated.***
				\$ -		\$ -	
Subtotal	\$ 1,846,092			\$ 1,994,505	\$ 2,469,222	\$ (474,717)	
overall change							\$ (474,717)
31 59801 Reserves						\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
overall change							\$ -

Page Totals \$ 1,854,679

\$ 2,003,645 \$ 2,504,222 \$ (500,577)

FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Management & Budget Services  
 DIVISION: Office of Risk Management  
 COST CENTER: Building Damages

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	1,793	0	2,052	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	9,706,268	515,000	3,330,390	515,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	201,680	0	39,932	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	9,909,741	515,000	3,372,374	515,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 9,909,741	\$ 515,000	\$ 3,372,374	\$ 515,000	\$ 0
RESOURCES						
	Internal Service Fund Revenues	\$ 9,909,741	\$ 515,000	\$ 3,372,374	\$ 515,000	\$ 0
	TOTAL REVENUES	\$ 9,909,741	\$ 515,000	\$ 3,372,374	\$ 515,000	\$ 0

Claims for  
building damage,  
Amount req:  
\$597,188

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 140836

Risk Management - Building Damage

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	\$ 9,706,268	\$ 597,188	1	\$ 597,188	\$ 515,000	\$ 82,188	Claim payments for damage to County facilities or damage to citizens' property by County (FY 15-16 "actual" includes payments for 4/29/14 flood and inmate housing costs); Request based on actuarial is \$1,868,286; maintaining same funding level as prior year due to normal operations (\$1,194,375) - divided between buildings and vehicles
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 9,706,268			\$ 597,188	\$ 515,000	\$ 82,188	
				overall change		\$ 82,188	
10 54601 Repair & Maintenance	\$ 201,690			\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 201,690			\$ -	\$ -	\$ -	
				overall change		\$ -	
30 59101 Transfers				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
				overall change		\$ -	
31 59801 Reserves				\$ -		\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
				overall change		\$ -	
Page Totals				\$ 597,188	\$ 515,000	\$ 82,188	



FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Management & Budget Services  
 DIVISION: Office of Risk Management  
 COST CENTER: Auto Damages

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	270,876	335,000	122,118	340,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	3,045	4,000	1,954	3,721	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	937	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	273,921	339,000	125,009	343,721	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 273,921	\$ 339,000	\$ 125,009	\$ 343,721	\$ 0
RESOURCES						
	Internal Service Fund Revenues	\$ 273,921	\$ 339,000	\$ 125,009	\$ 343,721	0
	TOTAL REVENUES	\$ 273,921	\$ 339,000	\$ 125,009	\$ 343,721	0

Auto claims.  
Requested  
\$593,467

Car rental from  
"County at fault"  
accidents.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 140837

Risk Management - Auto Damage

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual	\$ 267,859	#####	1	\$ 589,967	\$ 335,000	\$ 254,967	Claim payments for damage to County vehicles or damage to citizens' vehicle by County (FY 15-16 "actual" includes payments for 4/29/14 flood damage to County vehicles); Request based on actuarial is \$1,868,286; maintaining same funding level as prior year due to normal operations (1,194,375) - divided between buildings and vehicles, less \$3,721 for rentals
Services	\$ 3,017	\$ 3,500	1	\$ 3,500		\$ 3,500	Property Damage Appraisals - Used to provide appraisals for property and vehicle damage claims. Avoids the need for claimants to obtain estimates and expedites the settling of their claim. Average for past 3 years \$3,199. However, with addition of claims involving fire trucks, additional usage is expected. Fee varies depending on nature of claim. Lowest amount is \$95. Property Damage Appraisers submitted lowest quote and is local, which is needed for response time. Average number of claims requiring appraisals is 26. Expected for FY18 - 36 (to account for fire services)
Subtotal	\$ 270,876			\$ 593,467	\$ 335,000	\$ 258,467	
overall change \$ 258,467							
8 54401 Rentals &	\$ 3,045	\$ 310	12	\$ 3,721	\$ 4,000	\$ (279)	Rentals for claimants whose vehicle were damaged by County employees
Leases				\$ -		\$ -	Average cost is \$310.08 x 7 (average # of claimants). Trend has doubled each year, so stayed with 12 claimants, the number for FY16
Subtotal	\$ 3,045			\$ 3,721	\$ 4,000	\$ (279)	
overall change \$ (279)							
31 59801 Reserves				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
overall change \$ -							
Page Totals \$ 273,921				\$ 597,188	\$ 339,000	\$ 258,188	

FUND: Internal Service Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Management & Budget Services  
 DIVISION: Safety and Loss Control  
 COST CENTER: Safety and Loss Control Admin

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	17,006	22,000	10,074	17,626	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	2,630	3,000	1,326	3,046	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	1,579	3,500	795	1,940	0
54701	Printing & Binding	1,989	2,000	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	12,204	13,000	0	13,725	0
54931	Host Ordinance Items	677	0	302	600	0
55101	Office Supplies	1,842	2,500	615	2,000	0
55201	Operating Supplies	6,541	9,000	4,162	7,395	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	648	2,000	235	630	0
55501	Training & Registrations	3,744	3,000	249	895	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	48,860	60,000	17,756	47,857	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 48,860	\$ 60,000	\$ 17,756	\$ 47,857	0
RESOURCES						
	Internal Service Fund Revenues	\$ 48,860	\$ 60,000	\$ 17,756	\$ 47,857	0
	TOTAL REVENUES	\$ 48,860	\$ 60,000	\$ 17,756	\$ 47,857	0

Drug screens, hearing  
& hepatitis tests

3 cell phones  
2 tablets

Drivers License  
checks

Training & certifications  
for OSHA, WC, Certified  
Risk, Indoor Air Quality,  
Enterprise Risk.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 140838

Risk Management - Safety & Loss Control Admin

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional					\$ 22,000	\$ (22,000)	
Services	\$ 1,830	\$ 30	65	\$ 1,950		\$ 1,950	Baptist Healthcare - Drug screen collection fees; average for last two years is \$1,530, but trending up (vendor was Med. Professional in FY 13-14)
	\$ 2,745	\$ 20	150	\$ 3,000		\$ 3,000	Sacred Heart Medical - Drug screen collection fees; average for last three years is \$2,855.00
	\$ 6,173	\$ 27	225	\$ 6,176		\$ 6,176	Drug Free Workplace - Drug screen result fee; average is \$5,787.50, but trending up
	\$ 6,258	\$ 6,400	1	\$ 6,400		\$ 6,400	Professional Health Services - Hearing Tests; average is \$6,246.75, but trend is up (\$6,349.75 FY17) Average of 247 employees tested annually; Hearing tests for employees who are exposed to hazardous noise areas, Per Safety Manual, Section XI
	\$ -	\$ 20	5	\$ 100		\$ 100	Other drug tests for north end of County (average for last 3 years is \$90)
				\$ -		\$ -	Post accident drug test required from Safety Policy Manual, Section VI - Post Accident/Post Injury Drug and Alcohol Testing
				\$ -		\$ -	
				\$ -		\$ -	Agreement for Drug testing services approved by BCC on 1/22/15, per PD 14-15.013, effective 2/10/15 for 3 years plus option for 2 additional 1 year terms.
Subtotal	\$ 17,006			\$ 17,626	\$ 22,000	\$ (4,374)	
overall change \$ (4,374)							
5 54101 Communications	\$ 2,630			\$ -	\$ 3,000	\$ (3,000)	Cellular service for 3 smart phones and 2 tablets; changed from flip phones to iphones for 2 Risk Analysts; current new charge is \$253.85
		\$ 80	12	\$ 960		\$ 960	Two tablets @ \$40.01 each per month for Risk Analysts
		\$ 99	12	\$ 1,192		\$ 1,192	Two iPhones for Risk Analyst at \$49.66 each per month
		\$ 75	12	\$ 894		\$ 894	1 iPhone for Risk Manager at \$74.51 per month (main line)
Subtotal	\$ 2,630			\$ 3,046	\$ 3,000	\$ 46	
overall change \$ 46							
10 54601 Repair & Maintenance				\$ -	\$ 3,500	\$ (3,500)	Average for last three years \$1,692 and trending up 1/2 of maintenance of color copier/scanner shared with HR; currently paying 101.47 with a 10% increase for FY18, per Copy Products
	\$ 1,218	\$ 112	12	\$ 1,339		\$ 1,339	
	\$ 361	\$ 300	2	\$ 600		\$ 600	Vehicle maintenance for 2 Explorers, additional added for increased maintenance as vehicles age
				\$ -		\$ -	
Subtotal	\$ 1,579			\$ 1,939	\$ 3,500	\$ (1,561)	
overall change \$ (1,561)							
11 54701 Printing & Binding	\$ 1,989			\$ -	\$ 2,000	\$ (2,000)	Replenishing of safety manuals as needed; currently have 1,350 in stock. (Estimate 300 used per year, so no need to re-order in FY18)
				\$ -		\$ -	
Subtotal	\$ 1,989			\$ -	\$ 2,000	\$ (2,000)	
overall change \$ (2,000)							
13 54901 Other Current	\$ 12,204			\$ -	\$ 13,000	\$ (13,000)	Driver license checks for all employees who drive County vehicles. Includes employees of all constituitonals, Health Department, and Bay Center who drive County vehicles (\$8 for in state; \$12-\$20 for out-of-state, depending upon the state)
Chrgs & Obligs		\$ 8	1,650	\$ 13,200		\$ 13,200	Driver check required per Safety Manual, Section VIII, F - Driver License Policy
		\$ 15	35	\$ 525		\$ 525	
Subtotal	\$ 12,204			\$ 13,725	\$ 13,000	\$ 725	
overall change \$ 725							
14 54931 Host Ordinance	\$ 677	\$ 600	1	\$ 600	\$ -	\$ 600	Refreshments for training classes for County employees; average for last three years \$682.67
				\$ -	\$ -		(\$17.48 for 2 dozen doughnuts x 12 safety committee meetings = \$209.76)
				\$ -	\$ -		\$17.48 for 2 dozen x 22 defensive driving classes = \$384.56)
Subtotal	\$ 677			\$ 600	\$ -	\$ 600	
overall change \$ 600							
15 55101 Office Supplies	\$ 1,841	\$ 2,000	1	\$ 2,000	\$ 2,500	\$ (500)	Average for last three years is \$2,112.33. Includes Pens, Paper, Ink for Printers, Folders, Clips, Post-it Notes, Binders, Staples, etc., (Expense \$1,800 - \$2,400 annually)
Subtotal	\$ 1,841			\$ 2,000	\$ 2,500	\$ (500)	
overall change \$ (500)							

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

501 / 140838

Risk Management - Safety & Loss Control Admin

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16 55201 Operating				\$ -	\$ 9,000	\$ (9,000)	Fuel for County vehicles, uniforms,
							Overage charges for color copier shared with HR (1/2) (\$2,392 for FY 16); trend is significantly up with an average of \$1,453.33; copier is used by 15 HR employees and 5 Risk Mgt employees. Trend is up in HR due to increased customer service for employee development course documentation, employment division handouts at job fairs, department director applicants (selection committee books - 8,000+ copies) & Veteran's Services forms
Supplies	\$ 2,392	\$ 2,400	1	\$ 2,400		\$ 2,400	
	\$ 2,485	\$ 3	500	\$ 1,500		\$ 1,500	Fuel (average is \$3,190.86, average # of gallons 500 per vehicle) - Fuel for Explorer #061070
		\$ 3	500	\$ 1,500		\$ 1,500	Fuel for Explorer #061071 (Fuel price, per budget manual)
	\$ 410			\$ -		\$ -	Uniforms (average is \$1,520.93; \$893.50 in FY 17) - Fire suits only in FY 15-16; long and short shrifts
		\$ 52	8	\$ 416		\$ 416	Shirts for Risk Manager
		\$ 28	10	\$ 280		\$ 280	Shirts for Risk Analyst (Faulkner)
		\$ 30	10	\$ 300		\$ 300	Shirts for Risk Analyst (Smith)
	\$ 1,254	\$ 1,000	1	\$ 1,000		\$ 1,000	Miscellaneous operating expenses; (average \$1,578.54, but trend is down) - Includes items such as phone equipment, office equipment, safety equipment, & air quality equipment
				\$ -		\$ -	
Subtotal	\$ 6,542			\$ 7,395	\$ 9,000	\$ (1,605)	
overall change \$ (1,605)							
18 55401 Books, Pubs & Subs.				\$ -	\$ 2,000	\$ (2,000)	
	\$ 65	\$ 65	1	\$ 65		\$ 65	Fire Marshall Association - R. Smith
	\$ 49	\$ 49	1	\$ 49		\$ 49	Workers' Compensation Claim Professional - C. Seals
	\$ 170	\$ 170	1	\$ 170		\$ 170	American Society of Safety Engineers (ASSE) Membership - R. Smith
	\$ 190	\$ 190	1	\$ 190		\$ 190	American Society of Safety Engineers (ASSE) Membership - M. Faulkner (Risk designation added for \$20)
	\$ 40	\$ -	0	\$ -		\$ -	National Fire Protection Association (NFPA) Standard for Heliports - B. Dye
	\$ 135			\$ -		\$ -	Alliance Safety Council Membership - (Certified Occupational Safety Specialist Recertification - M. Faulkner - every 3 years; last payment 11/18/15, next payment 11/18/18)
	\$ -	\$ 13	6	\$ 78		\$ 78	American Society of Safety Engineers (ASSE monthly) meeting dues - M. Faulkner (\$13 x 6 per month)
	\$ -	\$ 13	6	\$ 78		\$ 78	American Society of Safety Engineers (ASSE) monthly meeting dues - R. Smith (\$13 X 6 per month)
Subtotal	\$ 649			\$ 630	\$ 2,000	\$ (1,370)	
overall change \$ (1,370)							
19 55501 Training & Registrations				\$ -	\$ 3,000	\$ (3,000)	
	\$ 795			\$ -		\$ -	Certified Indoor Air Quality Manager Program - M. Faulkner (Due again 12/31/18)
	\$ 500			\$ -		\$ -	OSHA 500 Course for General Industry - M. Faulkner (Due again 10/15/18)
	\$ 699			\$ -		\$ -	OSHA 511 Course for General Industry - R. Smith (Due again 10/13/20)
	\$ 800			\$ -		\$ -	OSHA 500 Course for Construction Industry - R. Smith - (Due again 9/15/20)
	\$ 950			\$ -		\$ -	Enterprise Risk Management Conference - B. Dye
				\$ -		\$ -	OSHA 500 Course for Construction Industry - M. Faulkner - (Due again 12/7/20)
		\$ 500	1	\$ 500		\$ 500	Unmanned aircraft systems training for Marcus Faulker for initial license
		\$ 395	1	\$ 395		\$ 395	Registration for Carrie Seals to attend Workers' Compensation Conference in Orlando. Includes a wide range of workers' compensation workshops and seminars to enhance professional skill. Also provides continuing education credits for adjusters license
Subtotal	\$ 3,744			\$ 895	\$ 3,000	\$ (2,105)	
overall change \$ (2,105)							
31 59801 Reserves				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
overall change \$ -							

Page Totals \$ 48,860

\$ 47,857 \$ 60,000 \$ (12,143)

## Risk Management Position Justification

RISK MANAGEMENT							
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification	FY 16 Stats
501	140833	Risk Management	1	Risk Manager	100%	Manages day-to-day Risk Management activities. Reviews all County agreements for insurance sufficiency; reviews and approves certificates of insurance for all County vendors and verifies insurance requirements for County bid proposals. Identifies and implements the most cost effective risk transfer techniques to protect the County's financial interests. Makes recommendations to the BCC for purchase of appropriate insurance products. Acts as General Adjuster for the County. Negotiates settlements with carriers and claimants. Oversees the County safety program, bloodborne pathogens program, driver safety program and safety training programs. Designated as Escambia County Aviation Program Manager. Coordinates license and registration of the Perdido Key Elevated Fire Station. Prepares draft UAS training and operations guidelines and draft board policy for use and acquisition of small UAS to enhance County operations. Florida Department of Financial Services licensed Public Adjuster-all lines.	Supervises 5 employees; reviewed 295 certificates of insurance and 80 contracts/agreements. Negotiated a new, fee based, contract for General Lines Agents. Coordinated the purchase of 32 separate insurance policies for 13 different lines of coverage to protect the financial interests of the County. Participated in mediation for settlement of CBD insurance claim resulting in a settlement of over \$7 million above flood policy limit. Settled tornado loss in Century with carriers for \$37,799. Initiated claims for damages in excess of \$2 million at the Judicial Building for water damage and over \$75,000 at Ashton Brosnahan Park for wind damage. Initiated 11 General Liability notices of claim for Jail General Liability and Professional Liability. Coordinated a total budget for FY16 of \$6,311,458
501	140833	Risk Management	1	Administrative Supervisor	100%	Supervises division administration. Functions as the general liability adjuster for liability claims against the County. Coordinates Risk Analysts' assignments on claims, communicates orally and in writing with claimants. Communicates with insurers for subrogation of claims and settlement of damages. Coordinates property damage appraisals. Drafts settlement agreements and denials. Coordinates the actuarial service contract used by Budget, Clerk of the Court and Risk for budgeting process and coordinates data request for annual audit. Risk Management budget and payroll coordinator. Serves as Incident Review Board recorder and maintains minutes of all meetings. Lead adjuster responsible for maintaining license appointments with Florida Department of Financial Services (FLDFS) for Risk team members. FLDFS licensed all-lines adjuster.	Processed 99 General Liability claims; coordinated 23 appraisals/repairs recovered \$65,812 in funds due to County
501	140833	Risk Management	2	Risk Analyst	100%	<b>Analyst #1</b> – Lead accident investigator. Investigates vehicle accidents and damage claims. Provides detailed claim reports with analysis of events to aid in determining any potential negligence on the part of the County or employees. Coordinates and chairs the County Incident Review Board. Prepares and submits detailed summaries designed to enhance loss control. Performs property acquisition inspections of real property to identify potential risks associated with each property. Conducts indoor air quality testing. Coordinates and schedules annual hearing tests for County departments. Conducts ergonomics training and back safety classes. Designated sUas pilot. Assists Risk Manager in evaluating certificates of Insurance. Florida Department of Financial Services licensed all-lines adjuster. <b>Analyst #2</b> - Performs safety inspections of all County buildings and parks. Coordinates fire drills for all facilities. Responsible for safety training in the following areas: defensive driving, heat stress & blood borne pathogens. Conducts new hire blood borne pathogens training at orientation. Conducts ergonomic inspections of work sites and provides recommendations for employees' work safety. Accident investigator. Meets claimants at loss locations to gather details and analyze circumstances. Provides detailed claim reports with analysis of events to aid in determining any potential negligence on the part of the County or employees. Florida Department of Financial Services licensed all-lines adjuster.	Investigated 197 claims and 166 accidents; inspected 147 County facilities and 85 parks; conducted 9 fire drills, performed 9 indoor air quality tests, performed 3 property acquisition inspections; taught 1,096 employees in over 75 hours of safety training for County departments; provided weekly blood borne pathogens classes to support orientation of Corrections new-hires; facilitated 9 Safety Committee meetings; conducted 5 incident reviews for incidents involving a major loss or damage exceeding \$1,000.
501	140833	Risk Management	1	Workers' Compensation Specialist	100%	Coordinates intake and treatment of workers' compensation injuries for all BCC, SRIA, Clerk of the Court, Property Appraiser, Tax Collector and Supervisor of Elections employees and provides single point of contact for all workers' compensation claims. Coordinates the Temporary Duty Program. Contacts each injured employee to follow-up after claims are initiated. Provides administrative support for the Safety Committee. Coordinates phone contracts and services for Risk Management. Requests annual driver license checks for all drivers of County vehicles. Maintain post accident drug test results and processes payment for tests. Florida Department of Financial Services licensed all-lines adjuster.	Processed 200 workers' compensation claims; placed 72 employees in temporary duty positions; requested 1606 driver license checks; received 202 post accident drug tests
			5				

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Management & Budget Services  
 DIVISION: Office of Purchasing  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	343,359	361,648	141,736	301,817	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special Pay	0	0	0	0	0
52101	FICA Taxes	24,717	27,665	10,200	23,090	0
52201	Retirement Contributions	28,105	33,661	11,772	23,905	0
52301	Life & Health Insurance	73,578	63,000	36,816	66,500	0
52401	Workers' Compensation	1,027	914	396	901	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	470,786	486,888	200,920	416,213	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	420	2,638	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	553	1,500	182	1,108	0
54101	Communications	1	500	0	0	0
54201	Postage & Freight	2,185	3,000	2,000	2,000	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	1,100	2,000	261	958	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	2,892	6,500	2,010	1,838	0
54701	Printing & Binding	0	1,500	851	325	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	14,391	27,000	5,892	14,391	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	6,012	7,500	3,422	18,200	0
55201	Operating Supplies	818	1,500	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	1,179	3,500	440	1,210	0
55501	Training & Registrations	0	3,000	16	5,783	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	29,132	57,500	15,494	48,451	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	1,298	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	1,298	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 501,216	\$ 544,388	\$ 216,414	\$ 464,664	\$ 0
RESOURCES						
	General Fund Revenues	\$ 501,216	\$ 544,388	\$ 216,414	\$ 464,664	\$ 0
	TOTAL REVENUES	\$ 501,216	\$ 544,388	\$ 216,414	\$ 464,664	\$ 0

DROP payout  
 budgeted in prior  
 FY. (Purchasing  
 Associate)

Special Magistrate Serv.,  
 Protest hearing, court  
 reported

In county travel for 5  
 employees to support  
 purchasing activities

Mailing purchase orders,  
 change orders, contracts,  
 notices

Fax machines, copiers &  
 printer maintenance

Legal Ads for required  
 solicitations

General office supplies,  
 maint. Of Government  
 Forms Software, New  
 Vendor Registration  
 software supporting  
 minority/small business

Online courses



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 140701

Purchasing

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
2 53301 Court Reporter Services		1,319	2	2,638		2,638	Special Magistrate Services (Formal protest hearings) Estimate 2 based on FY16/17 expenditure PD 16-17.001 Protest Hearing \$419.75 Court Reporter / \$899.00 Special Magistrate
Subtotal	-			2,638	-	2,638	
overall change						2,638	
4 54001 Travel & Per	553	0.535	1,369	732	1,500	(768)	"In-County" Travel to Departments for Purchasing Department (Meetings - Negotiations, Rankings, Short-Listing, Pre-Solicitation, Solicitation Walk-Thrus, scope review, other meetings as required) for 5 employees (Purchasing Manager, 2 Purchasing Coordinators & 2 Purchasing Specialists) \$535/mileage reimbursed (AVG miles traveled 1,369/year)
Diem		0.535	702	376		376	Chipley Mileage @ \$.535/mile (234 miles round trip, 1 shared vehicle) three training sessions required to maintain LAP status.
Subtotal	553			1,108	1,500	(392)	
overall change						(392)	
5 54101 Communications	1			0	0	0	State of Florida Audio and Web Conferences (# of them \$ Rate XX)
Subtotal	1			-	-	0	
overall change						0	
6 54201 Postage & Freight	2,185	2,000	1	2,000	3,000	(1,000)	Postage fee for leased Postage Meter (USPS), 1 meter paid 2 times per year.
Subtotal	2,185			2,000	3,000	(1,000)	
overall change						(1,000)	
8 54401 Rentals &	1,100	13.20	12	158	2,000	(1,842)	Unifirst Company (Cleaning of rental mats) \$13.20 * 12 months
Leases		800	1	800		800	Pitney Bowes Lease of DM300 digital mailing system, mailing purchase orders, change orders, contacts, award notices, etc. Postage meter for postage (acct code 54201)
Subtotal	1,100			958	2,000	(1,042)	
overall change						(1,042)	
10 54601 Repair & Maintenance	2,892	22	12	264	6,500	(6,236)	Laser printer contract (Lexmark, includes 6k copies) \$22/month.
		832	1	832		832	SHARP large copier contract( includes 50k copies) \$831.90/year
		293	1	293		293	Muratec/F565 Fax machine annual maint. (\$292.82/year)
		265	1	265		265	LJP 3015 HP Printer annual maint. (\$264.60/year)
		184	1	184		184	Date Time Stamp w/Analog CL 1983 annual maint. Contract (\$183.75/year) Required to substantiate receipt of bids, proposals, timed documents
Subtotal	2,892			1,838	6,500	(4,662)	
overall change						(4,662)	
11 54701 Printing & Binding	0	0.65	500	325	1,500	(1,175)	Vendor Guide Handouts (\$315 for 500)
Subtotal	-			325	1,500	(1,175)	Last purchased in 2015. Revisions necessary base on Local preference and Minority, Woman & Veteran owned businesses and changes to the vendor system.
overall change						(1,175)	
13 54901 Other Current Chrgs & Obligs	14,391	173	83	14,391	27,000	(12,609)	Legal Advertisements required by FS 255.0525 Bldg Const., Section (2), FS 336.44 Road Const, Section (2) and County Ord. 46-82, Sec (b) Public Notice (FY16 had 83 Legal Ads at an average of \$173/ per Ad)
Subtotal	14,391			14,391	27,000	(12,609)	
overall change						(12,609)	
14 54931 Host Ordinance		0	0	0		0	Refreshments for BID meetings with vendor client ratings.
Subtotal	-			-	-	0	
overall change						0	



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 140701

Purchasing

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
15 55101 Office Supplies	6,012	6,700	1	6,700	7,500	(800)	Pens, Markers, Paper, Post-its, White-out, Binders, Ink Cartridges, Staples, business cards, tape, seals, etc. (Expense \$6.01k - \$6.7k Annually) Gulf Coast Office Products (GCOP) Contract
	0	2,500	1	2,500	0	2,500	Maintenance for Government Forms Software (Escambia County provided beta testing for this software, because of that we have been using this software since 2003 while receiving maintenance/support without having to pay)
	0	9,000	1	9,000	0	9,000	New Vendor Registration Software / Enlightened Software (replaces software fix written by IT in 1995) Provides for: Assurance that minority and small businesses are notified for formal and informal Tracking of self certified minority firms Notification to firms through software by commodity or service
				0		0	Trending at \$6.7k FY17
				0		0	
Subtotal	6,012			18,200	7,500	10,700	
overall change						10,700	
16 55201 Operating Supplies	818			0	1,500	(1,500)	Transcript production supplies, recording tapes, small furniture or basic equipment, etc.
				0		0	
				0		0	
				0		0	
Subtotal	818			-	1,500	(1,500)	
overall change						(1,500)	
18 55401 Books, Pubs &	1,179	510	1	510	3,500	(2,990)	National Institute of Government Purchasing Dues - \$190 basic Agency Membership + \$80.00 per person up to 10 members. Total of 5 professional level personnel
Subs.		700	1	700		700	Subscription to Pensacola News Journal (PNJ) Multimedia Holdings - \$669.23 (12 month subscription for Legal Ad verification)
				0		0	
				0		0	
Subtotal	1,179			1,210	3,500	(2,290)	
overall change						(2,290)	
19 55501 Training &		2,891	2	5,783	3,000	2,783	NIGP The Institute for Public Procurement Online Classes
							Contract Administration in Public Sector - \$795.00
							Contracting fo Public Sector Services - \$520.00
							Developing and Managaing RFP's - \$745.00
							Legal Aspects of Public Procurement - \$745.00
							Effective Negotiations - \$79.00
							Introduction to Project Management - \$71.10
							Introduction to Project Risk Management - \$71.10
							Project Procurement Management - \$71.10
							Spend Wisely: The Strategic Use of Spend Analysis and Spend Management - \$115.00
Registrations				0		0	Risk Management in Public Contracting - \$424.00
				0		0	
				0		0	
Subtotal	-			5,783	3,000	2,783	
overall change						2,783	
25 56401 Machinery & Equipment	1,298			0		0	
				0		0	
				0		0	
				0		0	
Subtotal	1,298			-	-	0	
overall change						0	
31 59801 Reserves				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	

Page Totals 30,429

48,450 57,000 (8,550)

## Position Justification

OFFICE OF PURCHASING							Florida Statutes
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification	
1	140701	PURCHASING	1	Division Manager	100%	Manages procurement requirements, ensures compliance with Federal Laws, State Statutes and Local Ordinance, administers procurement system, maintains vendor files system, reviews and maintains procurement policies & procedures, determines method of procurement for formal and informal solicitations, reviews specifications, selection criteria, qualifications, etc. for compliance with federal, state and local for inclusion in formal solicitations, prepares formal and informal solicitation documents, reviews solicitations for legal compliance, establishes meeting schedules for formal solicitations, serves as ex-officio nonvoting chairperson on all procurement committees, reviews solicitation responses for responsiveness and responsibility, prepares bid award recommendations, reviews requisitions, purchase orders & change orders for compliance and accuracy, prepares recommendations, procurement legal advertisements, manages county procurement card system, provides MWBE outreach program, MWBE adherence, suspension & debarment listing, vendor evaluation system, executes those purchase orders not exceeding \$50,000. Assists any constitutional officer with procurement services as required. <b>Purchasing currently has 7 positions down from a historical high of 14.</b>  <b>Formal Solicitations -</b> <b>FY 15-16 / 107 (69 Invitations to Bid, 15 Request for Letters of Interest, 20 Request for Proposals, 3 Request for Qualifications)</b> <b>FY 14-15 / 100 (63 Invitations to Bid, 1 Request for Information, 16 Request for Letters of Interest, 20 Request for Proposals)</b>	Ordinance, Chapter 47, Finance, Article II Purchases & Contracts, Office of Purchasing Policies & Procedures, Florida Statutes Sunshine Exemptions, F.S. 119.071, Contract Public Records F.S. 119.0701, Construction Bid Advertising F.S. 255.0525 & F.S. 336.44, Procurement Meetings Sunshine Exemptions F.S. 286.0113, Commodities, and Contractual Services F.S. 287.001 - 287.136, Piggy-Backing F.S. 189.053, Owner Controlled Insurance Programs for Public Construction F.S. 255.0517, Bid Openings F.S. 255.0518, Public Construction Projects bidding / prequalification F.S. 255.20
1	140701		1	Sr Purchasing Coordinator	100%	Assists Purchasing Manager with above, prepares solicitations of a more complicated nature, will oversee Owner Direct Purchases for New Jail.	Same as above.
1	140701		1	Purchasing Coordinator	100%	Same as above, administers procurement card system, 223 users, 2015 expenditures of \$1,161,937.72, 2016 expenditures of \$1,364,659.80.	Same as above.
2	140701		2	Purchasing Specialist	100%	Same as above 1 - Primary Request for Letters of Interest (A&E Services) 1 - Primary Invitations to Bid (Paving & Drainage) Other solicitations as required	Same as above.
1	140701		1	Purchasing Associate	100%	Prepares basic solicitations, records all incoming requisitions and outgoing purchase orders and change orders, prepares notification memos, uploads to document management system, provides support to vendors and user departments. Purchase Orders - FY 15-16 / 1598 with a value of \$122,798,742.37 FY 14-15 / 1615 with a value of \$122,218,342.85 Change Orders - FY 15-16 / 587 FY 14-15 / 623	Same as above.
1	140701		1	Sr Office Support Assist	100%	Prepares solicitation documents under supervision, answers phones, receives and records bids, reviews recommendations for accuracy and spelling,	Same as above.
			7				
						Like size counties (Osceola, Manatee & Marion) with similar dollars spent, formal solicitations and purchase orders issued have staffing levels ranging from 13 - 16 Procurement related positions. Escambia County is well below other Counties at 7 staff members.	
						The County has enacted ordinances Chapter 46, Article II, Section 46-110 (Local Preference), Section 46-112 (Participation of Minority and Women Business Enterprises) and 46-102 (Suspension and Debarment), thus increasing the workload of the Office of Purchasing.	
						FY 16-17 saw the most complex solicitation in Escambia County history, the Design-Build solicitation for the New County Jail, which will entail Owner Direct Purchases for FY 17-18 with the intent to save the 7.5% sales tax.	

FUND: Bob Sikes Toll  
 FUNCTION: General Government  
 ACTIVITY: Finance and Administrative

DEPARTMENT: Management & Budget Services  
 DIVISION: Office of Management and Budget  
 COST CENTER: Bob Sikes Toll Op & Maintenance

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	22,655	10,000	29,501	23,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	250,000	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Freight & Postage Services	0	0	0	0	0
54301	Utility Services	14,480	16,000	5,327	16,000	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	46,562	48,000	46,724	50,000	0
54601	Repair & Maintenance Services	64,870	70,000	5,870	70,000	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	166,688	173,750	86,957	173,750	0
54931	Host Account	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	289	500	0	400	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	315,544	568,250	174,379	333,150	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	108,674	0	4,590	0	0
56401	Machinery & Equipment	0	0	0	8,035	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	108,674	0	4,590	8,035	0
57101	Principal	0	212,474	0	212,474	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	212,474	0	212,474	0
58101	Aids to Governmental Agencies	20,885	26,000	5,435	25,000	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	20,885	26,000	5,435	25,000	0
59101	Transfers	1,315,460	1,321,715	657,735	1,320,747	0
59801	Reserves	0	386,809	0	545,341	0
	NON-OPERATING COSTS	1,315,460	1,708,524	657,735	1,866,088	0
	TOTAL BUDGET	\$ 1,760,563	\$ 2,515,248	\$ 842,139	\$ 2,444,747	\$ 0

#### RESOURCES

Bob Sikes Toll	\$ 856,759	\$ 2,647,629	\$ 842,139	\$ 2,573,418	\$ 0
Interest	0	0	0	0	0
Miscellaneous Revenues	0	0	0	0	0
Insurance Proceeds	0	0	0	0	0
Fund Balance	903,804	0	0	0	0
Less 5%	0	(132,381)	0	(128,671)	0
TOTAL REVENUES	\$ 1,760,563	\$ 2,515,248	\$ 842,139	\$ 2,444,747	\$ 0

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Finance and Administrative

DEPARTMENT: Management & Budget Services  
 DIVISION: Health Department  
 COST CENTER: Health Department

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Freight & Postage Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Account	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	337,649	337,649	168,824	337,649	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	337,649	337,649	168,824	337,649	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 337,649	\$ 337,649	\$ 168,824	\$ 337,649	0
RESOURCES						
	General Fund Revenues	\$ 337,649	\$ 337,649	\$ 168,824	\$ 337,649	0
	TOTAL REVENUES	\$ 337,649	\$ 337,649	\$ 168,824	\$ 337,649	0

FUND: Library  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Library Services  
 DIVISION: Library Services  
 COST CENTER: Operations

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	1,988,330	2,255,163	936,418	2,154,995	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	4,800	4,800	2,400	4,800	0
52101	FICA Taxes	146,991	172,892	69,285	165,218	0
52201	Retirement Contributions	160,786	189,816	77,548	190,513	0
52301	Life & Health Insurance	366,340	558,000	199,813	589,000	0
52401	Workers' Compensation	5,563	5,713	2,469	6,461	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	2,672,809	3,186,384	1,287,933	3,110,987	0
53101	Professional Services	11,247	0	975	11,979	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	483,023	533,859	180,167	461,759	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	6,651	14,000	5,228	19,735	0
54101	Communications	1,176	750	1,020	2,039	0
54201	Postage & Freight	5,620	7,000	2,303	9,370	0
54301	Utility Services	9,988	12,000	2,292	10,740	0
54401	Rentals & Leases	23,184	25,000	15	0	0
54501	Insurance	2,168	2,149	2,149	2,067	0
54601	Repair & Maintenance Services	9,415	12,000	48,386	45,770	0
54701	Printing & Binding	4,277	10,000	2,110	10,900	0
54801	Promotional Activities	9,265	6,000	4,828	18,000	0
54901	Other Current Charges & Obligations	283,488	281,329	147,144	295,370	0
54931	Host Ordinance	487	1,500	137	600	0
55101	Office Supplies	24,779	29,000	10,232	29,000	0
55201	Operating Supplies	49,994	75,000	26,275	75,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	103,918	160,000	126,069	164,312	0
55501	Training & Registrations	1,458	2,000	689	2,725	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	1,030,137	1,171,587	560,019	1,159,366	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	19,181	0	4,892	40,000	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	257,614	423,044	109,044	725,195	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	276,795	423,044	113,936	765,195	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 3,979,742	\$ 4,781,015	\$ 1,961,888	\$ 5,035,548	\$ 0
RESOURCES						
	Library Fund Revenues	\$ 3,979,742	\$ 4,781,015	\$ 1,961,888	\$ 5,035,548	\$ 0
	TOTAL REVENUES	\$ 3,979,742	\$ 4,781,015	\$ 1,961,888	\$ 5,035,548	\$ 0

One part-time position was eliminated; another part-time position was reallocated to a full-time position; reduced salaries due to vacant positions budgeted at the beginning of the pay scale

Volunteer background checks

Contract employees - blue arbor, security, and janitorial services

Library Associations, conferences, workshops

Cellular & hot spot Services.

Insurance Premium

Tryon landscaping & vehicle repairs, equipment maint, safety inspections, carpet replacement, A/C replacement

Indirect costs

Materials, office consumables, and games

Fuel, crafts & materials

Magazines/ Databases

Book rentals, e-books

Library Associations, conferences, memberships, and workshops

Library display shelving

Library books and materials

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

113/110501

Library Operations

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	1,505	35	50	1,750	0	1,750	Volunteer Background Checks (50 people)
	9,742	243.55	42	10,229	0	10,229	Performances / Speaker engagements (fees vary)
				0		0	
				0		0	
Subtotal	11,247			11,979	-	11,979	(previously not budgeted)
overall change						11,979	
3 53401 Other Contractual	306,374	13,000	23	299,000	350,000	(51,000)	Blue Arbor (part-time staff): 25 hour positions are being replaced with 19 hour positions as staff leave. Greater Self-Check utilization is being encouraged to compensate.
Services	110,987	12.32	5,434	66,947	115,000	(48,053)	Security Guard at two locations (Pensacola Public Library and Westside Branch Library): NO reduction in hours; savings realized by switching from an armed guard to an unarmed guard service.
	60,725	7,526	12	90,312	63,500	26,812	Janitorial Service (added 3 libraries to contracted service in FY16/17, covers six of our seven libraries with the Molino Branch Library part of Molino Community Complex services.)
	4,936	5,500	1	5,500	5,359	141	Archive Social Media \$5000 (Sunshine requirement) & Shredding \$500 (protect personal identifiable information)
Subtotal	483,023			461,759	533,859	(72,100)	
overall change						(72,100)	
4 54001 Travel & Per	1,621	2,944	1	2,944	1,600	1,344	Employee mileage (regional and in-county travel by over a dozen staff using personal vehicles to deliver library services). There is an expected increase in this expense as the library continues to improve public awareness of our services at community events throughout the county and we have specifically tasked staff to develop and deliver services in support of "Early Learning", "Teens", and "STEAM (Science, Technology, Engineering, Arts, and Mathematics)" to help the public have access to an improved variety and quality of youth services.
Diem	4,703	12,533	1	12,533	11,000	1,533	Professional Conferences (ALA/PLA/TLC/YALSA/FLA): American Library Assoc. Annual Conf. (Director, Director's Aide, and one librarian: New Orleans, June 21-26, 2018, per diem 353x3, hotel 640x3, mileage 215x1); ALA Midwinter Conf (Library Manager and one librarian: Denver, Feb. 9-13, 2018, per diem 311x2, hotel 712x2, flight 355x2), Florida Library Assoc. Annual Conf. (Director and one librarian: Orlando, May 2018, per diem 266x2, hotel 556x2, mileage 495x1), TLC Library automation conf. one staff member (Louisville, Nov.5-8,2017: per diem 325, hotel 545, flight 400), Public Library Assoc. Biennial Conf. one librarian (Philadelphia, March 20-24, 2018: per diem 352, hotel 755, flight 400), YALSA young adult services conf. 2 youth librarians (Louisville, Nov. 2-5, 2017, per diem 266x2, hotel 545, flight 400x2)
	327	450	2	900	900	0	Director to Tallahassee (annual Director's meeting in October 2017 and legislative day event in March 2018)
		33	20	660	500	160	Staff to regional training at Panhandle Library Access Network in Panama City (per diem for twenty, use library minivan)
	0	1,349	2	2,698		2,698	World Maker Faire (New York, NY): The largest gathering of Makers held in the United States is this event. It is a learning venue and inspirational ideas extravaganza that provides hands on experiences with the latest technologies and trends in the STEM fields. There is no way for a single person to experience all there is to see and do, but with two staff members attending time to create connections and explore technologies in detail is achievable. This is a two day event in September of each year in New York, NY (Per Person expenses are: three nights hotel = \$750, three days per diem=\$259, roundtrip airfare=\$340)
Subtotal	6,651			19,735	14,000	5,735	
overall change						5,735	
5 54101 Communications	480	480.12	1	480	250	230	mobile hotspot for outreach events
	363	362.64	1	363	0	363	Security flip-phone (monthly until replaceable with VOIP)
	596	595.92	1	596	500	96	Director's smart-phone
	0	600	1	600	0	600	Bookmobile cellular (previously billed to Roads Dept.)
				0		0	
Subtotal	1,439			2,039	750	1,289	actual costs based on Verizon contract
overall change						1,289	
6 54201 Postage & Freight		3,750	1	3,750	3,750	0	State of Florida Library Courier Service (access to other libraries collections - "Inter-Library Loan" (ILL))
	5,402	1	5,402	5,402	3,250	2,152	USPS (Stamps for notices and 600 book rate packages)
	218	54.50	4	218		218	UPS/FedEx
				0		0	
Subtotal	5,620			9,370	7,000	2,370	(moved State of Florida Courier (out of county) fee to freight)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

113/110501

Library Operations

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
7 54301 Utility Services							
	9,988	2,685	4	10,740	12,000	(1,260)	City of Pensacola for Utilities @ Westside Branch (WSB)
				0		0	
				0		0	
				0		0	
Subtotal	9,988			10,740	12,000	(1,260)	(per Facilities Dept. estimated rate increase is 7.4%)
overall change							(1,260)
8 54401 Rentals & Leases							
	23,184	0	0	0	25,000	(25,000)	Book leases eliminated (cost per unit leased higher than outright purchase)
				0		0	
				0		0	
				0		0	
Subtotal	23,184			-	25,000	(25,000)	Book leases were eliminated during FY 16/17
overall change							(25,000)
9 54501 Insurance							
	2,168	2,067.38	1	2,067	2,149	(82)	
				0		0	
Subtotal	2,168			2,067	2,149	(82)	Vehicle premium per Risk Management
overall change							(82)
10 54601 Repair & Maintenance							
	3,312	7,000	1	7,000	3,500	3,500	Vehicle Maintenance (vehicles include 2006 Bookmobile cube truck (to be replaced with a more efficient courier van when fiscally possible), 2001 courier van (to deliver materials between library locations), and 2004 I.T. support minivan (to maintain computers and other technology) (Mobile Makerspace Trolley addition to library fleet will rebrand our largest outreach vehicle to deliver learning experiences)
	3,720	310	12	3,720	3,720	0	City of Pensacola for Landscaping @ Tryon Branch
	534	650	1	650	650	0	Fire Extinguisher & Elevator inspections (required)
	1,849	4,400	1	4,400	4,130	270	Equipment Maintenance (copiers, bulbs, rekeys, etc.)
Subtotal	9,415			15,770	12,000	3,770	(adding Trolley to Library vehicles FY17/18)
overall change							3,770
11 54701 Printing & Binding							
	2,288	6,900	1	6,900	3,800	3,100	Library cards (all Escambia K-12 Students cards + growth)
	1,989	4,000	1	4,000	3,000	1,000	Library notices (mailers, bookmarks, reading logs, etc.)
					3,200	(3,200)	Remainder of budgeted funds for FY16/17.
Subtotal	4,277			10,900	10,000	900	
overall change							900
12 54801 Promotional							
	4,633	9,000	1	9,000	3,000	6,000	Merchandising and reading incentives (K-12 library card utilization effort and adding Adults to the summer challenge)
Activities	4,632	9,000	1	9,000	3,000	6,000	Consumable supplies for programming (crafts, science, maker, story time, teens, STEM, toddlers, etc.)
Subtotal	9,265			18,000	6,000	12,000	(Increased programming and summer reading participants)
overall change							12,000
13 54901 Other Current Chrgs & Obligs							
	283,488	290,232	1	290,232	281,329	8,903	
				0		0	
				0		0	
				0		0	
Subtotal	283,488			290,232	281,329	8,903	(indirect costs per Budget Dept.)
overall change							8,903
14 54931 Host Ordinance							
	487	600	1	600	1,500	(900)	Water / snacks for special events
				0		0	
Subtotal	487			600	1,500	(900)	
overall change							(900)
15 55101 Office Supplies							
	20,941	23,000	1	23,000	23,000	0	Office consumables (inks, toner, paper, etc.)
	3,838	6,000	1	6,000	6,000	0	Office accessories (organizers, office shelves, etc.)
				0		0	
				0		0	
Subtotal	24,779			29,000	29,000	0	
overall change							0
16 55201 Operating Supplies							
	7,326	8,000	1	8,000	7,500	500	Fuel surcharge
	27,725	51,500	1	51,500	51,500	0	Book processing and repair supplies
	11,418	10,500	1	10,500	12,000	(1,500)	Cleaning supplies (including janitorial and office consumables such as facial tissue, toilet paper, soap, etc.) (new janitorial contract to include LEED required green cleansers in the bid)
	3,525	5,000	1	5,000	4,000	1,000	Receipt / notice printer supplies
Subtotal	49,994			75,000	75,000	0	
overall change							0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

113/110501

Library Operations

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
18 55401 Books, Pubs & Subs.	40,346	79,312	1	79,312	78,000	1,312	Databases & resource sharing memberships: Ancestry \$8,440 (Genealogical Research), Chilton's \$8,660 (Automotive eBooks), Heritage Quest \$8,160 (Genealogical Research), Novelist \$19,285 (Reader's Advisory and Online Catalog enrichments), Reference USA \$6,500 (Business information and industry research), Pensacola News Journal \$7,014 (online archive), Rocket Languages \$775 (foreign language tutorials), Morningstar \$2,303 (Investment research), ALA Memberships \$1,190 (required for conference discounts: 7 employees x 170), Tutor.com \$16,985 (live chat certified teacher assistance with homework, any subject, any level, k-college).
	28,288	30,000	1	30,000	30,000	0	OCLC national holdings registration (required for ILL)
	19,770	20,000	1	20,000	20,000	0	Print magazines and newspapers
							eBooks Consortium with Panhandle Library Access Network \$29,000 (books, audios, comics, and magazines), Tumble Books \$6,000 (read-along ePicture books with lesson plans and activities, and beginning eReaders)
Subtotal	15,514	35,000	1	35,000	32,000	3,000	
	103,918			164,312	160,000	4,312	moved ILL courier service to postage/freight - (54201)
							overall change 4,312
19 55501 Training & Registrations		65	2	130	130		World Maker Fair registration
		185	2	370	370	0	ALA membership (required for conference discounts)
	1,158	275	7	1,925	1,330	595	ALA conference registrations (2 midwinter / 2 annual / 1 PLA / 2 YALSA)
	300	300	1	300	300	0	TLC Annual Library Automation Conference Registration
Subtotal	1,458			2,725	2,000	725	
							overall change 725
25 56401 Machinery & Equipment	19,181	40,000	1	40,000	0	40,000	Library Display Shelving and service desk improvements (replacing outdated and worn items with more durable units that have improved accessibility and functionality)
				0		0	
				0		0	
				0		0	
Subtotal	19,181			40,000	-	40,000	
							overall change 40,000
26 56601 Books, Publications, & Library Materials	257,614	26	16,110	418,860	423,044	(4,184)	Library Materials: Although traditionally deemed the most important resource a library offers, a modern library puts customer service, technology access, youth development, and lifelong learning opportunities as the best community enrichment that can be offered to the public in a safe and welcoming gathering place. The goal of being the third most popular community destination (after work and home) takes more than just books. All unencumbered funds of the library MSTU will acquire physical library materials after electronic resources, facility expenses, and staffing levels have been satisfied. Although the cost per item varies significantly, an average cost of \$26 per processed item illustrates the approximate number of physical items the library can add or replace annually.
				0		0	
				0		0	
				0		0	
Subtotal	257,614			418,860	423,044	(4,184)	ALL UNENCUMBERED REMAINING FUNDS
							overall change (4,184)
31 59801 Reserves				0	0	0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
							overall change 0

Page Totals 1,307,197

1,583,088 1,594,631 (11,543)



FUND: Library  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Library Services  
 DIVISION: Library Services  
 COST CENTER: Maintenance

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	64,858	64,186	28,391	64,188	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	637	1,000	511	1,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	4,559	4,987	1,979	4,987	0
52201	Retirement Contributions	4,808	4,901	2,173	5,163	0
52301	Life & Health Insurance	24,022	18,000	14,510	19,000	0
52401	Workers' Compensation	3,217	3,463	1,496	4,146	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	102,101	96,537	49,060	98,484	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	8,775	14,685	3,900	14,205	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	518	504	259	624	0
54201	Postage & Freight	168	0	46	0	0
54301	Utility Services	192,952	202,538	83,598	214,674	0
54401	Rentals & Leases	347	416	129	642	0
54501	Insurance	0	2,000	0	0	0
54601	Repair & Maintenance Services	38,030	53,000	11,770	46,933	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	150	330	0	150	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	4,185	10,750	1,653	6,840	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	245,124	284,223	101,355	284,068	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 347,225	\$ 380,760	\$ 150,415	\$ 382,552	0
RESOURCES						
	Library Fund Revenues	\$ 347,225	\$ 380,760	\$ 150,415	\$ 382,552	0
	TOTAL REVENUES	\$ 347,225	\$ 380,760	\$ 150,415	\$ 382,552	0

Ground maint; pest control; fire service annual inspections and repairs

Radio/cell phones for 2 Maint. Techs

Utilities; dumpster service

Uniforms

Elevator maint and inspections; HVAC filters and repairs; Maint and services on central energy plant at Main library; building maint and repairs

Small tools; fuel; safety shoes; PPE; building supplies

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

113 / 110502

Library Maintenance

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual	8,775			0	14,685	(14,685)	
Services		70	12	840		840	Pest Control \$70/mo \$840/yr (WF Library, Tyron, Southwest, Genealogy, Century and Legion Field)
		350	1	350		350	Pest Control - Additional Services such as Termite Treatments
		275	3	825		825	Fire Service Annual Inspections at WF Pensacola, Genealogy and SW Branch - \$825/yr
		700	1	700		700	Fire Service Annual Inspections repairs.
		7,160	1	7,160		7,160	Grounds Maintenance - PD 15-16.018 (Yearly Contract WF Library)
		2,125	1	2,125		2,125	Grounds Maintenance - PD 15-16.018 (Yearly Contract SW Branch)
		2,205	1	2,205		2,205	Grounds Maintenance - PD 15-16.018 (Yearly Contract Century Branch)
Subtotal	8,775			14,205	14,685	(480)	
overall change							(480)
5 54101 Communications	518				504	(504)	
		52	12	624		624	2 Employees Radio/Cell Phone cost per month
Subtotal	518			624	504	120	
overall change							120
6 54201 Postage & Freight	168			0		0	
				0		0	
				0		0	
Subtotal	168			-	-	0	
overall change							0
7 54301 Utility Services	192,951				201,739	(201,739)	
		149,757	1	149,757		149,757	Gulf Power - Century \$5,323, SW Branch \$17,500, Tryon \$23,012, WF Pensacola \$87,926, Genealogy \$15,996
		23,373	1	23,373		23,373	City of Pensacola Gas - Tryon \$546, WF Pensacola \$22,826
		10,844	1	10,844		10,844	ECUA - SW Branch \$2,630, Tryon \$2,104, WF Pensacola \$5,029, Genealogy \$1,081
		266	1	266		266	Town of Century - Century \$266
		7,650	1	7,650		7,650	Legion Field - Utilities are based on the square foot actual utilities cost of the Tyron Branch per Lease Agreement.
		14,184	1	14,184		14,184	Estimated Rate Increase - Gulf Power 3%, Pensacola Energy 2%, ECUA 2%, Others 2%
		8,600	1	8,600		8,600	Weekly Dumpster Services - Century \$928, SW Branch \$1,771, Genealogy \$1,763, WF Pensacola \$1,763, Tryon \$1,763 & \$612 for additional pick-up services
Subtotal	192,951			214,674	201,739	12,935	
overall change							12,935
8 54401 Rentals & Leases	347				416	(416)	
		321	2	642		642	Employee Uniforms for 2 employees - Yearly
Subtotal	347			642	416	226	
overall change							226
9 54501 Insurance				0	2,000	(2,000)	Department is required to pay the insurance deductible on building insurance claims. Since these are repair cost this is budgeted in Repair and Maintenance
Subtotal	-			0	2,000	0	
overall change							(2,000)
10 54601 Repair & Maintenance	38,030			0	53,000	(53,000)	
		900	2	1,800		1,800	Elevator Maintenance Contract PD 12-13.056 - 2 Elevators at \$900 a year each.
		500	1	500		500	Elevator Maintenance Contract PD 12-13.056 - Emergency Call Out .
		235	1	235		235	Annual Elevator Inspection from 3rd Party on two Elevators and 5 Year Load Inspections.
		175	2	350		350	5 Year Load Inspections on two Elevators.
		3,550	1	3,550		3,550	HVAC Filters - Base on 42 day cycle = 9 times a year
		10,200	1	10,200		10,200	Maintenance and Services on 1 Central Energy Plant - Main Library
		273	1	273		273	Fire Fighting Equipment Service Contract PD 14-15.078 Fire Extinguishers
		3,000	1	3,000		3,000	Electrical Repairs - Average since taking over Libraries
		350	1	350		350	Fire Sprinkler Repair - Average since taking over Libraries
		12,000	1	12,000		12,000	Building Repairs - Average since taking over Libraries
		1,000	1	1,000		1,000	Painting Repairs - Average since taking over Libraries
		2,000	1	2,000		2,000	Light Bulbs - Average since taking over Libraries

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

113 / 110502

Library Maintenance

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		1,000	1	1,000		1,000	ECAT - Vehicle Inspections and Repairs (2 Vehicles)
		5,000	1	5,000		5,000	HVAC Repairs - Average since taking over Libraries
		2,000	1	2,000		2,000	Plumbing Repairs - Average since taking over Libraries
		1,175	1	1,175		1,175	Fire Sprinkler & Pump Inspection @ WF Pensacola Library \$475 with a 5 Year obstruction Inspection due at \$700
		1,000	1	1,000		1,000	Water Treatment for Closed Loop System - Contract PD 13- 14.013
		1,500	1	1,500		1,500	Carpet Replacement
Subtotal	38,030			46,933	53,000	(6,067)	
						overall change	(6,067)
13 54901 Other Current Chrgs & Obligs	150				330	(330)	
		75	2	150		150	Elevators Certificates (2 @ \$75 ea)
Subtotal	150			150	330	(180)	
						overall change	(180)
16 55201 Operating Supplies	4,185				10,750	(10,750)	
		120	2	240		240	Safety Shoes - 2 Employees at \$120
		4,500	1	4,500		4,500	Fuel for two Maintenance Technician's Vehicles
		100	1	100		100	Personal Protection Equipment - Gloves, Ear Plugs, Safety Glasses, Masks, Respirators etc.
		2,000	1	2,000		2,000	Building Operating Supplies - Ceiling Tiles, Batteries, Silicone, Saw Blades, Belts, Fuses, Locks, etc (Consumables) - Average since taking over Libraries
Subtotal	4,185			6,840	10,750	(3,910)	
						overall change	(3,910)
31 59801 Reserves						0	
Subtotal	-			-	-	0	
						overall change	0
Page Totals	245,124			284,068	283,424	644	

FUND: Library  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Library Services  
 DIVISION: Library Services  
 COST CENTER: Information Systems

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	84,836	95,686	38,514	88,481	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	6,364	7,320	2,914	6,769	0
52201	Retirement Contributions	6,217	7,195	2,896	7,007	0
52301	Life & Health Insurance	6,687	18,000	5,867	19,000	0
52401	Workers' Compensation	230	242	105	264	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	104,334	128,443	50,296	121,521	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	7,500	165	7,700	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	204	3,500	0	3,567	0
54101	Communications	69,054	86,000	34,772	77,928	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	8,223	70,000	29,499	60,627	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	1,000	0	0	0
55201	Operating Supplies	29,769	25,000	18,578	34,068	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	449	1,000	0	880	0
55501	Training & Registrations	0	4,000	0	6,398	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	107,699	198,000	83,014	191,168	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	103,920	0	69,041	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	103,920	0	69,041	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 315,954	\$ 326,443	\$ 202,351	\$ 312,689	0
RESOURCES						
	Library Fund Revenues	\$ 315,954	\$ 326,443	\$ 202,351	\$ 312,689	0
	TOTAL REVENUES	\$ 315,954	\$ 326,443	\$ 202,351	\$ 312,689	0

Services from TIG,  
 EW, Tech Logic,  
 Glaze, All Pro etc

WAN/ Ethernet and  
 internet connections  
 Fax line charges

Library System licenses  
 and renewals,  
 equipment repairs  
 (TechLogic, Fortiguard)

Software and misc  
 hardware  
 replacement

Conference registrations,  
 training

Requested \$72,520 for 63  
 public computers and 7  
 staff computers. Will use  
 FB to cover expenditure.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

113 / 110503

Information Systems

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual	0	150	35	5,250	10,000	(4,750)	Technology Integration Group - TIG provides misc hourly support for Cisco Voice over IP and network configuration changes, updates and consultation. This covers both phone and onsite support to assist in implementing new features in the phone system and troubleshooting errors in the Cisco voice and data infrastructure. TIG charges \$100 / hr normal rate and \$150 / hr after-hours rate. (Cost charged to main IT cost center in prior year, 35 hours charged.)
Services		49	50	2,450		2,450	Glaze Communications provides new structured network and telecom cabling services, along with misc adds, moves and changes for both data and telecom in library facilities. Glaze charges \$48.50 / hr.(Cost charged to main IT cost center in prior year, 50 hours charged.)
				0		0	
				0		0	
Subtotal	-			7,700	10,000	(2,300)	
overall change						(2,300)	
4 54001 Travel & Per	204	205	1	205	3,500	(3,295)	In-county travel reimbursement for two Information Technology/Library staff servicing staff and public computer systems at all West Florida Public Libraries locations. Averaged 385 miles per year for FY15 and FY16. 385 miles at \$0.535 = \$205.97
Diem		1,410	1	1,410		1,410	Travel and Per Diem for one Information Technology/Library staff member to attend the TLCU Conference in Louisville, Kentucky, November 5-8, 2017. TLCU delivers a diverse mix of product news, training sessions, customer presentations, and one-on-one support opportunities for customers of The Library Corporation. (Airfare estimate: \$395) (Meals/Per Diem - 5 days @ \$59) (Taxi: \$50) (Lodging: 5 nights @ \$144)
		1,952	1	1,952		1,952	Travel and Per Diem for one Information Technology/Library staff member to attend the Computers in Libraries Conference in Washington D. C., Spring 2018 (dates not yet advertised). Computers in Libraries provides the opportunity to gain insights and learn strategies and practices that allow for further integration of technology in libraries to enhance the library user experience. (Airfare estimate: \$600) (Meals/Per Diem - 4 days @ \$69) (Taxi: \$50) (Lodging: 4 nights @ \$269)
				0		0	
				0		0	
Subtotal	204			3,567	3,500	67	
overall change						67	
5 54101 Communications	69,054	6,438	12	77,256	86,000	(8,744)	<b>Southern Light</b> - Monthly charges for circuits: 100Mbps Ethernet from each of six (6) branches to Main Library, 500Mbps Internet serving all libraries via the Main library, 1Gbps Ethernet connecting Main library to EOC/Public Safety datacenter.
		56	12	672		672	<b>Frontier</b> - Molino Library Fax line monthly charge
				0		0	
				0		0	
Subtotal	69,054			77,928	86,000	(8,072)	
overall change						(8,072)	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

113 / 110503

Information Systems

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
10 54601 Repair &	8,223	35,249	1	35,249	61,000	(25,751)	<p><b>The Library Corp - PD 13-14.050</b> - Purchased with Lost Funds BCC approve 06/26/14- Required annual license, support, and maintenance fee for continued use of Library Solution LS2 Staff integrated library system, from The Library Corporation. LS2 Staff is the means by which all West Florida Public Libraries customers are served, all books are cataloged, all searches are performed, and all materials are checked out to the public. On average, 55,240 circulation transactions are conducted per month.</p> <p><b>The Clerk did JE1403AA for \$37,672.00 on 11/02/15 and paid this renewal in the old fiscal year 14/15 instead of the new fiscal year. (That's why the Actual 15-16 is that low)</b></p>
Maintenance		12,044	1	12,044		12,044	<p><b>Tech Logic - PD 13-14.062-</b> Purchase with Lost Funds BCC approve 08/21/14 - Required licensing and maintenance for continued use of Tech Logic Radio Frequency Identification (RFID) systems at all West Florida Public Libraries locations and Automated Materials Handling (AMH) at the main library. The RFID systems are in use on staff stations that directly serve members of the public to check materials in and out at all library locations, as well as self-check stations. The RFID system includes security gates at all West Florida Public Libraries locations with circulating collections to detect theft or loss of materials. The AMH system at the main library directly accepts materials being returned by the public, checks the items in, and sorts them according to ownership or according to any item requests entered by the public. The AMH system is also used in-house by staff to ensure accurate item check-in and to expedite sorting and transport of materials to their appropriate locations. The AMH system is used to process and sort approximately 41,000 items per month.</p>
		6,714	1	6,714			<p><b>EnvisionWare</b> - Required annual license, support, and maintenance fee for continued use of EnvisionWare PC Reservations and LPT:One print management systems at all West Florida Public Libraries locations. This system manages public printing in the libraries and eliminates waste by only printing after payment is made. The system also manages public computer sessions to ensure fair and equitable access by all customers. The libraries are providing, on average, over 6,000 public computing sessions per month. There was no management system in place prior to this system, staff manually scheduled every computer session for the public, and public printing resulted in excessive waste due to unpaid, uncollected print jobs. On average, public printing brings in over \$3,000 per month. This system was purchased from the vendor providing the lowest of three quotes.</p>
		3,130	1	3,130		3,130	<p><b>Fortiguard</b> - Required licensing and maintenance of Fortiguard at the main library to provide Internet filtering to library-owned public computers, as well as patron-owned computers and portable devices at all West Florida Public Libraries locations to be in compliance with the Children's Internet Protection Act of 2000, making West Florida Public Libraries eligible for communications cost discounts through E-Rate, administered by the Universal Service Administrative Company, under direction of the Federal Communications Commission.</p>
		180	2	360		360	<p>Unplanned corrective maintenance repair services for small office equipment, such as printers and other business machines in use by both staff and members of the public. Typically, repairs are made by a local service provider, at an average cost of \$180 per repair. Anticipate 2 repairs for a total of \$360.00 requested.</p>

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

113 / 110503

Information Systems

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
							Fortiguard - Required annual licensing and support fee to provide Internet filtering on library-owned public computers, as well as patron-owned computers and portable devices at all West Florida Public Libraries locations to be in compliance with the Children's Internet Protection Act of 2000, making West Florida Public Libraries eligible for communications cost discounts through E-Rate, administered by the Universal Service Administrative Company, under direction of the Federal Communications Commission.
Subtotal	8,223	3,130	1	3,130	61,000	(7,087)	
							overall change (373)
15 55101 Office Supplies	0				1,000	(1,000)	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	1,000	(1,000)	
							overall change (1,000)
16 55201 Operating Supplies	29,769	15,000	1	15,000	42,000	(27,000)	Replace or add IT assets used in the mission of the West Florida Public Libraries, i.e. wireless access points, computer cabling, network cables, and A/V cables, A/V equipment, computer parts and accessories, document scanners, barcode scanners, receipt printers, printer parts, external hard drives, thumb drives, battery backup units, digital projectors, signal converters and cable adapters, small tools and testing equipment, cable management materials.
		748	14	10,472		10,472	Replace 14 staff computers, that will reach 5 years of age during FY 17-18, with less expensive micro desktops.
		49	84	4,116		4,116	Microsoft Office Pro Plus 2016 for new computers to be purchased in FY 17-18. Educational discounted rate is approximately \$50 per PC.
		640	7	4,480		4,480	Replace 7 (4 public, 3 staff) laserjet printers that will be at least 5 years old in FY 17-18.
Subtotal	29,769			34,068	42,000	(7,932)	
							overall change (7,932)
18 55401 Books, Pubs & Subs.	449	360	2	720	0	720	Subscription based software fees for Adobe Creative Cloud, Two Library Information Specialists
		40	4	160		160	Technical reference manuals for library IT staff.
				0		0	
				0		0	
Subtotal	449			880	-	880	
							overall change 880
19 55501 Training & Registrations	0	349	1	349	2,000	(1,651)	Registration for one IT staff member to attend the TLCU Conference in Louisville, KY, November 5 - 8, 2017
		549	1	549		549	Registration for one IT staff member to attend the Computers in Libraries Conference in Washington, D.C., Spring 2018 (Dates to be announced)
		2,750	2	5,500		5,500	Registration fees for two Information Technology/Library staff members to receive training on implementation, deploying, and supporting current Microsoft operating systems at New Horizons, a local commercial training facility.
				0		0	
Subtotal	-			6,398	2,000	4,398	
							overall change 4,398
25 56401 Machinery & Equipment	103,920	1,036	63	65,268		65,268	Replace 63 public computers at Main Library and Century Library that will reach 5 years of age during FY 17-18.
		1,036	7	7,252		7,252	Replace 7 staff computers at Main Library and Century Library that will reach 5 years of age during FY 17-18.
				0		0	
				0		0	
Subtotal	103,920			72,520	-	72,520	
							overall change 72,520
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
							overall change 0

Page Totals 211,619

263,688 205,500 51,474



Position Justification						
						LIBRARY DEPARTMENT
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
113	110501	Library	1	Accounting Technician	100%	Verifies cash drawers, makes deposits, backup for purchasing system
113	110501	Library	2	Administrative Officer I	100%	Processes and receives purchase orders for library expenditures
113	110501	Library	7	Clerk I	100%	Customer Service desk assistance, accepts payments from the public
113	110501	Library	1	Clerk II	100%	Processes library materials and creates public catalog entries
113	110501	Library	1	Customer Service Technician	100%	Coordinates meeting room reservations and provides customer service beyond what a clerk is able to perform since they are not bound to a stationary service point.
113	110501	Library	1	Director	100%	Florida Library Association Standards and Outcomes (FLA S&O) (2015), endorsed by Florida Association of Counties (FAC), Section 31.2 - The library's administrative head has an MLIS accredited by ALA; -AND- Florida Statutes, Section 257.17(2)(a) for the Library System to be eligible for the State Aide to Libraries Program
113	110501	Library	1	Director's Aide	100%	Assists the Director in preparation, review, and completion of forms and evaluations of services delivered to the public.
113	110501	Library	1	Division Manager	100%	FLA S&O (2015), endorsed by FAC, section 32.2: The library employs professional librarians to oversee specialized programs and services for youth and adults. This second in command position provides leadership and encourages daily teamwork to achieve core mission objectives of the Library Services Department; West Florida Public Libraries. Also serves as Pensacola Public Library Branch Manager.
113	110501	Library	6	Librarian	100%	FLA S&O (2015), endorsed by FAC, section 32.2: The library employs professional librarians to oversee specialized programs and services for youth and adults. ( 5 Research Help and Fiction, 1 Youth Services)
113	110501	Library	3	Librarian - PT	100%	FLA S&O (2015), endorsed by FAC, section 32.2: The library employs professional librarians to oversee specialized programs and services for youth and adults. ( 2 Research Help and Fiction, 1 Technical Services)
113	110501	Library	3	Library Clerical Asst PT	100%	Provide customer service to the public (2 Customer Service Desk, 1 Talking Book Service for Blind)
113	110501	Library	2	Library Computer Tech	100%	FLA S&O (2015), endorsed by FAC, section 8.5: The library curriculum offers classes, workshops, seminars, and events for all ages that reflect the diverse needs and interests of the community. SECTION 10.8: Library resources are promoted through classes, workshops, seminars, activities, and events held at the library and off-site locations.
113	110501	Library	2	Library Information Specialist	100%	FLA S&O (2015), endorsed by FAC, section 32.4: The library has a designated staff member to coordinate public relations activities within the library and between the library and other local agencies.
113	110501	Library	1	Library Tech Spec - Courier	100%	Transports patron requested materials between all seven library locations within Escambia County.
113	110501	Library	1	Library Technician	100%	CDL licensed bookmobile driver provides outreach to community centers and other locations.
113	110501	Library	1	Senior Admin. Officer I	100%	Supervises the customer service reception desk (Circulation Services). Ensures schedules include adequate staffing at various times per day based on use patterns. Responsible for employees that accept our fines and fees.
113	110501	Library	7	Senior Librarian	100%	FLA S&O (2015), endorsed by FAC, Section 32.2 - The library employs professional librarians to oversee specialized programs and services for youth and adults ; FLA S&O (2015), Section 26.2 - Provides services promoting Science, Technology, Engineering, Math, & Art (STEAM) (1 Children's, 1 Teen's, 2 STEAM, 1 Research, 1 Collection Dev, 1 Tech)
<b>41 Pensacola Public Library and Administration</b>						
113	110501	Library	1	Administrative Officer	100%	FLA S&O (2015), endorsed by FAC, section 11.6 - A minimum of three people per single-story facility
113	110501	Library	1	Administrative Officer I	100%	FLA S&O (2015), endorsed by FAC, section 11.6 - A minimum of three people per single-story facility
113	110501	Library	1	Librarian	100%	FLA S&O (2015), endorsed by FAC, section 11.3 The library has at least one full-time librarian, holding an MLS, at each library outlet (open 40 hours or more per week). Serves as Branch Manager.
<b>3 Genealogy Library</b>						
113	110501	Library	2	Clerk I	100%	FLA S&O (2015), endorsed by FAC, section 11.6 - A minimum of three people per single-story facility
113	110501	Library	1	Clerk III	100%	FLA S&O (2015), endorsed by FAC, section 11.6 - A minimum of three people per single-story facility



Position Justification						
	Cost Center	Department Name	Emp Count	Title	% Split	LIBRARY DEPARTMENT
Fund						Justification
113	110501	Library	1	Senior Admin Officer I	100%	Supervises the customer service reception desk (Circulation Services). Ensures schedules include adequate staffing at various times per day based on use patterns. Responsible for employees that accept our fines and fees. Serves as Branch Manager.
				<b>4 Westside Branch Library</b>		
113	110501	Library	2	Clerk I	100%	FLA S&O (2015), endorsed by FAC, section 11.6 - A minimum of three people per single-story facility
113	110501	Library	1	Senior Admin Officer I	100%	Supervises the customer service reception desk (Circulation Services). Ensures schedules include adequate staffing at various times per day based on use patterns. Responsible for employees that accept our fines and fees. Serves as Branch Manager.
				<b>3 Century Branch Library</b>		
113	110501	Library	4	Clerk I	100%	FLA S&O (2015), endorsed by FAC, section 11.6 - A minimum of three people per single-story facility
113	110501	Library	1	Clerk II	100%	FLA S&O (2015), endorsed by FAC, section 11.6 - A minimum of three people per single-story facility
113	110501	Library	1	Customer Service Technician	100%	Coordinates meeting room reservations and provides customer service beyond what a clerk is able to perform since they are not bound to a stationary service point.
113	110501	Library	1	Librarian	100%	FLA S&O (2015), endorsed by FAC, section 11.3 The library has at least one full-time librarian, holding an MLS, at each library outlet (open 40 hours or more per week); FLA S&O (2015), section 22.1 - The supervisor of services for children has an MLS.
113	110501	Library	1	Library Clerical Asst PT	100%	FLA S&O (2015), endorsed by FAC, section 11.6 - A minimum of three people per single-story facility
113	110501	Library	1	Senior Admin Officer I	100%	Supervises the customer service reception desk (Circulation Services). Ensures schedules include adequate staffing at various times per day based on use patterns. Responsible for employees that accept our fines and fees.
113	110501	Library	1	Senior Librarian	100%	FLA S&O (2015), endorsed by FAC, section 11.3 - The library has at least one full-time librarian, holding an MLS, at each library outlet (open 40 hours or more per week). Serves as Branch Manager.
				<b>10 Tryon Branch Library</b>		
113	110501	Library	2	Clerk I	100%	FLA S&O (2015), endorsed by FAC, section 11.6 - A minimum of three people per single-story facility
113	110501	Library	1	Clerk III	100%	FLA S&O (2015), endorsed by FAC, section 11.6 - A minimum of three people per single-story facility
113	110501	Library	1	Customer Service Technician	100%	FLA S&O (2015), endorsed by FAC, section 11.6 - A minimum of three people per single-story facility
113	110501	Library	2	Library Clerical Asst PT	100%	Coordinates meeting room reservations and provides customer service beyond what a clerk is able to perform since they are not bound to a stationary service point.
113	110501	Library	1	Senior Admin Officer II	100%	Supervises the customer service reception desk (Circulation Services). Ensures schedules include adequate staffing at various times per day based on use patterns. Responsible for employees that accept our fines and fees. Serves as Branch Manager.
				<b>7 Southwest Branch Library</b>		
113	110501	Library	3	Clerk I	100%	FLA S&O (2015), endorsed by FAC, section 11.6 - A minimum of three people per single-story facility
113	110501	Library	1	Senior Librarian	100%	FLA S&O (2015), endorsed by FAC, section 11.3 The library has at least one full-time librarian, holding an MLS, at each library outlet (open 40 hours or more per week). Serves as Branch Manager.
				<b>4 Molino Branch Library</b>		
						FLA S&O (2015), endorsed by FAC, section 11.7 - Professional librarians (MLS, from an ALA accredited university) should maintain a minimum staffing allocation of .6 FTE per 1,000 population served. Staff members who do not hold an MLS degree should maintain a minimum allocation of .8 FTE per 1,000 population served.
						West Florida Public Libraries is far under this recommended and endorsed staffing level, but continues to make constant improvements to our services.
				<b>72 LIBRARY SERVICES (all locations)</b>		

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Information Systems  
 DIVISION: Information Systems  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	174,549	1,097,742	476,300	1,095,700	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	4,800	4,800	2,400	4,800	0
52101	FICA Taxes	13,303	84,346	35,339	84,190	0
52201	Retirement Contributions	26,232	99,528	43,479	104,229	0
52301	Life & Health Insurance	27,933	198,000	87,349	209,000	0
52401	Workers' Compensation	434	2,789	1,205	3,292	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	247,251	1,487,205	646,072	1,501,211	0
53101	Professional Services	0	40,000	36,136	22,972	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	70,000	2,926	68,065	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,708	11,000	163	11,500	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	294	200	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	332	0
54601	Repair & Maintenance Services	2,598	1,247,090	1,039,503	1,264,775	0
54701	Printing & Binding	27	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	466	25	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	2,428	2,000	513	1,500	0
55201	Operating Supplies	2,932	103,000	43,141	103,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	1,991	11,000	4,534	8,744	0
55501	Training & Registrations	7,425	34,750	23,697	30,390	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	20,869	1,519,065	1,150,613	1,511,278	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	171,662	27,500	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	27,500	0	0	0
	CAPITAL OUTLAY	0	27,500	171,662	27,500	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 268,120	\$ 3,033,770	\$ 1,968,347	\$ 3,039,989	0
RESOURCES						
	General Fund Revenues	\$ 268,120	\$ 3,033,770	\$ 1,968,347	\$ 3,039,989	0
	TOTAL REVENUES	\$ 268,120	\$ 3,033,770	\$ 1,968,347	\$ 3,039,989	0

Several ongoing projects require Professional Services to complete, Info tech research group

Neogov-HR  
VOIP  
Nexum,  
Network Cloud

Rqsted \$1,312,966  
Software and hardware maint; support costs

Rqsted: \$298,429  
Replacement computers & equipment - \$27.5

**ZERO-BASED BUDGETING COST WORKSHEET**

**OPERATING EXPENDITURES**  
Detail and Justification Summary

**Indicate FUND/COST CENTER**

001 / 270102

Information Systems

\*\*Four Cost Centers FY 15/16 to two in 16/17\*\*

270102 -270103 - 270109 - 270111

270102 - 270103

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	39,284	22,972	1	22,972	40,000	(17,028)	Info-Tech Research Group - Two (2) Advisory Seats and 18 Reference Seats. This will provide professional services to guide the Information Technology department on the path to improving performance with information and research that is provided. This will create a long term solution for a more efficient and cost effective Information Technology Department.
Subtotal	39,284			22,972	40,000	(17,028)	
overall change						(17,028)	
3 53401 Other Contractual	33,217	20,065	1	20,065	70,000	(49,935)	Governmentjobs.com (NeoGov) Human Resources Online Application Tracking System. Purchased in July 2005 with a renewal fee of \$7,800.00 yearly. July 2005 - July 2015 \$7,500.00 ,July 2016 - \$18,200.00, July 2017 - \$19,110.00, and July 2018 3 - 5% Increase \$20,065.
Services		10,000	1	10,000		10,000	PC Specialists DBA TIG - Misc hourly support for Cisco Voice over Internet Protocol (VOIP) and network configuration changes, updates and consultation. This covers both phone and onsite support to assist in implementing new features in the phone system and troubleshooting errors in the Cisco voice and data infrastructure.
		10,000	1	10,000		10,000	The Network Cloud Company (TNCC) - Misc hourly support for Voice over Internet Protocol (VOIP) and network configuration changes, updates and consultation. This covers phone and remote vpn support to assist in implementing new features in the phone system and troubleshooting errors in the TNCC voice infrastructure.
		8,000	1	8,000		8,000	Nexum - Hourly phone and remote vpn support for misc F5 Networks and Infoblox configuration, consultation and troubleshooting
Subtotal	33,217	20,000	1	20,000	20,000	(1,935)	This will be to cover incidental design, break, fix type scenarios
overall change						(1,935)	
4 54001 Travel & Per	9,533	4,000	1	4,000	11,000	(7,000)	MS Ignite - Date and location unknown for 2 people (probably end of September 2018). Last year (Atlanta, GA) and this year's (Orlando, FL) conference registration is the same as \$2,720. I expect they will try to keep it the same. Travel: Airfare: \$500 Each, Hotel: \$200/night = \$1400 each Total travel for two = \$4000.00
Diem		2,000	1	2,000		2,000	Security Congress - Date and Location unknown- 1 person (probably end of September 2018). This year (Austin, TX) Registration: \$2100, Hotel: \$250/night, Travel: \$500 Total Travel \$ \$2000.00
		3,000	1	3,000		3,000	Travel for FLGISA conferences. There are 2 conferences per year. Based on past years, each conference is approximately \$1500 for travel, hotel, and per diem. The locations vary from year to year. The conference is beneficial both in training and collaborating with other IT Directors and CIO's from other cities and counties throughout the state of Florida.
		2,000	1	2,000		2,000	The CJIS symposium brings together criminal justice stakeholders, from across the state and nationally, to network and exchange information on criminal justice initiatives. Subject matter experts continue to provide training on a broad range of topics related to criminal justice. Travel for two=\$1000, Meals for two=\$400, Hotel for two=\$600, Registration for two=\$300. This conference was missed last year due to extenuating circumstances
Subtotal	9,533	500	1	500	11,000	500	In-county travel reimbursement for Information Technology staff servicing computer systems at all County locations. Averaged 935 miles per year for FY15 and FY16. 935 miles at \$0.535 = \$500
overall change						500	
5 54101 Communications				0		0	Cost Center 270103
Subtotal	-			-	-	0	
overall change						0	
6 54201 Postage & Freight	321			0	200	(200)	
Subtotal	321			-	200	(200)	
overall change						(200)	
9 54501 Insurance		332	1	332		332	Vehicle Asset Premiums for IT Department Vehicle Chevrolet PT Cruiser Property # 62327
Subtotal	-			332	-	332	
overall change						332	
10 54601 Repair &	1,587,970	204	12	2,448	1,239,090	(1,236,642)	CPC-Copy Machine maintenance and supply agreement on machine MX4110N (Information Technology Dept Copier)
Maintenance		2,390	12	28,680		28,680	SwagIT Productions - Video streaming Board Chamber Original agreement signed and dated 10/20/11. Community & Media Relations are requesting an upgrade to the HD Encoder and adding two more meetings a month which will cause an increase in the monthly charge of \$1825.00. New charge would be: \$2,090.00 + 300.00= \$2,390.00 monthly (D Encoder \$9,790.00 36 Monthly Payment Option of \$300.00)
		41,172	1	41,172		41,172	Lucity formerly GBA Master Series Contract # PD 09-10.083-Dated 05/19/11. Connection Program Renewal- Public Works and Facilities management Computerized Work Order and Maintenance and Inventory Management System. (BID) Advertised on Monday, September 20, 2010 In Pensacola News Journal - Six firms respond on October 14, 2010.

**ZERO-BASED BUDGETING COST WORKSHEET**

**OPERATING EXPENDITURES**  
Detail and Justification Summary

**Indicate FUND/COST CENTER**

001 / 270102

Information Systems

\*\*Four Cost Centers FY 15/16 to two in 16/17\*\*

270102 -270103 - 270109 - 270111

270102 - 270103

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		49,650	1	49,650		49,650	Environmental Systems Research Institute -Geographic Information Systems (GIS) ArcGIS software maintenance renewal fee. Software Evaluation Agreement signed April 17, 2000. Source Sole the only company that support this software.
		35,781	1	35,781		35,781	VMWare Enterprise server supports BCC Virtual Servers, which supports all of the applications that allow the departments to perform their day to day duties. The servers also provide for security, telephony, authentication, and storage.
		457,633	1	457,633		457,633	SHI - Microsoft Enterprise Agreement - The Microsoft EA provides email, file sharing and collaboration, and online meeting capabilities for the individuals in the organization. It also licenses the Windows Servers and SQL database servers, which are critical to the operations and applications of the Board of County Commissioners. Microsoft Enterprise three year agreement went to the Board 06/06/16. First annual yearly payment due date was on 11/01/16 went to the Board for Purchase Order approval on 10/20/16. State of Florida 43230000-15-02 (BCC Escambia County Jail, Tax Collector, Clerk Of Courts, and Supervisor of Election) FY 15/16 Microsoft Enterprise Final payment on three year agreement BCC \$168,370.85, and The Escambia County Jail Microsoft EA Agreement \$27,974.96 Total paid \$196,345.81. FY 15/16 - New three year agreement and True up, BCC and Escambia County Jail included BCC Approved 06/16/16 for \$561,900.96. FY 16/17 - First annual payment due 11/01/16 for \$417,633.31. <b>The organization will need to add an extra \$40,000 to begin using Azure as a disaster</b>
		13,440	1	13,440		13,440	Xtivia - Provides Escambia County BCC with all of our database services, maintenance and any technical issues on the SQL servers. (Will request three quotes when it's time to renew 10/01/17 )
		18,078	1	18,078		18,078	Park Place - EMC Storage Area Network. The storage is used to host for The BCC, and some data for Clerk of Courts, Tax Collector, and Supervisor of Elections.
		62,102	1	62,102		62,102	SmartCop formerly CTS America for the Escambia County Jail Inmate Records Management System. (This was brought over with the Escambia County Jail in October 2013)
		192,038	1	192,038		192,038	PC Specialists DBA Technology Integration Group -Cisco smartnet software & hardware renewal for Voice over Internet Protocol (VOIP). PD 15-16.009. BID Closed on 12/16/14. This support Clerk of Courts, Tax Collector, Supervisor of Elections, Property Appraiser, Public Safety, Fire Services, and Sheriff Department. Three year agreement (36 months) with another two year (24 months) option available.
		2,708	1	2,708		2,708	Informer Report Writer for Public Safety - This is used to extract data to produce reports for multiple departments throughout the organization.
		41,037	1	41,037		41,037	Kronos - Time keeping System for Software and hardware support for time clocks for Facilities, Roads, and Public Safety. Time Keeping System Upgrade BCC approved December 1, 2003. <b>**Sole Source**</b>
		43,652	1	43,652		43,652	Trebron- Sophos - Antivirus System to prevent virus infections and malware outbreaks. Supports BCC
		1,000	1	1,000		1,000	Escambia County Road Department Fleet Maintenance - Repairs on the IT Department vehicle PT Cruiser #62327
		7,256	1	7,256		7,256	Fluke Networks Optiview XG network analysis tablet provides in depth network troubleshooting and monitoring capabilities for it staff. This device helps staff troubleshoot and resolve issues relating to network routing and switching, wireless, voip and video conferencing traffic. it can be configured to monitor devices on the network and alert if there are any mis-configurations, issues with wireless interference or help determine why voice over ip calls are dropped. (Will request three quotes when it's time to renew 10/15/17)
		8,260	1	8,260		8,260	Bomgar - Access Management Software Maintenance - This allows for technicians to connect to computers remotely, which saves in travel costs to help customers resolve technical issues. (Will request three quotes when it's time to renew 10/01/17).
		5,284	1	5,284		5,284	CNIC Data Center & Branch Appliance - Support VPN connections to the County for the Santa Rosa Island Authority, and Emergency Management's Mobile Command Trailer. <b>Sole Source this is the only company that support this appliance.</b>

**ZERO-BASED BUDGETING COST WORKSHEET**

**OPERATING EXPENDITURES**  
Detail and Justification Summary

**Indicate FUND/COST CENTER**

001 / 270102

Information Systems

\*\*Four Cost Centers FY 15/16 to two in 16/17\*\*

270102 -270103 - 270109 - 270111

270102 - 270103

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		15,140	1	15,140		15,140	Solarwinds - Server and application monitor, network performance monitor and virtualization manager. (Will request three quotes when it's time to renew 09/25/17)
		126,294	1	126,294		126,294	Accela - Land Records Management System- Renewal split between IT and Building Inspections. Original agreement advertised in Pensacola News Journal February 5, 2006. Three firms respond on March 16, 2006 with one firm dropping out. Hosting Agreement BCC Approved 10/22/15. IT portion for the last two years. FY 15/16 - \$66,245.99 and FY 16/17- \$126,293.71 **Sole Source** (In the near future this may be replaced with The South Central Planning and Development Commission Software)
		7,196	1	7,196		7,196	Telerik - Sitefinity maintenance support license for IT and Library Websites (Will request three quotes when time renew 06/03/18)
		39,397	1	39,397		39,397	SHI - Backup software and storage for all applications in the BCC. (Will request three quotes when it's time to renew 08/30/17)
		11,435	1	11,435		11,435	Nexum - F5 Networks premium hardware maintenance and software support renewal. The F5 appliances provide internet load balancing across multiple internet service provider connections for redundancy and high availability. They also proxy all inbound access from the internet to the county network for Myescambia.com and other websites for constitutional offices such as the Tax Collector, Property Appraiser and Supervisor of Elections. The F5 also support internet connectivity for end user SSL VPN access, email and DNS traffic,  Per Clayton's recommendation in the attachment, \$10,890.60 x .05% = \$544.53 for a total budget estimate of \$11,435.13 fiscal year 17/18. <b>(Will request three quotes when it's time to renew 06/30/17)</b>
		15,360	1	15,360		15,360	Infoblox - Annual hardware maintenance and software support. The infoblox grid of appliances provide Domain Name Service (DNS), Dynamic Host Configuration Protocol (DHCP) and IP Address Management (IPAM) for the BCC network. The DNS service resolves domain names to IP addresses (e.g. www.google.com get translated to 216.58.217.228) so end users' web browsers can route to the internet. DHCP allows a networked PC or device to automatically receive it's IP address configuration once it connects to the wired or wireless network instead of being statically or manually configured. The IP Address Management feature of the Infoblox helps IT staff manage the hundreds of BCC IP subnets end users utilize across the network. (Will request three quotes when it's time to renew 09/06/17)
		8,244	1	8,244		8,244	Palo Alto Firewall - Annual hardware maintenance and software support for Palo Alto Next Generation Firewalls. The Palo Alto firewalls provide perimeter internet network security and threat protection for the BCC and all other agencies that utilize the internet such as the Escambia County Tax Collector, Supervisor of Elections, Property Appraiser, Public Defender and State Attorney's office. The firewalls provide protection from hackers on the internet while controlling end user access to potentially harmful websites. (Will request three quotes when it's time to renew 10/01/17).
		34,805	1	34,805		34,805	Public Stuff - Accela CRM, formerly know as PublicStuff, is a replacement for GovQA and FOIA. It will also perform features related to 311 issues input easier through the Escambia County Board of County Commissioners website. It also provides a mobile application that can be used for citizens to report issues and receive updates and emergency notifications. It will interact with systems like Accela Civic Platform and Lucity to easily create work orders for issues. It is a much simpler interface for citizens performing a public records request. <b>**Sole Sources**</b>
		15,629	1	15,629		15,629	DLT - AutoCad - Annual support and maintenance on 13 Infrastructure Design Licenses - Engineering and Solid Waste, One LT Edition (Design Construction Administration Team/DCAT) and One Building Design License for Facilities (Will request three quotes when it's time to renew 07/15/17)
		425	1	425		425	South River Technologies - Titan FTP Server is a software package that runs on a virtual server that allows the backup of configuration files from the BCC Cisco VoIP Call Manager servers on a nightly basis to a remote server. These backup files are essential to the restoration of Voice over IP phone service for the BCC if there is a server failure and the Titan FTP Server software is "certified" for use in backing up Cisco Call Manager servers. We tried to use a free FTP Server solution but it would not work and this was Cisco Support's recommendation.
		902	1	902		902	2 SSL certificates from GeoCerts.com that provide end to end encryption from client browsers to BCC servers. Bomgar is the IT Department's remote access support tool to assist end users remotely, it allows IT staff to remotely control the end user PC and this certificate supports the encryption of this traffic. The Hybrid certificate supports the migration of multiple domains in the BCC Active Directory forest from Microsoft Exchange to Office365 in the cloud.
		5,000	1	5,000		5,000	Adobe Creative Cloud suite is used by CMR, IT, and ECAT for graphics design for the website and marketing. This is coverage for 7 licenses.

**ZERO-BASED BUDGETING COST WORKSHEET**

**OPERATING EXPENDITURES**  
Detail and Justification Summary

**Indicate FUND/COST CENTER**

001 / 270102

Information Systems

\*\*Four Cost Centers FY 15/16 to two in 16/17\*\*

270102 -270103 - 270109 - 270111

270102 - 270103

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		13,120	1	13,120		13,120	Manage Engine is the core business system for the Information Technology department. It is used to manage help desk requests, projects, contracts, and inventory.
		5,000	1	5,000		5,000	Mobile Guard SMS archive for legal retention of text messages.
		4,800	1	4,800		4,800	QLess Interactive Queuing Solution for tracking customers and improving customer service at the Central Office Complex. This is a split between General Fund and the Permitting Enterprise Fund
<b>Subtotal</b>	<b>1,587,970</b>			<b>1,312,966</b>	<b>1,239,090</b>	<b>73,876</b>	
				<b>overall change</b>		<b>73,876</b>	
13 <b>54901 Other Current Chrgs &amp; Oblig</b>	641			0	25	(25)	
<b>Subtotal</b>	<b>641</b>			<b>-</b>	<b>25</b>	<b>(25)</b>	
				<b>overall change</b>		<b>(25)</b>	
14 <b>54931 Host Ordinance</b>	60			0	0	0	
<b>Subtotal</b>	<b>60</b>			<b>-</b>	<b>-</b>	<b>0</b>	
				<b>overall change</b>		<b>0</b>	
15 <b>55101 Office Supplies</b>	2,428	1,500	1	1,500	2,000	(500)	Pens, markers, steno pads, tablets, staples, toner cartridges, brother label maker cartridges, white out, binders, paper clips, binder clips, Xerox paper, post it, folders, disinfectant supplies, envelopes
				0		0	
				0		0	(Expense average \$2,500 to \$3,000 the last two years due to have to purchase items to support employees health. High back chairs, lumbar's, back braces for lifting, foot rest)
				0		0	**15/16 fiscal year several chairs had to be replaced** Each chairs was between \$336.00 - \$379.00.
<b>Subtotal</b>	<b>2,428</b>			<b>1,500</b>	<b>2,000</b>	<b>(500)</b>	
				<b>overall change</b>		<b>(500)</b>	
16 <b>55201 Operating Supplies</b>	232,450		1	103,000	103,000	0	Hard drives, software licenses, analog phones, junction boxes, fiber converter, power supplies, charge cables, DVD, scan snaps, battery backup, vodavi phones, network modules, caller ID modules, motherboards, screws, keyboards, mice, batteries, tools, memory modules, laptop screen protectors, surge protectors, flashdrives, USB hubs, wireless access points, monitors
				0		0	These purchases help replace equipment that is broken, not working properly or just worn out..
				0		0	(BA 109 for \$82,667.00 to cover non capital computers FY 15/16 in CC 270111)
<b>Subtotal</b>	<b>232,450</b>			<b>103,000</b>	<b>103,000</b>	<b>0</b>	
				<b>overall change</b>		<b>0</b>	
18 <b>55401 Books, Pubs &amp; Subs.</b>	17,736	200	1	200	11,000	(10,800)	Shawn Fletcher yearly membership dues to Florida Local Government Information System Association (FLGISIA)
		85	1	85		85	Christopher Karp yearly membership dues to The Certified Information Systems Security Professional (CISSP)
		150	1	150		150	Christopher Karp membership dues to the Project Management Professional (PMP) Three Year renewal starting 2016.
		150	12	1,800		1,800	Teamwork Monthly fee - Project Management Software
		130	1	130		130	Learnnow
		426	1	426		426	Safari Books
							Experts Exchange.com - Is an Technology Resource Site that allows IT staff to search for solutions to problems we are experiencing that are posted by other members from around the world. It allows BCC IT Staff to resolve issues for end users faster. If a search does not come up with a solution, IT staff can post a question to have it answered by other members of the site \$749-Yr for 5 Licensed users
		749	1	749		749	GoToMeeting - Is a remote audio and video teleconference meeting annual services that allows staff to schedule meetings with multiple participants from around the globe as long as they have a high speed internet connection. Meeting participants can attend using various devices such as PC's, smart phones and tablets. This service provides cost saving by eliminating the need for travel. The host or presenter of the meeting can share their desktop or individual documents such as power points, word documents and PDF files.
		1,404	1	1,404		1,404	
		3,800	1	3,800		3,800	SmartSheet - Annual maintenance fee for a Project Management Software
<b>Subtotal</b>	<b>17,736</b>			<b>8,744</b>	<b>11,000</b>	<b>(2,256)</b>	
				<b>overall change</b>		<b>(2,256)</b>	
19 <b>55501 Training &amp; Registrations</b>	43,948	5,440	1	5,440	34,750	(29,310)	MS Ignite - Date and location unknown for 2 people (probably end of September 2018) Last year (Atlanta, GA) and this year's (Orlando, FL) conference registration is the same as \$2,720. I expect they will try to keep it the same. Travel: Airfare: \$500 Each, Hotel: \$200/night = \$1400 each Total travel for two = \$4000.00
		2,150	1	2,150		2,150	Security Congress - Date and Location unknown- 1 person (probably end of September 2018) This year (Austin, TX) Registration: \$2100, Hotel: \$250/night, Travel: \$500 Total Travel \$ \$2000.00

**ZERO-BASED BUDGETING COST WORKSHEET**

**OPERATING EXPENDITURES**  
Detail and Justification Summary

**Indicate FUND/COST CENTER**

001 / 270102

Information Systems

\*\*Four Cost Centers FY 15/16 to two in 16/17\*\*

270102 - 270103 - 270109 - 270111

270102 - 270103

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		17,500	1	17,500		17,500	CBTNuggets has been providing quality Information Technology training since 1999. The video based training provided will enhance the skills of the Board of County Commissioners Information Technology staff at a much more reduced rate compared to sending personnel to classroom training. With this system, we will be able to track the training progress as well as develop a training program for each individual for accountability purposes and track the effectiveness of the training. As a comparative, a typical week long training class for an individual is \$3,000 or more. CBTNuggets is \$17,500 for a year to train 20 personnel.
		5,000	1	5,000		5,000	Miscellaneous training like lunch and learn and other opportunities that arise.
		300	1	300		300	The CJIS symposium brings together criminal justice stakeholders, from across the state and nationally, to network and exchange information on criminal justice initiatives. Subject matter experts continue to provide training on a broad range of topics related to criminal justice. Travel for two=\$1000, Meals for two=\$400, Hotel for two=\$600, Registration for two=\$300
<b>Subtotal</b>	<b>43,948</b>			<b>30,390</b>	<b>34,750</b>	<b>(4,360)</b>	
<b>overall change</b>						<b>(4,360)</b>	
25 <b>56401 Machinery &amp;</b>	275,285	183,218	1	183,218	230,508	(47,290)	This include 270103 for \$7,452.71 For FY 15/16 Actual
<b>Equipment</b>				0		0	Replacements and purchasing of new computer equipment that over five years old and out of warranty for end user under the BOCC:
		50211.21	1	50,211		50,211	Desktops 95 \$1,322.31 \$125,619.45
		65000.00	1	65,000		65,000	Laptops 5 \$1,691.93 \$ 8,459.65
							Surface Pro 4 20 \$2,456.95 \$ 49,139.00
<b>Subtotal</b>	<b>275,285</b>			<b>298,429</b>	<b>230,508</b>	<b>67,921</b>	Completion of Nutanix server/storage infrastructure
<b>overall change</b>						<b>67,921</b>	Replacement of 18 each end of life network switches
26 <b>56801 Intangible Assets</b>	20,202			0	27,500	(27,500)	
<b>Assets</b>				0		0	
<b>Subtotal</b>	<b>20,202</b>			<b>-</b>	<b>27,500</b>	<b>(27,500)</b>	
<b>overall change</b>						<b>(27,500)</b>	
31 <b>59801 Reserves</b>				0		0	
				0		0	
				0		0	
<b>Subtotal</b>	<b>-</b>			<b>-</b>	<b>-</b>	<b>0</b>	
<b>overall change</b>						<b>0</b>	
<b>Page Totals</b>	<b>2,263,103</b>			<b>1,857,898</b>	<b>1,769,073</b>	<b>88,825</b>	



FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Information Systems  
 DIVISION: Information Systems  
 COST CENTER: Telecommunications

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	192,384	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	14,068	0	0	0	0
52201	Retirement Contributions	14,138	0	0	0	0
52301	Life & Health Insurance	36,147	0	0	0	0
52401	Workers' Compensation	544	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	257,282	0	0	0	0
53101	Professional Services	11,200	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	6,175	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	1,073	0	0	0	0
54101	Communications	692,151	760,844	262,496	735,609	0
54201	Postage & Freight	27	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	178,188	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	165	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	31,868	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	2,829	0	0	0	0
55501	Training & Registrations	2,170	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	925,845	760,844	262,496	735,609	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	7,453	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	18,780	0	0
	CAPITAL OUTLAY	0	0	26,233	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,183,127	\$ 760,844	\$ 288,729	\$ 735,609	\$ 0
RESOURCES						
	General Fund Revenues	\$ 1,183,127	\$ 760,844	\$ 288,729	\$ 735,609	\$ 0
	TOTAL REVENUES	\$ 1,183,127	\$ 760,844	\$ 288,729	\$ 735,609	\$ 0

Req. \$754,809  
 Cox, Verizon, ATT,  
 Brighthouse, Frontier,  
 State of FL - Internet,  
 phone, and metro E



## ZERO-BASED BUDGETING COST WORKSHEET

## OPERATING EXPENDITURES

## Detail and Justification Summary

Indicate FUND/COST CENTER

001 / 270103

Information Systems - Telecommunications

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
5 54101 Communications	692,151	5,227	1	5,227	715,000	(709,773)	AT & T (Perdido Key CC \$296.00, fuel \$129.79, directory \$118.00) Most of these services were moved over to Southern Light on 08/01/16.
		12,510	1	12,510		12,510	Frontier - Telephone and Internet Service on the North end of the county. Locations that Cox Cable and AT & T don't service.(Environmental Permit/BID, Walnut Hill CC, Tax Collector/Molino, Davisville CC, Oak Grove CC)
		420,000	1	420,000		420,000	State of Florida - Suncom- covers BCC, and the Five Constitutionals for Internet and phones.
		220,572	1	220,572		220,572	Southern Light - Metro-Ethernet Wide Area Network Services PD 14-15.099 was publicly advertised on 10/12/15 In the Pensacola News Journal. Board Approved 12/10/15 For BCC, Fire Services, Solid Waste, and Santa Rosa Island Authority 60 Months term starting 08/01/16 Option 1 \$18,006.00/Monthly New Locations have been added currently paying \$18,018.00 with the more County Buildings to be added in the near future. There will be an additional \$1,600/month for secure access to Microsoft Azure for disaster recovery.
		40,000	1	40,000		40,000	Cox Cable-Internet & Telephone for Escambia Operations Center and PRI (Primary Rate Interface - Phone lines) for BCC
		14,000	1	14,000		14,000	Johnson Electric provides new structured network and telecom cabling services, along with misc adds, moves and changes for both data and telecom in BCC facilities
		2,500	1	2,500		2,500	KMS provides new structured network and telecom cabling services, along with misc adds, moves and changes for both data and telecom in BCC facilities. Estimated \$85/hr based upon previous year quotes. (This past year KMS was a "no quote" as the 3rd cabling vendor quote.)
		8,000	1	8,000		8,000	Glaze Communications provides new structured network and telecom cabling services, along with misc adds, moves and changes for both data and telecom in BCC facilities
		18,000	1	18,000		18,000	Verizon Wireless (Dept & Community Centers) (Transferred to Road Dept for them to process)
		14,000	1	14,000		14,000	Microsoft Express Route is part of the Microsoft Azure data center solution for hosting offsite applications and data for disaster recovery and security.
Subtotal	692,151			754,809	715,000	15,309	
						overall change	39,809
31 59801 Reserves				0		0	
				0		0	
Subtotal	-			-	-	0	
						overall change	0
Page Totals		692,151		754,809	715,000	15,309	

## Position Justification Example

INFORMATION TECHNOLOGY						
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	270102	IT-Administration	1	Director	100%	<p>Through lower level managers and supervisors, manages and directs the activities of the Information Technology department, including strategic planning, policy development and implementation, fund allocation, and personnel management.</p> <p>Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations</p> <p>Directs the activities of a department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and Local laws, regulations, codes, and standards</p> <p>Initiates collaboration with internal departments and other organizations to promote organizational effectiveness and awareness</p> <p>Provides administrative assistance to the County Administrator; develops complex reports and correspondence</p> <p>Responds to requests for information and provides subject-matter-expert guidance to other departments and outside agencies.</p> <p>Evaluates and communicates the impact of potential legal or regulatory changes on the organization</p> <p>Develops and administers budgets; approves expenditures; reviews financial statements; manages financial operations</p> <p>Manages large projects that affect individual departments as well as the entire organization</p>
1	270102	IT-Administration	1	Accountant	100%	<p>The IT Department was supported by two Administrative personnel up to February 2010. Since then it supported by one Administrative personnel which as of October 1, 2016 was reclassified as an Accountant. This position support the IT Department as well as the Library It Dept. Performs a variety of accounting functions, which includes: reviewing and approving payables; reconciling accounts; preparing accounting schedules; processing refund checks; coding and entering information into a database; serving as a liaison with outside agencies; and, performing other related tasks.</p> <p>Prepares and processes journal entries and Budget Amendments</p> <p>Processes, monitors, and maintains financial information related to a fiscal and/or accounting related transactions.</p> <p>Prepares, submits, reviews, and analyzes a variety of reports, reconciliations, and statements to and from internal departments and external agencies; makes recommendations based on findings.</p> <p>Manages contracts to ensure compliance with applicable policies, procedures, and guidelines; monitors related expenditures.</p> <p>Represents the department at a variety of meetings and training sessions, on committees, and/or other related events.</p> <p>Compiles, balances, reconciles, and audits financial information in assigned area of responsibility; tracks revenues and expenditures.</p> <p>Manages budget preparation and maintenance activities, which includes: balancing revenue and expenditures; supporting department(s) in the budgeting process; providing financial data upon request; and, performing other related activities.</p> <p>Prepares cost, budget, and/or management analysis to assist in fiscal planning efforts, Prepare Board Recommendations</p> <p>Makes sure all bills are paid in a timely manner and reconciled properly.</p> <p>Works with vendors to resolve billing issues.</p> <p>Manages HR related issues for the department. - Work in NeoGov and prepare PAF forms, schedule interviews</p> <p>Manages time related to employees work and time off.</p>
1	270102	IT-Applications	1	Division Manager	100%	<p>Manage IT professional staff in their area of responsibility and specialization to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintain a healthy and safe working environment; and make hiring, termination, and disciplinary recommendations. Provides technical guidance, expertise, and support to subordinate staff and internal staff.</p> <p>Manage the activities of the Information Technology Applications Division which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; Participates in the development of annual program objectives and performance measures; responsible for managing expenditures within the approved annual budget allocation.; participates in the development of strategic planning to accomplishing goals and Continuity of Operations; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.</p> <p>Plan, develop, and implement complex Divisional, Departmental, and County-wide projects that involve Information Technology; coordinate with other county Departments and Divisions regarding procurement and implementation requirements; visits outlying sites to gather information and perform inspections; Prepares a variety of technical documentation, procedures, standards, and/or reports regarding projects and applications; communicate information to lower level staff, senior management, other interested parties through a variety of meetings, electronic mail, training sessions, and/or other related events.</p> <p>Designs, plans, analyzes, codes, tests, deploys, and supports new applications, reports and reporting systems, and/or software in support of county initiatives and business operations; Identifies required hardware and software requirements for projects and efficient and effective day-to-day performance of County operations; evaluates hardware and software solutions and options; defines functional and technical system specifications. Makes recommendations based on findings; communicates pertinent information to both internal and external parties.</p> <p>Maintains and/or oversees the maintenance line of business software applications</p> <p>Maintains MSBU application that provides funding for county Fire services, Pensacola Beach Sheriff services, and other Citizen requested / Board approved special taxing districts. Coordinates with Tax collector and County Budget office to deliver annual MSBU files to the tax collector and formatted files suitable for required first class notices.</p>

## Position Justification Example

INFORMATION TECHNOLOGY						
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
				Division Manager (continued)		Function as the Director of Information Technology in case of official absence. Attend training and events for continuing education
1	270102	IT-Applications	1	Web Coordinator	100%	<p>This position is responsible for designing, coding and modifying responsive websites using ASP.Net, from layout to function according to the County's specifications. The Web Developer/Coordinator will strive to create visually appealing sites with user friendly design and clear navigation.</p> <p>Work regularly with County Administration, departments and divisions in coordination with the Community &amp; Media Relations office to insure that the County's websites continually meet the changing needs of Escambia County and the citizens.</p> <p>Plans, develops and implements complex projects related to web development; coordinates with other IT divisions; communicates information to lower level staff, senior management, and other interested parties through a variety of meetings, public events, training sessions, committees and/or other related events.</p> <p>Resolves incidents related to the County website and web applications within the established service level agreement.</p> <p>Identifies and investigates systemic problems and complaints and facilitates an appropriate resolution.</p>
1	270102	IT-Applications	2	Application System Analyst	100%	<p>Designs, plans, analyzes, codes, tests, deploys, and supports new and existing applications, databases, reporting systems, and/or software in support of business operations; defines functional and technical system specifications.</p> <p>Maintains internal and external user accounts, logins, passwords, e-mail accounts, and access to various programs, modules, data, and/or other related items.</p> <p>Assists in analyzing business processes and recommends technology solutions; participates in providing project design and coordination of information technology projects to facilitate timely completion, quality, and usability.</p> <p>Performs complex troubleshooting procedures and system and data analysis in resolving user problems reported to the help desk.</p> <p>Integrates new and existing systems in order to minimize data replication and enhance information collection and dissemination.</p> <p>Researches trends related to information systems and business applications; attends a variety of meetings, conferences, and user groups.</p> <p>Prepares a variety of technical documentation, procedures, standards, and/or reports regarding projects and applications.</p> <p>Performs other duties of a similar nature or level.</p> <p>Monitoring the availability and performance of database servers;·</p> <p>Installing and upgrading database server codes and related tools;·</p> <p>Devising and implementing logical and physical designs of database servers and repositories;·</p> <p>Monitoring and maintaining data security and integrity;·</p> <p>Upgrading and applying critical patches to databases and applications.</p>
1	270102	IT-Network	1	Division Manager	100%	<p>Install, configure and manage support for all network devices such as routers, switches, wireless, firewalls, network load balancers, DNS/DHCP, NAC appliances</p> <p>Supervise 4 employees coordinating and assisting with network, telecommunications, video conferencing and audio visual(A/V) related helpdesk tickets</p> <p>Approve vendor invoices, obtain all vendor documentation such as W9 forms, corrected invoices, quotes, hourly rate sheets, certificates of insurance etc.</p> <p>Research, investigate, review new network, security and voice technologies that could improve the stability and performance of the network for end users</p> <p>Read cyber news, cves, potential threats and share with appropriate people as necessary</p> <p>Interface with the Clerk, vendors and the Purchasing department on Division related purchases</p> <p>Attend local and online training</p> <p>Participate with, do assignments, and/or initiate engagements with outside security vendors - DHS, Verint, DSM, Info-Tech</p> <p>Communicate with vendors, collect quotes, research security product options, participate in Proof of Concepts(PoC)</p> <p>Review official policies, assist with compliance as necessary while operating as the Local Area Security Officer(LASO) for the BCC interfacing with FDLE</p> <p>Document network, telecom, audio visual and video conferencing infrastructure</p> <p>Function as the Director of Information Technology in case of official absence.</p> <p>Attend training and events for continuing education</p>

## Position Justification Example

INFORMATION TECHNOLOGY						
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	270102	IT-Network	1	VOIP Coordinator	100%	<p>I support all Telecommunications needs for every department/division under the Board of County Commissioners. I also support all Judicial agencies such as Clerk of Court, State Attorney Office, Court Admin, and all of Juvenile Detention Center. Other agencies also supported includes all Public Libraries, County volunteer Fire Stations, Community Centers, and the Santa Rosa Island Authority. The support of these agencies vary from a wide aspect of problems.</p> <p>Working with VoIP related issues:</p> <p>This support includes replacing broken telephone parts, installing brand new phones for new users, creating profiles in Call Manager for new users, setting up new voicemail box for new users, logging into network switches to configure ports for phones, creating and modifying hunt groups, creating and modifying call pickup groups, resetting voicemail pins, changing assignments of phones for user changes positions, changing naming schemes on phone instrument, factory resetting phones that are not functioning correctly.</p> <p>Working with Legacy Phones:</p> <p>This support includes dead telephone lines, trouble hearing on telephones, newly installed telephone lines, replacing broken telephone parts, changing out old telephones/installing new telephone instruments, moving of phones from desk to desk, moving of lines at cross connection block, checking bad connections at demarc location.</p> <p>Communicate with vendors, collect quotes:</p> <p>This includes having to coordinate with vendors to fix inside wiring issues, install new phone systems, reprogramming of phone systems, fix wall jacks, install conduit. I also have to schedule AT&amp;T to fix lines that are damaged due to storms or accidents involving telephone poles that cause outages to employees and county facilities. I schedule jobs for AT&amp;T to modify centrex lines, create/modify hunt groups, create/modify call pickup groups, reset voicemail pins.</p> <p>Miscellaneous tasks to help the Network team as needed:</p> <p>This is includes any assistance needed by me from team such as: troubleshooting switches that are not functioning, programming switches and routers troubleshooting network issues, help installing wireless access points, help installing or uninstalling switches and routers. And help with scheduled network maintenance.</p>
1	270102	IT-Network	1	Network Analyst	100%	<p>This position was upgraded from a specialist due to the need for a more experienced individual. To administer and oversee network design, implementation, organization, and troubleshooting. Provides technical support for the Board of County Commissioner's (BCC) enterprise network and voice infrastructure.</p> <p>Defines functional and technical system specifications.</p> <p>Manages projects such as network moves, upgrades, and conversions.</p> <p>Prepares detailed plans, test prior to implementation and coordinates with other personnel.</p> <p>Provides higher level support to the BCC help desk and network team in incident and problem isolation, resolution and documentation for any network or VoIP related issues.</p> <p>Analyzes needs, then designs systems based on the analysis to support growth within the BCC.</p> <p>Assist with the development, planning, implementation, support and administration of asset inventory.</p> <p>Monitor, manage and report on network and voice availability and performance utilizing the organization's IT tools and processes.</p> <p>Develop recommendations for enhancements where relevant /required.</p> <p>Ensure that network and voice infrastructure is in compliance with all relevant policies and standards (e.g. security, regulations, CJIS, etc.)</p> <p>Provide technical consultation to end users (including management) on wide array of network and voice infrastructure requests and issues.</p> <p>Communicate with peers and management for all tasks, projects and outage situations.</p> <p>Configure routers and switches</p> <p>Meet with vendors for new network components</p> <p>Assist with further development of county buildings being on fiber optic cable network</p> <p>RMA network components and change out failed network components</p> <p>Make sure network devices are telnet accessible and TACAS authentication is working properly</p>

## Position Justification Example

INFORMATION TECHNOLOGY						
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	270102	IT-Network	2	Specialist - Audio/Visual and Security Officer	100%	<p>Assist with documentation of information systems and technology. Policies and procedures as well</p> <p>Manage, configure, and troubleshoot the Exacqvision and Aviglon camera systems</p> <p>Manage, configure, and troubleshoot various Audio Visual equipment</p> <p>Install and run network cabling throughout the county</p> <p>Miscellaneous tasks to help the IT department as needed - writing batch files, helping move assets, rebooting servers</p> <p>Attend meetings, local trainings (FEMA), online training</p> <p>Manage, configure, and troubleshoot network switches, routers, and other network equipment</p> <p>Communicate with vendors, collect quotes, for network cabling and audio visual equipment</p> <p>Assist with documentation of information systems and technology. Policies and procedures as well</p> <p>Manage, configure, submit reports, and respond to requests for Cisco Ironport Suite - Web and Email</p> <p>Interview, survey, document end user experience and satisfaction with technology</p> <p>Research, investigate, review submitted threats for analysis and background information</p> <p>Read cyber news, cves, potential threats and share with appropriate people as necessary</p> <p>Manage Sophos Anti-virus management server, resolve alerts, teach other team members how to use it, research upgrade path and new features</p> <p>Attend meetings, local trainings (FEMA), online training</p> <p>Participate with, do assignments, and/or initiate engagements with outside security vendors - DHS, Verint, DSM, Info-Tech</p> <p>Communicate with vendors, collect quotes, research security product options, participate in POCs - SIEMS, Firewalls</p> <p>Review official policies (regulatory), frameworks, and assist with compliance as necessary (CJIS with jail, PCI with SW)</p> <p>Collect certification from all IT department members (NIMS, CJIS)</p> <p>Document security awareness tutorials, charter, topics, ramp up new employee orientation, research help (knowb4)</p> <p>Miscellaneous tasks to help the IT department as needed - writing batch files, helping move assets, rebooting servers</p>
1	270102	IT-Infrastructure	1	Division Manager	100%	<p>Manage IT professional staff in their area of responsibility to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintain a healthy and safe working environment; and make hiring, termination, and disciplinary recommendations.</p> <p>Develop divisional goals and objectives and perform division planning and research.</p> <p>Ensure compliance with Federal, State, and local laws, regulations, and codes</p> <p>Responsible for managing expenditures within the approved annual budget allocation.</p> <p>Ensure that all support and maintenance contracts are maintained.</p> <p>Perform research, interpret and analyze a variety of information, data and reports and make recommendations on divisional goals and objectives and communicate pertinent information to both internal and external parties.</p> <p>Manage the data center facilities; insure continuous and un-interrupted cooling and electrical service are maintained.</p> <p>Plan, develop, and implement complex projects within the Infrastructure Division; coordinate with other IT divisions; communicate information to lower level staff, senior management, other interested parties through a variety of meetings, electronic mail, training sessions, and/or other related events.</p> <p>Administrator for physical and virtual Servers using VMware ESXi 5.5, VMware vCenter Server, Windows 2008 R2, and Windows 2012 R2.</p> <p>Administrator for the Storage Area Network (SAN) utilizing EMC VNX5300, Dell Equallogic, and IBM DS4300 storage equipment.</p> <p>Manage Nearpoint Mimosa and eDiscovery for Email archive.</p> <p>Manage Microsoft Exchange 2010 and 2013, Office 365, and Sharepoint</p> <p>Configure and maintain Cisco Unified Computing System (UCS) data center server platforms.</p> <p>Primary Administrator for Server Backups using Veeam, BackupExec, and Tivoli Storage Manager software.</p>
1	270102	IT-Infrastructure		Division Manager (continued)		<p>Primary Administrator for ExaGrid Deduplication Backup Appliances.</p> <p>Primary Sophos Antivirus Administrator</p> <p>Configure, test, and deploy Citrix XenServer, XenDesktop, and XenApp</p> <p>Upgrade existing equipment and troubleshooting hardware and software problems.</p> <p>Manage Active Directory and create or modify Active Directory Policies.</p> <p>Designs, plans, analyzes, codes, tests, deploys, and supports new applications, reporting systems, and/or software in support of projects and business operations; defines functional and technical system specifications.</p> <p>Provides technical guidance, expertise, and support to subordinate staff and internal staff.</p> <p>Identifies required hardware and software requirements for projects and efficient and effective day-to-day performance of County operations; evaluates hardware and software solutions and options; recommends the purchase of applicable hardware and software.</p> <p>Prepares a variety of technical documentation, procedures, standards, and/or reports regarding projects and applications; visits outlying sites to gather information and perform inspections.</p> <p>Participates in the development of annual program objectives and performance measures related to assigned area of responsibility.</p> <p>Monitor and maintain the availability and configuration of physical and virtual servers, including storage area networks, and network attached storage, applications, and/or related systems.</p> <p>Function as the Director of Information Technology in case of official absence.</p> <p>Attend training and events for continuing education</p>

## Position Justification Example

INFORMATION TECHNOLOGY						
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	270102	IT-Infrastructure	1	Infrastructure Coordinator	100%	<p>Coordinates the systems technical resources or the application systems analysis and programming activities, manages personnel, and performs multifaceted technical duties.</p> <p>This position is assigned to Infrastructure Services will be responsible for:</p> <p>Monitoring and maintaining the availability and configuration of physical and virtual servers, including storage area networks, and network attached storage, applications, and/or related systems;</p> <p>Maintaining the protection and security of data;</p> <p>Performs and maintains data and system back-ups.</p> <p>Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.</p> <p>Defines functional and technical system specifications.</p> <p>Provides technical guidance, expertise, and support to subordinate staff and internal staff.</p> <p>Performs feasibility studies to ensure maximum return on investment; assesses relative impact of application development technologies.</p> <p>Identifies required hardware and software requirements for projects and efficient and effective day-to-day performance of County operations; evaluates hardware and software solutions and options; recommends the purchase of applicable hardware and software.</p> <p>Prepares a variety of technical documentation, procedures, standards, and/or reports regarding projects and applications; visits outlying sites to gather information and perform inspections.</p> <p>Participates in the development of annual program objectives and performance measures related to assigned area of responsibility.</p>
1	270102	IT-Infrastructure	1	Infrastructure System Analyst	100%	<p>Assisting in various projects such as Office 365, Share Point upgrade, raising the forest level to Windows 2012, and setting up Nutanix</p> <p>Upgrading and applying critical patches to servers.</p> <p>Setting up and removal of servers both physical and virtual</p> <p>Performs complex troubleshooting procedures and system and data analysis in resolving user problems reported to the help desk.</p> <p>Coordinating and facilitating meetings with key departmental contacts to communicate information technology projects and to assess current and future needs.</p> <p>Designs, plans, analyzes, tests, deploys, and supports new and existing applications, reporting systems, and/or software in support of business operations; defines functional and technical system specifications.</p> <p>Managing access permissions to various shares and programs</p> <p>Maintains internal and external user accounts, logins, passwords, e-mail accounts, and access to various programs, modules, data, and/or other related items.</p> <p>Adding and removing drives in various hardware such as EMC San, QNAP, and IBM</p>
1	270102	IT-Infrastructure	1	Infrastructure Specialist	100%	<p>Provide support to employees. Assist users in the use and functionality of applicable information resources, applications, and/or hardware</p> <p>(Solarwinds) Alerting system monitoring and administration</p> <p>(Kace) Ticketing system monitoring</p> <p>AD account administration, distribution group management, Exchange Management console administration, VEEAM, VMWare, Tivoli, and NearPoint</p> <p>Troubleshooting/data analysis in resolving user problems reported to the help desk</p> <p>Provide training/assistance to helpdesk technicians/other departments</p> <p>Assisting with the design, setup, and maintenance of multiple database systems; Administering servers, workstations, and databases; Operating and maintaining various network-based technologies</p> <p>Maintain storage devices to ensure data availability</p>
1	270102	IT-Administration	1	Help Desk Specialist	100%	<p>Troubleshoots, diagnoses, reports on, and resolves problems associated with applicable information technology resources in assigned area of responsibility</p> <p>Coordinates with other internal departments to develop, install, test, and enhance automated systems and/or equipment</p> <p>Prepares and maintains a variety of reports, logs, and/or other related information related to projects, daily activities, and/or other related items</p> <p>Trains users in the use and functionality of applicable information resource systems, applications, software, and/or hardware.</p> <p>Provides first-level technical support to end-users in person, over the phone, and via e-mail; documents issues and resolutions</p> <p>Provides second-level telephone and/or report support and on-going troubleshooting assistance to employees regarding information technology hardware, software, systems, and/or other related items.</p> <p>Documents and/or maps technical information for assigned programs, computers and peripheral equipment, and/or other related items.</p> <p>Coordinating service calls with outside vendors;</p> <p>Conducting technical subject matter research;</p> <p>Transporting equipment for setup, repair, maintenance, and diagnostics at remote locations;</p> <p>Installing computer hardware, software and peripherals including Mobile Devices</p> <p>Participates in designing, setting up, maintaining, planning, and implementing information technology hardware and software solutions</p> <p>Prepares a variety of technical documentation in support of information technology related items in support of daily operations.</p> <p>Coordinating and facilitating meetings with key departmental contacts to communicate information technology projects and to assess and future training needs.</p> <p>Evaluates, researches, and recommends hardware, software, and/or suppliers for computer-related services and products.</p> <p>Creates and maintains a schedule for the deployment of new computers and re-issue of used computers</p> <p>Creates tasks for technicians to deploy computers</p> <p>Check computer inventory in Active Directory and Kace to ensure inbound and outbound are deleted or in the proper Organizational Unit and description in Active Directory</p>

## Position Justification Example

INFORMATION TECHNOLOGY						
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	270102	IT-Administration	6	Technicians	100%	Troubleshoots, diagnoses, reports on, and resolves problems associated with applicable information technology resources in assigned area of responsibility Repair and image MDT and ePCR PC's. Coordinates with other internal departments to develop, install, test, and enhance automated systems and/or equipment Prepares and maintains a variety of reports, logs, and/or other related information related to projects, daily activities, and/or other related items Trains users in the use and functionality of applicable information resource systems, applications, software, and/or hardware. Provides first-level technical support to end-users in person, over the phone, and via e-mail; documents issues and resolutions Documents and/or maps technical information for assigned programs, computers and peripheral equipment, and/or other related items. Coordinating service calls with outside vendors; Conducting technical subject matter research; Transporting equipment for setup, repair, maintenance, and diagnostics at remote locations; Installing computer hardware, software and peripherals including Mobile Devices Running ethernet cabling and replacing RJ45 Ends. Fixing Sierra and Motorola modems (Ethernet and WI-Fi) Shipping off and getting returned packages from Getac. Scale House PC's for Waste Services. Test/Repair Network Outlets with the Fluke. Setting up static IP's for PC's and printers Installing routers at Community Centers Monitor and cleanup computer viruses and malware through Sophos Admin console Deep Freeze Administrator for all frozen PC's Repairing 12 lead packs for ambulances Map Updates for fire trucks and ambulances Repair and update hand-held scanners for EMS in the inventory rooms Repairing the GPS in the modems in the ambulances and fire trucks. (replacing GPS cards in modems)
1	270102	IT-Administration		Technicians (continued)		Setting up Chromebooks for Community Centers Monitor Google Admin Console for the Chromebooks. Go out and repair issues with PC's/Wi-Fi/printer with the Community Centers Repair and install fire tablets Troubleshoots, diagnoses, reports on, and resolves problems associated with applicable information technology resources in assigned area of responsibility Coordinates with other internal departments to develop, install, test, and enhance automated systems and/or equipment Prepares and maintains a variety of reports, logs, and/or other related information related to projects, daily activities, and/or other related items Trains users in the use and functionality of applicable information resource systems, applications, software, and/or hardware. Provides first-level technical support to end-users in person, over the phone, and via e-mail; documents issues and resolutions Documents and/or maps technical information for assigned programs, computers and peripheral equipment, and/or other related items. Coordinating service calls with outside vendors; Conducting technical subject matter research; Transporting equipment for setup, repair, maintenance, and diagnostics at remote locations; Installing computer hardware, software and peripherals including Mobile Devices Ebay for auctioning old computer equipment and shipping and handling Enter MAC addresses of new deployment computers into the allow list in the Network Access Control Modifying Sierra modems for EMS and fire vehicles Add / Remove computers from Organizational Units in Active Directory Running network cables Work with other departments to perform property transfers to IT department Imaging laptops / desktops Troubleshoots, diagnoses, reports on, and resolves problems associated with applicable information technology resources in assigned area of responsibility

## Position Justification Example

INFORMATION TECHNOLOGY					
Fund	Cost Center	Department Name	Emp Count	Title	% Split Justification
1	270102	IT-Administration		Technicians (continued)	<p>Coordinates with other internal departments to develop, install, test, and enhance automated systems and/or equipment</p> <p>Prepares and maintains a variety of reports, logs, and/or other related information related to projects, daily activities, and/or other related items</p> <p>Provides first-level technical support to end-users in person, over the phone, and via e-mail; documents issues and resolutions</p> <p>Documents and/or maps technical information for assigned programs, computers and peripheral equipment, and/or other related items.</p> <p>Transporting equipment for setup, repair, maintenance, and diagnostics at remote locations;</p> <p>Install and Repair Renovo Video Visitation Units</p> <p>Testing network connections with the Fluke and repairing them. Assigning static IP addresses, repairing cables, replacing switches</p> <p>Perform File recovery from backups for end users</p> <p>Install Network Switches and wireless equipment</p> <p>Installing VOIP handsets</p> <p>Develop software to increase productivity when deploying computers</p> <p>Repair and maintain Scale House systems and server at Waste Services</p> <p>Install cameras to computers at the jail</p> <p>Troubleshoot Kronos Time Clocks</p> <p>Prepares and submits capital property asset transfer forms.</p> <p>Prepares and submits agenda items for county board meetings.</p> <p>Prepares and submit "Request For Disposition of Property" forms.</p> <p>Performs annual hands on inventory of IT departments capital property assets by asset tag and serial number.</p> <p>Prepare and submit annual inventory list of IT departments capital property assets.</p> <p>Coordinating and maintaining storage racks, equipment, and supplies.</p> <p>Receiving incoming equipment and supplies.</p> <p>Coordinating the collection of disposed and unusable equipment for disposal.</p> <p>Coordinating the transportation of disposed equipment to the recycling facility.</p> <p>Attending department and divisional meetings.</p> <p>Providing technical advice to co-workers.</p> <p>Packaging and shipping equipment being returned to manufacturers.</p>
22.00 Total employees					



FUND: Solid Waste Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Garbage/Solid Waste Ctl

DEPARTMENT: Waste Services  
 DIVISION: Waste Services  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	0	0
51201	Regular Salaries & Wages	387,684	402,840	171,299	389,739	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	33,602	30,000	13,935	30,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	30,639	33,112	13,434	32,110	0
52201	Retirement Contributions	134,181	48,065	21,293	50,020	0
52301	Life & Health Insurance	74,309	81,000	36,049	76,000	0
52401	Workers' Compensation	4,047	9,652	4,168	13,213	0
52501	Unemployment Compensation	0	0	0	0	0
52601	OPEB-Other Post Emp Benefits	5,237	0	0	0	0
	PERSONNEL COSTS	669,699	604,669	260,178	591,082	0
53101	Professional Services	0	5,000	0	40,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	9,889	12,250	8,128	26,760	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,546	6,000	515	1,825	0
54101	Communications	18,826	23,000	6,378	17,184	0
54201	Postage & Freight	287	800	55	400	0
54301	Utility Services	20,814	30,000	9,171	25,200	0
54401	Rentals & Leases	1,090	1,400	630	1,382	0
54501	Insurance	1,796	1,194	1,194	1,149	0
54601	Repair & Maintenance Services	5,067	8,000	3,466	6,270	0
54701	Printing & Binding	858	3,500	1,149	2,000	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	106	4,200	0	250	0
54931	Host Ordinance Items	105	0	23	765	0
55101	Office Supplies	5,397	7,000	2,150	7,000	0
55201	Operating Supplies	10,432	8,600	5,555	14,390	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	1,669	3,800	729	1,757	0
55501	Training & Registrations	6,020	8,500	2,737	2,760	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	84,903	123,244	41,880	149,092	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	15,300	3,190	20,120	0
56499	Equip YE Reclass	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
56899	Intangibles YE Reclass	0	0	0	0	0
	CAPITAL OUTLAY	0	15,300	3,190	20,120	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 754,602	\$ 743,213	\$ 305,248	\$ 760,294	\$ 0
RESOURCES						
	Solid Waste Fund Revenues	\$ 754,602	\$ 743,213	\$ 305,248	\$ 760,294	\$ 0
	TOTAL REVENUES	\$ 754,602	\$ 743,213	\$ 305,248	\$ 760,294	\$ 0

Accountant position being eliminated and one position retiring in FY 17/18; Reallocation of a Sr Office Support Asst to an Accounting Mgr during FY 16/17

Recycling feasibility study

Janitorial, security, pest control

In county travel; CPE training, FGFOA and SWANA

Electricity for Admin Bldg

Fuel, safety supplies, computer accessories, signage

Safety training; CPE training; FGFOA; SWANA

1 copier \$15k  
4 computers \$5,120

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230301

Administration

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services				0	5,000	(5,000)	
Subtotal	-	40,000	1	40,000	40,000	35,000	Recycling alternatives feasibility study
						overall change 35,000	
3 53401 Other Contractual	9,889	750	12	9,000	12,250	(3,250)	Janitorial Services
Services		13	1,040	13,520		13,520	Temporary Employment - intermittent office help totaling not more than 6 months
		20	12	240		240	Pest Control
		2,000	2	4,000		4,000	Strip and Wax Floors in Administration Building
Subtotal	9,889			26,760	12,250	14,510	
						overall change 14,510	
4 54001 Travel & Per Diem	2,546	59	5	295	6,000	(5,705)	Travel expense for 1 employee to attend the Florida Finance Officers Association (FGFOA) School of Governmental Finance Jacksonville, FL. (Meals/Per Diem \$59 @ 5 days)
		135	5	675		675	Lodging @ \$135/night (5 nights) - FGFOA
		38	6	228		228	Rental Car for FGFOA Trip
		25	3	75		75	Fuel for FGFOA Trip
		54	3	162		162	Travel expense for 1 employee to attend the Solid Waste Association of North America (SWANA) Summer Conference (Meals/Per Diem \$54 @ 3 days)
		130	3	390		390	Lodging @ \$130/night (3 nights) - SWANA Summer Conference
Subtotal	2,546			1,825	6,000	(4,175)	
						overall change (4,175)	
5 54101 Communications	18,826	450	12	5,400	23,000	(17,600)	Smart Phones - 5 Employees-for phone and email communications when in the field or attending meetings
		20	12	240		240	Flip Phone - 1 Employee - for field communications
		50	12	600		600	Basic phones - 2 RCOs working illegal dumping for field communications
		42	12	504		504	Air Card - Backup Communication for Scale House
		20	12	240		240	Cable Bill - monitor weather and emergency notifications
		550	12	6,600		6,600	Telephone Services - State of Florida
		900	4	3,600		3,600	Internet Services - Reimburse I.T.
Subtotal	18,826			17,184	23,000	(5,816)	
						overall change (5,816)	
6 54201 Postage & Freight	287	300	1	300	800	(500)	Stamps/Certified Mailings
		100	1	100		100	FedEx Mailings
Subtotal	287			400	800	(400)	
						overall change (400)	
7 54301 Utility Services	20,814	2,100	12	25,200	30,000	(4,800)	Power Bill - Admin Building
Subtotal	20,814			25,200	30,000	(4,800)	
						overall change (4,800)	
8 54401 Rentals & Leases	1,090			0	1,400	(1,400)	
		27	52	1,382		1,382	Uniform Rentals - 3 Employees, Mats for Door Entrances
Subtotal	1,090			1,382	1,400	(18)	
						overall change (18)	
9 54501 Insurance	1,796			1,149	1,194	(45)	Per Risk Management for 2 vehicles assigned to Cost Center
Subtotal	1,796			1,149	1,194	(45)	
						overall change (45)	
10 54601 Repair & Maintenance	5,067			0	8,000	(8,000)	
		5	24	120		120	Car Wash for Director and Safety Officer - 2 per month \$5
		2,500	1	2,500		2,500	Maintenance Contract on Security Monitoring/Repairs due to Lightning
		250	1	250		250	Batteries/Repairs/Trip Charges to Security System not covered by maintenance agreement.
		500	1	500		500	Hard Drives/Batteries for computers
		350	1	350		350	Septic Tank Pump - Admin Building
		300	1	300		300	Fire Alarm Repairs
		1,250	1	1,250		1,250	Annual Maintenance Agreement on copier PN# 59555
		1,000	1	1,000		1,000	Telephone Repairs to Admin Phone Systems
Subtotal	5,067			6,270	8,000	(1,730)	
						overall change (1,730)	
11 54701 Printing & Binding	858	1,200	1	1,200	3,500	(2,300)	Stationery, Invoices, Envelopes
		200	4	800			Business cards for Director, Supervisors, Safety Tech
				0		0	
Subtotal	858			2,000	3,500	(2,300)	
						overall change (1,500)	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230301

Administration

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
13 54901 Other Current Chrgs & Obligs	106	250	1	250	4,200	(3,950)	Recording Fees at Clerk's Office - Easements & Legal Agreements
Subtotal	106			250	4,200	(3,950)	
overall change							(3,950)
14 54931 Host Ordinance	105	180	3	540		540	Retirement celebrations @ \$180 each for retiring employees - cake, paper goods, snacks, sandwiches
Subtotal	105	75	3	225		225	Retirement awards @ \$75 each for retiring employees
overall change							765
15 55101 Office Supplies	5,397	7,000	1	7,000	7,000	0	Toner, Filing Folders, Post-It-Notes, Labels, Mouse Pads, stamp, paper, clips, calendars, calculators, calculator tape, ribbons and copy paper
Subtotal	5,397			7,000	7,000	0	
overall change							0
16 55201 Operating Supplies	10,432	600	1	600	8,600	(8,000)	Video Server Warranty
		1,500	1	1,500		1,500	Signs for Illegal Dumping
		500	1	500		500	Jackets/T-Shirts
		2,800	1	2,800		2,800	Printers (6x\$200+1x\$400), Monitors(8x\$150)
		400	5	2,000		2,000	Replacement desktop scanners
		250	6	1,500		1,500	Replacement office chairs
		1,500	1	1,500		1,500	Cleaning Supplies, Sunpass, Cell phone chargers, Kleenex, copier, calculators.
		3	960	2,880		2,880	Fuel for County Owned Vehicles - 2 vehicles x average 40 gallons/month at \$3/gallon
		135	6	810		810	Safety Shoes - 6 Employees
		100	1	100		100	Lanyards for Badges
		200	1	200		200	Assorted Batteries
Subtotal	10,432	1	1,000	14,390	8,600	5,790	
overall change							5,790
18 55401 Books, Pubs & Subs.	1,669	300	1	300	3,800	(3,500)	Institute of Business - Safety Alert Subscription
		800	1	800		800	Florida Research - Subscription re: Landfills throughout the State
				0		0	
		212	1	212		212	SWANA Membership - 1 Employee
		45	1	45		45	SWANA Technical Membership - 1 Employee
		325	1	325		325	Pensacola News Journal Subscription
		20	2	40		40	FGFOA Panhandle - Annual Chapter Dues - 2 Employees
		35	1	35		35	FGFOA State Dues - 1 Employee
Subtotal	1,669			1,757	3,800	(2,043)	
overall change							(2,043)
19 55501 Training & Registrations	6,020			0	8,500	(8,500)	
		340	1	340		340	Registration for FGFOA School of Government Finance
		250	1	250		250	Registration for SWANA Summer Conference
		250	1	250		250	Registration for SWANA Spring Seminar - Orange Beach, AL
		1,800	1	1,800		1,800	Annual Subscription for Blue Ridge Waste Industry Training Video for Landfill Employees
		120	1	120		120	Recertification for Certified Environmental Trainer (CET)- Provide Safety Training for Landfill and County Employees
Subtotal	6,020			2,760	8,500	(5,740)	
overall change							(5,740)
25 56401 Machinery & Equipment		15,000	1	15,000	15,300	(300)	Copier Replace PN#59555 - 5 years old
		1,280	4	5,120		5,120	Four replacement computers for Admin staff
Subtotal	-			20,120	15,300	4,820	
overall change							4,820
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change							0

Page Totals 84,903

169,212 138,544 29,868

FUND: Solid Waste Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Garbage/Solid Waste Ctl

DEPARTMENT: Waste Services  
 DIVISION: Waste Services  
 COST CENTER: Environmental Quality

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	165,267	218,910	76,177	219,732	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	371	6,000	0	6,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	12,511	17,205	5,755	17,268	0
52201	Retirement Contributions	12,208	16,913	5,729	17,878	0
52301	Life & Health Insurance	18,524	36,000	9,361	38,000	0
52401	Workers' Compensation	5,001	5,283	2,280	6,357	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	213,881	300,311	99,302	305,235	0
53101	Professional Services	166,439	288,000	32,760	120,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	39,547	50,000	28,102	44,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	7	5,500	0	1,399	0
54101	Communications	2,509	3,980	1,416	2,880	0
54201	Postage & Freight	166	3,000	86	600	0
54301	Utility Services	322,489	367,000	164,749	349,100	0
54401	Rentals & Leases	4,845	10,520	3,864	4,264	0
54501	Insurance	1,972	2,732	2,732	3,203	0
54601	Repair & Maintenance Services	32,930	35,000	7,274	62,901	0
54701	Printing & Binding	0	1,000	0	400	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	25,890	4,000	95	0	0
54931	Host Ordinance Items	98	0	0	0	0
55101	Office Supplies	447	1,800	137	550	0
55201	Operating Supplies	8,122	17,375	4,351	10,072	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	1,417	2,600	763	1,297	0
55501	Training & Registrations	5,969	3,000	1,000	1,000	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	612,846	795,507	247,329	601,666	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	21,000	9,137	1,280	0
56499	Equip YE Reclass	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	21,000	9,137	1,280	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 826,728	\$ 1,116,818	\$ 355,768	\$ 908,181	0
RESOURCES						
	Solid Waste Fund Revenues	\$ 826,728	\$ 1,116,818	\$ 355,768	\$ 908,181	0
	TOTAL REVENUES	\$ 826,728	\$ 1,116,818	\$ 355,768	\$ 908,181	0

ground & surface  
water monitoring;  
permit compliance,  
Aerial survey

NPDES sampling,  
gas monitoring, and  
analysis

elec; sewer; ECUA  
surcharge

Uniform and  
equipment rentals

vehicles; pumps;  
electrical

\$1,280 - 1  
replacement laptop

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230304

Solid Waste - Environmental Quality

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	166,439			0	288,000	(288,000)	Groundwater Monitoring Reporting for Perdido Landfill (PLF) per 62-701 FAC
		45,000	1	45,000		45,000	Annual Aerial Survey per 62-701 FAC
		15,000	1	15,000		15,000	NSPS/ Title V GCCS Compliance Services
		50,000	1	50,000		50,000	Additional NSPS Title V Services resulting from GCCS Expansion
		10,000	1	10,000		10,000	
Subtotal	166,439			120,000	288,000	(168,000)	
						overall change (168,000)	
3 53401 Other Contractual Services	39,547			0	50,000	(50,000)	Groundwater Sampling services for Perdido Landfill (PLF) - Escambia County Water Quality Division
		24,000	1	24,000		24,000	Laboratory Analysis Costs for Groundwater samples - PLF 2 Events per year.
		10,000	2	20,000		20,000	
				0		0	
Subtotal	39,547			44,000	50,000	(6,000)	
						overall change (6,000)	
4 54001 Travel & Per Diem	7			0	5,500	(5,500)	Travel to SWANA/Training for presentations/ CEUs
		0	0	0		0	Travel expense for 2 employees to attend the Solid Waste Association of North America (SWANA) Summer Conference (Meals/Per Diem \$54 @ 3 days)
		54	6	324		324	Lodging @ \$130/night (3 nights) - SWANA Summer Conference - 2 Employees
		130	6	780		780	1 Rental car for SWANA Trip
		38	5	190		190	Fuel for SWANA Trip
		35	3	105		105	
Subtotal	7			1,399	5,500	(4,101)	
						overall change (4,101)	
5 54101 Communications	2,509			0	3,980	(3,980)	Cell phone service - 3 smart phones for communication and email while in the field or in meetings
		720	3	2,160		2,160	1 basic cell phone for field communications
		240	1	240		240	Cell service for handheld GPS
		480	1	480		480	
				0		0	
Subtotal	2,509			2,880	3,980	(1,100)	
						overall change (1,100)	
6 54201 Postage & Freight	166			0	3,000	(3,000)	Mailing documents to DEP. Samples to Laboratories. Return instruments for calibration
				600		600	
				0		0	
				0		0	
Subtotal	166			600	3,000	(2,400)	
						overall change (2,400)	
7 54301 Utility Services	322,489			0	367,000	(367,000)	ECUA Leachate Treatment per Contract for industrial billing-stormwater discharge and leachate
		27,900	12	334,800		334,800	Gulf Power Utility Costs for leachate aerators, pumps, sumps. Last year \$13,000. +10% for next year
		14,300	1	14,300		14,300	
				0		0	
Subtotal	322,489			349,100	367,000	(17,900)	
						overall change (17,900)	
8 54401 Rentals & Leases	4,845	7	52	364	10,520	(10,156)	Uniform Rentals
		1,200	1	1,200		1,200	Walter & Nancy Sparshott Access lease Klondike
		2,000	1	2,000		2,000	Gas Meter Rental
		700	1	700		700	Rental of monitoring Instruments
Subtotal	4,845			4,264	10,520	(6,256)	
						overall change (6,256)	
9 54501 Insurance	1,972			3,203	2,732	471	Per calculations received from Risk Management
				0		0	
Subtotal	1,972			3,203	2,732	471	
						overall change 471	
10 54601 Repair & Maintenance	32,930			0	35,000	(35,000)	Annual maintenance of Kubota UTV
		1,200	1	1,200		1,200	Sump pump outs - 12 monthly plus 3 additional
		350	15	5,250		5,250	Purchase of parts for in-house pump repairs
		1,000	1	1,000		1,000	Pump repairs and replacements for leachate system
		17,500	1	17,500		17,500	GW well repairs, abandonment, re-drills
		1,000	1	1,000		1,000	Thermal Instrument Company, GHG Recalibration
		2,000	1	2,000		2,000	Electrical work associated with leachate pump stations (4) and individual leachate sumps
		10,000	1	10,000		10,000	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230304

Solid Waste - Environmental Quality

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		600	1	600		600	Small engine parts and repairs
		500	1	500		500	Oil changes for vehicles assigned to cost center
		2,000	1	2,000		2,000	Tire replacements and repairs for vehicles
		2,000	1	2,000		2,000	Vehicle batteries, filters, belts, starters, pumps
		1,500	1	1,500		1,500	Rubber hoses, fittings for repairs to vehicles
		5	2,300	12,351		12,351	Sand filter pond piping
		500	4	2,000		2,000	Valve and Fittings - Air Release Valve for Sand Filter Pond
		4,000	1	4,000		4,000	Replacement transducers
				0		0	
Subtotal	32,930			62,901	35,000	27,901	
						overall change 27,901	
11 54701 Printing & Binding		200	2	400	1,000	(600)	Business cards for 2 employees - Engineer, Environmental Analyst
				0		0	
Subtotal	-			400	1,000	(600)	
						overall change (600)	
13 54901 Other Current Chrgs & Obligs	25,890			0	4,000	(4,000)	
				0		0	
				0		0	
				0		0	
Subtotal	25,890			-	4,000	(4,000)	
						overall change (4,000)	
14 54931 Host Ordinance	98			0		0	
				0		0	
Subtotal	98			-	-	0	
						overall change 0	
15 55101 Office Supplies	447			550	1,800	(1,250)	Ink, paper, pens, calendars and planners. 2-yr average \$500
				0		0	
				0		0	
				0		0	
Subtotal	447			550	1,800	(1,250)	
						overall change (1,250)	
16 55201 Operating Supplies	8,122	3	1,250	3,750	17,375	(13,625)	Fuel requirement for vehicles assigned to cost center
		1,600	1	1,600		1,600	Multiple purchase of batteries, field notebooks, padlocks, tape, electrical parts, hand tools
		1,500	1	1,500		1,500	Multiple purchase of gauges and instruments for monitoring of environmental systems
		135	4	540		540	Safety shoes for 4 employees. Puncture resistant footwear required by 110 policy for health and safety
		26	4	104		104	HiVis Work Gloves and HiVis Driving gloves-one set per employee for hand protection
		35	2	70		70	2 each hard hat and 2 each hard hat replacement suspension for head protection
		15	2	30		30	Nitrile Gloves for hand protection
		25	2	50		50	First Aid kits
		46	3	138		138	Safety glasses, raingear, HiVis vests, insect spray
		40	1	40		40	Water cooler - prevention of heat exhaustion
		250	1	250		250	Small engine parts and supplies
		500	1	500		500	Vehicle supplies
		250	1	250		250	Replacement vehicle decals
		250	1	250		250	Radio parts and supplies
		1,000	1	1,000		1,000	Rubber hoses, couplings, supplies
Subtotal	8,122			10,072	17,375	(7,303)	
						overall change (7,303)	
18 55401 Books, Pubs & Subs.	1,417			0	2,600	(2,600)	Solid Waste Assoc of North America (SWANA) - Annual Membership
		212	1	212		212	SWANA Technical membership - annual fee
		45	1	45		45	American Society of Engineers membership
		270	2	540		540	Purchase of technical manuals/books
		125	4	500		500	
Subtotal	1,417			1,297	2,600	(1,303)	
						overall change (1,303)	
19 55501 Training & Registrations	5,969	250	2	500	3,000	(2,500)	Registration for SWANA Summer Conference - 2 Employees
		250	2	500		500	Registration for SWANA Spring Seminar - Orange Beach, AL
				0		0	
				0		0	
Subtotal	5,969			1,000	3,000	(2,000)	
						overall change (2,000)	

SCHEDULE C - BACKUP  
OPERATING EXPENDITURES  
Detail and Justification Summary

ZERO-BASED BUDGETING COST WORKSHEET

Indicate FUND/COST CENTER

401 / 230304      Solid Waste - Environmental Quality

Accour Description Code		FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
25	56401 Machinery & Equipment	0			0	21,000	(21,000)	1 Replacement laptop computer per schedule B1
			1,280	1	1,280		1,280	
					0		0	
					0		0	
	Subtotal	-			1,280	21,000	(19,720)	
overall change							(19,720)	
31	59801 Reserves						0	
					0		0	
					0		0	
	Subtotal	-			-	-	0	
overall change							0	
Page Totals		612,846			602,946	816,507	(213,561)	



FUND: Solid Waste Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Garbage/Solid Waste Ctl

DEPARTMENT: Waste Services  
 DIVISION: Waste Services  
 COST CENTER: SWM Operations

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	701,097	712,614	317,597	711,852	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	90,319	70,000	54,549	116,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	56,879	59,869	26,837	63,329	0
52201	Retirement Contributions	57,535	58,850	27,388	65,568	0
52301	Life & Health Insurance	193,955	189,000	95,292	199,500	0
52401	Workers' Compensation	46,747	55,367	23,908	70,852	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	1,146,533	1,145,700	545,571	1,227,101	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	208,298	224,000	69,236	322,263	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	121	3,000	0	759	0
54101	Communications	6,920	8,300	3,141	6,768	0
54201	Postage & Freight	32	500	46	200	0
54301	Utility Services	30,944	44,000	16,531	46,200	0
54401	Rentals & Leases	37,427	90,000	22,672	73,800	0
54501	Insurance	274,456	292,494	282,877	287,339	0
54601	Repair & Maintenance Services	622,716	850,000	158,479	750,779	0
54701	Printing & Binding	0	3,000	499	1,000	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	10,273	6,500	7,085	16,440	0
54931	Host Ordinance Items	290	0	0	100	0
55101	Office Supplies	3,083	2,800	883	3,500	0
55201	Operating Supplies	287,585	389,900	147,631	436,661	0
55301	Road Materials & Supplies	0	5,000	14,427	0	0
55401	Books, Pubs, & Subs	1,033	2,300	542	0	0
55501	Training & Registrations	295	6,000	2,850	3,051	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	3,092,117	3,250,000	3,250,000	3,550,000	0
	OPERATING COSTS	4,575,589	5,177,794	3,976,899	5,498,860	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	1,317	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	1,297,800	223,403	2,701,560	0
56459	Equipment YE Accruals	0	0	0	0	0
56499	Equip YE Reclass	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	1,297,800	224,720	2,701,560	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 5,722,122	\$ 7,621,294	\$ 4,747,190	\$ 9,427,521	\$ 0
RESOURCES						
	Solid Waste Fund Revenues	\$ 5,722,122	\$ 7,621,294	\$ 4,747,190	\$ 9,427,521	\$ 0
	TOTAL REVENUES	\$ 5,722,122	\$ 7,621,294	\$ 4,747,190	\$ 9,427,521	\$ 0

\$40K Clean & Green;  
temp labor; mowing;  
security; janitorial

elect; water; for  
varelius utility  
providers

Large and small  
equipment rentals

Vehicles; software  
maint; scale maint;  
Tires, parts and other  
materials for maint.  
activities

fuel; anti-erosion  
supplies; pipe; tools;  
safety & small equip

Depreciation  
Revenue offset of  
same amount.

Rolling Stock  
Replacement: Cat 836  
Compactor, Cat 320  
Hydraulic Excavator,  
Cat D6T Track Type  
Tractor, 100 Cu Yd.  
Trailer, Hydraulic  
Submersible Pump (2),  
Cat 299 Compact Track  
Loader \$2,695,000  
\$2,560 computers(2)  
\$4k Security Cameras  
(4)



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230314

Solid Waste - Operations

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	208,298	559	12	6,708	224,000	(217,292)	Janitorial Service-Operations/Garage/RCO Trailer. Contract will be re-bid-budgeting for 10% increase
		500	3	1,500		1,500	3x per year floor waxing for Operations bldg. To protect floor surface
		16	4,160	64,938		64,938	Temporary Labor - 2 EO II positions
		20	400	7,900		7,900	Overtime for Holiday/employee leave coverage
		16	1,540	24,039		24,039	Temporary Labor - 1 part time EO II position
		20	12	240		240	Pest Control for operations
		1,899	12	22,793		22,793	Security services for Perdido Landfill
		8	12,000	96,000		96,000	Services to crush concrete received at Landfill for roadways in and around the working cell at PLF
		2,469	10	24,690		24,690	Landscaping - Perdido Landfill - small mow areas and trimming.
		274	118	32,195		32,195	Mowing for large areas of Perdido landfill 118 acres 7x per year
		35	36	1,260		1,260	Trim wells, pipes and probes 7x per year
		40,000	1	40,000		40,000	Annual contribution to outside agency for services in cleaning up rights-of-way in Escambia County
Subtotal	208,298			322,263	224,000	98,263	
						98,263	overall change
4 54001 Travel & Per	121			0	3,000	(3,000)	
Diem		119	3	357		357	Attend SWANA Road-E-O - State of FL - 1 Employee hotel at \$119/night x 3 nights. Lakeland, FL or similar location. For employee development.
		3	80	240		240	80 gallons of fuel for travel to Road-E-O - county vehicle
		54	3	162		162	Per diem for 3 full days for Road-E-O
Subtotal	121			759	3,000	(2,241)	
						(2,241)	overall change
5 54101 Communications	6,920	680	3	2,040	8,300	(6,260)	Cell Phone service - Smart Phones for supervisors-to provide communications and email service while in the field @ \$57/month
		240	7	1,680		1,680	Standard cell phone service - 7 employees @ \$20/month
		660	1	660		660	Air Card service to provide Backup Communication to credit card machine at scalehouse @ \$55/month
		64	12	768		768	Cable TV service-monitor weather and emergency notifications
		65	12	780		780	Frontier Phone Bill for Oak Grove Facility @ \$65/month
		70	12	840		840	State of Florida Phone Service - Operations @ \$70/month
Subtotal	6,920			6,768	8,300	(1,532)	
						(1,532)	overall change
6 54201 Postage & Freight	32	200	1	200	500	(300)	FedEx mailings - parts for repairs
				0		0	
				0		0	
Subtotal	32			200	500	(300)	
						(300)	overall change
7 54301 Utility Services	30,944	50	12	600	44,000	(43,400)	Power Bill-Escambia River Electric Co-op-Oak Grove Facility Ave. \$50/month
		350	12	4,200		4,200	Farm Hill Utilities - Water Service - Ave. \$350/month
		3,450	12	41,400		41,400	Electricity for Operations Ave. \$3,450/month
Subtotal	30,944			46,200	44,000	2,200	
						2,200	overall change
8 54401 Rentals & Leases	37,427			0	90,000	(90,000)	
		8,000	8	65,000		65,000	Rental of major equipment during periods when equipment is undergoing repairs/rebuilds, or equipment is needed for landfill site maintenance or special projects. Large equipment rentals can average \$8,000 per month.
		8,000	1	8,000		8,000	Rental of small equipment for intermittent use in special projects
		800	1	800		800	Rental of gas cylinders as needed for welding and propane
				0		0	
Subtotal	37,427			73,800	90,000	(16,200)	
						(16,200)	overall change
9 54501 Insurance	274,456			0	292,494	(292,494)	
		73,230	1	73,230		73,230	Insurance Premium for Buildings per Risk Management
		210,344	1	210,344		210,344	Insurance Premium for Equipment per Risk Management
Subtotal	274,456			283,574	292,494	(8,920)	
						(8,920)	overall change

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230314

Solid Waste - Operations

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
10 54601 Repair & Maintenance	622,716	3,000	1	3,000	850,000	(847,000)	Scalehouse software maintenance agreement.
		275,000	1	275,000		275,000	Heavy Waste Handling equipment for landfill operations in accordance with F.A.C. 62-701
		17,000	1	17,000		17,000	Parts/labor for repairs to large trucks and equipment
		17,000	1	17,000		17,000	Multiple parts purchases for vehicle repairs: Batteries, starters, belts, spark plugs, filters, bulbs, mirrors, pumps
		60,000	1	60,000		60,000	Replacement tires and flat repair for heavy equipment
		2,000	1	2,000		2,000	Replacement tires and flat repair for light truck fleet
		50,000	1	50,000		50,000	Replacement wheels for CAT Compactor PN 58351
		6,000	1	6,000		6,000	Parts/labor for dealer repairs to Ford/Chevy trucks
		6,000	1	6,000		6,000	Multiple purchase of rubber parts, hoses, lines
		5,000	1	5,000		5,000	Parts to repair hydraulic systems for equipment
		2,000	1	2,000		2,000	Steel parts for repairs to equipment
		3,000	1	3,000		3,000	Parts/Labor for repairs-Escambia County Fleet Maint
		3,000	1	3,000		3,000	Repairs to fuel pump system at Landfill
		2,000	1	2,000		2,000	Parts and Labor for repairs to radio equipment
		8,000	1	8,000		8,000	Stormwater management materials: Pipe, silt fencing, dewatering bags, turbidity curtains, geotextiles
		30	1,700	51,000		51,000	Rock/Rip-rap materials for stormwater control/maintenance average cost \$30/ton
		200,000	1	200,000		200,000	Estimated cost to hire equipment with operator to perform site and slope maintenance & stormwater cleanout/maintenance
		120	50	6,000		6,000	Sod - 450 sq ft per pallet x 50 pallets for erosion control/coverage of side slopes. Pricing includes staples and freight.
		3,000	1	3,000		3,000	Grass seed - for erosion control
		5	333	1,499		1,499	Hay Bales for erosion control @ \$4.50 per bale
		1,700	1	1,700		1,700	Survey Stakes, cable ties and T posts for litter fence and hay bale placement
		160	3	480		480	Litter fence for landfill working face perimeter
		3,100	1	3,100		3,100	Fire alarm system & Backflow Prevention testing and minor repairs
		25,000	1	25,000		25,000	Fire alarm system & Backflow Prevention repairs beyond annual contract
Subtotal	622,716			750,779	850,000	(99,222)	
overall change						(99,222)	
11 54701 Printing & Binding		1,000	1	1,000	3,000	(2,000)	Printing of equipment forms used to track usage, daily inspections and maintenance on vehicles
				0		0	
Subtotal	-			1,000	3,000	(2,000)	
overall change						(2,000)	
13 54901 Other Current Chrgs & Obligs	10,273			0	6,500	(6,500)	
		1,300	12	15,600		15,600	Processing fees for credit cards transactions at Perdido Scalehouse
		200	3	600		600	FL Dept of Agriculture Scale permits for Inbound, Outbound and automated scales at Perdido
		20	12	240		240	Credit card fees for payment of Farm Hill Water bill
Subtotal	10,273			16,440	6,500	9,940	
overall change						9,940	
14 54931 Host Ordinance	290	100	1	100		100	Provide lunches to operators in case of response to emergency incidents
				0		0	
Subtotal	290			100	-	100	
overall change						100	
15 55101 Office Supplies	3,083	3,500	1	3,500	2,800	700	Toner, ink, filing folders, pens, highlighter, clip boards, steno pads, calendars, copy paper
				0		0	
				0		0	
				0		0	
Subtotal	3,083			3,500	2,800	700	
overall change						700	
16 55201 Operating Supplies	287,585	3	125,000	375,000	389,900	(14,900)	Fuel requirement for Landfill operations division to include compactors, dozers, excavators, off-road dump trucks, service trucks and pick-up trucks for operators/supervisors.
		2,500	12	30,000		30,000	Engine fluids, oil, lubricants and diesel exhaust fluid for Waste Services vehicles under PD 13-14.053. Ave \$2,500/month
		2,000	1	2,000		2,000	Propane for heating garage and for forklift cylinders
		3,000	1	3,000		3,000	Purchase of small engine equipment - pole saws, chain saws, trimmers, etc. and blades/oil/spark plugs/filters
		8,000	1	8,000		8,000	Purchase of shop supplies - drying agents, shop towels, power tools, hand tools, drill bits, saw blades, hoses

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230314

Solid Waste - Operations

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		1,500	1	1,500		1,500	Parts and accessories for radios installed in County vehicles and equipment
		500	1	500		500	Welding supplies and parts
		20	20	400		400	Replacement County logo decals for vehicles
		2,500	1	2,500		2,500	Annual license for CAT program to track vehicle statistics/maintenance
		1,200	1	1,200		1,200	RCO supplies - weed killer, tools, rakes, shovels, gloves, safety glasses
		1,800	1	1,800		1,800	Trash bags for RCO crews - litter control on-site and along roadway
		135	20	2,700		2,700	Safety shoes for 20 employees. Puncture resistant footwear required by 110 policy for health and safety
		13	30	390		390	Work Gloves HiVis---Hand Protection and Traffic Control
		13	25	325		325	Driving Gloves HiVis---Hand Protection and Traffic Control
		17	8	136		136	HiVis Vest----Field Work Protection
		35	3	105		105	Hard Hat-----Head Protection & Hard Hat replacement suspensions (\$20 per hat/\$15 per replacement)
		9	28	252		252	Safety Glasses----Eye Protection
		15	5	75		75	Raingear----Foul Weather Clothing
		35	2	70		70	Hearing Protection - 2 cases disposable plugs
		15	6	90		90	Dust Masks----Respiratory Protection
		4	108	432		432	Gatorade---Heat Stress Prevention
		6	20	120		120	Cold Weather Ear Band---Cold Weather Protection
		25	8	200		200	First Aid Kits-----Minor injuries
		15	44	660		660	Nitrile Gloves---Hand Protection
		115	4	460		460	Rubber Boots Puncture Resistant Steel Toed-Foot Protection
		396	1	396		396	2 Water Coolers at \$40/each; Wasp Spray, Eyewash Solution, Lens cleaning solution and tissue,
		125	2	250		250	Replacement microwaves for Oak Grove and Perdido Facilities
		500	1	500		500	Desktop copier for Operations building to replace aging copier
		10	100	1,000		1,000	Cell phone accessories - cases, chargers, screen protectors, batteries
		300	1	300		300	Cleaning supplies, hand sanitizer, Sunpass charges, lanyards, standard batteries, calculators
		250	3	750		750	Replacement office chairs for Operations
		400	2	800		800	Replacement scanners for Operations supervisors
		150	3	450		450	Computer Monitors for Operations
		100	3	300		300	Replacement Printers for Operations
Subtotal	287,585			436,661	389,900	46,761	
overall change							46,761
17 55301 Road Materials & Supplies				0	5,000	(5,000)	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	5,000	(5,000)	
overall change							(5,000)
18 55401 Books, Pubs & Subs.	1,033			0	2,300	(2,300)	
				0		0	
				0		0	
				0		0	
Subtotal	1,033			-	2,300	(2,300)	
overall change							(2,300)
19 55501 Training & Registrations	295			0	6,000	(6,000)	Required training per F.A.C. 62-701
		117	18	2,106		2,106	TREEO On-site class - Health and Safety for Landfill workers.
		75	10	750		750	Continuing education for 18 Employees
		195	1	195		195	In house Spotter refresher training for 10 Employees
Subtotal	295			3,051	6,000	(2,949)	Registration for FL SWANA Road-E-O -see travel
overall change							(2,949)
21 55901 Depreciation	3,092,117			3,550,000	3,250,000	300,000	Estimated increase in depreciation due to ongoing improvement projects and increased value of new equipment
				0		0	
Subtotal	3,092,117			3,550,000	3,250,000	300,000	
overall change							300,000

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230314

Solid Waste - Operations

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
25 56401 Machinery & Equipment				2,695,000	1,297,800	1,397,200	Rolling Stock Replacement: Cat 836 Compactor, Cat 320 Hydraulic Excavator, Cat D6T Track Type Tractor, 100 Cu Yd. Trailer, Hydraulic Submersible Pump (2), Cat 299 Compact Track Loader
		1,280	2	2,560		2,560	Two replacement computers for Operations supervisors (Schedule B1)
		1,000	4	4,000		4,000	Additional Security Cameras for Perdido Landfill for enhanced safety and security
				0		0	
Subtotal	-			2,701,560	1,297,800	1,403,760	
overall change						1,403,760	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals		4,575,589		8,196,655	6,475,594	1,721,061	

FUND: Solid Waste Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Garbage/Solid Waste Ctl

DEPARTMENT: Waste Services  
 DIVISION: Waste Services  
 COST CENTER: Recycling Operations

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	234,368	269,133	84,344	150,631	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	35,988	50,000	9,206	20,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	20,284	24,413	7,086	13,054	0
52201	Retirement Contributions	21,707	23,998	7,459	13,514	0
52301	Life & Health Insurance	30,325	54,000	7,134	28,500	0
52401	Workers' Compensation	16,683	16,443	7,100	5,796	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	359,354	437,987	122,329	231,495	0
53101	Professional Services	15,000	0	0	15,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	125,460	250,000	65,260	348,593	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,090	3,500	0	1,365	0
54101	Communications	5,560	6,200	1,688	2,940	0
54201	Postage & Freight	0	250	0	100	0
54301	Utility Services	2,316	4,000	1,052	2,772	0
54401	Rentals & Leases	1,783	4,500	535	4,670	0
54501	Insurance	27,227	38,111	38,111	20,352	0
54601	Repair & Maintenance Services	71,636	55,000	26,555	44,000	0
54701	Printing & Binding	0	2,000	0	1,638	0
54801	Promotional Activities	10,227	10,000	3,381	12,250	0
54901	Other Current Charges & Obligations	50	200	85	200	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	1,500	0	500	0
55201	Operating Supplies	58,049	85,000	20,981	57,602	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	1,343	3,000	989	382	0
55501	Training & Registrations	2,173	3,000	1,140	2,501	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	322,914	466,261	159,777	514,865	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	50,000	0	75,000	0
56499	Equip YE Reclass	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	50,000	0	75,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 682,268	\$ 954,248	\$ 282,106	\$ 821,360	\$ 0
RESOURCES						
	Solid Waste Fund Revenues	\$ 682,268	\$ 954,248	\$ 282,106	\$ 821,360	\$ 0
	TOTAL REVENUES	\$ 682,268	\$ 954,248	\$ 282,106	\$ 821,360	\$ 0

Two positions being moved to T-fer Station; One position anticipates retiring in FY 17/18

Generator contract

Tire disposal; light bulb disposal, contract labor; HHW disposal

Uniforms; forklift, tank, toilet, and other equipment

Welding, tire, hardware repairs

Newspaper, TV, and radio ads, regional roundup

fuel; tools; HHW bulking supplies

1 - RCO truck \$75k

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230306

Solid Waste - Recycling

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	15,000			0	0	0	Required contract for compliance with F.S. 403.7226 Small Quantities Generator (SQG) Inspection Contract
				0	0	0	
				15,000	0	15,000	
				0	0	0	
Subtotal	15,000			15,000	-	15,000	
overall change						15,000	
3 53401 Other Contractual Services	125,460			0	250,000	(250,000)	Required for compliance with NPDES, Clean Water Act Required for compliance with FAC 62.701.300, RCRA
				0	0	0	
		140	12	1,680		1,680	Custodial servs for Household Hazardous Waste (HHW) bldg. Current contract is ending and will be replaced with a new contract. Anticipate increased rates. \$1,598 x 5% = \$1,680
		18	2,080	37,814		37,814	One Full Time Envir Tech (2080 hrs) for Household Hazardous Waste program (HHW). Current contract rates cited.
		27	240	6,545		6,545	Minimal overtime for Envir Tech for Regional Roundups and division coverage
		10	5,000	50,000		50,000	Demolition of old recycling sorting building no longer in use. Price based on 5,000 square ft x \$10 per ft
		10	20,000	200,000		200,000	HHW event support and disposal (ECUA stopped program). 5 to 6 Regional roundups and routine hazardous waste removal from HHW facility. Per PD 15-16.031
		85	550	46,750		46,750	Waste Tire removal. FY16 expense was \$40,613, \$85 x 478 tons. Project 85x550 tons.
		152	12	1,824		1,824	Increasing disposal costs for used oil, fuel, antifreeze. Market value for used oil has diminished; we must pay for disposal.
		165	12	1,980		1,980	Increasing light bulb disposal costs for crushed FLs, CFLs, HID's. FY16 was \$1,682; increase anticipated.
				2,000		2,000	Electrical services as required for upgrades or emergency repairs at HHW Facility
				0		0	
Subtotal	125,460			348,593	250,000	98,593	
overall change						98,593	
5 54001 Travel & Per Diem	2,090			0	3,500	(3,500)	Required for compliance with FAC 62.701.320 (15)(a) Travel for mandatory training and CEUs. Southeastern Recycling Conference - Orlando -Hotel Rental car for conference Per diem \$59/day x 5 days Fuel for travel to conference
				0	0	0	
		195	4	780		780	
		25	5	125		125	
		59	5	295		295	
		3	55	165		165	
				0		0	
Subtotal	2,090			1,365	3,500	(2,135)	
overall change						(2,135)	
6 54101 Communications	5,560	75	12	900	6,200	(5,300)	State of Florida - phone service for HHW Facility- \$75/month Cell Phone Service -1 Smartphone for communications and email when in the field or in meetings at \$60/month Cell Phone Service - 3 basic phones for field communications at \$20/month 2 lines at \$25/month to monitor cameras at Waste Services Facilities
		720	1	720		720	
		240	3	720		720	
		300	2	600		600	
				0		0	
Subtotal	5,560			2,940	6,200	(3,260)	
overall change						(3,260)	
7 54201 Postage & Freight				100	250	(150)	Postage for mailing reports/documents to FL Dept. of Environmental Protection
				0		0	
				0		0	
				0		0	
Subtotal	-			100	250	(150)	
overall change						(150)	
8 54301 Utility Services	2,316	231	12	2,772	4,000	(1,228)	Electricity for HHW Facility \$210 per month for 12 months + 10% percent increase
				0		0	
				0		0	
				0		0	
Subtotal	2,316			2,772	4,000	(1,228)	
overall change						(1,228)	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230306

Solid Waste - Recycling

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
9 54401 Rentals & Leases	1,783			0	4,500	(4,500)	
				500		500	Toilet rental for Tipping Bldg and Regional Roundups
		54	12	650		650	Tank rental for Oxygen, Acetylene and Argon tanks.
		40	12	500		500	Uniform rental for 2 staff.
10		1,510	2	3,020		3,020	Forklift Rentals for HHW as needed when equipment is down. \$277/day,\$698/wk,\$1,510/month.
				0		0	
Subtotal	1,783			4,670	4,500	170	
11				overall change			170
54501 Insurance	27,227			20,352	38,111	(17,759)	Per calculations by Risk Management
				0		0	
Subtotal	27,227			20,352	38,111	(17,759)	
12				overall change			(17,759)
54601 Repair & Maintenance	71,636			0	55,000	(55,000)	
				0		0	
				300		300	Gas for welding repairs.
				2,000		2,000	R&M parts and supplies - batteries, belts, air filters, starters, etc.
		9,000	1	9,000		9,000	Tire repair and replacement for equipment.
		2,000	1	2,000		2,000	Welding services for HHW repairs.
13		2,000	1	2,000		2,000	R&M parts and supplies - specialized items
		3,000	1	3,000		3,000	Repairs for equipment hydraulic systems.
		500	1	500		500	Cables, straps and rigging hardware for loading/unloading.
		2,000	1	2,000		2,000	R&M parts and supplies - gaskets, hoses and fittings
		50	6	300		300	Oil changes for light rolling stock.
14		15,000	1	15,000		15,000	R&M for CAT equipment - out of warranty repairs
		3,000	1	3,000		3,000	R&M for International trucks.
				300		300	General R&M services/towing - Escambia County Fleet Maintenance
		2,000	1	2,000		2,000	R&M for electrical systems at HHW due to emergencies or upgrades
		600	1	600		600	Fire extinguisher testing/replacements
				2,000		2,000	Multiple minor purchases for repair parts required for HHW equipment and facility
16						0	
Subtotal	71,636			44,000	55,000	(11,000)	
				overall change			(11,000)
54701 Printing & Binding	0	500	1	500	2,000	(1,500)	HHW Flyers
		200	3	600		600	Business Cards to provide for citizens information
		269	2	538		538	Paint Labels - Re-blended paint program
Subtotal	-			1,638	2,000	(362)	
17				overall change			(362)
54801 Promotional Activities	10,227	1,000	5	5,000	10,000	(5,000)	Television Ads - Regional Roundup - 5 events per year
		1,000	5	5,000		5,000	Radio Ads - Regional Roundup
		450	5	2,250		2,250	Newspaper Ads - Regional Roundup
				0		0	
				0		0	
18				12,250	10,000	2,250	
Subtotal	10,227			12,250	10,000	2,250	
				overall change			2,250
54901 Other Current Chrgs & Obligs	50			200	200	0	Permits/applications/fees as required by FDEP
				0		0	
				0		0	
				0		0	
19				200	200	0	
Subtotal	50			200	200	0	
				overall change			0
20 55101 Office Supplies				500	1,500	(1,000)	
				0		0	
				0		0	
				0		0	
21				500	1,500	(1,000)	
Subtotal	-			500	1,500	(1,000)	
				overall change			(1,000)
55201 Operating Supplies	58,049			0	85,000	(85,000)	
				0		0	
				2,000		2,000	HHW Forklift fuel. 2-year average is \$1,700
				300		300	Gas for welding repairs. 2-year average \$275
				1,000		1,000	Bulk oil, DEF, grease and hydraulic oil.
				500		500	Misc. parts and supplies for vehicle repairs.
22							
		3	12,000	36,000		36,000	Fuel for vehicles assigned to cost center. HHW, RCO and Manager Pickup. One roll-off for 5 events.
				3,000		3,000	Oil Absorbent, gloves, tyvec suits, paint, boots.
				3,000		3,000	Buckets, shovels, tools, rakes, batteries.
				1,000		1,000	Hydraulic hoses and fittings.
23							
		135	2	270		270	Puncture resistant Safety Shoes Required by EC Safety Policy 110

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230306

Solid Waste - Recycling

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
24		13	6	78		78	One set each HiVis Work Gloves and HiVis Driving Gloves for 3 employees
		40	2	80		80	Safety Glasses, first aid kits, cold weather ear bands
		124	1	124		124	1 set raingear;1 cooler;1 each hard hat and hard hat suspension;2 each HiVis vests
		15	10	150		150	15 cases Nitrile gloves - hand protection
		100	1	100		100	Rubber Boots-Puncture resistant-steel toe-foot protection
				500		500	Welding supplies.
		3,500	2	7,000		7,000	Drums and packaging for HHW shipments.
				2,500		2,500	
	<b>Subtotal</b>	<b>58,049</b>		<b>57,602</b>	<b>85,000</b>	<b>(27,398)</b>	
<b>overall change</b>							<b>(27,398)</b>
27	<b>55401 Books, Pubs &amp; Subs.</b>	<b>1,343</b>		<b>0</b>	<b>3,000</b>	<b>(3,000)</b>	
		212	1	212		212	SWANA Membership - 1 Employee
	Membership	45	1	45		45	SWANA Technical Membership - 1 Employee
		125	1	125		125	Membership to Recycle Florida Today - 1 Employee
	<b>Subtotal</b>	<b>1,343</b>		<b>382</b>	<b>3,000</b>	<b>(2,618)</b>	
<b>overall change</b>							<b>(2,618)</b>
28	<b>55501 Training &amp; Registrations</b>	<b>2,173</b>		<b>0</b>	<b>3,000</b>	<b>(3,000)</b>	
		250	1	250		250	Registration for SWANA Spring Seminar - Orange Beach, AL
		397	1	397		397	Registration for SERC Conference in Orlando
	Training	259	2	518		518	Online training for HHW Environmental Technicians (RCRA & DOT).
				500		500	Online training for SWANA Certification; CEUs
				500		500	Online training for TREEO Cert MOLO and Spotter
		84	4	336		336	HAZWOPER 8hr Refresher online (SWANA course)
				0		0	Required for compliance with FAC 62.701.320 (15)(a)
	<b>Subtotal</b>	<b>2,173</b>		<b>2,501</b>	<b>3,000</b>	<b>(499)</b>	
<b>overall change</b>							<b>(499)</b>
56401	<b>Machinery &amp; Equipment</b>	<b>0</b>		<b>0</b>	<b>50,000</b>	<b>(50,000)</b>	
				0		0	
	RCO Truck			75,000		75,000	Current RCO truck needs replacement.
						0	
	<b>Subtotal</b>	<b>-</b>		<b>75,000</b>	<b>50,000</b>	<b>25,000</b>	
<b>overall change</b>							<b>25,000</b>
59801	<b>Reserves</b>					0	
				0		0	
				0		0	
	<b>Subtotal</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>0</b>	
<b>overall change</b>							<b>0</b>
<b>Page Totals</b>				<b>322,914</b>	<b>589,865</b>	<b>516,261</b>	<b>73,604</b>



FUND: Solid Waste Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Garbage/Solid Waste Ctl

DEPARTMENT: Waste Services  
 DIVISION: Waste Services  
 COST CENTER: Projects

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	21,651	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	21,651	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	35,000	0
56301	Improvements Other Than Buildings	0	4,810,000	640,528	1,233,110	0
56399	IOB YE Relcass	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	4,810,000	640,528	1,268,110	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 21,651	\$ 4,810,000	\$ 640,528	\$ 1,268,110	\$ 0
Revenues						
	Solid Waste Fund Revenues	\$ 21,651	\$ 4,810,000	\$ 640,528	\$ 1,268,110	\$ 0
	TOTAL REVENUES	\$ 21,651	\$ 4,810,000	\$ 640,528	\$ 1,268,110	\$ 0

Security System \$35k

Section V Cell Construction,  
 Condensate pumps, North  
 borrow pit fencing  
 \$1,233,110

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230315

Solid Waste - Projects

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
10 54601 Repair & Maintenance	21,651			0		0	
				0		0	
				0		0	
				0		0	
Subtotal	21,651			-	-	0	
overall change						0	
23 56201 Buildings		35,000	1	35,000		35,000	Security System Replacement for all buildings at Perdido Landfill - Existing system is obsolete. Parts for repair no longer available. Upgrade will provide system consistency with other county facilities. Replacement for asset #B40069-006
				0		0	
Subtotal	-			35,000	-	35,000	
overall change						35,000	
24 56301 Improvements Other Than Bldgs.	0	1,100,000	1	1,100,000	4,810,000	(3,710,000)	Section V Cell 1A - Phase II Construction. This is a continuation of Section V Design and Phase I construction that began in FY17 and will involve cell construction to include leachate system and liner
		2895.00	20	57,900		57,900	Purchase of condensate pumps for Gas Collection system upgrade and expansion. Total: \$70,710. Contract will be awarded for construction in FY17, with completion of project anticipated for early/mid FY18. These pumps to be installed by vendor at that time.
		268.00	20	5,360		5,360	Fencing for North Borrow pit at Perdido Landfill in accordance with Land Development Code. 5200 linear ft
		7.45	1,000	7,450		7,450	
		12	5,200	62,400		62,400	
				0		0	
Subtotal	-			1,233,110	4,810,000	(3,576,890)	
overall change						(3,576,890)	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals		21,651		1,268,110	4,810,000	(3,541,890)	

FUND: Solid Waste Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Garbage/Solid Waste Ctl

DEPARTMENT: Waste Services  
 DIVISION: Waste Services  
 COST CENTER: Reserves

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	543,105	681,991	342,631	689,613	0
54931	Host Ordinance Items	0	0	0	0	0
54998	Provision-Closure & LT Care	558,909	684,000	0	299,000	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
	OPERATING COSTS	1,102,014	1,365,991	342,631	988,613	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	1,030,495	0	589,190	0
	NON-OPERATING COSTS	0	1,030,495	0	589,190	0
	TOTAL BUDGET	\$ 1,102,014	\$ 2,396,486	\$ 342,631	\$ 1,577,803	0
RESOURCES						
	Solid Waste Fund Revenues	\$ 1,102,014	\$ 2,396,486	\$ 342,631	\$ 1,577,803	0
	TOTAL REVENUES	\$ 1,102,014	\$ 2,396,486	\$ 342,631	\$ 1,577,803	0

Indirect costs to  
GF

Financial  
Assurance &  
escrow funds

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230310

Solid Waste - Reserves

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
13 54901 Other Current Chrgs & Obligs	543,105			689,613	681,991	7,622	Indirect Costs. 5% of projected Waste Services (Fund 401) Revenues is transferred into the General Fund
				0		0	
				0		0	
				0		0	
Subtotal	543,105			689,613	681,991	7,622	
overall change						7,622	
54988 Prv-Closure LT Care	558,909			299,000	684,000	(385,000)	At the end of each fiscal year, funds are transferred into an Escrow account per F.A.C. Section 62-701.630(5)(c) to be used in the future for closure of Perdido Landfill and to provide the means to fund long-term care requirements for Perdido LF and for closed landfill facilities in Escambia County.
				0		0	
Subtotal	558,909			299,000	684,000	(385,000)	
overall change						(385,000)	
31 59801 Reserves				597,731	1,030,495	(432,764)	Reserves budgeted here are placed as a contingency for unforeseen needs related to environmental compliance or operational needs including but not limited to: excessive equipment repairs, increased HHW volume, increased waste handling due to natural disaster.
				0		0	
				0		0	
Subtotal	-			597,731	1,030,495	(432,764)	
overall change						(432,764)	
Page Totals				1,287,344	1,712,486	(810,142)	

FUND: Solid Waste Fund  
 FUNCTION: Other Uses  
 ACTIVITY: Interfund Transfer

DEPARTMENT: Waste Services  
 DIVISION: Waste Services  
 COST CENTER: Transfers

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	350,566	353,201	158,148	381,297	
59801	Reserves	0	0	0	0	
	NON-OPERATING COSTS	350,566	353,201	158,148	381,297	
	TOTAL BUDGET	\$ 350,566	\$ 353,201	\$ 158,148	\$ 381,297	0
RESOURCES						
	Solid Waste Fund Revenues	\$ 350,566	\$ 353,201	\$ 158,148	\$ 381,297	0
	TOTAL REVENUES	\$ 350,566	\$ 353,201	\$ 158,148	\$ 381,297	0

Transfer to F175  
 for 5 RCO crew  
 labor positions; 2  
 illegal dumping  
 clean-up crews; 3  
 crews for  
 Ops/Recycling  
 work

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230303

Solid Waste Transfers

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
30 59101 Transfers	350,566			389,382	353,201	36,181	Transfer to Fund 175 for salaries of (5) Road Corrections Officers. (3) ea. RCOs to perform, PLF/PTS routine site litter control, site maintenance, gas collection control system maintenance, e-waste processing, scrap metal processing, Beulah/Kingsfield Rd litter/illegal dump removal, fleet maintenance support, Regional Round Up support, Neighborhood Clean sweep support, Recycling Drop Off Center maintenance. (2) ea. RCOs to provide labor as directed by Code Enforcement for beautification of public property by addressing illegal dumps, litter and debris removal.
				0		0	
				0		0	
Subtotal	350,566			389,382	353,201	36,181	
						overall change	36,181
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
						overall change	0
Page Totals		350,566		389,382	353,201	36,181	

FUND: Solid Waste Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Garbage/Solid Waste Ctl

DEPARTMENT: Waste Services  
 DIVISION: Waste Services  
 COST CENTER: Closed Landfills

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	40,000	2,800	40,500	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	52,100	10,203	56,520	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	2,000	205	576	0
54401	Rentals & Leases	0	5,000	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	51,100	0	5,000	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	800	0	500	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	5,000	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	156,000	13,208	103,096	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 156,000	\$ 13,208	\$ 103,096	\$ 0
RESOURCES						
	Solid Waste Fund Revenues	\$ 0	\$ 156,000	\$ 13,208	\$ 103,096	\$ 0
	TOTAL REVENUES	\$ 0	\$ 156,000	\$ 13,208	\$ 103,096	\$ 0

Consulting services  
for DEP

mowing, fertilize and  
trim monitoring wells;  
groundwater sampling;  
analytical reporting

Landfill gas vents

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230309

Closed Landfills

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional	0			0	40,000	(40,000)	
Services		1	20,000	20,000		20,000	Consulting services to maintain long-term care per 62-701. Professional services for DEP reporting associated with Beulah landfill.
		1	17,500	17,500		17,500	Consulting services for Groundwater technical review and reporting to DEP for Klondike Landfill (Includes Technical Report)
		1	3,000	3,000		3,000	Consulting services for Groundwater technical review and reporting to DEP for Beulah Landfill
				0		0	
Subtotal	-			40,500	40,000	500	
						overall change 500	
3 53401 Other Contractual	0			0	52,100	(52,100)	
Services		19,000	1	19,000		19,000	Beulah Landfill - Water Quality Monitoring sampling services per 62-701 FAC
		11,000	1	11,000		11,000	Klondike Landfill - Water Quality Monitoring sampling services per 62-701 FAC
		9,000	1	9,000		9,000	Water Quality Analytical Testing - Laboratory Costs per 62-701 FAC Beulah
		9,000	1	9,000		9,000	Water Quality Analytical Testing - Laboratory Costs per 62-701 FAC Klondike
		2,050	3	6,150		6,150	Mowing and trimming at Beulah LF 3x per year
		480	2	960		960	Mowing and trimming at Camp V LF 2x per year
		470	3	1,410		1,410	Mowing and trimming at Klondike LF 3x per year
Subtotal	-			56,520	52,100	4,420	
						overall change 4,420	
7 54301 Utility Services	0	48	12	576	2,000	(1,424)	Gulf Power Electric -Beulah LF
				0		0	
				0		0	
				0		0	
Subtotal	-			576	2,000	(1,424)	
						overall change (1,424)	
8 54401 Rentals & Leases				0	5,000	(5,000)	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	5,000	(5,000)	
						overall change (5,000)	
10 54601 Repair & Maintenance	0	100	50	5,000	51,100	(51,100)	50 linear feet at \$100/ linear foot of landfill gas passive vents for Beulah Landfill
				0		0	
				0		0	
Subtotal	-			5,000	51,100	(46,100)	
						overall change (46,100)	
13 54901 Other Current Chrgs & Obligs	0			500	800	(300)	Permit Application Fees
				0		0	
				0		0	
				0		0	
Subtotal	-			500	800	(300)	
						overall change (300)	
17 55301 Road Materials & Supplies				0	5,000	(5,000)	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	5,000	(5,000)	
						overall change (5,000)	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
						overall change 0	
Page Totals	0			103,096	156,000	(52,904)	



FUND: Solid Waste Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Garbage/Solid Waste Ctl

DEPARTMENT: Waste Services  
 DIVISION: Waste Services  
 COST CENTER: Transfer Station

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	140,348	201,087	76,566	323,423	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	47,016	50,000	20,796	55,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	13,722	19,207	7,045	28,953	0
52201	Retirement Contributions	13,788	18,881	7,322	29,971	0
52301	Life & Health Insurance	35,619	54,000	24,661	85,500	0
52401	Workers' Compensation	14,247	19,004	8,206	35,502	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	264,741	362,179	144,596	558,349	0
53101	Professional Services	11,573	35,000	4,195	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	185,018	170,300	36,913	128,288	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	9,377	2,960	3,603	8,616	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	73,349	25,200	5,672	42,360	0
54401	Rentals & Leases	2,587	3,500	898	8,748	0
54501	Insurance	36,962	36,634	36,634	51,589	0
54601	Repair & Maintenance Services	211,483	175,000	119,352	649,698	0
54701	Printing & Binding	465	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	400	500	1,400	400	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	64	1,500	0	300	0
55201	Operating Supplies	97,773	135,000	58,191	275,411	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	500	0
55501	Training & Registrations	0	1,000	250	1,000	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	629,050	586,594	267,108	1,166,910	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	230,000	0	611,700	0
56499	Equip YE Reclass	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	230,000	0	611,700	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 893,791	\$ 1,178,773	\$ 411,704	\$ 2,336,959	\$ 0
RESOURCES						
	Solid Waste Fund Revenues	\$ 893,791	\$ 1,178,773	\$ 411,704	\$ 2,336,959	\$ 0
	TOTAL REVENUES	\$ 893,791	\$ 1,178,773	\$ 411,704	\$ 2,336,959	\$ 0

Two positions moved from Recycling to T-fer Station; One position anticipates retiring in FY 17/18

Custodial, temp labor, pest control, hauling assistance, demolishments

portable toilets; uniforms; equip

equip and scale repair; facility R&M

safety supplies; fuel, software/hardware, & other misc items

\$600K tractor trailers (3)  
 \$2k Security cameras (2)  
 \$9.7k Onboard scale attachment (1)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

**FUND/COST CENTER**

401 / 230307

Transfer Station

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	11,573			0	35,000	(35,000)	
				0	0	0	
				0	0	0	
				0	0	0	
Subtotal	11,573			-	35,000	(35,000)	
overall change							(35,000)
3 53401 Other Contractual Services	185,018			0	170,300	(170,300)	
				0	0	0	
		45	14	630	630		Custodial Servs at scale house.
		19	2,080	38,958	38,958		Temporary Labor E.O. III with 3% increase
		28	250	7,000	7,000		Temp Labor E.O. III OT with 3% increase
		10	15	150	150		Pest Control for scale house.
		25	12	300	300		Additional rodent control for facility
		125	400	50,000	50,000		Contingency contractor for MSW hauling assistance.
		25	10	250	250		Needed for lab analysis on leachate and MSW samples per ECUA/WWTP
		200	25	5,000	5,000		Yard maintenance for PTS grounds.
		500	12	6,000	6,000		Security patrol for PTS.
		10	2,000	20,000	20,000		Demolition of old Admin Building at Palafox Transfer Station @ estimate \$10/sq ft
Subtotal	185,018			128,288	170,300	(42,012)	
overall change							(42,012)
5 54101 Communications	9,377			0	2,960	(2,960)	
		530	12	6,360	6,360		Ethernet service for scale house
		432	3	1,296	1,296		Basic cell phone service for 3 staff.
		80	12	960	960		Landline service + 3%
				0	0		
Subtotal	9,377			8,616	2,960	5,656	
overall change							5,656
54301 Utility Services	73,349			0	25,200	(25,200)	
		30	12	360	360		Natural Gas service for generator.
		1,250	24	30,000	30,000		Industrial sanitary sewer fees for leachate disposal per F.A.C. 62-701
		1,000	12	12,000	12,000		Power and street lamps + 5% increase
Subtotal	73,349			42,360	25,200	17,160	
overall change							17,160
54401 Rentals & Leases	2,587			0	3,500	(3,500)	
				0	0	0	
		155	12	1,860	1,860		Portable Toilet service at PTS + 3%.
		15	52	780			Uniform service for 9 staff = 3%
		9	12	108			Water and cooler service + 3%
				6,000			Specialized equipment, i.e., skid steer, manlift, crane truck as needed for facility repairs or operations
				0	0		
Subtotal	2,587			8,748	3,500	(1,640)	
overall change							5,248
54501 Insurance	36,962			51,589	36,634	14,955	Per Risk Management. Increase due to additional equipment assigned to Cost Center
				0	0	0	
Subtotal	36,962			51,589	36,634	14,955	
overall change							14,955
54601 Repair & Maintenance	211,483			0	175,000	(175,000)	
				0	0	0	
				350,000	350,000		Estimate to resurface tipping floor at Palafox Transfer Station
				3,000	3,000		
				2,000	2,000		Brake chambers, mud flaps, A/C air dryers.
				1,000	1,000		Steel for R&M on PTS buildings and equipment.
				35,000	35,000		Tire repair and replacement for PTS OTR equipment.
				20,000	20,000		Welding repair on trailer rails, walls and tarp system.
				2,500	2,500		Parts for roller assemblies, bushings and rings.
				4,000	4,000		Hydraulic parts for pumps and cylinders.
		10,000	8	80,000	80,000		Replacement hard tires for 966M Frontend Loaders.
		2,222	9	19,998	19,998		Replacement rubber cutting edges for Loader bucket.
				2,000	2,000		Replacement hydraulic hoses and fittings.
				50,000	50,000		Transfer trailer and walking floor repairs.
				40,000	40,000		R&M parts and labor for 5 CAT Tractors/2 Loaders.
				2,000	2,000		Tire repair and replacement for PTS light trucks.
				1,000	1,000		Parts and labor - Escambia Fleet Maintenance
				2,000	2,000		R&M parts and supplies for PTS equipment.
		200	12	2,400	2,400		Fire and security alarm monitoring.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

**FUND/COST CENTER**

401 / 230307

Transfer Station

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
17		390	4	1,560		1,560	Quarterly maint./calibration of Inbound and Outbound scales per PD 14-15.092
				18,440		18,440	R&M of PTS scales per PD 14-15.092
				2,000		2,000	R&M for electrical systems and projects at PTS.
				3,000		3,000	R&M and inspections of PTS fire suppression system.
		125	4	500		500	Maintenance for scale house scale software.
		700	4	2,800		2,800	Quarterly maint. on grit chamber and lift station tank.
				3,000		3,000	R&M on PTS fuel tank.
				1,000		1,000	Mud flaps, speed sensors, wiring assemblies.
				500		500	Visa
	Subtotal	211,483		649,698	175,000	474,698	
overall change						474,698	
18	54701 Printing & Binding	465		0		0	
				0		0	
	Subtotal	465		500		500	Printing trip tickets/invoices
overall change						0	
20	54901 Other Current Chrgs & Oblig	400		0	500	(500)	
	FL DOA			0		0	
				400		400	Annual FL DOA Scale Permit/Certificate
	Subtotal	400		0		0	
overall change						(100)	
21	55101 Office Supplies	64		300	1,500	(1,200)	Pens, staples, paper, binder clips, folders for scale house and ink for printer
						0	
	Subtotal	64		0		0	
overall change						(1,200)	
24	55201 Operating Supplies	97,773		0	135,000	(135,000)	
				0		0	
			3	85,000	255,000	255,000	Fuel for PTS equipment loading and transferring MSW.
				100		100	Small Engine repairs
		334	12	4,008	4,008		For purchase of bulk oil, DEF, grease and hydraulic oil.
				1,500		1,500	Aluminum cleaner, grease guns, gauges.
				200		200	Misc. Motorola radio supplies.
				2,500		2,500	Traffic signs, gloves, boots, gloves, first aid kits.
				1,750		1,750	Tools, Paper Towels, Brooms, Shovels, batteries, locks, hardware etc.
				1,000		1,000	Rubber hoses, gaskets, valves for use at facility
		50	4	200		200	Replacement cell phone equipment, parts
				1,500		1,500	Software updates, key blanks for CAT Equipment
		250	1	250		250	New/Replacement signage for PTS
		20	12	240		240	Potable water and supplies.
		135	8	1,080		1,080	Puncture resistant Safety boots for PTS staff per EC Safety Policy 110.
		13	14	182		182	One set each HiVis Work Gloves and HiVis Driving Gloves
		125	7	875		875	PPE-High vis vests, dust masks, safety glasses, raingear, Gatorade, flying insect spray, per Safety Policy 110.
		25	6	150		150	First Aid Kits for facility and vehicles
		15	2	30		30	Nitrile Gloves - Hand Protection
		35	2	70		70	2 Hard Hats and 2 Hard Hat suspensions
		100	2	200		200	Rubber Boots-Puncture resistant Steel Toed-foot protection
		10	180	1,876		1,876	Uniform T-Shirts for PTS staff - 10 short sleeve and 8 long sleeve per employee at average \$10/each
		25	10	250		250	Decals for equipment.
27				250		250	Multiple purchase of small operating supplies.
				700		700	Misc. Visa charges.
		120	5	600		600	New tags for OTR equipment.
		900	1	900		900	Replacement computer for scalehouse at PTS
28	Subtotal	97,773		0		0	
				275,411	135,000	140,411	
	overall change						140,411
29	55401 Books, Pubs & Subs.			0		0	
				0		0	
				500		500	
	Subtotal	-		0		0	
overall change						500	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

**FUND/COST CENTER**

401 / 230307

Transfer Station

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
30 55501 Training & Registrations				0	1,000	(1,000)	
Training				0		0	
				1,000		1,000	TREEO training per FAC 62.701.320(15)(a)
				0		0	
Subtotal	-			1,000	1,000	0	
overall change						0	
56401 Machinery & Equipment	0	200,000	3	600,000	230,000	370,000	3 new Tractor Trailers to replace old equipment
		1,000	2	2,000		2,000	2 new security cameras for safety and review
		8,800	1	9,700		9,700	1 new onboard scale attachment for PN 59091 Loader
				0		0	
Subtotal	-			611,700	230,000	381,700	
overall change						381,700	
59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals		629,050		1,780,110	816,594	956,628	

FUND: Solid Waste Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Garbage/Solid Waste Ctl

DEPARTMENT: Waste Services  
 DIVISION: Waste Services  
 COST CENTER: Landfill Gas to Energy

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	5,000	0	5,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	64,305	65,000	26,679	72,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	300	0	50	0
54301	Utility Services	10,492	14,000	3,552	14,000	0
54401	Rentals & Leases	1,029	3,000	53	175	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	60,770	102,100	8,981	49,261	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	1,000	250	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	91	8,000	14	5,800	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	136,687	198,400	39,529	146,286	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	10,000	0	20,000	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	10,000	0	20,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 136,687	\$ 208,400	\$ 39,529	\$ 166,286	0
RESOURCES						
	Solid Waste Fund Revenues	\$ 136,687	\$ 208,400	\$ 39,529	\$ 166,286	0
	TOTAL REVENUES	\$ 136,687	\$ 208,400	\$ 39,529	\$ 166,286	0

Gas control and collection system

Wellfield monitoring

Air compressor contract, misc repair parts for the gas to energy facility

tools, valves, guages, nitrogen

Pipe inspection camera \$10k  
Butt fusion machine \$10k

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230308

Landfill to Gas

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services				0	5,000	(5,000)	Gas Control and Collection System (GCCS) services as needed per NSPS/ Title V
		5,000	1	5,000		5,000	
				0		0	
				0		0	
Subtotal	-			5,000	5,000	0	
overall change							0
3 53401 Other Contractual Services	64,305			0	65,000	(65,000)	Wellfield monitoring as per NSPS/ Title V. See LFG Contract
		65,000	1	65,000		65,000	Additional monitoring resulting from GCCS Expansion
		7,000	1	7,000		7,000	
				0		0	
Subtotal	64,305			72,000	65,000	7,000	
overall change							7,000
6 54201 Postage & Freight				0	300	(300)	Freight for GCCS small instruments mailed back to manufacturer for calibration
		50	1	50		50	
				0		0	
				0		0	
Subtotal	-			50	300	(250)	
overall change							(250)
7 54301 Utility Services	10,492			0	14,000	(14,000)	Gulf Power - electricity for methane gas flare
		14,000	1	14,000		14,000	
				0		0	
				0		0	
Subtotal	10,492			14,000	14,000	0	
overall change							0
8 54401 Rentals & Leases	1,029			0	3,000	(3,000)	Gas Cylinder rentals - nitrogen for modulating valves at flare station
		175	1	175		175	
				0		0	
				0		0	
Subtotal	1,029			175	3,000	(2,825)	
overall change							(2,825)
10 54601 Repair & Maintenance	60,770			0	102,100	(102,100)	Maintenance Contract for GCCS Air Compressor
		3,500	1	3,500		3,500	Listed below: Multiple purchase of pipe & fittings, well heads and parts for repair and maintenance of Gas Control & Collection System
		1.75	1,000	1,750		1,750	2" HDPE
		2.37	1,000	2,370		2,370	3" HDPE
		4.00	1,000	4,000		4,000	4" HDPE
		6.23	1,000	6,230		6,230	6" HDPE
		8.94	500	4,470		4,470	8" HDPE
		9.48	10	95		95	2" EF Coupling
		21.06	10	211		211	3" EF Coupling
		33.53	10	335		335	4" EF Coupling
		68.27	10	683		683	6" EF Coupling
		93.52	10	935		935	8" EF Coupling
		64.53	5	323		323	4" Transition Fitting
		104.72	5	524		524	6" Transition Fitting
		145.10	5	726		726	8" Transition Fitting
		5.32	5	27		27	2" Cap
		7.58	5	38		38	2" 90 Elbow
		8.30	5	42		42	2" Tee
		7.35	5	37		37	2" 45 Elbow
		6.57	5	33		33	3" Cap
		18.29	5	91		91	3" 90 Elbow
		18.74	5	94		94	3" Tee
		68.22	5	341		341	3" 22.5 Elbow
		9.99	5	50		50	3" 45 Elbow
		8.96	5	45		45	4" Cap
		13.70	5	69		69	4" 90 Elbow
		50.18	5	251		251	4" Tee
		38.63	5	193		193	4" 22.5 Elbow
		13.92	5	70		70	4" 45 Elbow
		22.20	5	111		111	6" Cap
		35.50	5	178		178	6" 90 Elbow
		46.01	5	230		230	6" Tee
		69.92	5	350		350	6" 22.5 Elbow
		29.67	5	148		148	6" 45 Elbow

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230308

Landfill to Gas

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		392.00	10	3,920		3,920	QED LFG Wellhead
		26.00	10	260		260	QED Orifice Plate Sets
		535.00	10	5,350		5,350	QED Flex Hose Bundle
		18.50	10	185		185	QED Banding Kit for Flex Hose
		1,000	1	1,000		1,000	PVC Pipe and couplings
		2,000	1	2,000		2,000	Electrical Repairs
		5,000	1	5,000		5,000	Replace leaking actuator valve at flare per NSPS/ Title V
		1,000	3	3,000		3,000	LFG Technologies - Non-Routine maintenance of well field outside the scope of contract
				0		0	
Subtotal	60,770			49,261	102,100	(52,839)	
						overall change	(52,839)
13 54901 Other Current Chrgs & Obligs				0	1,000	(1,000)	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	1,000	(1,000)	
						overall change	(1,000)
16 55201 Operating Supplies	91			0	8,000	(8,000)	
		1,600	1	1,600		1,600	Purchase of gauges,valves and small instruments
		2,000	1	2,000		2,000	Purchase small tools, cable ties,cleaners,clamps,flags
		1,200	1	1,200		1,200	Rubber gaskets, hoses, fittings
		1,000	1	1,000		1,000	Purchase of Nitrogen for air cylinders - modulating valves at flare station
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	91			5,800	8,000	(2,200)	
						overall change	(2,200)
25 56401 Machinery & Equipment				0	10,000	(10,000)	
		10,000	1	10,000		10,000	Pipe Inspection Camera, Monitor and Recorder per NSPS/ Title V
		10,000	1	10,000		10,000	Butt Fusion Machine, 2-6", NSPS/ Title V for HDPE gas collection system pipe
				0		0	
				0		0	
				0		0	
Subtotal	-			20,000	10,000	10,000	
						overall change	10,000
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
						overall change	0
Page Totals	136,687			166,286	208,400	(42,114)	

FUND: Solid Waste Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Garbage/Solid Waste Ctl

DEPARTMENT: Waste Services  
 DIVISION: Waste Services  
 COST CENTER: Sauflay Landfill

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	1,450	2,000	725	2,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	2,684	5,000	0	3,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	1,000	0	0	0
54401	Rentals & Leases	0	1,000	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	3,196	1,100	0	5,000	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	7,330	10,100	725	10,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56399	IOB YE Reclass	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 7,330	\$ 10,100	\$ 725	\$ 10,000	\$ 0
RESOURCES						
	Solid Waste Fund Revenues	\$ 7,330	\$ 10,100	\$ 725	\$ 10,000	\$ 0
	TOTAL REVENUES	\$ 7,330	\$ 10,100	\$ 725	\$ 10,000	\$ 0

DEP consulting services

groundwater sampling

Repairs & erosion control



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

401 / 230316

Saufley Landfill

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	1,450	2,000	1	2,000	2,000	0	Consulting services for Groundwater technical review and reporting to DEP for Saufley Landfill
				0		0	
				0		0	
				0		0	
Subtotal	1,450			2,000	2,000	0	
overall change							0
3 53401 Other Contractual Services	2,685	1,000	2	2,000	5,000	(3,000)	Water Quality Analytical Testing - Laboratory Costs per 62-701 FAC Saufley
		500	2	1,000		1,000	Water Quality Sampling costs per 62-701 FAC Saufley
				0		0	
				0		0	
Subtotal	2,685			3,000	5,000	(2,000)	
overall change							(2,000)
7 54301 Utility Services				0	1,000	(1,000)	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	1,000	(1,000)	
overall change							(1,000)
8 54401 Rentals & Leases				0	1,000	(1,000)	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	1,000	(1,000)	
overall change							(1,000)
10 54601 Repair & Maintenance	3,196	5,000	1	5,000	1,100	3,900	Minor repairs/erosion control for facility
				0		0	
				0		0	
				0		0	
Subtotal	3,196			5,000	1,100	3,900	
overall change							3,900
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change							0
Page Totals							7,330
				10,000	10,100	(100)	

## Position Justification - Waste Services Department

## SOLID WASTE DEPARTMENT

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
401	230301	Waste Svcs - Admin	0	Accountant		Deleted from this cost center
401	230301		1	Accounting Manager	40%	Manages/monitors budget prep, financial statements, amendments, cost tracking, financial assurance per FDEP, oversees payroll per COC/BCC policy. This cost center pays 40% of this position's salary
401	230301		1	Accounting Technician		Performs A/R review of up to 355 invoices/day involving up to 140 customer accounts. Processes avg. 146 A/P invoices and (10) VISA card activity per/month per COC/BCC standards. Temp labor payroll.
401	230301		1	Accounting Technician	60%	Performs payroll function for 46 staff in accordance with COC/BCC policy. This cost center pays 60% of this position's salary
401	230301		1	Administrative Supervisor		Supervises (7) staff, oversees admin office, A/R&A/P functions per COC/BCC policy. Provides data for multiple reporting per 62-701. Oversees transactions processing at (3) weigh stations
401	230301		1	Dept Director I		Oversees daily BCC integrated waste management program of 269k tons of msw, long range planning, capital funding, permit compliance per FAC 62-701, Oversees BCC- Waste ordinances, Total staff of 46 employees and an Adopted Budget of \$19,548,533.
401	230301		1	Director's Aide		Performs admin duties i.e. Recommendations, BCC correspondence, permitting/reporting scheduling, project research, data collection, HR liaison, legal liaison, IT liaison, EOC support
401	230301		1	Fleet Maintenance Supervisor		Manages resources and performs labor to repair, maintain, manage, procure and budget for approx. 119 pieces of light, medium and heavy waste handling equipment
401	230301		1	Safety Technician		Conducts safety compliance inspections, accident investigations, recommends guidance, conducts safety meetings, oversees fire safety, security, IT liaison for PLF and PTS
401	230301		1	Sr Office Support Assist		Performs record management per St. of FL. Customer service, coordinates work orders, receives deliveries, direct vendors, performs QA/QC of A/R invoice processing, admin support for all Divisions
			9			
401	230304	Environmental Quality	1	Eng & Envir Quality Mgr		Maintains env. compliance per FDEP permits/reporting, LF expansions, designs fill sequencing /site drainage plans, oversees SW, VVW, GCCS, cover systems, site infrastructure, reviews DRC pre-apps
401	230304		1	Engineering Program Manager		Performs project management, completes/reviews fdep/BCC permitting, generates sow for pro.svs. contracting, performs contract/project QA/QC, performs field inspections of fill plans and site maint.
401	230304		1	Environmental Analyst		Provides QA/QC of GW, GHG, NPDES monitoring/reporting per FAC 62-701. Oversees daily ops/maint of (1) flare, (7) wastewater lift stations, (62) ea. MW/BP's, RAP oversight per FDEP
401	230304		1	Environmental Tech		Performs daily activity of monitoring, repair/maintenance associated with GCCS system of 103 extraction wells/piping, wellheads in accordance with FAC 62-701 and GP contract terms/conditions
			4			
401	230306	RECYCLING	2	Environmental Tech		Performs site set up for collection, separation, bulking, labeling and transport prep per FDOT of (5) annual HHW events and (16) "Clean Sweeps" per BCC direction
401	230306		1	Recycling Oper Mgr.		Manages all resources/expenditures for day to day ops/maint. of PTS, HHW program, 11 ea. Drop Off sites, special waste (tires, sharps, cylinders), SQG program, DDMP, Rec. reporting/tracking per FDEP
			3			
401	230307	Palafox Transfer Station	1	Accounting Assistant		Processes up to (91) inbound/outbound customer transactions/day to assess charges and code materials accordingly for the utilization of PTS.
401	230307		7	Equipment Operator III		Operates (1) loader and transfer fleet of (6) semis to load, transfer, unload up to 685 tons/day of commercial waste from PTS to PLF for disposal
401	230307		1	Equipment Operator IV		Coordinates labor and operates, maintains, repairs up to 15 pieces of heavy waste handling equipment to transfer commercial waste from PTS to PLF for disposal.
			9			
401	230314	WS Operations	4	Accounting Assistant		Processes up to (371) inbound/outbound customer transactions/day to assess charges and material coding of up to (25) items utilizing (3) ea truck scales. Performs waste screening.
401	230314		1	Administrative Supervisor		Supvr. (5) staff, oversees (5) truck scales, (3) weigh stations, (35) ea. staff training per 62-701, admin support/contract mgmt., costs tracking, procurement of goods/services, SW permitting, FA, relief AA
401	230314		3	Equipment Operator II		Performs MOT, waste screening, dust control, special waste and material handling related to Class-I landfill operations per FAC 62-701
401	230314		5	Equipment Operator III		Performs light, medium and heavy equipment operation and maintenance for waste handling, vegetation processing, cover soil installation and site maintenance per FAC 62-701
401	230314		4	Equipment Operator IV		Oversees subordinates and operates heavy equipment to perform waste handling, cover system installation/maintenance and site drainage in accordance with 62-701
401	230314		1	Field Supervisor		"Working" supervisor to coordinate resources to maintain landfill site stormwater systems, cover systems, borrow pit excavation plans, provides E/O training, acts as relief Ops Supervisor
401	230314		1	Landfill Ops Supervisor		Manages resources for daily compliance per FAC 62-701 for C-I landfill receiving up to 1800 tpd of msw. Oversees vegetation processing, fill sequence plans (3) CCC's, litter control, haul roads, drainage
401	230314		2	Landfill Service Worker		Ops/maintains equipment for (2) CCC's, performs waste screening, processes scrap metal, directs customers, transfers waste to C-I landfill, monitors/maintains citizen hhw collection
			21			

Employee Totals:

46

FUND: General Fund  
 FUNCTION: General Government  
 ACTIVITY: Other General Government Services

DEPARTMENT: Natural Resources Management  
 DIVISION: Natural Resources Management Administration  
 COST CENTER: Natural Resources Management Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	247,042	179,092	85,890	180,187	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	253	0	0	0	0
51501	Special pay	4,452	4,800	2,400	4,800	0
52101	FICA Taxes	15,596	14,067	6,374	14,151	0
52201	Retirement Contributions	34,922	28,761	13,309	30,150	0
52301	Life & Health Insurance	28,096	23,400	13,253	24,700	0
52401	Workers' Compensation	482	466	201	553	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	330,843	250,586	121,427	254,541	0
53101	Professional Services	26,997	3,700	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,736	3,000	3,997	6,447	0
54101	Communications	1,158	2,500	538	1,131	0
54201	Postage & Freight	49	250	9	74	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	163	0	510	1,224	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	4,551	2,000	1,064	1,250	0
54701	Printing & Binding	63	500	0	240	0
54801	Promotional Activities	0	500	0	0	0
54901	Other Current Charges & Obligations	0	0	639	639	0
54931	Host Ordinance Items	177	0	286	386	0
55101	Office Supplies	1,589	1,200	567	1,475	0
55201	Operating Supplies	4,980	2,500	783	1,942	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	5,730	5,000	4,618	5,645	0
55501	Training & Registrations	478	800	125	1,494	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	48,672	21,950	13,136	21,947	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 379,514	\$ 272,536	\$ 134,564	\$ 276,488	0
RESOURCES						
	General Fund Revenues	\$ 379,514	\$ 272,536	\$ 134,564	\$ 276,488	0
	TOTAL REVENUES	\$ 379,514	\$ 272,536	\$ 134,564	\$ 276,488	0

CPE; Grants;  
Legislative; BP

Vehicle  
maintenance  
and repairs

Annual Mackey Island  
Lease from FDEP for  
dredging

Fuel; Sunpass for  
6 vehicles; copier  
overage charges

FLERA; FSBPA;  
American Shore and  
Beach Preservation;  
Beach Water  
Membership (County's  
portion shared 50/50  
with SRIA)

Conferences: FSA;  
FSBPA; FAEP; FAC;  
National Habitat  
Conservation Plan  
Coalition

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/220100

Natural Resources Management Admin

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	26,997			0	3,700	(3,700)	
				0		0	
Subtotal	26,997			-	3,700	(3,700)	
overall change							(3,700)
4 54001 Travel & Per Diem	2,737	64	2	128	3,000	(2,872)	Travel expense for 2 employees to attend the Gulf Consortium Meeting / RESTORE Coordinator Meeting in Fort Walton Beach, FL - or similar location. (Meals/Per Diem \$64 @ 1 day)
		59	6	354		354	Travel expense for 2 employees to attend the Gulf Consortium Meeting / RESTORE Coordinator Meeting in West Palm Beach, FL - or similar location. (Meals/Per Diem \$59 @ 3 day)
		167	4	668		668	Lodging @ \$167/night (2 nights) - Gulf Consortium/RESTORE Trip
		3	47	125		125	Fuel for Gulf Consortium/RESTORE Trip estimated need for 47 gallons of fuel
		59	9	531		531	Travel expense for 3 employees to attend the Gulf Consortium Meeting / RESTORE Coordinator Meeting in Orlando, FL - or similar location. (Meals/Per Diem \$59 @ 3 day)
		137	6	822		822	Lodging @ \$137/night (2 nights) - Gulf Consortium/RESTORE Trip
		3	35	93		93	Fuel for Gulf Consortium/RESTORE Trip estimated need for 35 gallons of fuel
		59	6	354		354	Travel expense for 2 employees to attend the Gulf Consortium Meeting / RESTORE Coordinator Meeting in Sarasota, FL - or similar location. (Meals/Per Diem \$59 @ 3 day)
		130	4	520		520	Lodging @ \$130/night (2 nights) - Gulf Consortium/RESTORE Trip
		3	38	101		101	Fuel for Gulf Consortium/RESTORE Trip estimated need for 38 gallons of fuel
		51	1	51		51	Travel expense for 1 employee to attend National Habitat Conservation Plan Coalition Annual Meeting - Shepherdstown, WV - or similar location. (Meals/Per Diem \$51 @ 1 day)
		152	3	456		456	Lodging and meals @152/night (3 nights) - National Habitat Conservation Trip
		505	1	505		505	Flight for National Habitat Conservation Trip and back
		155	1	155		155	Rental Car for National Habitat Conservation Trip
		5	2	10		10	Toll Payment for Travel to and from National Habitat Conservation Trip
		3	6	16		16	Fuel for National Habitat Conservation Trip - estimated need for 6 gallons of fuel
		64	3	192		192	Travel expense for 1 employee to attend Florida Shore & Beach Preservation Association Conference - Miami, FL - or similar location. (Meals/Per Diem \$64 @ 1 day)
		125	3	375		375	Lodging @125/night (3 nights) - Florida Shore & Beach Preservation Association Conference
		350	1	350		350	Flight for Florida Shore & Beach Preservation Association Conference and back
		190	1	190		190	Rental Car for Florida Shore & Beach Preservation Association Conference
		3	10	27		27	Fuel for Florida Shore & Beach Preservation Association Conference - estimated need for 10 gallons of fuel
		59	1	59		59	Travel for 1 employee to go to Florida Stormwater Association Conference - Orlando, FL - or similar location. (Meals/Per Diem \$59 @ 1 day)
		137	2	274		274	Lodging @ \$137/night (2 nights) - FSA Conference
		3	35	93		93	Fuel for FSA Conference Trip estimated need for 35 gallons of fuel
Subtotal	2,737			6,447	3,000	3,447	
overall change							3,447
5 54101 Communications	1,158	600	1	600	2,500	(1,900)	Cell Phone Service for 1 employee to take/receive calls from Department Director and Division Managers and monitor emails @ \$49.66/mo
		50	1	50		50	Replace equipment cover/charger
		481	1	481		481	iPad Service for 1 employee to work on while attending meetings through out the County @ 40.01/mo
Subtotal	1,158			1,131	2,500	(1,369)	
overall change							(1,369)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/220100

Natural Resources Management Admin

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
6 54201 Postage &	49	50	1	50	250	(200)	Stamps for various mailings
Freight		8	3	24		24	Postage for mailing larger packages - grant agreements/documents
Subtotal	49			74	250	(176)	
overall change							(176)
8 54401 Rentals & Leases	163	102	12	1,224		1,224	Copier Lease - RJ Young - Ricoh Model MPC4504 - lease agreement at \$102/month - agreement includes toner, staples, and basic repairs
Subtotal	163			1,224	-	1,224	
overall change							1,224
10 54601 Repair & Maintenance	4,551	950	1	1,250	2,000	(750)	PM and Repairs to County Vehicle - Escambia County Fleet Maintenance
Subtotal	4,551			1,250	2,000	(750)	
overall change							(750)
11 54701 Printing & Binding	63	120	2	240	500	(260)	Business Cards for 2 Employees
Subtotal	63			240	500	(260)	
overall change							(260)
12 54801 Promotional Activities				0	500	(500)	
Subtotal	-			-	500	(500)	
overall change							(500)
13 54901 Other Current Chrgs & Obligs		639	1	639		639	Annual Mackey Island Lease from FDEP - for dredging.
Subtotal	-			639	-	639	
overall change							639
14 54931 Host Ordinance	177	125	1	120		120	Employee Appreciation Luncheon-paper goods and supplies to supplement Employee Morale funding
		50	4	200		200	All-Employee Quarterly meeting for NRM Department - snacks and drinks for 45 employees
		33	2	66		66	Intern Symposium
Subtotal	177			386	-	386	
overall change							386
15 55101 Office Supplies	1,589	1,475	1	1,475	1,200	275	Pens, pencils, copier paper, envelopes, mailing labels, paper clips, staples, tape, mailing tape, legal pads, post it notes, sign here labels, folders, binders, calendars, clasp envelopes - 2 year avg
Subtotal	1,589			1,475	1,200	275	
overall change							275
16 55201 Operating	4,980	3	100	300	2,500	(2,200)	Fuel Requirement for County Vehicle - 2yr avg was 94 gal.
Supplies		8	34	262		262	5gal bottles of Water for Water cooler 17 deliveries/yr avg is 2.25 bottles per delivery
		10	6	60		60	Sunpass 10.00/refill avg of 6 refills in a year for traveling across tolls with the County Vehicle
		110	12	1,320		1,320	Overage Charges Ricoh Model MPC4504 average overage charge \$110/month for the year. Largely due to printings for public records requests.
Subtotal	4,980			1,942	2,500	(558)	
overall change							(558)
18 55401 Books, Pubs &	5,730	3,000	1	3,000	5,000	(2,000)	Beach Watch Membership - County's portion-shared 50/50 with Santa Rosa Island Authority
Subs.		45	1	45		45	Annual Sam's Membership for purchase of various supplies for large meetings
		1,500	1	1,500		1,500	Annual FLERA Membership
		1,000	1	1,000		1,000	Annual FSBPA Membership
		100	1	100		100	Annual American Shore & Beach Preservation Membership
Subtotal	5,730			5,645	5,000	645	
overall change							645
19 55501 Training & Registrations	478	100	1	100	800	(700)	Registration for National Habitat Conservation Plan Coalition for 1 employee
		344	1	344		344	Registration for FSA Conference for 1 employee
		375	1	375		375	Registration for FSBPA Conference for 1 employee
		25	1	25		25	Registration for FAEP Symposium for 1 employee
		325	2	650		650	Registration for FAC Conference for 2 employees
Subtotal	478			1,494	800	694	
overall change							694
31 59801 Reserves				0		0	
Subtotal	-			-	-	0	
overall change							0

Page Totals 48,672  
Check 48,672

21,947 21,950 (3)  
21,947 21,950

FUND: Tourist Development Fund  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Parks and Recreation

DEPARTMENT: Natural Resources Management  
 DIVISION: Marine Recreation  
 COST CENTER: Marine Recreation

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	82,497	81,197	39,040	81,203	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	5,783	6,212	2,745	6,212	0
52201	Retirement Contributions	6,056	6,106	2,936	6,431	0
52301	Life & Health Insurance	15,273	9,000	8,493	9,500	0
52401	Workers' Compensation	1,944	2,045	883	2,456	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	111,553	104,560	54,097	105,802	0
53101	Professional Services	2,750	21,213	2,200	5,500	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	23,929	15,500	1,633	26,660	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	827	1,500	298	1,321	0
54101	Communications	1,168	1,800	507	1,270	0
54201	Postage & Freight	718	2,000	6	1,700	0
54301	Utility Services	172	0	0	0	0
54401	Rentals & Leases	3,759	0	1,871	3,744	0
54501	Insurance	1,799	1,883	1,394	1,360	0
54601	Repair & Maintenance Services	4,333	3,300	858	5,000	0
54701	Printing & Binding	0	849	0	0	0
54801	Promotional Activities	217	800	0	400	0
54901	Other Current Charges & Obligations	390	600	98	380	0
54931	Host Ordinance Items	237	0	0	100	0
55101	Office Supplies	858	450	321	900	0
55201	Operating Supplies	9,135	10,000	902	11,115	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	60	300	140	140	0
55501	Training & Registrations	75	400	110	660	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	50,427	60,595	10,338	60,250	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	14,000	0	0	0	0
56401	Machinery & Equipment	8,562	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	22,562	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 184,542	\$ 165,155	\$ 64,435	\$ 166,052	\$ 0
RESOURCES						
	Transfers Fund 108	\$ 184,542	\$ 165,155	\$ 64,435	\$ 166,052	\$ 0
	TOTAL REVENUES	\$ 184,542	\$ 165,155	\$ 64,435	\$ 166,052	\$ 0

Consulting services for  
 permitting of minor  
 projects and permit  
 renewals for artificial  
 reef sites and  
 waterway access

Charter boats;  
 Divemaster services;  
 PCB sampling; reef  
 monitoring

Mailing samples &  
 grant documentation

Marine Resources boat  
 storage for safety and  
 care

Supplies for  
 promotional events  
 and educational  
 outreach

Background checks for  
 volunteers & Interns;  
 annual boat  
 registration for County  
 boat; FICA savings

Boat supplies & dive  
 gear; safety gear;  
 fuel; PPE

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

108/220805

Marine Resources

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	2,750	3,500	3	10,500	21,213	(10,713)	Consulting services for permitting of minor projects and permit renewals for artificial reef sites and waterway access as required by Army Corps of Engineers
Subtotal	2,750			10,500	21,213	(10,713)	
overall change							(10,713)
3 53401 Other Contractual	23,929	400	20	8,000	15,500	(7,500)	Divemaster services for artificial reef monitoring as required by Army Corps of Engineers permits. 50 dives at 3 dive/day - approx 20 diving days for FY18 at \$300 per daily trip including divemaster and boat captain services
Services		3,300	1	3,300		3,300	Charter boat services for annual Oriskany sampling as required per EPA Permit to obtain fish samples for PCB testing
		12	1,280	15,360		15,360	Temporary Labor for part time Intern Coordinator position to manage projects and paperwork for 15-25 interns annually engaged in Marine Resources activities
Subtotal	23,929			26,660	15,500	11,160	
overall change							11,160
4 54001 Travel & Per Diem	827	21	7	147	1,500	(1,353)	Per diem for Attendance at regional meetings with State and Federal agencies to maintain subject matter expertise on Oil Spill Contingency planning, Fisheries, Artificial Reefs, Derelict Vessels and other Waterways Issues
		50	7	350		350	Fuel for travel to regional meetings
		125	4	500		500	Attend Lionfish Workshop & Artificial Reef Summit sponsored by University of FL and FL Sea Grant. Clearwater or similar location. Hotel \$125/night for 4 nights
		51	4	204		204	Per diem \$51/day for 4 days
		3	40	120		120	Fuel for County vehicle driven to Lionfish Workshop at \$3/gallon
Subtotal	827			1,321	1,500	(179)	
overall change							(179)
5 54101 Communications	1,168	1,020	1	1,020	1,800	(780)	Cell phone service for one employee at \$85/month on high usage plan to provide voice and email communications while in the field or attending meetings. Additional minutes on plan help avoid per-minute charges for overage on pooled minutes.
		250	1	250		250	For replacement phone equipment/cases as needed.
Subtotal	1,168			1,270	1,800	(530)	
overall change							(530)
6 54201 Postage & Freight	718	700	2	1,400	2,000	(600)	Shipment of Oriskany fish samples for lab analysis. Estimating 2 shipments at \$700 each.
		25	12	300		300	Postage for mailing Grant Applications and Correspondence to FWC, FDEP, Army Corp of Engineers and other agencies
Subtotal	718			1,700	2,000	(300)	
overall change							(300)
7 54301 Utility Services	172			0		0	
Subtotal	172			-	-	0	
overall change							0
8 54401 Rentals & Leases	3,759	312	12	3,744		3,744	Marine Resources boat storage for safety and care; provides efficiency in launching boat
				0		0	
Subtotal	3,759			3,744	-	3,744	
overall change							3,744
9 54501 Insurance	1,799			1,360	1,883	(523)	Per calculations from Risk Management for vehicle/boat
Subtotal	1,799			1,360	1,883	(523)	
overall change							(523)
10 54601 Repair & Maintenance	4,333	1,250	2	2,500	3,300	(800)	200-hour maintenance on Marine Resources boat. Anticipate 2 times in FY18 due to heavy usage of boat for (list here all the artificial reefs, etc.)
		1,200	1	1,200		1,200	Routine vehicle maintenance, tire replacements and repairs for County truck.
		1,300	1	1,300		1,300	Parts and labor for Repair and maintenance of dive equipment
Subtotal	4,333			5,000	3,300	1,700	
overall change							1,700
11 54701 Printing & Binding				0	849	(849)	
				0		0	
Subtotal	-			-	849	(849)	
overall change							(849)
12 54801 Promotional Activities	217	400	1	400	800	(400)	Supplies for promotional events and educational outreach
				0		0	
Subtotal	217			400	800	(400)	



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

108/220805

Marine Resources

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
overall change (400)							
13 54901 Other Current	390			0	600	(600)	
Chrgs & Obligs		3	25	75		75	Background checks for citizen volunteers and interns @ \$3 each
		75	4	300		300	BCC FICA savings - posted quarterly
		5	1	5		5	Annual boat registration for County boat
Subtotal	390			380	600	(220)	
overall change (220)							
14 54931 Host Ordinance	237	50	2	100		100	Refreshments for Intern Symposium Events
Subtotal	237			100	-	100	
overall change 100							
15 55101 Office Supplies	858	900	1	900	450	450	Printer Ink, pens, pencils, file folders, binders, highlighters. 2-yr avg. \$970
Subtotal	858			900	450	450	
overall change 450							
16 55201 Operating	9,135	3	500	1,500	10,000	(8,500)	Vehicle fuel for truck 325 gallons @ \$3.00 per gallon.
Supplies		200	20	4,000		4,000	Marine fuel for boat - estimated \$200/day for 20 diving trips to monitor artificial reefs
		100	20	2,000		2,000	Marine fuel for boat - estimated \$100/day for 20 trips to survey boating regulated zones, waterways access, derelict vessels and waterway signage
		550	1	550		550	Dive equipment supplies and filling tanks
		900	1	900		900	Boat supplies and equipment. Rope,gloves,bags,straps
		600	1	600		600	Water resistant field notebooks and paper refills; SD cards for recording artificial reef construction and monitoring, derelict vessels, waterway signs, outreach and education
		950	1	950		950	Dry ice, coolers, paper towels, sample bags, bottled water for Oriskany sampling event
		115	1	115		115	Safety Shoes for 1 Employee
		500	1	500		500	Purchase of uniform pants and shirts and monogramming
Subtotal	9,135			11,115	10,000	1,115	
overall change 1,115							
18 55401 Books, Pubs & Subs.	60	60	1	60	300	(240)	Maritime Consortium membership
		80	1	80		80	American Fisheries Society membership
Subtotal	60			140	300	(160)	
overall change (160)							
19 55501 Training &	75	170	3	510	400	110	Dive Training and safety training for 3 County Employees
Registrations		150	1	150		150	Registration fee for Lionfish Workshop and Artificial Reef Symposium - employee development. Please see other costs under Travel-54601
Subtotal	75			660	400	260	
overall change 260							
24 56301 Improvements	14,000			0		0	
Other Than Bldgs.				0		0	
Subtotal	14,000			-	-	0	
overall change 0							
25 56401 Machinery & Equipment	8,562			0		0	
				0		0	
Subtotal	8,562			-	-	0	
overall change 0							
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change 0							
Page Totals				65,250	60,595	4,655	
Check				65,250	60,595		



FUND: Other Grants & Projects  
 FUNCTION: Culture/Recreation  
 ACTIVITY: Parks and Recreation

DEPARTMENT: Natural Resources Management  
 DIVISION: Marine Recreation  
 COST CENTER: Boating Improvement

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	2,000	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	5,832	5,000	9,725	7,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	704	0	1,854	1,500	0
54401	Rentals & Leases	3,388	2,100	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	3,939	7,900	5,766	7,500	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	1,288	3,000	726	4,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debts	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	15,152	20,000	18,071	20,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	1,446	58,000	5,129	58,000	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	1,446	58,000	5,129	58,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 16,598	\$ 78,000	\$ 23,200	\$ 78,000	0
RESOURCES						
	Florida Boating Improvement Revenues	\$ 16,598	\$ 78,000	\$ 23,200	\$ 78,000	0
	TOTAL REVENUES	\$ 16,598	\$ 78,000	\$ 23,200	\$ 78,000	0

Derelict vessel removal

Landfill tipping fees for disposal of derelict vessels

Maintain & repair public boat ramps & waterway signs

Replacement of waterway signs

Perdido Bay Boat Ramp Construction (match for grant); Install waterway signage

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

110/220807

Boating Improvement

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services				0	2,000	(2,000)	
Subtotal	-			-	2,000	(2,000)	
overall change							(2,000)
3 53401 Other Contractual Services	5,832	7,000	1	7,000	5,000	2,000	Removal of Derelict Vessels from waterways. Cost will vary depending on size, condition and location of vessel
Subtotal	5,832			7,000	5,000	2,000	
overall change							2,000
7 54301 Utility Services	704			1,500		1,500	Landfill Tipping fees for disposal of derelict vessels
Subtotal	704			1,500	-	1,500	
overall change							1,500
8 54401 Rentals & Leases	3,388			0	2,100	(2,100)	
Subtotal	3,388			-	2,100	(2,100)	
overall change							(2,100)
10 54601 Repair & Maintenance	3,939	9,000	1	7,500	7,900	(400)	Repairs to Boat Ramps and Waterway signs
Subtotal	3,939			7,500	7,900	(400)	
overall change							(400)
16 55201 Operating Supplies	1,288	200	20	4,000	3,000	1,000	Purchase of replacement Waterway signs
Subtotal	1,288			4,000	3,000	1,000	
overall change							1,000
24 56301 Improvements Other Than Bldgs.	1,446	58,000	1	58,000	58,000	0	Installation of new Waterway Signage; Boat Ramp Construction - Perdido Bay Boat Ramp (Match for Grant)
Subtotal	1,446			58,000	58,000	0	
overall change							0
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change							0
Page Totals	16,598			78,000	78,000	0	
Check	16,598			78,000	78,000		

FUND: General Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Conservation/Resource Management

DEPARTMENT: Natural Resources Management  
 DIVISION: Natural Resource Conservation  
 COST CENTER: Natural Resource Conservation

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	159,993	163,481	73,498	163,480	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	11,533	12,507	5,295	12,506	0
52201	Retirement Contributions	15,967	16,525	7,463	17,077	0
52301	Life & Health Insurance	33,844	27,000	16,476	28,500	0
52401	Workers' Compensation	4,438	4,773	2,061	5,709	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	225,776	224,286	104,793	227,272	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	26	800	0	589	0
54101	Communications	1,076	1,100	538	567	0
54201	Postage & Freight	82	100	0	100	0
54301	Utility Services	12	0	0	0	0
54401	Rentals & Leases	5,544	5,544	2,772	5,544	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	1,486	1,000	319	1,457	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	200	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	628	300	77	320	0
55201	Operating Supplies	836	800	10	990	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	63	350	0	63	0
55501	Training & Registrations	0	750	0	480	0
55801	Bad Debts	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	9,752	10,744	3,717	10,310	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 235,528	\$ 235,030	\$ 108,510	\$ 237,582	0
RESOURCES						
	General Fund Revenues	\$ 235,528	\$ 235,030	\$ 108,510	\$ 237,582	0
	TOTAL REVENUES	\$ 235,528	\$ 235,030	\$ 108,510	\$ 237,582	0

Travel for training  
(Forestry/USDA)

Cell Phone service;  
Verizon

Leased Office  
Space

Copier  
maintenance;  
equipment repair  
(Polaris ATV)

Fuel; PPE; Supplies

FAEP/FANREP  
Memberships

USDA/NRCS and  
Forestry training, &  
registrations

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/220901

Natural Resource Conservation

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem	26	16	9	144	800	(656)	USDA/NRCS Program Updates - 3 employees/3 meetings at \$16 each per diem
		16	6	96		96	Forestry Workshops - 3 employees/2 meeting at \$16 each per diem
		16	6	96		96	USDA/NRCS Food Security Act Updates - 3 emp/2 mtgs at \$16 each per diem
		118	1	118		118	Travel Expense for 1 employee Gainesville FL USDA/NRCS Grazing Training - Meal/Per Diem \$ \$59 - two days per employee
		135	1	135		135	Lodging in Gainesville FL @ \$135 per night (1 night)
				0		0	Vehicle and Fuel are supplied by USDA/NRCS
Subtotal	26			589	800	(211)	
overall change							(211)
5 54101 Communications	1,076	41	12	492	1,100	(608)	Cell phone service for one (1) employee to provide communications while in the field
		75	1	75		75	Replace device/device cover protection
Subtotal	1,076			567	1,100	(533)	
overall change							(533)
6 54201 Postage & Freight	82	100	1	100	100	0	Stamps:
							Mailings for Soil Survey hard copies, site specific determination letters, agricultural producer information, landowner conservation/educational information
Subtotal	82			100	100	0	
overall change							0
8 54401 Rentals & Leases	5,544	462	12	5,544	5,544	0	Farm Bureau:
				0		0	Office space at \$462.00 per month to provide operating base with close proximity to USDA/NRCS which supplies vehicles, phones, aerial photography, specific computer programs for cost share programs
				0		0	Rent includes water, power, cleaning service, meeting room
Subtotal	5,544			5,544	5,544	0	
overall change							0
10 54601 Repair & Maintenance	1,486			0	1,000	(1,000)	Copier (Sharp ARM207-2005):
		51	12	612		612	Copy Products maintenance agreement at \$51.00 per month. Agreement includes toner and basic repairs.
							**Note this copier has been discontinued and costs are higher if a larger part is needed and maintenance costs will continue to increase.
		375	1	375		375	2006 Polaris ATV repairs (avg. ann. repair over last 3 years)
		470	1	470		470	2006 Polaris - tires (quote received)
		200	1	200		200	Incidental parts for two (2) utility trailers, water tank sprayer, chain saws, two (2) outdoor storage units
							**Note the Polaris is an older model and repairs will cost more due to the age
Subtotal	1,486			1,457	1,000	457	
overall change							457
12 54801 Promotional Activities		200	1	200		200	Brochures and booklets for educational activates
				0		0	
Subtotal	-			200	-	200	
overall change							200
15 55101 Office Supplies	628	320	1	320	300	20	Pens, pencils, copier paper, envelopes, mailing labels, paper clips, staples, tape, mailing tape, legal pads, post it notes, sign here labels, folders, binders, clasp envelopes, Band-Aids, water (field supply)
				0		0	Used routinely for daily office procedures/field wk
				0		0	Average of 3 years
Subtotal	628			320	300	20	
overall change							20
16 55201 Operating Supplies	836			0	800	(800)	Fuel:
		3	30	75		75	2006 Polaris ATV required for field work which includes prescribe burns, well monitoring, agriculture field surveys, invasive species control spraying
							Supplies:
		27	15	405		405	Round-up - invasive species control on county right of way
		89	4	356		356	HP Color Printer - ink cartridges
		10	2	20		20	Batteries - AA/AAA for cameras, flash lights, GPS units
		4	8	30		30	County geocache Eco-tour - cach containers for each site
		35	3	105		105	PPE - boots, gloves, chaps, safety glasses all used for field work and are required by Risk Management
Subtotal	836			991	800	191	
overall change							191

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/220901

Natural Resource Conservation

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
18 55401 Books, Pubs & Subs.	63			0	350	(350)	Subscriptions:
		35	1	35		35	Pond Boss at \$35.00 per year
		28	1	28		28	Progressive Farmer at \$28.00 per year
							**Subscriptions are informational and educational to increase knowledge in order to assist citizens better with agriculture and pond issues
Subtotal	63			63	350	(287)	
overall change						(287)	
19 55501 Training & Registrations		60	7	420	750	(330)	Registration fees for 3 employees @ \$20 each for 7 regular meetings-USDA/NRCS program, forestry, FSA
				0		0	
		60	1	60		60	Registration fee for 1 employee USDA/NRCS training in Gainesville FL @ \$60
Subtotal	-			480	750	(270)	
overall change						(270)	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals	9,752			10,310	10,744	(434)	
Check	9,752			10,410	10,744		

FUND: Gulf Coast Restoration Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Conservation/Resource Management

DEPARTMENT: Natural Resources Management  
 DIVISION: RESTORE  
 COST CENTER: RESTORE Planning Assistance

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	13,851	44,455	16,602	43,160	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	1,060	3,401	1,270	3,302	0
52201	Retirement Contributions	1,042	3,343	1,248	3,418	0
52301	Life & Health Insurance	24	9,000	24	9,500	0
52401	Workers' Compensation	92	112	49	129	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	16,067	60,311	19,193	59,509	0
53101	Professional Services	25,695	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	15,397	0	2,159	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registration	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	41,092	0	2,159	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	1,209	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	1,209	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 58,368	\$ 60,311	\$ 21,352	\$ 59,509	\$ 0
RESOURCES						
	General Fund Revenues	\$ 58,368	\$ 60,311	\$ 21,352	\$ 59,509	\$ 0
	TOTAL REVENUES	\$ 58,368	\$ 60,311	\$ 21,352	\$ 59,509	\$ 0

FUND: General Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Conservation/Resource Management

DEPARTMENT: Natural Resources Management  
 DIVISION: Water Quality & Land Management  
 COST CENTER: Water Quality & Land Management

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	260,484	320,354	123,218	313,415	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	18,321	24,507	9,097	23,976	0
52201	Retirement Contributions	18,408	24,091	9,266	24,823	0
52301	Life & Health Insurance	42,648	45,000	19,110	47,500	Contract employee (50%); Lab analysis; proficiency testing and reporting
52401	Workers' Compensation	5,299	6,021	2,600	8,578	
52501	Unemployment Compensation	0	0	0	0	
	PERSONNEL COSTS	345,160	419,973	163,290	418,292	
53101	Professional Services	4,500	80,000	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	5,181	12,247	51,804	14,726	Travel for CPE/Grants/Legislative
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	Cell phones; Annual service charges for remote air quality monitoring equip.
54001	Travel & Per Diem	2,682	1,000	1,432	3,210	
54101	Communications	4,603	8,300	2,113	8,379	
54201	Postage & Freight	2,182	300	381	2,100	
54301	Utility Services	19	0	0	0	
54401	Rentals & Leases	3,115	800	1,296	3,174	Vehicle and equipment repairs; Lab maint. and repairs; Annual calibration of air quality monitoring equipment; Southwest Greenway & Trail trailhead, boardwalk and other maintenance
54501	Insurance	0	0	0	0	
54601	Repair & Maintenance Services	23,360	30,000	21,581	40,261	
54701	Printing & Binding	0	0	0	1,125	
54801	Promotional Activities	0	0	0	0	
54901	Other Current Charges & Obligations	9,677	500	3,352	6,684	
54931	Host Ordinance Items	0	0	0	0	
55101	Office Supplies	1,832	950	211	960	
55201	Operating Supplies	18,520	43,968	17,782	18,868	Lab certification annual fee and performance tests; Arborist certification
55301	Road Materials & Supplies	0	0	0	0	
55401	Books, Pubs, & Subs	2,268	1,635	2,185	3,193	
55501	Training & Registrations	1,124	1,200	50	2,835	
55801	Bad Debt	0	0	0	0	
55901	Depreciation	0	0	0	0	Fuel; lab, testing and sampling supplies; Surface water monitoring supplies
	OPERATING COSTS	79,062	180,900	102,187	105,515	
56101	Land	0	0	0	0	
56201	Buildings	0	0	0	0	
56301	Improvements Other Than Buildings	0	0	0	0	Professional memberships; TNI Lab membership
56401	Machinery & Equipment	11,945	0	0	0	
56501	Construction in Progress	0	0	0	0	
56601	Books, Publications & Library Materials	0	0	0	0	
56801	Intangible Assets	9,212	0	2,936	0	Conference registrations
56601	Intangible Year End Accrual	10,684	0	0	0	
	CAPITAL OUTLAY	31,841	0	2,936	0	Req \$6,250 50% of replacement multiparameter field meter (will be purchased from the current year's budget)
57101	Principal	0	0	0	0	
57201	Interest	0	0	0	0	
57301	Other Debt Service Costs	0	0	0	0	
	DEBT SERVICE	0	0	0	0	
58101	Aids to Governmental Agencies	0	0	0	0	
58201	Aids to Private Organizations	0	0	0	0	
58301	Other Grants and Aids	0	0	0	0	
	GRANTS AND AIDS	0	0	0	0	
59101	Transfers	0	0	0	0	
59801	Reserves	0	0	0	0	
	NON-OPERATING COSTS	0	0	0	0	
	TOTAL BUDGET	\$ 456,063	\$ 600,873	\$ 268,414	\$ 523,807	\$ 0
RESOURCES						
	General Fund Revenues	\$ 456,063	\$ 600,873	\$ 268,414	\$ 523,807	\$ 0
	TOTAL REVENUES	\$ 456,063	\$ 600,873	\$ 268,414	\$ 523,807	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/221001

Water Quality and Land Management

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	4,500			0	80,000	(80,000)	
				0		0	
Subtotal	4,500			-	80,000	(80,000)	
overall change							(80,000)
3 53401 Other Contractual Services	5,181	14	1,040	14,726	12,247	2,479	50% water quality technician contract employee (\$14.16/hr x 20 hr/week x 52 weeks). Employee laboratory analysis, proficiency testing, and reporting. Remainder of associated costs covered under grants and contracts.
				0		0	
Subtotal	5,181			14,726	12,247	2,479	
overall change							2,479
4 54001 Travel & Per	2,682	483	1	483	1,000	(517)	Florida Local Environmental Resource Agencies (FLERA) (Winter or Summer) Conference - 1 employee/2 days / travel by car - Conference typically held in central Florida. \$250 lodging (\$125/night); \$108 per diem for meals (\$54/day); \$125 fuel; Registration listed in 55501.
Diem		662	1	662		662	Florida Association of Environmental Analysts (FAEA) (Spring or Fall) Conference - 1 employee / 3 days / travel by car - Conference typically held in central Florida. \$375 lodging (\$125/night); \$162 per diem for meals (\$54/day); \$125 fuel; Registration listed in 55501.
		600	2	1,199		1,199	Florida Stormwater Association (FSA) (Winter and Summer) Conference - 2 employees / 3 days / travel by car - Conference typically held in central Florida. \$750 lodging (\$125/night); \$324 per diem for meals; \$125 fuel (\$54/day); Registration listed in 55501.
		74	1	74		74	Pesticide Applicators Training & Green Industries Fertilizer Best Management Practices (GI-BMP) Conference for CEUs - 1 employee / 2 days / travel by car - Conferences typically held in along Florida panhandle. \$30 per diem for meals (\$15 x 2); \$44 fuel (\$22 x 2); Registration listed in 55501.
		612	1	612		612	International Society of Arboriculture (ISA) Southern Chapter Annual Conference - 1 employee / 3 days / travel by car - Conferences held in south eastern US. \$325 lodging (\$125/night); \$162 per diem for meals (\$54/day); \$125 fuel; Registration listed in 55501.
		90	2	180		180	RESTORE project implementation conferences & meetings - 2 employees / 2 meetings / 1 day / travel by car - Conferences to be held at undetermined location along gulf coast. \$60 per diem for meals (\$15 x 2 employees x 2 meetings); \$120 (\$60 x 2 meetings) fuel
Subtotal	2,682			3,210	1,000	2,210	
overall change							2,210
5 54101 Communications	4,603	665	3	1,995	8,300	(6,305)	Basic cellular phones for field communications between environmental staff
		600	4	2,400		2,400	Smart cellular phones for communications and mobile access to email for managerial staff
		996	4	3,984		3,984	Annual service charges for H <sub>2</sub> S air monitoring remote monitoring; equipment allows data to be viewed real-time from county website
Subtotal	4,603			8,379	8,300	79	
overall change							79
6 54201 Postage &	2,182	370	5	1,850	300	1,550	Shipping Jerome 631 H <sub>2</sub> S monitors to manufacturer for annual maintenance; 5 units (4 county units + 1 loaner from manufacturer) @ \$185 each way; Maintenance of monitoring equipment listed in 54601.
Freight		250	1	250		250	Shipping TSI particulate monitor to manufacturer for annual maintenance; 1 unit @ \$125 each way; Maintenance of monitoring equipment listed in 54601.
Subtotal	2,182			2,100	300	1,800	
overall change							1,800
8 54401 Rentals & Leases	3,115	125	12	1,494	800	694	Lease with Copy Products for copier/printer/scanner/fax for WQLM
		140	12	1,680		1,680	Monthly rental of argon gas cylinders; argon gas required for metals
Subtotal	3,115			3,174	800	2,374	
overall change							2,374
10 54601 Repair & Maintenance	23,360	800	5	4,000	30,000	(26,000)	Expected routine vehicle repair and maintenance - 5 vehicle @ \$800 each/year.
		400	1	400		400	Expected annual routine maintenance for UTV
		575	1	575		575	Expected annual routine maintenance for 26' pontoon boat w/ 115 hp ICP (metals analyzer) annual service contract; includes all required repairs and maintenance necessary meet certification requirements
		9,184	1	9,184		9,184	AQ1 (nutrients analyzer) annual service contract; includes all required repairs and maintenance necessary meet certification requirements
		5,645	1	5,645		5,645	MQ8 (water purifier) annual service contract; includes all required repairs and maintenance necessary meet certification requirements
		3,951	1	3,951		3,951	



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/221001

Water Quality and Land Management

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		3,096	1	3,096		3,096	Laboratory Information Management System (LIMS) annual software service contract; includes software license, technical support and software updates
		100	4	400		400	Calibration of analytical balances; annual calibration required to maintain certification
		360	1	360		360	Calibration of NIST thermometer; annual calibration required to maintain certification
		1,450	4	5,800		5,800	Jerome 631 H <sub>2</sub> S monitors - calibration and maintenance; required annually per manufacture; Shipping costs are listed in 54201.
		750	1	750		750	TSI particulate monitor - calibration and maintenance; required annually per manufacture; Shipping costs are listed in 54201.
		800	4	3,200		3,200	Southwest Greenway & Trail trailhead maintenance; routine maintenance required for vegetation management, parking lot grading, litter, and vandalism - 4 trailheads @ \$800 each
		14	100	1,400		1,400	Southwest Greenway & Trail elevated boardwalk repairs; replacement of decking necessary for pedestrian safety - 100 linear feet of decking @ \$14/ft
		1,500	1	1,500		1,500	Southwest Greenway & Trail elevated boardwalk repairs; repairs due to unforeseen event such as tree falling across boardwalk or vandalism - 1 significant repair @ \$1,500
<b>Subtotal</b>	<b>23,360</b>			<b>40,261</b>	<b>30,000</b>	<b>10,261</b>	
				<b>overall change</b>		<b>10,261</b>	
11 <b>54701 Printing &amp;</b>		0	500	125		125	Southwest Greenway Trail & Jones Swamp brochures - 500 @ \$0.25
<b>Binding</b>		125	8	1,000		1,000	Southwest Greenway Trail & Jones Swamp kiosks & signage - 6 new & 2 replacements signs @ \$125 each; new educational signage added; signage replacement due to fading or vandalism
<b>Subtotal</b>	<b>-</b>			<b>1,125</b>	<b>-</b>	<b>1,125</b>	
				<b>overall change</b>		<b>1,125</b>	
13 <b>54901 Other Current Chrgs &amp; Obligs</b>	9,677	2,500	1	2,500	500	2,000	Laboratory certification annual renewal fee; Required to maintain laboratory certification
		100	1	100		100	Arborist certification renewal
		92	44	4,048		4,048	Laboratory performance tests for methods relating to metals, nutrients, residuals, oil & grease, and micro; performance tests required for laboratory certification (22 pts x twice per year x average cost/pt)
		3	12	36		36	Cost of background checks for division interns; estimate of 4 interns per semester based on previous years; background check required by county policy
<b>Subtotal</b>	<b>9,677</b>			<b>6,684</b>	<b>500</b>	<b>6,184</b>	
				<b>overall change</b>		<b>6,184</b>	
15 <b>55101 Office Supplies</b>	1,832	80	12	960	950	10	Average monthly cost of office supplies for division based on expenditures from previous years.
<b>Subtotal</b>	<b>1,832</b>			<b>960</b>	<b>950</b>	<b>10</b>	
				<b>overall change</b>		<b>10</b>	
16 <b>55201 Operating Supplies</b>	18,520	40	6	240	43,968	(43,728)	Cellular phone replacement equipment; replacement equipment for 3 basic cell phones and 3 smart phones
		75	12	900		900	Copier contract overages; base contract does not include enough pages to support printing needs
		1,200	3	3,600		3,600	Fuel for 5 County Vehicles
		20	12	240		240	MQ8 (water purifier) monthly total organic carbon analysis; analysis to confirm purifier water produced in laboratory meets standards for use.
		25	252	6,237		6,237	Long-term ambient surface water monitoring program for streams, creeks, and bayous; program required under NPDES permit to evaluate effectiveness of MS4 and corresponding trends in surface water quality; 21 sites monitored monthly for bacteria, TN, TP, TSS, and CHLA; total of 252 samples. Average cost of operating supplies per sample is \$24.75.
		21	120	2,478		2,478	Long-term ambient surface water monitoring program for Pensacola/Perdido Bays and coastal waters; program allows evaluation of long-term trends in major coastal waters; supports TMDL evaluation for Escambia Bay; data collected also supports evaluation of conditions relevant for submerged aquatic vegetation (SAVs) growth; 10 sites monitored monthly for TN, TP, TSS, CHLA, OP, and color; total of 120 samples. Average cost of operating supplies per sample is \$20.65.
		7	192	1,436		1,436	Pollution Control Plans (BPCP); program required under NPDES permit to address TMDLs for bacteria impaired waters; 16 sites monitored monthly for bacteria; total of 192 samples. Average cost of operating supplies per sample is \$7.48.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/221001

Water Quality and Land Management

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		7	152	1,137		1,137	Complain response / investigative analysis; program required under NPDES to identify potential illicit discharges and connections; Estimate of 3 samples per week; Average cost of operating supplies of most likely analysis per sample is \$7.48.
		350	3	1,050		1,050	Field meters - replacement probes/parts, calibration standards; 3 meters; field meters required to support NPDES permit compliance, TMDL program, Waste Services monitoring
		500	1	500		500	Incidental laboratory and field operating supplies not captured under other categories
		155	6	930		930	Safety equipment & PPE for 6 employees
		10	12	120		120	Water Quality division's portion of bottled water for fitness room at COC
<b>Subtotal</b>	<b>18,520</b>			<b>18,868</b>	<b>43,968</b>	<b>(25,100)</b>	
<b>overall change</b>							<b>(25,100)</b>
18 <b>55401 Books, Pubs &amp; Subs.</b>	2,268	493	1	493	1,635	(1,142)	Annual subscription to Standard Methods online; access required to develop and maintain analytical methods
		2,000	1	2,000		2,000	Florida Stormwater Association (FSA) annual County membership; membership provides access to discounts on conferences and training fees, up-to-date information on stormwater policies/regulation; Registration listed in 55501. Travel listed in 54001.
		50	1	50		50	Florida Association of Environmental Analysts (FSEA) annual membership; up-to-date information on analytical testing and technology; Registration listed in 55501. Travel listed in 54001.
		60	5	300		300	Florida Association of Environmental Professionals (FAEP) membership; opportunity to network with other local environmental professionals; Registration listed in 55501.
		275	1	275		275	International Society of Arboriculture (ISA) Southern Chapter annual membership; membership provides access to up-to-date arboriculture standards, access to educational/research, and discounts on conferences
		75	1	75		75	The NELAC Institute (TNI) laboratory accreditation annual membership; required to maintain laboratory certification
<b>Subtotal</b>	<b>2,268</b>			<b>3,193</b>	<b>1,635</b>	<b>1,558</b>	
<b>overall change</b>							<b>1,558</b>
19 <b>55501 Training &amp; Registrations</b>	1,124	225	1	225	1,200	(975)	Florida Local Environmental Resource Agencies (FLERA) Conference Registration - 1 employee @ \$225; Travel listed in 54001.
		535	1	535		535	Florida Association of Environmental Analysts (FSEA) Conference Registration - 1 employee @ \$535; Travel listed in 54001. Membership listed in 55401.
		370	2	740		740	Florida Stormwater Association (FSA) Conference Registration - 2 employees; Travel listed in 54001. Membership fees listed in 55401.
		75	5	375		375	Air & Waste Management Association (AWMA) Conference Registration - In-town opportunity to receive current information about relevant environmental topics. No travel.
		60	5	300		300	Florida Association of Environmental Professionals (FAEP) annual conference registration; In-town opportunity to receive current information about relevant environmental topics. Membership fees listed in 55401. No travel.
		285	1	660		660	International Society of Arboriculture (ISA) Southern Chapter Annual Conference Registration; CEUs required; \$275 annual membership
<b>Subtotal</b>	<b>1,124</b>			<b>2,835</b>	<b>1,200</b>	<b>1,635</b>	
<b>overall change</b>							<b>1,635</b>
25 <b>56401 Machinery &amp; Equipment</b>	11,945	12,500	1	6,250		6,250	50% of replacement multiparameter field meter. Remainder of associated costs covered under grants and contracts. Existing model is no longer supported by manufacturer.
				0		0	
<b>Subtotal</b>	<b>11,945</b>			<b>6,250</b>	<b>-</b>	<b>6,250</b>	
<b>overall change</b>							<b>6,250</b>
31 <b>59801 Reserves</b>						0	
<b>Subtotal</b>	<b>-</b>			<b>-</b>	<b>-</b>	<b>0</b>	
<b>overall change</b>							<b>0</b>

Page Totals 110,903  
Check 110,903

111,766 180,900 (69,134)  
111,766 180,900

FUND: Escambia Restricted Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Conservation/Resource Management

DEPARTMENT: Natural Resources Management  
 DIVISION: Water Quality & Land Management  
 COST CENTER: National Pollutant Discharge (NPDES) Grant

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	84,448	85,325	37,749	79,510	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	5,995	6,527	2,698	6,082	0
52201	Retirement Contributions	6,201	6,417	2,839	6,297	0
52301	Life & Health Insurance	23,787	15,300	10,142	16,150	0
52401	Workers' Compensation	1,844	2,023	874	2,176	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	122,276	115,592	54,301	110,215	0
53101	Professional Services	1,194	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	9,573	7,405	5,541	17,221	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	1,110	10,415	0	2,500	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	200	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	9,702	11,688	3,127	6,137	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	800	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	21,578	30,308	8,868	25,858	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	9,827	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	6,880	0	0	0	0
	CAPITAL OUTLAY	6,880	0	0	9,827	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 150,734	\$ 145,900	\$ 63,169	\$ 145,900	\$ 0
RESOURCES						
	Grant Revenues	\$ 127,056	\$ 117,400	\$ 63,169	\$ 117,400	\$ 0
	NPDES Services	23,678	28,500	0	28,500	0
	TOTAL REVENUES	\$ 150,734	\$ 145,900	\$ 63,169	\$ 145,900	\$ 0

One position's salary split with Fund 110 - LID Monitoring

Water Quality Tech contract employee 50%; laboratory analysis; proficiency testing and reporting

Annual maint and repair of landfill monitoring equipment

Lab & sampling supplies

50% of replacement multiparameter field meter; replacement of quanta tray sealer required for IDEXX method (bacteria analysis)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

101/221018 NPDES

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	1,194			0		0	
Subtotal	1,194			-	-	0	
overall change						0	
3 53401 Other Contractual Services	9,573	14	1,040	14,726	7,405	7,321	50% water quality technician contract employee (\$14.16/hr x 20 hr/week x 52 weeks). Employee laboratory analysis, proficiency testing, and reporting. Remainder of associated costs covered in general fund.
Subtotal	9,573			14,726	7,405	7,321	
overall change						7,321	
10 54601 Repair & Maintenance	1,110	2,500	1	2,500	10,415	(7,915)	Estimated cost of annual maintenance and repair of landfill monitoring equipment. Equipment required to monitor groundwater and surface water for permit compliance at Perdido Landfill and other closed county landfill facilities.
Subtotal	1,110			2,500	10,415	(7,915)	
overall change						(7,915)	
16 55201 Operating	9,702	1,000	2	2,000	11,688	(9,688)	Estimated cost of operating supplies required to monitor groundwater and surface water for permit compliance at Perdido Landfill and other closed county landfill facilities. Monitoring occurs twice per year. Estimate based on previous year's expenditures.
Supplies		4,137	1	4,137		4,137	Operating supplies estimated for basin intensive MS4 evaluation program required under NPDES permit. Program to begin year 1 of cycle 4 permit. Financial obligations related to the program are anticipated to increase each year through the end of 5 year permit cycle.
Subtotal	9,702			6,137	11,688	(5,551)	
overall change						(5,551)	
19 55501 Training & Registrations				0	800	(800)	
Subtotal	-			-	800	(800)	
overall change						(800)	
25 56401 Machinery & Equipment		12,500	1	6,250		6,250	50% of replacement multiparameter field meter; Remainder of associated costs covered in general fund. Model is no longer supported by manufacturer.
		3,577	1	3,577		3,577	Replacement of quanta tray sealer required for IDEXX method (bacteria analysis); current sealer is not working properly and is wasting time and materials; current sealer is no longer supported; replacement parts are not available; bacteria analysis is required for NPDES permit and TMDL compliance.
Subtotal	-			9,827	-	9,827	
overall change						9,827	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals	28,458			33,190	30,308	2,882	
Check	28,458			33,190	30,308		

FUND: Other Grants & Projects  
 FUNCTION: Physical Environment  
 ACTIVITY: Conservation/Resource Management

DEPARTMENT: Natural Resources Management  
 DIVISION: Water Quality & Land Management  
 COST CENTER: FDEP LID Monitoring

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	21,848	46,368	20,777	46,371	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	2,315	3,547	1,546	3,547	0
52201	Retirement Contributions	2,307	3,486	1,562	3,673	0
52301	Life & Health Insurance	6,284	11,700	4,067	12,350	0
52401	Workers' Compensation	55	2,065	52	2,473	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	32,808	67,166	28,004	68,414	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	14,814	8,900	970	3,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	11	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	2,385	300	0	800	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	800	0	4,500	0
55201	Operating Supplies	7,814	0	20	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	25,024	10,000	990	8,300	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	3,324	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	3,324	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 61,157	\$ 77,166	\$ 28,994	\$ 76,714	\$ 0
RESOURCES						
	Grant Revenues	\$ 61,157	\$ 77,166	\$ 28,994	\$ 76,714	\$ 0
	TOTAL REVENUES	\$ 61,157	\$ 77,166	\$ 28,994	\$ 76,714	\$ 0

One position's salary split with Fund 101 - NPDES

Analytical lab testing

Repair and maint of monitoring equipment

Laboratory and sampling supplies needed to perform analysis of stormwater from green roof

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

110/221021

FDEP LID Monitoring

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	14,814	2,000	1	3,000	8,900	(5,900)	Analytical Lab testing as required by agreement
				0		0	
				0		0	
				0		0	
Subtotal	14,814			3,000	8,900	(5,900)	
overall change							(5,900)
6 54201 Postage & Freight	11			0		0	
				0		0	
Subtotal	11			-	-	0	
overall change							0
10 54601 Repair & Maintenance	2,385	400	2	800	300	500	Repair and maintenance of monitoring equipment
				0		0	
Subtotal	2,385			800	300	500	
overall change							500
16 55201 Operating Supplies	7,814	4,500	1	4,500		4,500	Purchase of laboratory supplies and sampling supplies needed to perform analysis of stormwater from green roof
				0		0	
Subtotal	7,814			4,500	-	4,500	
overall change							4,500
25 56401 Machinery & Equipment	3,324			0		0	
				0		0	
Subtotal	3,324			-	-	0	
overall change							0
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change							0
Page Totals	28,349			8,300	9,200	(900)	
Check	28,349			8,300	9,200		

FUND: Escambia County Restricted Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Conservation/Resource Management

DEPARTMENT: Natural Resources Management  
 DIVISION: Water Quality & Land Management  
 COST CENTER: Tree Mitigation Fees

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	4,750	0	5,600	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	100	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	4,750	0	5,700	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 4,750	\$ 0	\$ 5,700	0
RESOURCES						
	Escambia General Trust Revenues	\$ 0	\$ 4,750	\$ 0	\$ 5,700	0
	TOTAL REVENUES	\$ 0	\$ 4,750	\$ 0	\$ 5,700	0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

101/220334

Tree Mitigation Fees

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services		350	16	5,600	4,750	850	
				0		0	
Subtotal	-			5,600	4,750	850	
						overall change 850	
16 55201 Operating Supplies		100	1	100		100	Marking flags for planting,hand tools and safety supplies
				0		0	
Subtotal	-			100	-	100	
						overall change 100	
25 56401 Machinery & Equipment				0		0	
				0		0	
Subtotal	-			-	-	0	
						overall change 0	
31 59801 Reserves						0	
						0	
Subtotal	-			-	-	0	
						overall change 0	
Page Totals				5,700	4,750	950	
Check				5,700	4,750		



FUND: Escambia County Restricted Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Conservation/Resource Management

DEPARTMENT: Natural Resources Management  
 DIVISION: Water Quality & Land Management  
 COST CENTER: Tree Fund Ordinance Fees

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	12,265	8,800	18,694	14,700	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	480	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	600	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	300	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	750	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	2,808	7,700	6,865	3,720	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	15,073	17,100	25,559	19,950	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 15,073	\$ 17,100	\$ 25,559	\$ 19,950	\$ 0
RESOURCES						
	Escambia General Trust Revenues	\$ 15,073	\$ 17,100	\$ 25,559	\$ 19,950	0
	Fund Balance	0	0	0	0	0
	TOTAL REVENUES	\$ 15,073	\$ 17,100	\$ 25,559	\$ 19,950	\$ 0

Planting of trees to offset canopy loss from permitted development

Monthly data plan for mobile device to capture tree assessment and invasive species field information

Arbor Day tree planting promotional annual event

Purchase of water bags for new tree planting and replacement bags; pine straw mulch; fertilizer; herbicide; hand tools and safety equipment

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

101 /220310

Tree Fund Ordinance Fees

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	12,265	350	42	14,700	8,800	5,900	Trees planted to offset canopy loss from permitted development per County Tree Ordinance.
Subtotal	12,265			14,700	8,800	5,900	
overall change						5,900	
5 54101 Communications		40	12	480		480	Monthly data plan for mobile device to capture tree assessment and invasive species field information
Subtotal	-			480	-	480	
overall change						480	
7 54301 Utility Services				0	600	(600)	
Subtotal	-			-	600	(600)	
overall change						(600)	
10 54601 Repair & Maintenance		300	1	300		300	Estimated cost of annual maintenance and repair of watering trailer and associated equipment. Watering new tree plantings increases viability.
Subtotal	-			300	-	300	
overall change						300	
12 54801 Promotional Activities		750	1	750		750	Arbor Day tree planting promotional annual event
Subtotal	-			750	-	750	
overall change						750	
16 55201 Operating Supplies	2,808	20	100	2,000	7,700	(5,700)	Water bags for new tree plantings and replacement of water bags purchased during previous years. Bags typically last 1-3 years.
		4	300	1,200		1,200	Pine straw mulch for new trees and maintenance of trees planted during previous years. Trees often require additional mulch every 1-2 years.
		45	4	180		180	Chemicals used to promote healthy tree growth including fertilizer and herbicide. Amount of chemicals required per quarter estimated based on previous expenditures.
Subtotal	2,808	340	1	340		340	Hand tools and safety equipment
overall change						(3,980)	
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals	15,073			19,950	17,100	2,850	
Check	15,073			19,950	17,100		

FUND: Escambia County Restricted Fund  
 FUNCTION: Physical Environment  
 ACTIVITY: Conservation/Resource Management

DEPARTMENT: Natural Resources Management  
 DIVISION: Water Quality & Land Management  
 COST CENTER: Wetland Mitigation Fees

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	2,000	4,600	4,900	5,600	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	256	1,050	0	100	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	571	50	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	2,828	5,700	4,900	5,700	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 2,828	\$ 5,700	\$ 4,900	\$ 5,700	0
RESOURCES						
	Escambia General Trust Revenues	\$ 2,828	\$ 5,700	\$ 4,900	\$ 5,700	0
	TOTAL REVENUES	\$ 2,828	\$ 5,700	\$ 4,900	\$ 5,700	0

Vegetation management within the Jones Swamp Wetland Preserve

Parts and supplies to repair signage/fencing at Jones Swamp

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

101/220336

Wetland Mitigation Fees

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	2,000	70	80	5,600	4,600	1,000	Vegetation management within the Jones Swamp Wetland Preserve. Cost per acre based on previous bids received for prescribed fire.
				0		0	
Subtotal	2,000			5,600	4,600	1,000	
overall change							1,000
10 54601 Repair & Maintenance	256	100	1	100	1,050	(950)	Parts and supplies to repair signage/fencing at Jones Swamp
				0		0	
				0		0	
Subtotal	256			100	1,050	(950)	
overall change							(950)
16 55201 Operating Supplies	571			0	50	(50)	
				0		0	
Subtotal	571			-	50	(50)	
overall change							(50)
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change							0
Page Totals	2,828			5,700	5,700	0	
Check	2,828			5,700	5,700		

FUND: Local Option Sales Tax III  
 FUNCTION: Physical Environment  
 ACTIVITY: Conservation and Resource Management

DEPARTMENT: Natural Resources Management  
 DIVISION: Natural Resources Management  
 COST CENTER: NCS Capital Projects

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	2,976	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	2,976	0	0	0	0
56101	Land	59,977	100,000	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	1,561,536	228,000	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	1,621,513	328,000	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,624,489	\$ 328,000	\$ 0	\$ 0	0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	0
	Local Option Sales Tax III	1,624,489	328,000	0	0	0
	TOTAL REVENUES	\$ 1,624,489	\$ 328,000	\$ 0	\$ 0	0

No 3-31-17 expenses

No Remaining LOST 3 allocation.

FUND: Local Option Sales Tax IV  
 FUNCTION: Physical Environment  
 ACTIVITY: Conservation and Resource Management

DEPARTMENT: Natural Resources Management  
 DIVISION: Natural Resources Management  
 COST CENTER: NRM Capital Projects

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	175,000	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	525,000	0
56401	Machinery & Equipment	0	0	0	25,000	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	725,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	\$ 725,000	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	0
	Local Option Sales Tax III	0	0	0	725,000	0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	\$ 725,000	\$ 0

Land acquisition  
 Southwest Greenway

Bayou Grand/Chico/  
 Carpenter Creek -  
 \$500k  
 Southwest Greenway -  
 \$25k

Equipment: Nutrient  
 analyzer, ICP, air  
 quality, field monitors -  
 \$25k

FUND: General Fund  
 FUNCTION: Human Services  
 ACTIVITY: Health

DEPARTMENT: Natural Resources Management  
 DIVISION: Mosquito Control  
 COST CENTER: Mosquito Control

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	311,747	346,820	132,920	336,330	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	2,928	0	(1,255)	0	0
51501	Special pay	0	0	9,508	0	0
52101	FICA Taxes	23,051	26,532	9,901	25,730	0
52201	Retirement Contributions	25,170	26,082	34,478	26,638	0
52301	Life & Health Insurance	69,604	90,000	10,552	95,000	0
52401	Workers' Compensation	20,009	24,433	0	28,305	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	452,509	513,867	196,104	512,003	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	1,108	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,091	500	881	500	0
54101	Communications	4,058	3,200	2,163	4,700	0
54201	Postage & Freight	199	500	2	400	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	1,680	1,800	678	1,168	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	10,332	9,820	2,299	7,880	0
54701	Printing & Binding	258	650	0	400	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	125	500	500	500	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	1,309	1,165	386	1,165	0
55201	Operating Supplies	75,535	57,569	44,066	59,623	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	735	10	400	0
55501	Training & Registration	1,528	1,500	1,290	1,200	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	98,223	77,939	52,275	77,936	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	83,380	0	5,775	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	83,380	0	5,775	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 634,112	\$ 591,806	\$ 254,154	\$ 589,939	\$ 0
RESOURCES						
	General Fund Revenues	\$ 634,112	\$ 591,806	\$ 254,154	\$ 589,939	\$ 0
	TOTAL REVENUES	\$ 634,112	\$ 591,806	\$ 254,154	\$ 589,939	\$ 0

Zika conference/  
Dodd courses

Cellphones

Uniforms; shop  
supplies

Gound ULV fogging  
units & larviciding  
vehicles; copier  
maintenance; Sentinel  
GIS maintenance

Pesticides; fuel;  
lab/shop supplies

Short course and  
other registrations  
for CEU's

Rqst \$13.2K for  
contingencies /  
chemicals

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/220701

Mosquito Control

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Svcs	1,108			0		0	
				0		0	
Subtotal	1,108			-	-	0	
overall change							0
4 54001 Travel & Per Diem	2,091				500	(500)	F.A. 5E-13.040(4); All persons licensed in Public Health Pest Control shall provide evidence of continued competency prior to license renewal by accruing minimum of sixteen continuing education units during their licensure period.
		250	2	500		500	Director to attend (2-3) DOH Zika Conferences- Location TBD
						0	
Subtotal	2,091			500	500	0	
overall change							0
5 54101 Communications	4,058				3,200	(3,200)	Verizon: Increased communications plan to include "push to talk" with each technician-Cheaper than purchasing addtl minutes
		596	1	596		596	Director - Smart Phone- \$49.66 per month
		388	9	3,492		3,492	Techs/Admin/Mechanic - Flip phones- \$32.31 per month
		362	1	362		362	SPARE phone- Does not have "Push to Talk" added yet - \$30.22 per month
		125	2	250		250	Repair/Replacement or Addtl fees/features costs
Subtotal	4,058			4,700	3,200	1,500	
overall change							1,500
6 54201 Postage & Freight	199				500	(500)	
		15	24	360		360	FDACS Samples- Mailed to Tampa- No Min required
		40	1	40		40	General Postage
Subtotal	199			400	500	(100)	
overall change							(100)
8 54401 Rentals & Leases	1,680				1,800	(1,800)	G & K Contract Date: Jan/2016 - March/2021
		146	6	874		874	G & K- (6) Tech Uniform rentals @ \$2.80 per wk
		94	1	94		94	G & K- (1) Lab Uniform rental @ \$1.80 per wk
		200	1	200		200	Misc costs for welding/shop and/or other auto repairs needed
Subtotal	1,680			1,168	1,800	(632)	
overall change							(632)
10 54601 Repair & Maintenance	10,332				9,820	(9,820)	
		700	6	4,200		4,200	Maintenance on Tech Vehicles- Average vehicle cost for repairs - "normal wear and tear": tires, batteries, filters, spark plugs, antifreeze, cleaning materials, etc.
		175	2	350		350	Maintenance on Admin Vehicle & Shop Truck
		61	12	726		726	Copy Products Maintenance contract for copy machine: 10/2015 - 9/2017 (will auto-renew for 2 yrs) - \$60.50 per month
		1,170	1	1,170		1,170	Sentinel Mobile GIS- Annual Support Renewal- due 06/2018
		1,434	1	1,434		1,434	Major Repairs to vehicles - A/C, etc. that cannot be accomplished in house
Subtotal	10,332			7,880	9,820	(1,940)	
overall change							(1,940)
11 54701 Printing & Binding	258	200	2	400	650	(250)	Door hangers - \$.64 each- Office Depot estimated 2 orders of 300 hangers each
Subtotal	258			400	650	(250)	
overall change							(250)
13 54901 Other Current Charges & Oblig.						0	Notice of Intent (NOI) to use the Generic Permit for Discharges of Pollutants to Surface Waters of the State from the Application of Pesticides. F.A.C. 62-621.300(8)(f) Annual Permit fee \$500.
	125	500	1	500	500	0	
Subtotal	125			500	500	0	
overall change							0
15 55101 Office Supplies	1,310			1,165	1,165	0	Paper, calendars, pens/pencils, filing needs.
Subtotal	1,310			1,165	1,165	0	
overall change							0



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/220701

Mosquito Control

Accour Code	Description	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16	<b>55201 Operating Supplies</b>	75,535					0	
			3	5,795	17,384	17,384	0	Fuels/Surcharges for all Mosquito Control vehicles
					0		0	Larvacide and Adulticide Chemicals needed for 2018:
			710	15	10,650	35,140	(24,490)	Methoprene 2.1% Briquet - priced per case
			448	30	13,440		13,440	Methoprene 4.25% Briquet - priced per case
			835	18	15,030		15,030	Natular XRT
			174	9	1,569		1,569	Aqua-Bac XT Liquid
								Technicians safety equipment is provided as per Escambia County Safety Policy Manual Section VII Work Place Safety; subsection(F) Personal Protective Equipment (PPE). (Safety Shoes/Boots)
			130	7	910	912	(2)	First Aid, Safety Kits, Lab Supplies
					400	3,600	(3,200)	Misc: Dry Ice for Mosquito Traps
			20	12	240	530	(290)	
	Subtotal	75,535			59,623	57,566	2,057	
							overall change	2,057
18	<b>55401 Books, Pubs &amp; Subs</b>					735	(735)	
			10	40	400		400	Map Books- Street Atlas: Purchasing new edition books for techs- less expensive option then other technology available.
					0		0	
	Subtotal	-			400	735	(335)	
							overall change	(335)
19	<b>55501 Training &amp; Registration</b>	1,528				1,500	(1,500)	F.A. 5E-13.040(4); All persons licensed in Public Health Pest Control shall provide evidence of continued competency prior to license renewal by accruing minimum of sixteen continuing education units during their licensure period.
			300	3	900		900	(3) Employees- DODD Training Registration
			300	1	300		300	(1) Employee-University of Florida/DOH- Mosquito ID Class
	Subtotal	1,528			1,200	1,500	(300)	
							overall change	(300)
25	<b>56401 Machinery &amp; Equipment</b>	83,380					0	
					0		0	
	Subtotal	83,380			-	-	0	
							overall change	0
31	<b>59801 Reserves</b>		4,400	3	13,200		13,200	Contingency for chemicals in case of FY 18 breakout of dangerous mosquito-borne viruses. Purchase of adulticide Kontrol 4+4. 3 totes at estimated \$4,400 each
					0		0	
	Subtotal	-			13,200	-	13,200	
							overall change	13,200
Page Totals		181,603			91,136	77,936	13,200	
Check		181,603			91,136	77,936		

FUND: M and A State I Fund  
 FUNCTION: Human Services  
 ACTIVITY: Health

DEPARTMENT: Natural Resources Management  
 DIVISION: Environmental Health  
 COST CENTER: M & A State I Funds

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	2,993	10,000	0	7,250	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	106	0	0	555	0
52201	Retirement Contributions	112	0	0	545	0
52301	Life & Health Insurance	555	0	0	1,586	0
52401	Workers' Compensation	16	0	0	64	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	3,782	10,000	0	10,000	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	4,864	10,000	4,973	9,693	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	300	0	90	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	676	620	81	500	0
54701	Printing & Binding	0	300	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	400	0
55201	Operating Supplies	4,548	8,500	0	10,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	1,320	0	135	0
55501	Training & Registration	300	2,500	620	722	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	10,388	23,540	5,674	21,540	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 14,170	\$ 33,540	\$ 5,674	\$ 31,540	0
RESOURCES						
	M and A State I Fund	\$ 14,170	\$ 33,540	\$ 5,674	\$ 31,540	0
	TOTAL REVENUES	\$ 14,170	\$ 33,540	\$ 5,674	\$ 31,540	0

For increased spraying activities due to higher levels of rain.

Travel for Licensing and certification courses - CEU's

Pesticides, fuel, lab/shop supplies

Zika/DOH manuals

Registration for CEU's

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

106/220703

M & A State I Funds

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per	4,864				10,000	(10,000)	F.A. 5E-13.040(4); All persons licensed in Public Health Pest Control shall provide evidence of continued competency prior to license renewal by accruing minimum of sixteen continuing education units during their licensure period.
Diem		966	3	2,898		2,898	(3) Employees to attend: DODD Jan 2018. Altamonte Springs, FL- Per Diem @ \$59 per day x 6 days (\$354), Hotel @ \$109 per night (\$545) x 5 Days/Nights + Fuel \$200 - Use County vehicle.
		1,041	1	1,041		1,041	(1) Employee to attend: Mosquito ID Course (To serve as Backup to current Lab Tech) Location TBD, Estimate Per Diem @ \$59 per day (\$295), Hotel @ \$109 per night (\$545) x 5 Days/Nights + \$201 Fuel - Use County Vehicle.
		500	4	2,000		2,000	(4) Employees to attend: FL Mosquito Control Assoc (FMCA) Fall Meeting- Destin, FL- Nov 2018. Per Diem @ \$64 a day (192), Hotel @ \$94 a night (\$282) x 3 Days/Nights + 100 Fuel - Use County Vehicle.
		1,802	2	3,604		3,604	(2) Employees to attend: FMCA Annual Conference - Key West, FL- Summer 2018- Per Diem @ \$69 per day (\$345), Hotel @ \$210 per night (\$1050) x 5 Days/Nights + Plane Tickets- \$355 each, Rental Car- \$125, Fuel \$80
		50	3	150		150	Unexpected fee increases or costs for any trainings
Subtotal	4,864			9,693	10,000	(307)	
overall change							(307)
6 54201 Postage & Freight		15	6	90	300	(210)	FDACS Samples- Mailed to Tampa- Backup support to local budget if add'l samples required- depending upon year and outbreak.
Subtotal	-			90	300	(210)	
overall change							(210)
10 54601 Repair & Maintenance	676	500	1	500	620	(120)	Backup Support to Local Budget of \$7,880 for any major repairs on vehicles
Subtotal	676			500	620	(120)	
overall change							(120)
11 54701 Printing & Binding				0	300	(300)	
Subtotal	-			0	300	(300)	
overall change							(300)
15 55101 Office Supplies				400		400	Misc Office supplies, paper, filing, storage boxes, misc
Subtotal	-			400	-	400	
overall change							400
16 55201 Operating Supplies	4,548				8,500	(8,500)	To assist with purchasing add'l Chemicals - required for 2018
		4,400	1	4,400		4,400	Kontrol 4+4 Adulticide - 1 Tote
		925	1	925		925	Natular DT - 1 case
		710	2	1,420		1,420	Methoprene 2.1% Briquet - priced per case
		448	2	896		896	Methoprene 4.25% Briquet - priced per case
		174	12	2,088		2,088	Aqua BAC - 12 cases
		271	1	271		271	To cover freight or cost increases in FY18
Subtotal	4,548			10,000	8,500	1,500	
overall change							1,500
18 55401 Books, Pubs & Subs.		27	5	135	1,320	(1,185)	Zika/DOH Manuals and updated publications
Subtotal	-			135	1,320	(1,185)	
overall change							(1,185)
19 55501 Training & Registrations	300				2,500	(2,500)	F.A. 5E-13.040(4); All persons licensed in Public Health Pest Control shall provide evidence of continued competency prior to license renewal by accruing minimum of sixteen continuing education units during their licensure period.
		93	4	372		372	(4) Employees to attend: Fall FMCA - Destin, FL
		175	2	350		350	(2) Employees to attend: Annual Conference - Key West, FL
Subtotal	300			722	2,500	(1,778)	
overall change							(1,778)
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change							0
Page Totals							10,388
Check							10,388
				21,540	23,540	(2,000)	
				21,540	23,540		

FUND: Code Enforcement Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Protective Inspections

DEPARTMENT: Natural Resources Management  
 DIVISION: Environmental Code Enforcement  
 COST CENTER: Environmental Code Enforcement

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	656,023	681,201	288,952	736,188	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	82,341	0	(2,133)	0	0
51501	Special pay	1,440	1,440	1,091	1,440	0
52101	FICA Taxes	53,257	52,224	20,591	56,426	0
52201	Retirement Contributions	58,308	54,382	22,485	61,395	0
52301	Life & Health Insurance	157,423	180,000	86,057	209,000	0
52401	Workers' Compensation	13,064	13,717	5,922	18,146	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	1,021,856	982,964	422,965	1,082,595	0
53101	Professional Services	27,392	40,000	12,698	72,500	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	412	1,500	0	1,500	0
53401	Other Contractual Services	358,444	435,000	273,638	463,425	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	3,000	0	295	0
54101	Communications	22,541	44,150	10,048	22,176	0
54201	Postage & Freight	29,723	31,800	9,480	29,640	0
54301	Utility Services	3,111	18,000	2,477	6,000	0
54401	Rentals & Leases	7,611	11,670	3,967	7,908	0
54501	Insurance	18,948	9,829	1,652	10,097	0
54601	Repair & Maintenance Services	20,314	31,400	5,873	25,650	0
54701	Printing & Binding	661	5,031	4,414	4,950	0
54801	Promotional Activities	0	1,500	0	0	0
54901	Other Current Charges & Obligations	29,698	28,000	25,559	32,100	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	7,811	17,000	3,690	9,500	0
55201	Operating Supplies	39,701	77,340	15,423	38,800	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	645	6,600	915	665	0
55501	Training & Registrations	450	6,500	9,401	10,965	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	567,463	768,320	379,235	736,171	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	1,876	0	0	69,400	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	1,876	0	0	69,400	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	1,624,943	0	500,000	0	0
59801	Reserves	0	167,716	0	26,084	0
	NON-OPERATING COSTS	1,624,943	167,716	500,000	26,084	0
	TOTAL BUDGET	\$ 3,216,138	\$ 1,919,000	\$ 1,302,199	\$ 1,914,250	\$ 0
RESOURCES						
	Commercial Garbage	\$ 1,893,966	\$ 1,750,000	\$ 743,408	\$ 1,750,000	\$ 0
	Code Enforcement Fines & Liens	399,300	210,000	157,630	210,000	0
	General Fund Transfer	0	0	0	0	0
	Other Code Enforcement Revenues	56,205	60,000	29,726	55,000	0
	Fund Balance	866,667	0	371,435	0	0
	Less: 5% Anticipated Receipts	0	(101,000)	0	(100,750)	0
	TOTAL REVENUES	\$ 3,216,138	\$ 1,919,000	\$ 1,302,199	\$ 1,914,250	\$ 0

Proposal to add 2  
Add'l Lead Env Enfor  
Ofc positions for FY  
17/18

Title Searches;  
Special Magistrate,  
Commercial Hauler  
Audit

Demolitions;  
abatement

Cell phones  
+ 2 addtl for 2  
added CEO's

Notifications;  
Certified letters

Vehicle and radio  
repairs

Clerk recording fees

Fuel; uniforms  
Addtl for 2 added  
CEO's

Replacements for  
aging hand-held  
radios;  
2 addtl Radios @  
\$2.9k each;  
2 vehicles \$29k  
each

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

103/220110

Environmental Code Enforcement

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	27,392			0	40,000	(40,000)	
		75	180	13,500		13,500	Property Title Searches required in preparation for demolition of buildings (141 in FY16)
		950	20	19,000		19,000	Special Magistrate Hearings - hearing more cases per magistrate session so hearings are lasting longer. Hourly charges for magistrates per County contract.
							Professional service to perform audit of hauling companies under Commercial Solid Waste agreement to monitor compliance of franchise fees remitted to Fund 103. Last audit performed 5 years ago.
Subtotal	27,392	40,000	1	40,000	40,000	40,000	
						overall change 32,500	
2 53301 Court Reporter Services	412			0	1,500	(1,500)	
		3	500	1,500		1,500	For transcripts of Special Magistrate hearings when requested by County Attorneys.
Subtotal	412			1,500	1,500	0	
						overall change 0	
3 53401 Other Contractual Services	358,444			468,466	435,000	33,466	Nuisance Abatements, Demolitions and lot cleanings as deemed necessary for Escambia County properties
				0		0	
Subtotal	358,444			468,466	435,000	33,466	
						overall change 33,466	
4 54001 Travel & Per Diem				0	3,000	(3,000)	
		20	15	295		295	Travel to Panama City - per diem - Code Enforcement one-day continuing education courses. Per diem - average \$19.66. 3 trainings x 5 officers per training. Travel via County vehicles.
Subtotal	-			295	3,000	(2,705)	
						overall change (2,705)	
5 54101 Communications	22,541			0	44,150	(44,150)	
		894	3	2,682		2,682	Smart Phone service - high use - 3 officers. Addtl cost for 1,000 minutes per month helps the division avoid overage charges on pooled minutes.
		598	14	8,372		8,372	Smart Phone service - 12 officers and supervisors. 400 minutes/month.
		480	1	480		480	iPad service for supervisor
		480	15	7,205		7,205	Mifi service for 15 officers to provide internet connectivity in County vehicles for use of laptops
		600	1	600		600	Replacement phone and equipment as needed
		65	12	780		780	State of Florida phone service for multiple VOIP phones and fax machine
Subtotal	22,541			20,120	44,150	(24,030)	
						overall change (24,030)	
6 54201 Postage & Freight	29,723			0	31,800	(31,800)	
		6	5,200	29,640		29,640	Mailings - regular mail and certified letters per FL statute #162. Notices of violation, court hearings, subpoenas and letters of non compliance of code violations
				0		0	Average \$5.70 per letter per mailing (both certified and regular)
Subtotal	29,723			29,640	31,800	(2,160)	
						overall change (2,160)	
7 54301 Utility Services	3,111			0	18,000	(18,000)	
		1,000	6	6,000		6,000	Payment of tipping fees for clean sweeps conducted by Sheriff's office
Subtotal	3,111			6,000	18,000	(12,000)	
						overall change (12,000)	
8 54401 Rentals & Leases	7,611			0	11,670	(11,670)	
		852	3	2,556		2,556	Rental of postage meter for 3 quarters of year. Development Services is sharing machine and will pay for 1 quarter. For use in bulk mailing notices to citizens; both regular and certified mail.
		446	12	5,352		5,352	Annual copier lease including maintenance.
Subtotal	7,611			7,908	11,670	(3,762)	
						overall change (3,762)	
9 54501 Insurance	18,948			10,097	9,829	268	Per Risk Management Calculations for 17 vehicles operated by Code Enforcement officers and supervisors while conducting County business
Subtotal	18,948			10,097	9,829	268	
						overall change 268	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

103/220110

Environmental Code Enforcement

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
10 54601 Repair & Maintenance	20,314			0	31,400	(31,400)	
		1,000	1	1,000		1,000	Parts and repairs for hand-held radios and laptop stands
		1,450	17	24,650		24,650	Parts and labor for 17 vehicles: Oil changes, tire repair/replacement, A/C repairs, batteries
Subtotal	20,314			25,650	31,400	(5,750)	
				overall change		(5,750)	
11 54701 Printing & Binding	661	350	1	350	5,031	(4,681)	Pre-printed envelopes for mailings
		800	2	1,600		1,600	Printing notices to owner forms - 1,000 per order x 2 orders
		3,000	1	3,000		3,000	Notice of violation signs - 500 per order
Subtotal	661			4,950	5,031	(81)	
				overall change		(81)	
12 54801 Promotional Activities				0	1,500	(1,500)	none requested
				0		0	
Subtotal	-			-	1,500	(1,500)	
				overall change		(1,500)	
13 54901 Other Current Chrgs & Obligs	29,698			32,000	28,000	4,000	Clerk's recording fees for property liens, special magistrate orders. Cost is based on # of pages, which can vary from case to case.
		100	1	100		100	Payment for vehicle tag lookup website
				0		0	
				0		0	
Subtotal	29,698			32,100	28,000	4,100	
				overall change		4,100	
15 55101 Office Supplies	7,811			8,500	17,000	(8,500)	Printer ink for office and mobile printers. Paper, folders, pens
Subtotal	7,811			8,500	17,000	(8,500)	
				overall change		(8,500)	
16 55201 Operating Supplies	39,701			30,250	77,340	(47,090)	Fuel for 17 vehicles
		80	15	1,200		1,200	Replacement wireless printers for use in vehicles while officers are in the field
		120	17	2,040		2,040	Safety boots for officers and supervisors per County safety policy
		62	20	1,240		1,240	Uniforms for new hires and replacement uniform pants for officers to replace worn items on a rotating basis.
		35	20	700		700	Uniforms for new hires and replacement uniform shirts/monogramming for officers to replace worn items on a rotating basis.
Subtotal	39,701			35,430	77,340	(41,910)	
				overall change		(41,910)	
18 55401 Books, Pubs & Subs.	645	35	17	595	6,600	(6,005)	Annual membership renewals for Florida Association of Code Enforcement.
				0		0	
Subtotal	645			595	6,600	(6,005)	
				overall change		(6,005)	
19 55501 Training & Registrations	450	450	3	1,350	6,500	(5,150)	Registration for regional FACE training held in Panama City to be attended by 5 officers per training course
		8,000	1	8,000		8,000	FL Assoc. Code Enforcement (FACE) training Level IV provided on-site in Escambia County for entire division
		85	17	1,445		1,445	Individual Testing fees for FACE Level IV certification
Subtotal	450			10,795	6,500	4,295	
				overall change		4,295	
25 56401 Machinery & Equipment	1,876	1,900	4	7,600		7,600	Replacements for aging hand-held radios carried by officers for use in the field for dispatch and emergency calls
				0		0	
Subtotal	1,876			7,600	-	7,600	
				overall change		7,600	
30 59101 Transfers	1,624,943			0		0	
Subtotal	1,624,943			-	-	0	
				overall change		0	
31 59801 Reserves				158,958	167,716	(8,758)	
Subtotal	-			158,958	167,716	(8,758)	
				overall change		(8,758)	

Page Totals 2,194,282  
Check 2,194,282

901,104 936,036 (34,932)  
901,104 936,036

Position Justification - Department of Natural Resources Management

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	220100	NRM Administration		Accounting Manager	40%	Prepares/monitors Budget for the Department. Tracks revenue/expenses and performs financial analysis as needed for managerial decisions. Ensures proper coding of expense/revenue transactions. Tracks and reports financial information related to multiple grants. This cost center pays 40% of this position's salary.
1	220100			Accounting Technician	20%	Enters requisitions/change orders into eFin system. Processes Dept. payables and coordinates with staff members and vendors to ensure correct documentation and prompt payment of bills. This cost center pays 20% of this position's salary.
1	220100		1	Department Director II		Administers operational and budgetary oversight regarding NRM personnel and programs. Evaluates Department programs, projects and procedures and responds to questions and concerns from County Administration, Commissioners, Commissioner Aides, public, and state and federal agencies. Oversees environmental programs including: RESTORE Act implementation, National Pollution Discharge Elimination System (NPDES), Air and Surface Water Quality Monitoring, Superfund Sites, Artificial Reefs, Agricultural Best Management Practices, Perdido Key Habitat Conservation Plan, Mosquito Control, Environmental Code Enforcement.
1	220100		1	Director's Aide		Supports the Natural Resources Management Department Director, Sr Natural Resources Manager and multiple divisions with payroll, HR Functions, BCC Recommendations. Serves as Dept. liaison for all divisions related to Legal agreements, travel authorizations and intern processing. Provides total Admin support to Water Quality and Marine Resources divisions, who are without Admin staffing.
			2			
1	220701	Mosquito & Arthropod	1	Administrative Assistant		Primary staff to receive 8,500 citizen complaints per year. Provides required monthly accounting to Florida Department of Agriculture and Consumer Service regarding expenditures and chemical usage. Provides accounting and payroll services for the Division. Works with the Director to develop and submit the Certified Budget required by FAC 5E-13.027
1	220701		1	Fleet Maintenance Tech		This division has numerous small engine sprayers and spreaders that require continual maintenance and calibration. This position minimizes the period of inoperability of equipment that helps assure rapid response to complaints.
1	220701		1	Mosquito Control Division Manager		FAC 5E-13.032(1) Districts or counties in the state budgeting local funds in excess of \$30,000 for arthropod control during a fiscal year shall employ a qualified director to plan, supervise, and direct the execution of county or district arthropod control program. Coordinate with the Health Department to respond and contain local arbovirus cases as they are reported.
1	220701		1	Mosquito Control Supervisor		Assign daily work assignments, assist with receiving citizen complaints, develop and assign fogging and larvicide missions, assure compliance with state pesticide rules (FAC 5E-13.0331, FAC 5E-13.0371, and FAC 5E-13.042)
1	220701		6	Mosquito Control Tech		Investigate and treat over 8,500 mosquito related complaints per year. Maintain certification of applicators per FAC 5E-13.040.
			10			
1	220901	Natural Resource Conserv	1	Division Manager		Cooperative working agreement with USDA for the County to receive assistance as referenced in the Soil Conservation and Domestic Allotment Act, 16 U.S.C. 590; The Department of Agriculture Reorganization Act of 1994, public law 103-354; and Secretary's Memorandum No. 1010-1, Reorganization of the Department of Agriculture, dated October 20, 1994. Administer the implementation of the Farm Bill in our farming community
1	220901		2	Environmental Tech		Implement the Farm Bill - provide technical support for the farming community through the five steps to obtain assistance through the NRCS Farm Bill: Planning, Application, Eligibility, Ranking, and Implementing.
			3			
1	221001	Environment Quality	1	Environmental Analyst	100%	Tree evaluations and recommendations provided to other county departments to promote public safety, and reduce risk and liability associated with potentially hazardous trees (Comp Plan CON1.6.1 Urban Forest Preservation). Land management and reporting within the Jones Swamp Wetland Preserve/Southwest Greenway as required through BCC agreements with the State of Florida through Florida Communities Trust grants (numerous).
1	221001		1	Environmental Program Manager	100%	Maintain laboratory certification (DOH ID: E911116) in accordance with Florida Department of Health requirements (FAC 64E-1). Analyze groundwater and surface water samples as required by grants and county landfill permits (3,498 samples 2016-2017) and provide semiannual permit monitoring reports.



**Position Justification - Department of Natural Resources Management**

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	221001		1	Environmental Program Manager	100%	Conduct ambient surface water quality monitoring and as required by State of Florida in accordance with the county National Pollution Discharge Elimination System MS4 permit (Facility Number FLS000019). Conduct investigative analysis, monitoring, and annual reporting of the MS4 system. Coordinate and maintain interlocal agreements with co-permittees (FDOT, City of Pensacola, and Town of Century). Conduct investigative analysis of MS4 effectiveness as required by State of Florida in accordance with the county National Pollution Discharge Elimination System permit. Monitoring efforts also required through interlocal agreements with co-permittees. Conduct semiannual groundwater and surface water monitoring at county operated / closed landfill facilities as required by permit.
1	221001		1	Sr Natural Resources Manager		Administers daily oversight to NRM Divisions, Administers the Perdido Key Habitat Conservation Plan and Defense Infrastructure Grant program, assist with Development Review Committee regarding Comprehensive Plan policies (CON 1 Resource Management, COA 2 Coastal Resource Protection) and Land Development Code Chapter 4.
1	221001		1	Water Quality Division Manager	100%	Oversight of all Division programs including National Pollution Discharge Elimination System compliance, Land Management (Jones Swamp/Southwest Greenway), Air Quality Monitoring (landfill and recycling facilities), RESTORE project monitoring, Water Quality Lab, and grant writing/management
			5			
101	221018	Natl Pollutant Discharge	1	Environmental Analyst	70%	Implement BCC directive for monitoring program for particulate matter in air associated with recycling facilities and for H2S in air associated with construction and demolition debris facilities. Analyze groundwater and surface water samples as required by grants and county landfill permits. This cost center pays 70% of this position's salary. Conduct semiannual groundwater and surface water monitoring at county operated / closed landfill facilities as required by permit. Conduct ambient surface water quality monitoring as required by State of Florida in accordance with the county National Pollution Discharge Elimination System permit. Monitoring efforts also required through interlocal agreements with co-permittees.
101	221018		1	Environmental Analyst	100%	Conduct ambient surface water quality monitoring and as required by State of Florida in accordance with the county National Pollution Discharge Elimination System MS4 permit (Facility Number FLS000019). Conduct investigative analysis, monitoring, and annual reporting of the MS4 system. Coordinate and maintain interlocal agreements with co-permittees (FDOT, City of Pensacola, and Town of Century). Conduct investigative analysis of MS4 effectiveness as required by State of Florida in accordance with the county National Pollution Discharge Elimination System permit. Monitoring efforts also required through interlocal agreements with co-permittees. Conduct semiannual groundwater and surface water monitoring at county operated / closed landfill facilities as required by permit.
			2			
103	220110	Envir Code Enforcement	1	Administrative Assistant		Process Officer's Special Magistrate Requests - mailings, agenda, hearing notices, notary, upload into Livelink/Accela, process title search requests, research tax deeds, process lien requests, order supplies, process payables
103	220110		1	Division Manager		Administers the Environmental Code Enforcement Program – Chapter 162 Florida Statutes, assures compliance with the Land Development Code and Code of Ordinances
103	220110		13	Environ Enforce Officer		Chapter 162.21(1) Enforcement of county or municipal codes or ordinances, investigate over 6,000 complaints per year
103	220110		1	Environ Enforce Supervisor		Senior Supervisor oversees over 5,600 Notices of Violation annually, provides quality assurance for issued NOV and case preparation for Special Magistrate or Circuit Court
103	220110		2	Lead Env Enforce Officer		Lead Officers provide guidance to the officers on how to address complaints and provide a reasonable span of control for the Supervisor. The Lead Officers maintain their own case loads in addition to the supervisory duties
103	220110		2	Sr Office Support Assist		Receive and process over 6,000 complaints a year, enter cases and assign to officers, data entry, notary, dispatch, process payroll
			20			
108	220805	4th Cent Marine Recreation	1	Division Manager		Manages all programs of the Marine Resources Division – Artificial Reefs (FAC 62-312.807, ACOE permit 119402365 IP-CP), Waterway Management (Chapter 68D-23 F.S and 33 C.F.R. part 62), Waterway Access (FWC - Florida Boating Improvement Program, Section 206.606 and 327.47 F.S.)
			1			



Position Justification - Department of Natural Resources Management

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
110	221021	FDEP LID Monitoring	1	Water Quality Tech Grant		Manages all required deliverables for the Low Impact Development Monitoring Grant (#WQ015, BCC approved 07/18/2014)
110	221021			Environmental Analyst	30%	Assists in sampling and lab analysis for LID Monitoring Grant activities. This cost center pays 30% of this position's salary.
			1			
118	222030	RESTORE Planning Assist	1	RESTORE Program Manager		Manages the U.S. Treasury Department's required Multiyear Implementation Plan and other required deliverables for RESTORE Act implementation
			1			

Employee Totals: 45

FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Executive

DEPARTMENT: County Administration  
 DIVISION: Assistant County Administrator  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	124,607	127,323	28,401	123,614	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	4,800	4,800	800	4,800	0
52101	FICA Taxes	9,509	10,107	1,776	9,824	0
52201	Retirement Contributions	26,840	28,763	6,183	29,163	0
52301	Life & Health Insurance	16,884	9,000	1,409	9,500	0
52401	Workers' Compensation	322	334	144	384	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	182,962	180,327	38,713	177,285	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,311	3,000	0	1,790	0
54101	Communications	1,215	1,500	452	1,468	0
54201	Freight & Postage Services	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	500	0	496	0
55201	Operating Supplies	0	500	0	485	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	1,250	0	1,300	0
55501	Training & Registrations	525	750	0	725	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	4,051	7,500	452	6,264	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 187,013	\$ 187,827	\$ 39,165	\$ 183,549	\$ 0
RESOURCES						
	General Fund Revenues	\$ 187,013	\$ 187,827	\$ 39,165	\$ 183,549	\$ 0
	TOTAL REVENUES	\$ 187,013	\$ 187,827	\$ 39,165	\$ 183,549	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 120101

Assistant County Admin

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem	\$ 2,311	\$ 159	3	\$ 477	\$ 3,000	\$ (2,523)	2017 FAC Legislative Conference Hotel (3 Nights@\$159)
		\$ 59	3	\$ 177		\$ 177	Per Diem (3 days/\$59 per day)
		\$ 15	3	\$ 45		\$ 45	Parking (3 days/\$15 per day)
		\$ 900	1	\$ 482		\$ 482	Mileage (Estimated 900 miles @ .535 per mile)
		\$ 149	3	\$ 447		\$ 447	2017 Gulf Power Economic Symposium (2 Nights@\$149)
		\$ 54	3	\$ 162		\$ 162	Per Diem (3 days/\$54 per day)
		\$ 400	1	\$ 214		\$ 214	Mileage (Estimated 400 miles @ .535 per mile)
		\$ 15	3	\$ 45		\$ 45	Parking (3 days/\$15 per day)
		\$ 209	3	\$ 627		\$ 627	2018 FAC Policy Conference (3 Nights@\$209)
		\$ 64	3	\$ 192		\$ 192	Per Diem (3 day/\$64 per day)
		\$ 15	3	\$ 45		\$ 45	Parking (3 days/\$15 per day)
Subtotal	\$ 2,311			\$ 1,790	\$ 3,000	\$ (1,211)	
						overall change \$ (1,211)	
5 54101 Communications	\$ 1,215	\$ 72	12	\$ 868	\$ 1,500	\$ (632)	Cell Phone (\$72.31 per month)
		\$ 10	12	\$ 120		\$ 120	Hot Spot Cell Phone (\$10.00 per month)
		\$ 40	12	\$ 480		\$ 480	MiFi for Surface (\$40.01 per month)
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ 1,215			\$ 1,468	\$ 1,500	\$ (32)	
						overall change \$ (32)	
15 55101 Office Supplies	\$ -	\$ 38	2	\$ 76	\$ 500	\$ (424)	2 Cases Paper (\$38 per case)
		\$ 320	1	\$ 320		\$ 320	Desk Chair Replaced
		\$ 100	1	\$ 100		\$ 100	Pens, Post It Notes, Steno Pads
				\$ -		\$ -	
Subtotal	\$ -			\$ 496	\$ 500	\$ (4)	
						overall change \$ (4)	
16 55201 Operating Supplies	\$ -	\$ 45	3	\$ 135	\$ 500	\$ (365)	Shirts (3)
		\$ 350	1	\$ 350		\$ 350	Unforeseen Operating Supplies
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ 485	\$ 500	\$ (15)	
						overall change \$ (15)	
18 55401 Books, Pubs & Subs.	\$ -	\$ 100	1	\$ 100	\$ 1,250	\$ (1,150)	FACM Dues
		\$ 1,200	1	\$ 1,200		\$ 1,200	ICMA Dues
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ 1,300	\$ 1,250	\$ 50	
						overall change \$ 50	
19 55501 Training & Registrations	\$ 525	\$ 275	1	\$ 275	\$ 750	\$ (475)	2017 FAC Legislative Conference Registration
		\$ 275	1	\$ 275		\$ 275	2018 FAC Policy Conference Registration
		\$ 175	1	\$ 175		\$ 175	2018 Gulf Power Economic Symposium
				\$ -		\$ -	
Subtotal	\$ 525			\$ 725	\$ 750	\$ (25)	
						overall change \$ (25)	
31 59801 Reserves	\$ -			\$ -	\$ -	\$ -	
				\$ -		\$ -	
				\$ -		\$ -	
Subtotal	\$ -			\$ -	\$ -	\$ -	
						overall change \$ -	
Page Totals \$ 4,051				\$ 6,263	\$ 7,500	\$ (1,237)	

FUND: Misdemeanor Probation Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Detention / Correction

DEPARTMENT: Corrections  
 DIVISION: Community Corrections  
 COST CENTER: Misdemeanor Probation

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	0	0
51201	Regular Salaries & Wages	709,298	729,283	326,261	735,848	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	1,632	0	0	0
52101	FICA Taxes	52,022	55,916	23,936	56,294	0
52201	Retirement Contributions	60,108	61,165	25,686	71,491	0
52301	Life & Health Insurance	114,547	149,490	62,555	158,080	0
52401	Workers' Compensation	1,842	1,849	799	2,199	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	937,817	999,335	439,237	1,023,912	0
53101	Professional Services	51,028	15,200	13,775	37,500	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	125,215	166,500	39,434	108,024	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	18,491	18,500	4,702	17,292	0
54201	Postage & Freight	803	2,000	162	974	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	6,964	3,200	1,388	2,712	0
54501	Insurance	4,070	22,226	2,756	1,586	0
54601	Repair & Maintenance Services	4,899	500	152	49,108	0
54701	Printing & Binding	0	1,000	41	102	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	15,765	18,100	5,247	11,904	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	1,233	3,500	2,734	6,620	0
55201	Operating Supplies	11,159	15,687	1,225	1,200	0
55301	Road Materials & Supplies	84	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	300	134	429	0
55501	Training & Registrations	0	0	10	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	239,711	266,713	71,760	237,451	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	271,329	0	21,914	0
	NON-OPERATING COSTS	0	271,329	0	21,914	0
	TOTAL BUDGET	\$ 1,177,528	\$ 1,537,377	\$ 510,996	\$ 1,283,277	\$ 0
	RESOURCES					
	Cost of Supervision	\$ 710,351	\$ 631,750	\$ 346,364	\$ 636,500	\$ 0
	Pre-Sentencing Investigation	0	0	0	0	0
	Pre-Court Supervision	331	0	0	0	0
	Community Confinement	4,157	4,275	954	3,563	0
	Electronic Monitoring	261,390	242,250	113,118	237,500	0
	Breath Testing	17,584	16,625	5,444	16,150	0
	Interest	19,725	0	8,118	0	0
	Miscellaneous Revenues	50,746	38,000	20,181	38,000	0
	Other Misdemeanor Probation Revenues	113,246	604,477	16,817	351,565	0
	TOTAL REVENUES	\$ 1,177,528	\$ 1,537,377	\$ 510,996	\$ 1,283,277	\$ 0

Overall decrease of two positions; One employee anticipates entering DROP and one employee will be retiring this fiscal year; A portion of Forensic Mental Health Specialist being paid from this cost center

Srvs for defendants on Prob w/ special conditions, i.e. drug screening

Electronic monitoring for Community Confinement; Loomis pickup

Repair and maint for vehicles; Software maint cost for case management software

Credit card machine fee and lien fees; Background checks for new process servers and students

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

114 / 290301

Misdemeanor Probation

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	51,028	25	1,500	37,500	15,200	22,300	Cost of court ordered drug screens for probation program participants; approx 125 screens ordered/month @ \$25/each covered by PD14-15.013
Subtotal	51,028			37,500	15,200	22,300	
overall change							22,300
3 53401 Other Contractual Services	125,215	303	12	3,632	166,500	(162,868)	Loomis pickup for deposit (previously paid from 290305, but will be moved for FY18)
		5,166	12	61,992		61,992	Charge per month for an average of 42 active GPS offenders @ 4.10/day*30 days (PD15-16.017)
		1,395	12	16,740		16,740	Charge per month for average of 15 court ordered Passive GPS offenders @ \$3.10/day*30days (PD15-16.017)
		1,980	12	23,760		23,760	Charge per month for average of 15 court ordered alcohol monitored offenders @ \$4.40/day*30 days (obtained utilizing competitive quotes)
		120	10	1,200		1,200	Cost to cover 10 hearing impaired interpreter appointments
		70	10	700		700	Cost to cover 10 Spanish interpreter appointments
Subtotal	125,215			108,024	166,500	(58,476)	
overall change							(58,476)
5 54101 Communications	18,491	1,200	12	14,400	18,500	(4,100)	Cost of Landline phones for Probation Program utilizing FY17 rates
		136	9	1,224		1,224	Yearly cost for all active victim pagers
		20	12	240		240	Monthly cost for 5 spare pagers (\$4.00/each per month) to have on site in the event one needs to be issued to victim
		100	12	1,200		1,200	Verizon Wireless cost for 2 smart phones per month
		19	12	228		228	Verizon Wireless cost for 1 flip phone utilized as client payments line
Subtotal	18,491			17,292	18,500	(1,208)	
overall change							(1,208)
6 54201 Postage & Freight	803	0.34	1,750	595	2,000	(1,405)	Cost of mailing postcards to program participants related to case reminders
		0.49	730	358		358	Cost of other mailings related to program participant communication
		0.21	100	21		21	Cost of additional ounce postage required for some 1st class mailings
				0		0	
Subtotal	803			974	2,000	(1,026)	
overall change							(1,026)
8 54401 Rentals & Leases	6,964	113	12	1,356	3,200	(1,844)	Probation copier lease based on projected cost utilizing new lease
		113	12	1,356		1,356	Probation-Intake copier lease based on projected cost utilizing new lease
Subtotal	6,964			2,712	3,200	(488)	
overall change							(488)
9 54501 Insurance	4,070	1,586	1	1,586	22,226	(20,640)	Vehicle Premium figures received from Risk Management
Subtotal	4,070			1,586	22,226	(20,640)	
overall change							(20,640)
10 54601 Repair & Maintenance	4,899	84	12	1,008	500	508	Monthly Repair and maintenance costs for 5 vehicle fleet [ex-brakes, oil changes, tire replacement]
							Software Maintenance cost for case management software based on midpoint RFP submission for PD16-17.025 w/ 74% being remitted from fund 114 monies--a selection on this bid has not been made to date
		48,100	1	48,100		48,100	
Subtotal	4,899			49,108	500	48,608	
overall change							48,608
11 54701 Printing & Binding	0	0.07	1,460	102	1,000	(898)	Letterhead envelopes
				0		0	
Subtotal	-			102	1,000	(898)	
overall change							(898)
13 54901 Other Current Chrgs & Obligs	15,765	3	8	24	18,100	(18,076)	cost associated with background checks for student practicum (estimated at 8/year @ \$3.00/each)
		10	300	3,000		3,000	Recording fee to release 300 liens (yearly average utilizing FY17 figures)
		700	12	8,400		8,400	Bank of America credit card charges based on monthly average from FY17
		40	12	480		480	cost associated with background checks for new process servers (12 new process servers @ \$40/each)
Subtotal	15,765			11,904	18,100	(6,196)	
overall change							(6,196)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

114 / 290301

Misdemeanor Probation

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
15 55101 Office Supplies	1,233	5,000	1	5,000	3,500	1,500	toner, file folders, file prongs, stay put pens, legal pads, post its, post it flags, labels, staples, whiteout, pens, highlighters
		30	54	1,620		1,620	Cost of 54 cases of paper to support the functions of the Probation program
Subtotal	1,233			6,620	3,500	3,120	
overall change						3,120	
16 55201 Operating	11,159	50	12	600	15,687	(15,087)	Monthly cost of fuel for 5 vehicle fleet
Supplies		60	10	600		600	Cost of breath alcohol testing straws (10 bags/year with 250 straws per bag @ \$60/bag)
Subtotal	11,159			1,200	15,687	(14,487)	
overall change						(14,487)	
18 55401 Books, Pubs &	84	84	1	84	300	(216)	Notary Renewal for Mary Harris (probation sr. office support assistant)
Subs.		25	12	300		300	Monthly cost of Pensacola News Journal subscription as requested by the Dept. Director
		45	1	45		45	Sam's Club membership for Director's aide
Subtotal	84			429	300	129	
overall change						129	
31 59801 Reserves	0				0	0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals	239,711			237,451	266,713	(29,262)	
Check	239,711			237,451	266,713		

FUND: Misdemeanor Probation Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Detention/Correction

DEPARTMENT: Corrections  
 DIVISION: Community Corrections  
 COST CENTER: Check Restitution

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	67,177	76,162	31,711	76,315	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	5,028	5,827	2,283	5,837	0
52201	Retirement Contributions	3,800	5,727	1,495	5,377	0
52301	Life & Health Insurance	15,920	27,000	10,160	19,000	0
52401	Workers' Compensation	192	193	83	228	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	92,118	114,909	45,732	106,757	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	1,521	2,200	251	792	0
54201	Postage & Freight	200	2,000	136	558	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	2,081	2,500	1,439	456	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	500	0	0	0
54701	Printing & Binding	0	1,000	53	128	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	1,000	321	1,210	0
55201	Operating Supplies	89	500	44	200	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	3,891	9,700	2,244	3,344	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 96,009	\$ 124,609	\$ 47,976	\$ 110,101	\$ 0
RESOURCES						
	Check Restitution	\$ 96,009	\$ 124,609	\$ 47,976	\$ 110,101	\$ 0
	TOTAL REVENUES	\$ 96,009	\$ 124,609	\$ 47,976	\$ 110,101	\$ 0

Landline phone  
 Postage; mailouts  
 for collections

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

114 / 290302

Check Restitution

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
5 54101 Communications	1,521	66	12	792	2,200	(1,408)	Cost of Landline phones for Check Diversion Program utilizing FY17 rates
Subtotal	1,521			792	2,200	(1,408)	
overall change (1,408)							
6 54201 Postage &	200	0.34	149	51	2,000	(1,949)	Cost of mailing postcards to program participants related to case reminders
Freight		0.49	915	448		448	Cost of other mailings related to program participant communication, mainly letters from State Attorney's Office (State Attorney's Office provides envelopes and letters and program officers send the info out)
		0.21	281	59		59	Cost of additional ounce postage required for some 1st class mailings
Subtotal	200			558	2,000	(1,442)	
overall change (1,442)							
8 54401 Rentals & Leases	2,081	38	12	456	2,500	(2,044)	Rental of bottleless water cooler (previous expenses related to copier rental have been more appropriately reclassified)
Subtotal	2,081			456	2,500	(2,044)	
overall change (2,044)							
10 54601 Repair & Maintenance	0			0	500	(500)	
Subtotal	-			-	500	(500)	
overall change (500)							
11 54701 Printing & Binding	0	.07	1,830	128	1,000	(872)	letterhead envelopes [typically post cards are ordered, but will not need to order any for FY18]
Subtotal	-			128	1,000	(872)	
overall change (872)							
15 55101 Office Supplies	0	1,000	1	1,000	1,000	0	scotch tape, post it notes, pens, staples, address labels, file folders, folder prongs, highlighters
Subtotal	-	30	7	210		210	Cost of 7 cases of paper to support the functions of the Check Restitution program
overall change 210							
16 55201 Operating Supplies	89	200	1	200	500	(300)	Anticipate that a new printer will need to be ordered during FY18
Subtotal	89			200	500	(300)	
overall change (300)							
31 59801 Reserves	0				0	0	
Subtotal	-			-	-	0	
overall change 0							
Page Totals 3,891 3,344 9,700 (6,356)							
Check 3,891 3,344 9,700							



FUND: Misdemeanor Probation Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Detention/Correction

DEPARTMENT: Corrections  
 DIVISION: Community Corrections  
 COST CENTER: Community Service Work

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	35,151	35,917	15,883	35,909	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	2,655	2,748	1,200	2,747	0
52201	Retirement Contributions	2,582	2,701	1,194	2,844	0
52301	Life & Health Insurance	6,284	9,000	3,188	9,500	0
52401	Workers' Compensation	87	91	39	107	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	46,759	50,457	21,505	51,107	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	51	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	2,000	0	1,878	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	500	157	650	0
55201	Operating Supplies	0	500	0	500	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	3,000	157	3,079	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 46,759	\$ 53,457	\$ 21,661	\$ 54,186	0
RESOURCES						
	Community Service Work	\$ 46,759	\$ 53,457	\$ 21,661	\$ 54,186	0
	TOTAL REVENUES	\$ 46,759	\$ 53,457	\$ 21,661	\$ 54,186	0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
 Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

114 /290304

Community Service Work

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
6 54201 Postage & Freight	0	0.49	87	43	0	43	Cost of mailing the out of town community service work packet to program participants located outside our area
		0.21	41	9		9	Cost of additional ounce postage required for some 1st class mailings
Subtotal	-			51	-	51	
overall change						51	
9 54501 Insurance	0	11	158	1,738	2,000	(262)	Insurance to cover community service workers (approx. 158 participants on any given day @ \$11.00 each)
		140	1	140		140	Yearly insurance participation fee
Subtotal	-			1,878	2,000	(122)	
overall change						(122)	
15 55101 Office Supplies	0	500	1	500	500	0	Plain white envelopes, pens, post it notes, post it flags, large rubber bands, file folders, folder prongs
		30	5	150		150	Cost of 5 cases of paper to support the functions of the Community Service Work program
Subtotal	-			650	500	150	
overall change						150	
16 55201 Operating Supplies	0	500	1	500	500	0	Anticipated cost for replacing high volume desk printer during FY18
				0		0	
Subtotal	-			500	500	0	
overall change						0	
31 59801 Reserves	0				0	0	
Subtotal	-			-	-	0	
overall change						0	

Page Totals 0  
 Check 0

3,079 3,000 79  
 3,079 3,000

FUND: Misdemeanor Probation Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Detention/Correction

DEPARTMENT: Corrections  
 DIVISION: Community Corrections  
 COST CENTER: Work Release Program

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	411,864	88,538	41,587	154,678	0
51301	Other Salaries & Wages	0	0	0	1,560	0
51401	Overtime	7,155	0	0	0	0
51501	Special pay	3,080	0	0	0	0
52101	FICA Taxes	30,478	6,773	2,983	11,953	0
52201	Retirement Contributions	67,434	6,658	3,137	12,374	0
52301	Life & Health Insurance	88,068	18,000	9,013	38,000	0
52401	Workers' Compensation	14,881	224	97	467	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	622,960	120,193	56,816	219,032	0
53101	Professional Services	0	0	200	600	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	93,743	78,050	23,748	56,107	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	2,967	3,600	1,335	2,820	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	107,205	125,000	68,916	126,336	0
54401	Rentals & Leases	2,081	2,500	1,271	1,620	0
54501	Insurance	19,171	20,000	6,912	21,551	0
54601	Repair & Maintenance Services	5,063	7,000	873	4,862	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	2,000	312	2,720	0
55201	Operating Supplies	19,194	35,000	6,330	30,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	100	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	249,424	273,250	109,897	246,616	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	2,235	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	2,235	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	543,208	2,696,604	576,782	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	543,208	2,696,604	576,782	0
	TOTAL BUDGET	\$ 874,619	\$ 936,651	\$ 2,863,317	\$ 1,042,430	\$ 0
RESOURCES						
	Residential Probation	\$ 2,010,021	\$ 1,448,750	\$ 771,470	\$ 1,026,000	\$ 0
	Work Release Waiting List	600	475	350	475	0
	Locker Rental	7,717	8,801	3,111	6,175	0
	Other Misdemeanor Probation Revenues	(1,143,719)	(521,375)	2,088,386	9,780	0
	TOTAL REVENUES	\$ 874,619	\$ 936,651	\$ 2,863,317	\$ 1,042,430	\$ 0

One position moved here from Misdemeanor Probation

Food for inmates; Pest Control;

Direct TV; Verizon Wireless

Water, Gas, Power

Fire alarm inspections; Fire suppression sprinkler inspections; Repairs to fire suppression system

Janitorial Supplies

Moved 8 CO's over to the Detention Cost Center in F-001. Transfer funding offset.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

114/290305

Work Release/Residential Probation

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	0	25	24	600	0	600	Cost of drug screens for work release program participants; approx 2 screens ordered/month @ \$25/each covered by PD14 15.013
Subtotal	-			600	-	600	
overall change 600							
3 53401 Other Contractual Services	93,743	38	12	456	78,050	(77,594)	Pest Control Services= 38/month*12 months Food cost projected utilizing current price per meal (\$0.8234)*current CPI food away from home increase as provided for in PD13-14.065 (2.4% for period ending Feb 17)=\$0.8432/meal Projected to supply 5500 meals/month for FY18
Subtotal	93,743	0.8432	66,000	55,651	55,651	(21,943)	
overall change (21,943)							
5 54101 Communications	2,967	130	12	1,560	3,600	(2,040)	Television programming cost (DirectTV) for housing units at Work Release facility
Subtotal	2,967	105	12	1,260	1,260	(780)	Verizon Wireless cost for 3 smart phones per month
overall change (780)							
7 54301 Utility Services	107,205	4,251	12	51,012	125,000	(73,988)	ECUA Water Bill (monthly) based on current headcount and cost projection utilizing FY17 rates
		1,213	12	14,556		14,556	City of Pensacola Gas Bill (monthly) based on current headcount and cost projection utilizing FY17 rates
Subtotal	107,205	5,064	12	60,768	60,768	1,336	Gulf Power Bill (monthly) based on current headcount and cost projection utilizing FY17 rates+ 5% increase (proposed 3-6% increase pending approval by Public Service Commission)
overall change 1,336							
8 54401 Rentals & Leases	2,081	10	12	120	2,500	(2,380)	Bottleless water cooler rental (\$10/month*12 months=120/year)
		72	2	144		144	Filters for bottleless water cooler must be changed 2x/year @ \$72/each
Subtotal	2,081	113	12	1,356	1,356	(880)	Work Release copier lease based on projected cost utilizing new lease
overall change (880)							
9 54501 Insurance	19,171	20,497	1	20,497	20,000	497	Property Insurance figure provided by OMB
Subtotal	19,171	671	1	671	671		Vehicle Insurance figure provided by Risk Management
overall change 1,168							
10 54601 Repair & Maintenance	5,063	3,076	1	3,076	7,000	(3,924)	Yearly fire alarm inspection based on 6% increase over FY17 as has been the trend for the previous 4 years
		122	4	486		486	Quarterly fire suppression sprinkler inspection based on 6% increase over FY17 as has been the trend for the previous 4 years
		700	1	700		700	Repairs to fire suppression system not covered as part of regular maintenance and repair
Subtotal	5,063	50	12	600	600		Repair cost for 1 vehicle included in fleet
overall change (2,138)							
15 55101 Office Supplies	0	2,000	1	2,000	2,000	0	toner, file folders, highlighters, sharpies, pens, journal ledgers, coin wrappers, post it notes
Subtotal	-	30	24	720	720		Cost of 24 cases of paper to support the functions of the Work Release program
overall change 720							
16 55201 Operating Supplies	19,194	30,000	1	30,000	35,000	(5,000)	Staple operating supplies for the Work Release facility include toilet paper, trash bags, laundry detergent, gloves, paper towels, disinfectant, mopping supplies, bleach
Subtotal	19,194			0	0		
overall change (5,000)							
18 55401 Books, Pubs & Subs.	0			0	100	(100)	
Subtotal	-			0	0		
overall change (100)							
25 56401 Machinery &	2,235			0	0	0	
Subtotal	2,235			-	-	0	
overall change 0							

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

114/290305

Work Release/Residential Probation

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
30 59101 Transfers	0	579,054	1	576,782	543,208	33,574	
				0		0	
				0		0	
Subtotal	-			576,782	543,208	33,574	
overall change						33,574	
31 59801 Reserves	0			0	0	0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals	251,659			823,015	816,458	6,558	
Check	251,659			823,015	816,458		

FUND: Misdemeanor Probation Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Detention / Correction

DEPARTMENT: Corrections  
 DIVISION: Community Corrections  
 COST CENTER: Pre-Trial Diversion

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	150,185	153,116	70,321	162,385	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	10,991	11,713	5,153	12,422	0
52201	Retirement Contributions	10,238	11,514	4,871	12,862	0
52301	Life & Health Insurance	29,394	36,000	14,822	47,500	0
52401	Workers' Compensation	393	388	167	485	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	201,200	212,731	95,334	235,654	0
53101	Professional Services	5,000	5,000	150	600	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	2,484	3,000	1,223	2,136	0
54201	Postage & Freight	0	2,000	47	90	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	1,814	2,000	722	1,356	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	500	0	0	0
54701	Printing & Binding	0	2,000	7	7	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	500	193	860	0
55201	Operating Supplies	0	500	586	640	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	9,298	15,500	2,928	5,689	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 210,498	\$ 228,231	\$ 98,262	\$ 241,343	\$ 0
RESOURCES						
	Pre Trial Diversion	\$ 210,498	\$ 228,231	\$ 98,262	\$ 241,343	\$ 0
	TOTAL REVENUES	\$ 210,498	\$ 228,231	\$ 98,262	\$ 241,343	\$ 0

One position tx to another division and two positions tx to this division with an overall increase of one position

Court ordered drug screening for pre-trial diversion participants

Landline phones

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

114/290306

Pre-Trial Diversion

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	5,000	25	24	600	5,000	(4,400)	Cost of court ordered drug screens for pre-trial diversion program participants; approx 2 screens ordered/month @ \$25/each covered by PD14-15.013
Subtotal	5,000			600	5,000	(4,400)	
overall change							(4,400)
5 54101 Communications	2,484	178	12	2,136	3,000	(864)	Cost of Landline phones for Pre-Trial Diversion Program utilizing FY17 rates
Subtotal	2,484			2,136	3,000	(864)	
overall change							(864)
6 54201 Postage & Freight	0	0.34	173	59	2,000	(1,941)	Cost of mailing postcards to program participants related to case reminders
		0.49	53	26		26	Cost of other mailings related to program participant communication
		0.21	26	5		5	Cost of additional ounce postage required for some 1st class mailings
Subtotal	-			90	2,000	(1,910)	
overall change							(1,910)
8 54401 Rentals & Leases	1,814	113	12	1,356	2,000	(644)	Copier lease fees with CPC Technologies as approved by BCC on 07/07/2016
Subtotal	1,814			1,356	2,000	(644)	
overall change							(644)
10 54601 Repair & Maintenance	0			0	500	(500)	
Subtotal	-			-	500	(500)	
overall change							(500)
11 54701 Printing & Binding	0	.07	106	7	2,000	(1,993)	Letterhead envelopes
Subtotal	-			7	2,000	(1,993)	
overall change							(1,993)
15 55101 Office Supplies	0	500	1	500	500	0	Toner, file folders, prong fasteners, index cards, highlighters, pens, stay put pens, post it notes, white out
		30	12	360		360	Cost of 54 cases of paper to support the functions of the Probation program
Subtotal	-			860	500	360	
overall change							360
16 55201 Operating Supplies	0	30	12	354	500	(146)	Copy charges related to copier agreement with CPC Technologies as approved by the BCC on 07/07/2016
		24	12	286		286	Bottled water (4 five gallon bottles*\$5.95/month=23.80/month*12 months=\$285.60/year)
Subtotal	-			640	500	140	
overall change							140
31 59801 Reserves	0			0	0	0	
Subtotal	-			-	-	0	
overall change							0
Page Totals							
Check							
				5,689	15,500	(9,811)	
				5,689	15,500		

FUND: General Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Detention / Correction

DEPARTMENT: Corrections  
 DIVISION: Community Corrections  
 COST CENTER: Pre-Trial Release

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	356,354	352,681	164,319	329,478	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	26,085	26,979	12,004	25,205	0
52201	Retirement Contributions	33,623	42,864	15,664	43,709	0
52301	Life & Health Insurance	49,921	72,000	25,656	66,500	0
52401	Workers' Compensation	873	892	386	985	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	466,856	495,416	218,028	465,877	0
53101	Professional Services	20,000	30,000	22,125	54,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	42,000	12,502	30,480	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	4,153	5,000	1,019	3,060	0
54201	Postage & Freight	264	2,000	115	246	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	1,187	3,200	745	1,140	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	500	0	16,900	0
54701	Printing & Binding	871	1,000	1	50	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	8,287	3,500	3,560	6,940	0
55201	Operating Supplies	2,795	3,000	349	708	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	84	100	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	37,640	90,300	40,416	113,524	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 504,496	\$ 585,716	\$ 258,444	\$ 579,401	\$ 0
RESOURCES						
	General Fund Revenues	\$ 504,496	\$ 585,716	\$ 258,444	\$ 579,401	\$ 0
	TOTAL REVENUES	\$ 504,496	\$ 585,716	\$ 258,444	\$ 579,401	\$ 0

One position was reclassified and moved here from the jail; One employee anticipates retiring this fiscal year; Proposed new Crim Justice Spec II position

Court ordered drug screening for Pre-trial release participants

Security officer for COB due to offenders/client relations

Landline phones & Verizon wireless

Copier lease

Software maint cost for case management software (RFP)

Req \$6,940



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 290307

Pre-Trial Release

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	20,000	25	2,160	54,000	30,000	24,000	Cost of court ordered drug screens for pre-trial release program participants; approx 200 screens ordered/month @ \$25/each covered by PD14-15.013
Subtotal	20,000			54,000	30,000	24,000	
overall change						24,000	
3 53401 Other Contractual Services	0	2,540	12	30,480	42,000	(11,520)	Cost of armed security officer for COB (2251 North Palafox Street) during business hours covered by PD15-16.051
Subtotal	-			30,480	42,000	(11,520)	
overall change						(11,520)	
5 54101 Communications	4,153	150	12	1,800	5,000	(3,200)	Cost of Landline phones for COB (2251 North Palafox Street) utilizing FY17 rates
		105	12	1,260		1,260	Monthly Cost of Verizon Wireless service for 2 smart phones (1 @ 39/month and 1 @ 66/month--costs vary depending on number of minutes contributed to the shared group)
Subtotal	4,153			3,060	5,000	(1,940)	
overall change						(1,940)	
6 54201 Postage & Freight	264	0.34	694	236	2,000	(1,764)	Cost of mailing postcards to program participants related to case reminders
		0.49	20	10		10	Cost of other mailings related to program participant communication
Subtotal	264			246	2,000	(1,754)	
overall change						(1,754)	
8 54401 Rentals & Leases	1,187	285	4	1,140	3,200	(2,060)	Quarterly cost of copier lease with CPC Technologies approved by BCC 07/07/2016
Subtotal	1,187			1,140	3,200	(2,060)	
overall change						(2,060)	
10 54601 Repair & Maintenance	0	16,900	1	16,900	500	16,400	Software Maintenance cost for case management software based on midpoint RFP submission for PD16-17.025 w/ 26% being remitted from general fund monies--a selection on this bid has not been made to date
Subtotal	-			16,900	500	16,400	
overall change						16,400	
11 54701 Printing & Binding	871	.07	715	50	1,000	(950)	Letter head envelopes
Subtotal	871			50	1,000	(950)	
overall change						(950)	
15 55101 Office Supplies	8,287	30	48	1,440	3,500	(2,060)	Cost of 48 cases of paper to support the functions of the Pre-Trial Release program
		5,500	1	5,500		5,500	Toner, file folders, stay put pens, file prongs, pens, white out, post its, post it flags, labels
Subtotal	8,287			6,940	3,500	3,440	
overall change						3,440	
16 55201 Operating Supplies	2,795	177	4	708	3,000	(2,292)	Quarterly charge for usage copies as outlined in BCC approved agreement with CPC Technologies, approved 07/07/2016
Subtotal	2,795			708	3,000	(2,292)	
overall change						(2,292)	
18 55401 Books, Pubs & Subs.	84			0	100	(100)	
Subtotal	84			-	100	(100)	
overall change						(100)	
31 59801 Reserves	0				0	0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals		37,640		113,524	90,300	23,224	
Check		37,640		113,524	90,300		

FUND: Other Grants & Projects  
 FUNCTION: Public Safety  
 ACTIVITY: Detention / Correction

DEPARTMENT: Corrections  
 DIVISION: Community Corrections  
 COST CENTER: Forensic Mental Health

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	33,202	30,653	14,560	29,397	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	2,472	2,345	1,088	2,249	0
52201	Retirement Contributions	3,168	3,982	1,891	3,898	0
52301	Life & Health Insurance	4,646	6,570	2,365	6,650	0
52401	Workers' Compensation	83	78	36	88	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	43,572	43,628	19,941	42,282	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 43,572	\$ 43,628	\$ 19,941	\$ 42,282	\$ 0
RESOURCES						
	Grant Revenues	\$ 43,572	\$ 43,628	\$ 19,941	\$ 42,282	\$ 0
	TOTAL REVENUES	\$ 43,572	\$ 43,628	\$ 19,941	\$ 42,282	\$ 0

FUND: Transportation Trust  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Corrections  
 DIVISION: Road Prison  
 COST CENTER: Care and Custody

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	3,410,922	3,472,959	1,542,183	3,511,492	3,511,492
51301	Other Salaries & Wages	0	48,580	0	45,979	45,979
51401	Overtime	45,254	50,000	21,521	50,000	50,000
51501	Special pay	47,059	50,064	23,400	52,800	52,800
52101	FICA Taxes	253,304	277,052	114,703	280,015	280,015
52201	Retirement Contributions	745,718	794,742	337,772	830,152	830,152
52301	Life & Health Insurance	756,440	650,970	386,121	687,135	687,135
52401	Workers' Compensation	145,975	171,813	69,562	207,853	207,853
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	5,404,672	5,516,180	2,495,260	5,665,426	5,665,426
53101	Professional Services	1,076	2,000	0	1,400	1,400
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	1,000	0	0	0
53401	Other Contractual Services	1,311	1,000	435	1,068	1,068
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	14,746	23,000	4,850	14,685	14,685
54201	Postage & Freight	258	1,000	71	227	227
54301	Utility Services	243,993	210,000	126,896	268,338	268,338
54401	Rentals & Leases	3,846	7,000	1,494	3,295	3,295
54501	Insurance	9,106	9,106	9,025	8,078	8,078
54601	Repair & Maintenance Services	41,327	56,000	17,005	33,386	33,386
54701	Printing & Binding	0	1,000	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	15,035	10,500	3,143	510	510
54931	Host Ordinance Items	649	1,000	345	700	700
55101	Office Supplies	3,846	5,250	834	3,500	3,500
55201	Operating Supplies	291,844	363,000	131,458	306,470	306,470
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, Subs & Memberships	0	200	10	10	10
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	627,037	691,056	295,565	641,667	641,667
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	6,733	2,874	2,886	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	6,733	2,874	2,886	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 6,038,442	\$ 6,210,110	\$ 2,793,712	\$ 6,307,093	\$ 6,307,093
RESOURCES						
	Transportation Trust Revenues	\$ 6,038,442	\$ 6,210,110	\$ 2,793,712	\$ 6,307,093	\$ 6,307,093
	TOTAL REVENUES	\$ 6,038,442	\$ 6,210,110	\$ 2,793,712	\$ 6,307,093	\$ 6,307,093

Several pay increases due to changes in the PBA contract  
 Req \$55,788

Emergent vet visits for the dog team

Pest control services

Landline; Mifi service; Cellphone service; Replacement phones

Dumpster; Gas; Water; Power

Updates to fire suppression system in kitchen; Repair and maint supplies for Road Prison facilities; Repair & maint to vehicles and equipment

Officer uniforms and accessories; Inmate uniforms; Supplies for agriculture program; Food service supplies

Req \$36,845  
 Replacement of 22 radios needed so dept can start a replacement cycle

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175/290202

Road Prison

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	1,076	1,400	1	1,400	2,000	(600)	Average vet expense for dog team for most recent 2 years to account for 4 beagles (tracking), 1 bloodhound (tracking), and 1 German Sheppard (narcotic detection), expense only covers emergent vet visits as routine animal care/vaccinations are provided by the animal shelter at no cost to the division
				0		0	
				overall change			(600)
2 53301 Court Reporter	0	0	1	0	1,000	(1,000)	
Subtotal	-			-	1,000	(1,000)	
				overall change			(1,000)
3 53401 Other Contractual Services	1,311	89	12	1,068	1,000	68	Pest Control Services= 89/month*12 months
				0		0	
Subtotal	1,311			1,068	1,000	68	
				overall change			68
5 54101 Communications	14,746	225	12	2,700	23,000	(20,300)	Monthly landline phone cost utilizing FY17 rates
		120	12	1,440		1,440	Cost of 3 mifis (40/month each *3 units) on Verizon Wireless Plan
		40	12	480		480	Cost of 1 ipad connectivity on Verizon Wireless Plan
		341	12	4,097		4,097	Cost of 12 flip phones (avg cost of 28.42/month*12 units) on Verizon Wireless Plan
		397	12	4,767		4,767	Cost of 8 smart phones (49.63/month*8 units)on Verizon Wireless Plan
		300	4	1,200		1,200	Cost of replacement phones to be utilized as needed by the division throughout the year
Subtotal	14,746			14,685	23,000	(8,315)	
				overall change			(8,315)
6 54201 Postage & Freight	258	180	1	180	1,000	(820)	Robbins Assoc Freight Charge related to greenhouse supplies shipping
		6.73	4	27		27	Certified Mailings related to former employees or internal affairs paperwork sent to FDLE
		0.49	40	20		20	Stamps to mail W2s to former employees, non-certified paperwork to FDLE or other institutional correspondence
Subtotal	258			227	1,000	(773)	
				overall change			(773)
7 54301 Utility Services	243,993	500	12	6,000	210,000	(204,000)	PD12-13.014 for Dumpster Service valid until June 2018
		4,407	12	52,886		52,886	Gas Bill (monthly) based on current headcount of and cost projection utilizing FY17 rates
		9,258	12	111,098		111,098	ECUA Water Bill (monthly) based on current headcount and cost projection utilizing FY17 rates
		8,196	12	98,354		98,354	Gulf Power Bill (monthly) based on current headcount and cost projection utilizing FY17 rates+ 5% increase (proposed 3-6% increase pending approval by Public Service Commission)
Subtotal	243,993			268,338	210,000	58,338	
				overall change			58,338
8 54401 Rentals & Leases	3,846	275	12	3,295	7,000	(3,705)	Copier (RJ Young), received new lease 01/2017 for 2 machines, BCC approved 01/19/2017
				0		0	
Subtotal	3,846			3,295	7,000	(3,705)	
				overall change			(3,705)
9 54501 Insurance	9,106	8,078	1	8,078	9,106	(1,028)	Insurance total received from OMB
Subtotal	9,106			8,078	9,106	(1,028)	
				overall change			(1,028)
10 54601 Repair & Maintenance	41,327	6,500	1	6,500	56,000	(49,500)	Updates to current fire suppression system in Road Prison kitchen as the current system is not UL-300 compliant (source: Primary Violation Notice 8/27/2015)
		18,354	1	18,354		18,354	Repair and maintenance supplies and parts for Road Prison facilities [ex--wood glue, nuts, bolts, lumber, bits, blades, pvc, rope, paint, conduit, flush valves, diaphragms, fencing materials, top rail, posts, greenhouse poly, camera repair parts, shower heads, security lock repairs, pump parts)
		600	12	7,194		7,194	Monthly Repair and maintenance costs for 14 vehicle fleet utilizing average of expenses from FY13-FY17 [ex--brakes, oil changes, tire replacement, tractor repairs, small engine repair, weed eater, lawnmowers, chainsaws]
		345	1	345		345	Yearly maintenance of grease trap from Ensley Septic
		747	1	747		747	Yearly Maintenance agreement cost for ID card printer
		247	1	247		247	Yearly maintenance of hood fire suppression system in Road Prison kitchen (including inspection)
Subtotal	41,327			33,386	56,000	(22,614)	
				overall change			(22,614)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
175/290202 Road Prison

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
11 54701 Printing & Binding	0	0	0	0	1,000	(1,000)	
Subtotal	-			-	1,000	(1,000)	
overall change						(1,000)	
13 54901 Other Current	15,035	410	1	410	10,500	(10,090)	Food Hygiene-Detention Facility Permit (17-48-00111), health department permit required to operate a commercial kitchen
Chrgs & Obligs		100	1	100		100	Aquaculture Certification (AQ5227031), permit required to raise Tilapia by the Dept. of Agriculture
Subtotal	15,035			510	10,500	(9,990)	
overall change						(9,990)	
14 54931 Host Ordinance	649	700	1	700	1,000	(300)	Employee Appreciation Costs (based on FY16 and projected FY17 expenses) Anticipate providing 1 Employee appreciation and 1 holiday breakfast
Subtotal	649			700	1,000	(300)	
overall change						(300)	
15 55101 Office Supplies	3,846	3,500	1	3,500	5,250	(1,750)	Paper, pens, pencils, toner, ink, markers, staples, etc (Expense runs \$3,000-\$4,000 annually)
Subtotal	3,846			3,500	5,250	(1,750)	
overall change						(1,750)	
16 55201 Operating Supplies	291,844	465	70	32,550	363,000	(330,450)	Officer Uniforms and Accessories for Road Prison operation \$434/employee*70 officers and 5 support staff=32,550
		144	175	25,200		25,200	Inmate worker uniforms needed for Road Prison inmates \$144/inmate*175 inmates=25,200
		8,864	1	8,864		8,864	Seeds, fertilizer and related supplies needed for Road Prison agriculture program to support the cultivation of 46,000lbs of squash, zucchini, peas, collard greens, mustard greens, turnip greens, okra, tomatoes, cucumbers, cabbage and corn
		1,640	1	1,640		1,640	Supplies needed for the support of the aquaculture program this includes restocking new fish, fish food, and the harvest of 4,627 lbs of Tilapia
		10,150	1	10,150		10,150	Laundry chemicals needed for Road Prison operations
		214,000	1	214,000		214,000	Food Service supplies needed for operations (PD13-14.056) [ex. Ingredients, serving utensils, storage bags, gloves for food prep]
		106	12	1,266		1,266	Cost of ID cards and printer ribbons for ID card printer
		2,500	1	2,500		2,500	Cost of first aide supplies for the Escambia County Road Prison operations
		2,300	1	2,300		2,300	Food and Supplies needed for Dog Team
		8,000	1	8,000		8,000	Equipment and other operating supplies needed for Road Prison programs
Subtotal	291,844			306,470	363,000	(56,530)	
overall change						(56,530)	
18 55401 Books, Pubs & Subs.	0	10	1	10	200	(190)	Sam's Club Direct Membership (provided through purchasing)
Subtotal	-			10	200	(190)	
overall change						(190)	
25 56401 Machinery & Equipment	6,733	1,675	22	36,845	2,874	33,971	Replacement of 22 radios needed so the dept. can start a replacement cycle to avoid a lump some cost in the coming years
Subtotal	6,733			36,845	2,874	33,971	
overall change						33,971	
31 59801 Reserves	0	0	1		0	0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals		633,770		678,511	693,930	(15,666)	
Check		633,770		678,511	693,930		

FUND: Transportation Trust  
 FUNCTION: Public Safety  
 ACTIVITY: Detention/Correction

DEPARTMENT: Corrections  
 DIVISION: Road Prison  
 COST CENTER: Inmate Commissary Fund

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	0 \$	0 \$	0 \$	0 \$	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	35,792	34,956	14,023	52,993	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	540	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	667	1,000	244	624	0
54201	Postage & Freight	0	1,259	0	1,891	0
54301	Utility Services	3,931	5,690	1,967	4,150	0
54401	Rentals & Leases	0	6,000	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	296	5,000	31	200	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	236	1,000	0	380	0
55201	Operating Supplies	23,117	63,305	7,523	25,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, Subs & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	64,038	118,750	23,787	85,238	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	38,262	0
	NON-OPERATING COSTS	0	0	0	38,262	0
	TOTAL BUDGET	64,038 \$	118,750 \$	23,787 \$	123,500 \$	0
RESOURCES						
	Inmate Commissary Revenues	64,038 \$	118,750 \$	23,787 \$	123,500 \$	0
	TOTAL REVENUES	64,038 \$	118,750 \$	23,787 \$	123,500 \$	0

Welding, GED, Life Skills Instructors; Part-time certified testing administrator

Power for Welding Shop

Vocational training supplies; Inmate welfare related operating items (games, hygiene products, reading glasses, indigent items, etc)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

175/290205

Road Prison Inmate Commissary

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional	35,793	31,481	1	31,481	34,956	(3,475)	Estimated cost of 1/2 the salary for welding instructor from George Stone as provided for in BCC approved agreement w/ Esc. Co. School Board (FY17 salary + 3% as noted in the agreement)
Services		5,000	1	5,000		5,000	Compensation for part-time certified testing administrator as provided for in BCC approved agreement w/ Esc. Co. School Board
		15	80	1,200		1,200	General Safe Serve Certification (new inmate program as of March 17)
		2,400	3	7,200		7,200	Life Skills Class for Inmate Population
		8,112	1	8,112		8,112	GED Instructor for Road Prison Inmates
Subtotal	35,793			52,993	34,956	18,037	
						overall change	18,037
3 53401 Other Contractual Services	0	0	0	0	540	(540)	
				0		0	
Subtotal	-			-	540	(540)	
						overall change	(540)
5 54101 Communications	667	52	12	624	1,000	(376)	Projected inmate wall phone cost utilizing FY17 rates
Subtotal	667			624	1,000	(376)	
						overall change	(376)
6 54201 Postage & Freight	0	0.49	3,860	1,891	1,259	632	Stamped envelopes for inmates (270.30 purchased 7 times/year)--FY16 and FY17 purchases were from 55201, put they will be moved for FY18
				0		0	
Subtotal	-			1,891	1,259	632	
						overall change	632
7 54301 Utility Services	3,931	346	12	4,150	5,690	(1,540)	Gulf Power cost for Building B (Welding Shop) utilizing cost for FY17 + 5% increase (per facilities)
Subtotal	3,931			4,150	5,690	(1,540)	
						overall change	(1,540)
8 54401 Rentals & Leases	0	0	0	0	6,000	(6,000)	No rentals and leases paid for from 290205
				0		0	
Subtotal	-			-	6,000	(6,000)	
						overall change	(6,000)
10 54601 Repair & Maintenance	296	200	1	200	5,000	(4,800)	Funds utilized for repair to welding equipment related to inmate welding program (removed outlying years and inappropriately classified purchases)
				0		0	
Subtotal	296			200	5,000	(4,800)	
						overall change	(4,800)
15 55101 Office Supplies	236	380	1	380	1,000	(620)	Pencils for inmate utilization (FY17 they are being purchased from 55201, but will be moved for FY18)
Subtotal	236			380	1,000	(620)	
						overall change	(620)
16 55201 Operating	23,117	20,000	1	20,000	63,305	(43,305)	Funds to purchase and maintain materials, equipment, and supplies for student education programs as provided for in BCC approved agreement with Esc. Co. School Board
Supplies		5,000	1	5,000		5,000	Funds to provide for inmate welfare related operating items (games, hygiene products, indigent items, reading glasses, etc)
Subtotal	23,117			25,000	63,305	(38,305)	
						overall change	(38,305)
31 59801 Reserves	0	101,316	1	101,316	252,546	(151,230)	
Subtotal	-			101,316	252,546	(151,230)	
						overall change	(151,230)
Page Totals	64,039			186,555	371,296	(184,741)	
Check	64,039			186,555	371,296		

FUND: Article V Fund  
 FUNCTION: Transportation  
 ACTIVITY: Road & Street Facilities

DEPARTMENT: Corrections  
 DIVISION: Road Prison  
 COST CENTER: Professional Training

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	28,408	18,000	2,756	19,038	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	1,000	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	27,207	14,200	12,307	28,052	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, Subs & Memberships	0	0	0	0	0
55501	Training & Registrations	58,049	38,050	31,274	26,535	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	113,664	71,250	46,337	73,625	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 113,664	\$ 71,250	\$ 46,337	\$ 73,625	0
RESOURCES						
	\$2.50 Court Cost/Article V	\$ 113,664	\$ 75,000	\$ 46,337	\$ 77,500	0
	Less 5% Anticipated Receipts	0	(3,750)	0	(3,875)	0
	TOTAL REVENUES	\$ 113,664	\$ 71,250	\$ 46,337	\$ 73,625	0

Travel and Per Diem relating to training  
Req. \$24,256

Training ammunition for Jail and Road Prison CO's; Targets; Training Taser cartridges

Registration fees; CEU training; Tractics and operations group training



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

115/290206

Professional Training

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
<b>*ALL EXPENSES WITHIN THIS COST CENTER ARE COVERED BY F.S. 938.15</b>							
4 54001 Travel & Per	25,150	378	4	1,512	18,000	(16,488)	Per diem related to Arkansas K9 Field Trials (March 2018)
		720	2	1,440		1,440	Hotel (2 rooms) for Arkansas K9 Field Trials (March 2018)
Diem		270	7	1,890		1,890	Per diem related to CVSA recertification (4 Jail and 3 Road Prison)
		480	7	3,360		3,360	Hotel (7 rooms) for CVSA recertification (4 Jail and 3 Road Prison)
		270	1	270		270	Per Diem FMJS Medical Inspector training
		480	1	480		480	Hotel for FMJS Medical Inspector training
		216	1	216		216	Per Diem Advanced Communicable Disease training officer certification
		378	1	378		378	Per Diem CJIST Symposium/FLDE TAC Training
		720	1	720		720	Hotel for CJIST Symposium/FDLE TAC Training
		378	1	378		378	Per Diem Jail Inspector Training Course
		720	1	720		720	Hotel for Jail Inspector Training Course
		378	4	1,512		1,512	Per Diem NCCHC Conference (April 21-24, 2018-Minneapolis, MN)
		720	4	2,880		2,880	Hotel NCCHC Conference (April 21-24, 2018-Minneapolis, MN)
		305	4	1,220		1,220	Airfare NCCHC Conference (April 21-24, 2018-Minneapolis, MN)
		270	4	1,080		1,080	Per Diem Florida Council on Crime and Delinquency
		480	4	1,920		1,920	Hotel for Florida Council on Crime and Delinquency
		270	4	1,080		1,080	Per Diem National Association of Pre-Trial Services Conference (2017 event is in Pittsburg, PA)
		480	4	1,920		1,920	Hotel for National Association of Pre-Trial Services Conference (2017 event is in Pittsburg, PA)
		320	4	1,280		1,280	Airfare for National Association of Pre-Trial Services Conference (2017 event is in Pittsburg, PA)
Subtotal	25,150			24,256	18,000	6,256	
overall change						6,256	
10 54601 Repair & Maintenance	508			0	0	0	
Subtotal	508			-	-	0	
overall change						0	
11 54701 Printing & Binding	0			0	1,000	(1,000)	
Subtotal	-			-	1,000	(1,000)	
overall change						(1,000)	
16 55201 Operating	17,469	6,800	1	6,800	14,200	(7,400)	Cost to provide for training ammunition related to correction officer qualification at the range needed to maintain state certification (Jail)
		4,026	1	4,026		4,026	Cost to provide training ammunition related to correction officer qualification at the range needed to maintain state certification (Road Prison)
Supplies		1,537	1	1,537		1,537	Cost to provide less lethal ammo training rounds for Escambia County Road Prison required training
		200	1	200		200	Cost to provide targets for Escambia County Road Prison required range training
		24	634	15,489		15,489	Cost to provide all sworn personnel of the Escambia County Jail with 2 training Taser cartridges required as part of their mandatory training (317 sworn personnel*2)
Subtotal	17,469			28,052	14,200	13,852	
overall change						13,852	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

115/290206

Professional Training

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
19 55501 Training & Registrations	40,231	125	10	1,250	38,050	(36,800)	Registration fee for 10 EMTs (Escambia County Road Prison) to attend the Dist 1 Trauma Conference
		125	3	375		375	Registration fee for 3 EMTs (Escambia County Jail) to attend the Dist 1 Trauma Conference
		150	1	150		150	Registration fee for 1 RN (Escambia County Jail) to attend the Dist 1 Trauma Conference
		275	1	275		275	Registration fee for Arkansas K9 Field Trials
		550	7	3,850		3,850	Registration for CVSA Recertification
		250	1	250		250	Registration for FMJS Medical Inspector Training
		375	1	375		375	Registration for Advanced Communicable Disease Training Certification
		150	1	150		150	Registration for United States Police Canine Assoc. Region 1 Field Trials
		215	1	215		215	Registration for CJIST Symposium/FDLE TAC Training
		175	2	350		350	ECRP Annual K9 Field Trials (2 teams)
		350	1	350		350	Registration for Jail Inspector Training Course
		739	4	2,956		2,956	Registration for NCCHC Conference
		190	4	760		760	Registration for Florida Council on Crime and Delinquency
		450	4	1,800		1,800	Registration for National Association of Pre-Trial Services Conference (2017 event is in Pittsburg, PA)
		50	6	300		300	Training fee associated with 6 mental health counselors CEUs
		13,129	1	13,129		13,129	Tactics and Operations Group training for integrated cell extractions, conceptual dynamic pod domination and high risk/value/profile inmate escorts for the Escambia County Jail's corrections emergency response team (CERT)
Subtotal	40,231			26,535	38,050	(11,515)	
overall change							(11,515)
31 59801 Reserves	0				0	0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change							0

Page Totals 83,358  
Check 83,358

78,842 71,250 7,592  
78,842 71,250

FUND: General  
 FUNCTION: Public Safety  
 ACTIVITY: Detention/Correction

DEPARTMENT: Corrections  
 DIVISION: Detention  
 COST CENTER: Detention

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/2017 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	16,351,907	16,767,928	7,354,148	16,285,163	16,285,163
51301	Other Salaries & Wages	0	103,218	0	101,138	101,138
51401	Overtime	622,940	0	228,856	125,000	125,000
51501	Special pay	184,161	364,828	89,689	328,938	328,938
52101	FICA Taxes	1,253,435	1,318,557	558,721	1,288,263	1,288,263
52201	Retirement Contributions	3,075,867	3,522,902	1,425,925	3,562,891	3,562,891
52301	Life & Health Insurance	3,261,458	3,593,970	1,714,581	3,746,135	3,746,135
52401	Workers' Compensation	701,742	814,965	328,985	963,929	963,929
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	25,451,509	26,486,368	11,700,905	26,401,457	26,401,457
53101	Professional Services	1,775	0	2,065	4,510	4,510
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	1,039,069	1,180,000	449,921	6,300,551	6,300,551
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	8,940	5,000	0	0	0
54101	Communications	20,615	33,000	8,142	14,699	14,699
54201	Postage & Freight	23	300	5	1,579	1,579
54301	Utility Services	23	1,000	82	165	165
54401	Rentals & Leases	45,380	45,000	22,642	27,468	27,468
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	81,188	70,000	34,803	69,885	69,885
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	389	0	72	0	0
54931	Host Ordinance	92	0	0	0	0
55101	Office Supplies	79,691	80,000	26,431	67,500	67,500
55201	Operating Supplies	433,247	435,180	271,497	182,285	182,285
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	3,068	1,000	0	252	252
55501	Training & Registrations	80	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	1,713,580	1,850,480	815,661	6,668,894	6,668,894
56101	Land	0	0	0	0	0
56201	Buildings	29,041	0	982	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	16,406	17,244	22,723	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	45,447	17,244	23,705	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 27,210,536	\$ 28,354,092	\$ 12,540,270	\$ 33,070,351	\$ 33,070,351
RESOURCES						
	General Fund Revenues	\$ 27,210,536	\$ 28,354,092	\$ 12,540,270	\$ 33,070,351	\$ 33,070,351
	TOTAL REVENUES	\$ 27,210,536	\$ 28,354,092	\$ 12,540,270	\$ 33,070,351	\$ 33,070,351

Eliminate 2 Jail CO positions; Tx 2 positions to be funded by the Commissary Fund

Req \$451,428 for Comp/Holiday payout; Req \$147,428 for TAL payout

Req \$165,829

Drug patch applications for indigent offenders

Food costs for 1,220 inmates; Shredding; Cost to house inmates in Walton County \$5,111,760

Cell phones for jail personnel

Solid Waste disposal fees

Copier and Printer leases; Bottled water filtration system

Repair and maintenance of vehicles; Various repair and maintenance supplies; Licenses and maint fees for software

Req \$182,285 Inmate uniforms and supplies; Officer uniforms; Laundry supplies; paper goods and officer gloves; fuel; replacement radio batteries

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/290401

Detention

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	1,775	205	22	4,510	0	4,510	Cost to cover 22 drug patch applications for indigent offenders released from jail with a drug patch as a condition of release
Subtotal	1,775			4,510	-	4,510	
overall change						4,510	
3 53401 Other Contractual	1,039,069	0.8432	1,335,900	1,126,431	1,180,000	(53,569)	Food cost projected utilizing current price per meal (\$0.8234)*current CPI food away from home increase as provided for in PD13-14.065 (2.4% for period ending Feb 17)=\$0.8432/meal Projected to supply meals for 1,220 (Jail Headcount minus Walton County and CMS) inmates 3 times per day
Services		197	12	2,360		2,360	Monthly cost for shredding services for the Escambia County Jail
		425,980	12	5,111,760		5,111,760	Cost to house inmates in Walton County based on average headcount for the facility for FY17
		5,000	12	60,000		60,000	Cost to house inmates in the Work Release Facility based on average headcount for facility for FY17
Subtotal	1,039,069			6,300,551	1,180,000	5,120,551	
overall change						5,120,551	
4 54001 Travel & Per Diem	8,940			0	5,000	(5,000)	*All travel and per diem costs will be paid from 290206
Subtotal	8,940			-	5,000	(5,000)	
overall change						(5,000)	
5 54101 Communications	20,615	650	12	7,800	33,000	(25,200)	Cost of 32 flip phones (approx. \$20.33/each*32 units) to support Escambia County Jail's detention operations
		475	12	5,699		5,699	Cost of 10 smart phones (approx. \$47.49/each*10 units) to support Escambia County Jail's detention operations
		300	4	1,200		1,200	Cost of replacement phones to be utilized as needed by the division throughout the year
Subtotal	20,615			14,699	33,000	(18,301)	
overall change						(18,301)	
6 54201 Postage &	23	7	22	148	300	(152)	Yearly projected cost of sending FDLE paperwork and Citizen Complaint paperwork certified return receipt, expenses will be reclassified from 290406 to here
Freight		0.49	2,920	1,431		1,431	Yearly projected cost of first class mailings related to daily business at the Escambia County Jail, expenses will be reclassified from 290406 to here
Subtotal	23			1,579	300	1,279	
overall change						1,279	
7 54301 Utility Services	23	41	4	165	1,000	(835)	Cost of Solid Waste disposal fee for loads taken approx. 4 times per year
Subtotal	23			165	1,000	(835)	
overall change						(835)	
8 54401 Rentals &	45,380	2,026	12	24,318	45,000	(20,682)	Lease agreement with Dex Imaging for copiers/printers at the Escambia County Jail as approved by the BCC 9/4/2014
Leases		263	12	3,150		3,150	Bottled water filtration system rental for 6 units located at the main jail and 1 for the jail officers at the work release facility
Subtotal	45,380			27,468	45,000	(17,532)	
overall change						(17,532)	
10 54601 Repair &	81,188	1,416	12	16,993	70,000	(53,007)	Maintenance fee related to agreement with Dex Imaging for copiers/printers at the Escambia County Jail as approved by the BCC 9/4/2014
Maintenance		550	12	6,600		6,600	Repair and Maintenance cost for 41 vehicle fleet related to services provided by the Sheriff's Office as part of the MOU from 2013, Jail is only charged for parts and not for labor--cost estimate is based on most recent 2 years to account for current size of fleet and condition of vehicles
		751	12	9,012		9,012	Repair and Maintenance cost for 4 vehicle fleet and small engines related to services performed by the Escambia County Road Department, this includes the repairs that the Sheriff's Office cannot handle, the Jail is charged for parts and labor--cost estimate is based on most recent 2 years to account for current size of fleet and condition of vehicles
		4,370	1	4,370		4,370	Yearly software support and maintenance fee for PowerDMS policy and form management software utilized by the Escambia County Jail
		3,282	1	3,282		3,282	Yearly software support and maintenance fee for Agency 360 training software utilized by the FTO officers of the Jail to collect their data observation reports
		1,600	1	1,600		1,600	Yearly software support and maintenance fee for Power Standards software (component of PowerDMS utilized for accreditation)
		6,353	1	6,353		6,353	Yearly software support and maintenance fee for Morphotrak units (fingerprint machines) at the Escambia County Jail

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/290401

Detention

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		3,471	1	3,471		3,471	Yearly software support and maintenance fee for PaperVision software utilized for document management at the Escambia County Jail
		1,350	12	16,200		16,200	Monthly cost for various repair and maintenance supplies needed for the Escambia County Jail (paint, nuts, bolts, wood glue, lumber, duct tape, nails, hooks, padlocks, blades, hand tools, washers, PVC fittings, screws, chow cart wheels and bearings)
		167	12	2,004		2,004	Monthly cost for repair to locks at Escambia County Jail based on fiscal year 2017 expenses in an attempt to account for current number of locks within the facilities falling under the purview of the Escambia County Jail
Subtotal	81,188			69,885	70,000	(115)	
overall change							(115)
15 55101 Office Supplies	79,691	5,625	12	67,500	80,000	(12,500)	Office Supplies (pens, highlighters, folders, sticky notes, pencils, toner, ink, desk organizers, calendars, binder clips, legal pads, junior legal pads, dividers, page protectors, etc for 398 employees--169.60/year per employee)
Subtotal	79,691			67,500	80,000	(12,500)	
overall change							(12,500)
16 55201 Operating Supplies	433,247	83	12	1,001	435,180	(434,179)	Estimated monthly overage charges for copies utilizing FY17 overages to date related to agreement with Dex Imaging approved by BCC 9/4/2014
		163	385	62,755		62,755	Yearly cost to provide each uniformed personnel member with 4 new pieces on their anniversary date
		509	45	22,905		22,905	Yearly cost to outfit a corrections officer*the number of new hires averaged on a yearly basis
		3,500	1	3,500		3,500	Yearly cost for badges necessary for officer uniforms
		157	12	1,884		1,884	Monthly fuel cost related to state run transports to deliver inmates to State correctional facilities
		4,208	12	50,496		50,496	Monthly fuel cost for 41 vehicle fleet utilizing county fuel pumps calculated using FY17 pricing
		15,000	1	15,000		15,000	Operating funds needed to cover the cost of replacement equipment such as cameras, printers, scanners, fax machines, small kitchen wares, locks, fencing, etc
		250	10	2,410		2,410	Yearly cost to provide for crossfire sabre red gel (chemical agent utilized at the Escambia County Jail)
		5	39	194		194	Yearly cost to provide for sabre red mk9 gel (chemical agent utilized at the Escambia County Jail)
		5	102	509		509	Yearly cost to provide for sabre red phantom cell buster w/ wand and hose (chemical agent utilized at the Escambia County Jail)
		30	350	10,413		10,413	Cost to provide copy paper to support operations at the Escambia County Jail
		108	50	5,398		5,398	Cost to replace 50 APX4000 radio batteries
		116	50	5,823		5,823	Cost to replace 50 XTS2500 radio batteries
Subtotal	433,247			182,285	435,180	(252,895)	
overall change							(252,895)
18 55401 Books, Pubs & Subs.	3,068	84	3	252	1,000	(748)	Notary Renewal's for Sharon Gossett (Administrative Assistant Jail), Selina Barnes (Facility Commander-Jail), and Whitney Lucas (Corrections Financial Manager)
Subtotal	3,068			252	1,000	(748)	
overall change							(748)
19 55501 Training & Registrations	80			0	0	0	
Subtotal	80			-	-	0	
overall change							0
23 56201 Buildings	29,041			0	0	0	
Subtotal	29,041			-	-	0	
overall change							0
25 56401 Machinery & Equipment	16,406			0	17,244	(17,244)	
Subtotal	16,406			-	17,244	(17,244)	
overall change							(17,244)
31 59801 Reserves	0				0	0	
Subtotal	-			-	-	0	
overall change							0
Page Totals							
Check							
				6,668,894	1,867,724	4,801,170	
				6,668,894	1,867,724		

FUND: General  
 FUNCTION: Public Safety  
 ACTIVITY: Detention/Correction

DEPARTMENT: Corrections  
 DIVISION: Detention  
 COST CENTER: Inmate Medical

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/2017 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	0	0
51201	Regular Salaries & Wages	2,008,393	2,763,475	994,969	2,560,516	0
51301	Other Salaries & Wages	0	48,950	0	15,224	0
51401	Overtime	224,152	0	103,229	0	0
51501	Special pay	0	38,740	0	29,744	0
52101	FICA Taxes	163,278	218,112	79,221	199,318	0
52201	Retirement Contributions	179,323	294,767	94,934	221,376	0
52301	Life & Health Insurance	404,026	553,500	217,084	546,250	0
52401	Workers' Compensation	100,450	134,941	54,510	147,108	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	3,079,622	4,052,485	1,543,947	3,719,536	0
53101	Professional Services	2,009,026	1,986,400	894,947	2,183,239	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	70,090	65,000	50,639	72,636	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	6,994	6,900	2,334	7,308	0
54201	Postage & Freight	72	200	15	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	11,948	16,500	15,330	17,500	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	391	1,000	72	173	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	9,394	10,000	5,225	10,000	0
55201	Operating Supplies	1,386,382	1,300,000	720,444	1,712,109	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	6,257	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	3,500,555	3,386,000	1,689,007	4,002,965	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	46,798	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	46,798	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 6,626,975	\$ 7,438,485	\$ 3,232,953	\$ 7,722,501	\$ 0
RESOURCES						
	General Fund Revenues	\$ 6,626,975	\$ 7,438,485	\$ 3,232,953	\$ 7,722,501	\$ 0
	TOTAL REVENUES	\$ 6,626,975	\$ 7,438,485	\$ 3,232,953	\$ 7,722,501	\$ 0

Eliminate Health Svs Administrator and one Registered Nurse position

Paramedic Assignment Pay

Req \$17,550 for Overtime

Shift Differential

Contract doctors; medical payments for inmates at other facilities; In-patient services at Sacred Heart and Baptist

Monthly service fee for biomedical waste pickup/disposal; Temporary services for staffing needs

Cell phones for medical personnel; Replacement phones

Maint and support for the electronic medical record software

Inmate medications; Misc medical supplies; Uniforms for EMTs and Paramedics

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
001/290402 Inmate Medical

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional	2,009,026	84,000	1	84,000	1,986,400	(1,902,400)	Yearly cost associated with the agreement with Dr. George Smith to provide physician services to the Escambia County Jail on an as needed basis not to exceed \$84,000/year (@ \$100/hr), agreement will need to be rebid no later than October 1, 2018
Services		12,880	12	154,560		154,560	Monthly cost associated with utilizing Locum Tenens to provide part time psychiatric services to the Escambia County Jail population as approved by the BCC 9/22/2016
		7,769	12	93,229		93,229	Estimated monthly cost related to lab testing for Escambia County Jail inmates utilizing FY17 expenses to date
		92,990	12	1,115,880		1,115,880	Estimated monthly cost related to in-patient services at Sacred Heart and Baptist for Escambia County Jail inmates utilizing FY17 expenses to date
		1,452	12	17,424		17,424	Estimated monthly cost related to radiology services performed within the facility utilizing an outside vendor
		20,540	12	246,480		246,480	Estimated monthly cost related to offsite dialysis services for Escambia County Jail Inmates utilizing FY17 expenses to date-- NOTE--this cost may be reduced pending the results of an RFP for in-house dialysis services
		39,306	12	471,666		471,666	Estimated monthly cost for all other out of facility medical providers rendering services to Escambia County Jail and Escambia County Road Prison inmates based on FY17 expenses to date
Subtotal	2,009,026			2,183,239	1,986,400	196,839	
overall change						196,839	
3 53401 Other Contractual	70,090	219	12	2,628	65,000	(62,372)	Monthly service fee for biomedical waste pickup/disposal
Services		5,834	12	70,008		70,008	Monthly cost for staffing agencies obtained from figures provided by the Jail's Clinical Operations Coordinator utilizing projections for staffing levels for next fiscal year
Subtotal	70,090			72,636	65,000	7,636	
overall change						7,636	
4 54001 Travel & Per Diem	0			0	0	0	All travel and per diem for training will come from 290206
Subtotal	-			-	-	0	
overall change						0	
5 54101 Communications	6,994	72	12	864	6,900	(6,036)	Cost of 4 flip phones (approx. \$17.99/each*4 units) to support Escambia County Jail's medical operations
		437	12	5,244		5,244	Cost of 9 smart phones (approx. \$48.07/each*9 units) to support Escambia County Jail's medical operations
		300	4	1,200		1,200	Cost of replacement phones to be utilized as needed by the division throughout the year
Subtotal	6,994			7,308	6,900	408	
overall change						408	
6 54201 Postage & Freight	72	0		0	200	(200)	
Subtotal	72			-	200	(200)	
overall change						(200)	
8 54401 Rentals & Leases	9,394	0		0	0	0	Currently this is budgeted at \$0.00, pending the outcome of an RFP related to in-house dialysis services some funding would need to be reallocated from 53101 to 54401
Subtotal	9,394			-	-	0	
overall change						0	
10 54601 Repair & Maintenance	11,948	11,500	1	11,500	16,500	(5,000)	Software maintenance fee related to the electronic health record system (CorrecTek) utilized at the Jail
		500	12	6,000		6,000	Monthly software support related to CorrecTek IT services provided by Kalleo
Subtotal	11,948			17,500	16,500	1,000	
overall change						1,000	
13 54901 Other Current Chrgs & Obligs	391	14	12	173	1,000	(827)	Estimated monthly charges related to obtaining medical records from outside providers calculated utilizing FY17 expenses to date
Subtotal	391			173	1,000	(827)	
overall change						(827)	
15 55101 Office Supplies	9,394	10,000	1	10,000	10,000	0	Office supplies to support 61 member staff (pens, pencils, folders, sticky notes, binder clips, file folders, tape, tissues, CDs, batteries, clipboards, envelopes, dusters, dividers, memo books, rulers, legal pads, hole punches, etc)
Subtotal	9,394			10,000	10,000	0	
overall change						0	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
001/290402 Inmate Medical

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16 55201 Operating	1,386,382	12,499	12	149,985	1,300,000	(1,150,015)	Monthly cost to provide for general medical supplies to care for inmate population at the Escambia County jail (i-STAT machine cartridges, alcohol swabs, IV medications for stock supply, joint braces, IV Poles, IV starter kits, needles, EKG electrodes, EKG printer paper, blood pressure cuffs, suturing supplies, etc)
Supplies		127,917	12	1,535,004		1,535,004	Estimated monthly cost of pharmaceuticals for Escambia County Jail and Road Prison inmates utilizing PD16-17.005 pricing and FY17 expenses to date
		236	9	2,120		2,120	Cost to provide 9 employees (EMTs and Paramedics) with 3 uniforms each (78.50/uniform*3 uniforms per employee)
		25,000	1	25,000		25,000	Funds requested to cover the cost associated with items needed to stock and supply the new infirmary space currently under construction in the Main Jail
Subtotal	1,386,382			1,712,109	1,300,000	412,109	
overall change							412,109
18 55401 Books, Pubs & Subs.	6,257			0	0	0	
				0		0	
Subtotal	6,257			-	-	0	
overall change							0
19 55501 Training & Registrations	0			0	0	0	All training and registration will be budgeted in 290206
				0		0	
Subtotal	-			-	-	0	
overall change							0
25 56401 Machinery & Equipment	46,798			0	0	0	
				0		0	
Subtotal	46,798			-	-	0	
overall change							0
31 59801 Reserves	0				0	0	
Subtotal	-			-	-	0	
overall change							0
Page Totals	3,556,747			4,002,964	3,386,000	616,964	
Check	3,556,747			4,002,964	3,386,000		



FUND: Detention/Jail Commissary  
 FUNCTION: Public Safety  
 ACTIVITY: Detention/Correction

BUREAU: Corrections  
 DIVISION: Detention  
 COST CENTER: Jail Commissary

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/2017 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	115,208	121,233	54,061	303,782	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	286	0	0	0	0
51501	Special pay	0	0	0	1,560	0
52101	FICA Taxes	8,404	9,274	3,869	23,359	0
52201	Retirement Contributions	8,474	9,116	4,065	24,183	0
52301	Life & Health Insurance	15,524	27,000	13,381	76,000	0
52401	Workers' Compensation	306	1,462	597	13,825	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	148,203	168,085	75,973	442,709	0
53101	Professional Services	193,776	205,000	65,184	204,960	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	41,640	45,000	18,888	46,440	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	304	0	0	0	0
54101	Communications	180	0	0	5,346	0
54201	Postage & Freight	1,936	10,000	68	371	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	5,267	5,540	2,598	5,196	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	35,555	35,000	37,863	36,139	0
54701	Printing & Binding	4,339	3,000	38	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	10,650	15,000	4,077	7,268	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	1,949	1,500	1,271	3,800	0
55201	Operating Supplies	61,993	285,000	23,449	387,771	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	168	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	357,591	605,040	153,603	697,291	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	3,084	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	3,084	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	129,375	0	0	0
	NON-OPERATING COSTS	0	129,375	0	0	0
	TOTAL BUDGET	\$ 505,793	\$ 902,500	\$ 232,660	\$ 1,140,000	\$ 0
RESOURCES						
	Inmate Commissary Revenues	\$ 505,793	\$ 902,500	\$ 232,660	\$ 1,140,000	\$ 0
	TOTAL REVENUES	\$ 505,793	\$ 902,500	\$ 232,660	\$ 1,140,000	\$ 0

2 Positions tx from the Jail and 2 positions tx from Jail Medical

Computer instructor; NWFL Legal Srvs; 2 Chaplains; 2 GED Instructors; Parenting Class instructor

Cost to provide male and female haircuts

Cable services for inmates

Rental of postage machine

Maint for GED/ABE software; Maint for video visitation software; Maint for generator at video visitation facility (alternate years of payment with the Sheriff's office)

Inmate ID badges and supplies; Supplies for inmate welfare such as games, arts and crafts, etc; Uniforms for inmate workers; Indigent kits

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

111/290406

Jail Commissary

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
<b>*ALL EXPENSES WITHIN THIS COST CENTER COMPLY WITH F.S. 951.23 (9) a-e</b>							
1 53101 Professional Services	193,776	35,000	1	35,000	205,000	(170,000)	Yearly cost for Northwest Florida Legal Services as provided for in their contractual agreement with Escambia County
		4,167	12	50,000		50,000	Monthly Cost for chaplain services for Escambia County Jail Inmates (covers 2 chaplains)
		72,000	1	72,000		72,000	Yearly cost for ABE and GED instructors (2 instructors*\$25/hour with a max of 1,440 hours/each per year)
		26,000	1	26,000		26,000	Yearly cost for computer skills instructor (1 instructor*\$25/hr with a max of 1,040 hours/year)
		1,652	3	4,955		4,955	Cost to provide for Juvenile life skills class, 7 week course offered 3 times per year
		1,249	4	4,995		4,995	Cost to provide for Male parenting class, 8 week course offered 4 times per year
		1,875	4	7,500		7,500	Cost to provide for Parenting and Life Skills class, 8 weeks course offered 4 times per year
		22	205	4,510		4,510	Cost for GED test (\$22/test*205 estimated yearly inmates who are eligible to test)
Subtotal	193,776			204,960	205,000	(40)	
overall change						(40)	
3 53401 Other Contractual Services	41,640	10	732	7,320	45,000	(37,680)	Cost to provide for 61 female haircuts/month @ \$10.00/haircut (cost obtained from Escambia County Agreements with 2 beauticians--agreements expire October 1, 2018)
		5	7,824	39,120		39,120	Cost to provide for 652 male haircuts/month @ \$5.00/haircut (cost obtained from Escambia County Agreement with barber-agreement expires October 1, 2018)
Subtotal	41,640			46,440	45,000	1,440	
overall change						1,440	
4 54001 Travel & Per Diem	304			0	0	0	
				0		0	
Subtotal	304			-	-	0	
overall change						0	
5 54101 Communications	180	446	12	5,346	0	5,346	Monthly cost for cable services for inmates of the Escambia County Jail
Subtotal	180			5,346	-	5,346	
overall change						5,346	
6 54201 Postage & Freight	1,936	0.49	682	334	10,000	(9,666)	Cost of postage related to Jail Finance mailing checks to released inmates, those incarcerated at other facilities, or checks for inmate related services provided by vendors
		0.21	175	37		37	Cost of additional postage related to Jail Finance mailing checks to released inmates, those incarcerated at other facilities, or checks for inmate related services provided by vendors
				0		0	*The remainder of these expenses will be reclassified to 290401
Subtotal	1,936			371	10,000	(9,629)	
overall change						(9,629)	
8 54401 Rentals & Leases	5,267	433	12	5,196	5,540	(344)	Rental fee for postage machine utilized to stamp inmate mail
				0		0	
Subtotal	5,267			5,196	5,540	(344)	
overall change						(344)	
10 54601 Repair & Maintenance	35,555	6,970	1	6,970	35,000	(28,030)	Yearly software maintenance for GED/ABE software
		27,894	1	27,894		27,894	yearly software maintenance for video visitation software
		1,275	1	1,275		1,275	yearly maintenance cost for generator at video visitation facility (alternate years of payment with the Sheriff's Office since they occupy 1/2 of that building)
Subtotal	35,555			36,139	35,000	1,139	
overall change						1,139	
11 54701 Printing & Binding	4,339			0	3,000	(3,000)	
				0		0	
Subtotal	4,339			-	3,000	(3,000)	
overall change						(3,000)	
13 54901 Other Current Chrgs & Obligs	10,650	303	12	3,636	15,000	(11,364)	Cost associated with Loomis pickup of inmate monies
		303	12	3,632		3,632	
Subtotal	10,650			7,268	15,000	(7,732)	
overall change						(7,732)	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

111/290406

Jail Commissary

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
15 55101 Office Supplies	1,949	3,800	1	3,800	1,500	2,300	Pens, pencils, paper, folders, highlighters, and other office supplies needed to support those programs offered to Escambia County Jail inmates
Subtotal	1,949			3,800	1,500	2,300	
						overall change 2,300	
16 55201 Operating Supplies	61,993	2,082	12	24,984	285,000	(260,016)	monthly cost of indigent kits for Escambia County Jail inmates
		65	12	780		780	monthly cost of porta toilet utilized by inmate workers performing landscaping duties outside the jail facility
		14	1,450	20,010		20,010	Inmate worker uniform cost [avg# inmate workers=147, avg# of days incarcerated=37--approx. 1450 inmate workers/year*avg. cost to outfit an inmate worker 13.80)
		1	17,500	25,025		25,025	Cost associated with supplies and equipment needed to produce inmate ID badges for all offenders booked into the facility
		9,100	1	9,100		9,100	Funds to provide for inmate welfare related operating items (games, arts and crafts, religious items, replacement televisions)
		3,118	12	37,416		37,416	Cost to provide for paper goods utilized in the transport and delivery of inmate meal to work release and to the main jail in the event the elevators or dishwasher become inoperable
		13	1,600	20,000		20,000	Yearly cost to provide for inmate jumpsuits needed by the Jail (average jumpsuit cost is \$12.50 and the yearly there is a need to purchase about 1,600 new jumpsuits based on the current population)
		16,660	12	199,920		199,920	Cost to provide regular operational and inmate related supplies such as mop heads, polish, Ziploc bags, bleach, spray bottles, cleaners, disinfectants, safety glasses, sanitizers, scrub pads, soaps, mop buckets, sponges, toilet paper, toothbrushes, toothpaste, towels, washcloths, toilet brushes, etc most items ordered are covered under contract#PD13-14.046 which will need to be rebid prior to June 2019
		3,712	12	44,547		44,547	Cost to provide for gloves, paper, paper bags, disinfectant wipes and hand sanitizer for Escambia County Jail operations (1,188 cases of disinfectant wipes @ \$8.50/case, 508 cases of gloves @ \$66.50/case, 24 cases hand sanitizer @ \$84/case, 50 cases of paper bags @ 42.50/case) most items ordered are covered under multiple award contract# PD13-14.046 which will need to be rebid prior to June 2019
		500	12	6,000		6,000	Monthly cost associated with providing feminine hygiene products to the incarcerated female population, the Escambia County Jail currently houses approx. 215 females/day
Subtotal	61,993			387,782	285,000	102,782	
						overall change 102,782	
31 59801 Reserves	0				0	0	
Subtotal	-			-	-	0	
						overall change 0	

Page Totals 357,591  
Check 357,591

697,302 605,040 92,262  
697,302 605,040

FUND: Local Option Sales Tax III  
 FUNCTION: Public Safety  
 ACTIVITY: Detention

DEPARTMENT: Corrections  
 DIVISION: Detention  
 COST CENTER: Detention Capital Projects

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	16,900	0	4,505,606	0	0
56201	Buildings	1,077,891	7,561,796	966,245	0	0
56301	Improvements Other Than Buildings	21,427	0	9,670	0	0
56401	Machinery & Equipment	178,090	200,000	39,690	200,000	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	1,294,308	7,761,796	5,521,211	200,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,294,308	\$ 7,761,796	\$ 5,521,211	\$ 200,000	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	0
	Local Option Sales Tax III	1,294,308	7,761,796	5,521,211	200,000	0
	TOTAL REVENUES	\$ 1,294,308	\$ 7,761,796	\$ 5,521,211	\$ 200,000	\$ 0

Vehicle Replacement

**Position Justification-290307 (Pre-Trial Release), 290501 (Forensic Mental Health), 290301 (Probation), 290302 (Check Restitution), 290304 (Community Service Work), 290305 (Residential Probation-Work Release), 290306 (Pre-Trial Diversion)**  
**MISDEMEANOR PROBATION - CORRECTIONS**

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
001	290307	Corrections/Pre-Trial Release	1	Administrative Assistant	100%	Administrative Assistant is utilized for finance (payables and payroll) functions for the entire division
001	290307	Corrections/Pre-Trial Release	1	Criminal Justice Specialist I	100%	CJ Specialist I assists with providing information for First Appearance, inclusive of arrest reports, criminal history, victim's information; this position reports to the Pre-Trial Release Criminal Justice Program Manager.
001	290307	Corrections/Pre-Trial Release	4	Criminal Justice Specialist II	100%	(3)CJ Specialist II positions are Pre-Trial Officers utilized for case management, supervision of offenders; Weekly check-in; Substance Abuse Testing. Caseloads average 250+; court appearances, field visits, interviewing inmates; they report to Pre-Trial Release Criminal Justice Program Manager. (1) Criminal Justice Specialist II reports to Work Release Criminal Justice Program Manager (290305). This position is utilized for supervision of Work Release inmates; conduct field visits; work closely with jail corrections officers and maintains a work release caseload of 30+ inmates.
001	290307	Corrections/Pre-Trial Release	1	Division Manager	100%	Division Manager directs and oversees the entire Community Corrections Division, operations and personnel (42 staff), inclusive of seven programs: Misdemeanor Probation, Community Confinement, Pre-Trial Release, Pre-Trial Diversion, Check Restitution, Work Release Program, and Community Service Work, to ensure the provision of public safety via alternatives to incarceration; Provides training for staff; ensures compliance with policies and procedures and disciplinary actions; initiates policies and procedures; Attends meetings; works closely with the Courts; CJ agencies and community resources to support re-entry efforts and the reduction of recidivism. Provides direct supervision for Criminal Justice Program Managers; Reports to the Director of Corrections (290301).
001	290307	Corrections/Pre-Trial Release	2	Senior Office Support Assistant	100%	(1) This position is utilized to provide receptionist/clerical support for staff and assistance via PTR information to citizens/program participants with emphasis on customer service. This position also assists with the check-in process for Pre-Trial Release referrals. (1) This position also serves as a court liaison for first appearance via assembling and providing pertinent information to the Court; inclusive of arrest reports, criminal history, victim's information; These positions are housed in two separate locations/buildings. These positions report to the Pre-Trial Release Criminal Justice Program Manager.
			9			
110	290501	Corrections/Forensic Mental Health	1	Forensic Mental Health Specialist	73%	This position is utilized to provide mental health information and assessments regarding inmates for first appearance to the Courts, state attorneys and public defenders to assist in the Court in their decision's regarding bonds for inmates. This position is also utilized to provide case supervision for 60+ offenders who have been identified as having mental health issues, and are placed on Pre-Trial Release. This position is a grant/contract position. This position is supervised by the Pre-Trial Release Criminal Justice Program Manager (290301) and Division Manager (290307) and reports to the Criminal Justice Program Manager (290301).
			1			
114	290301	Corrections/Probation	2	Administrative Assistant	100%	1 of these positions is utilized by finance for the collection, receipting, posting and tracking of all community corrections program fees (approx. \$2,280,000/year) remitted by program participants, this position supervises the Office Support Assistant in 290302. (1) The remaining position is utilized by Misdemeanor Probation to provide a higher level of administrative support; prepare cases for probation officers/offenders; assist with review and preparation of statistics for probation; troubleshoots any clerical/correspondence issues; collaborates with State Attorney for victim information regarding domestic violence cases for electronic monitoring. Reports to Criminal Justice Program Manager/probation (290301).
114	290301	Corrections/Probation	2	Criminal Justice Program Manager	100%	(1) This Criminal Justice Program Manager position manages Pre-Trial Release program and provides supervision for probation and or pre-trial officers and clerical support; Provides court-ordered supervision for staff and 900+ offenders. This Criminal Justice Program Manager reports to the Division Manager (290307). (1) This Criminal Justice Program Manager position manages Misdemeanor Probation program and provides supervision for probation officers and Criminal Justice Specialist II's; clerical support and the electronic monitoring program. Provides court-ordered supervision for staff and 1200+ offenders. This Criminal Justice Program Manager reports to the Division Manager (290307).
114	290301	Corrections/Probation	2	Criminal Justice Specialist II	100%	(2) CJ Specialist II positions are Probation Officers utilized for case management, supervision of offenders; Caseloads average 250+; court appearances, field visits, interviewing offenders; substance abuse testing. This position reports to Criminal Justice Program Manager (290301).
114	290301	Corrections/Probation	1	Department Director	34%	Department Director directs and oversees the entire Corrections Department, operations and personnel; Works closely with the Escambia County Board of County Commissioners, Courts; CJ agencies and community resources to support re-entry efforts and the reduction of recidivism. Attends meetings; Provides direct supervision for Division Managers (Community Corrections, Road Prison and Escambia County Jail); Reports to the County Administrator. This position supervises and coordinates the activities of subordinate employees, including determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; recommending personnel actions; conducting performance reviews and conducting departmental training. This position provides ongoing evaluation and improvement of service delivery systems, researches for innovative systems and techniques by which to better serve the Department's clients.
114	290301	Corrections/Probation	1	Director's Aide	100%	This position is utilized to provide clerical support and any assistance deemed necessary by and for the Department Director, i.e., scheduling appointments, meeting coordination, preparation of PAF, dissemination of information to Corrections staff and other agencies; Works closely with HR with coordination of new hires and other human resource issues. Serves as liaison with criminal justice agencies and personnel at the Director's direction. This position reports to the Department Director.

**Position Justification-290307 (Pre-Trial Release), 290501 (Forensic Mental Health), 290301 (Probation), 290302 (Check Restitution), 290304 (Community Service Work), 290305 (Residential Probation-Work Release), 290306 (Pre-Trial Diversion)  
MISDEMEANOR PROBATION - CORRECTIONS**

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
114	290301	Corrections/Probation		Forensic Mental Health Specialist	27%	This position is utilized to provide mental health information and assessments regarding inmates for first appearance to the Courts, state attorneys and public defenders to assist in the Court in their decision's regarding bonds for inmates. This position is also utilized to provide case supervision for 60+ offenders who have been identified as having mental health issues, and are placed on Pre-Trial Release. This position is a grant/contract position. This position is supervised by the Pre-Trial Release Criminal Justice Program Manager (290301) and Division Manager (290307) and reports to the Criminal Justice Program Manager (290301).
114	290301	Corrections/Probation	2	Office Support Assistant	100%	(1) This position is utilized as the receptionist for Division Manager to ensure excellent customer service; routes telephone calls; schedules appointments/meetings; assist with statistical preparation; and types correspondence. (1) This position is utilized by finance for assistance in the collection of all community correction program fees remitted by program participants, this position reports to one of the Administrative Assistants in 290301.
114	290301	Corrections/Probation	3	Senior Criminal Justice Specialist	100%	This position is utilized as the Senior Probation Officer for a misdemeanor judicial division. This position supervises the assigned probation officers and clerical support for a specified judicial division. Represents and provides information in special courts such as Mental Health and or Veteran's Court, and supervisor of Electronic Monitoring Program. Caseloads average 250+; Court appearances, field visits, interviewing inmates are aligned with this position. This position reports to Criminal Justice Program Manager.
114	290301	Corrections/Probation	3	Senior Office Support Assistant	100%	(3) These positions are utilized to provide clerical support for staff and assistance via information to citizens/program participants with emphasis on customer service. This position also types and prepares case files for Officers; Verifies pertinent information from victims for GPS monitors; Types information for Violation of Probation reports, court orders, and other statistical reports; Two of these positions report to the Senior Criminal Justice Specialist and one reports to the Criminal Justice Program Manager.
114	290301	Corrections/Probation	4	Student Assistant	100%	This position assists with receptionist duties, probation intake services, offender check-in, filing, and dissemination of information to various community corrections programs. One position reports to the Criminal Justice Program Manager/Probation/COB Building; One position reports to the Criminal Justice Program Manager/Pre-Trial Release/COB Building; Three positions report to the Criminal Justice Manager/Pre-Trial Diversion/Probation Intake/Judicial Building.
			20			
114	290302	Corrections/Check Restitution	1	Criminal Justice Specialist I	100%	(1) CJ Specialist I assists with provides case supervision for offenders who have failed to make restitution to victims (individuals and businesses) via the writing of worthless checks. This position works closely with the state attorney; collects restitution and forwards to victims. This position also may maintain a worthless check caseload and a probation caseload of 175-200 offenders. This position reports to Criminal Justice Program Manager (290301).
114	290302	Corrections/Check Restitution	1	Criminal Justice Specialist II	100%	(1) CJ Specialist II is utilized to provide case supervision for offenders who have failed to make restitution to victims (individuals and businesses) via the writing of worthless checks. This position works closely with the state attorney; collects restitution and forwards to victims, and ensures victims are compensated with restitution as ordered by the court or as established by the State Attorney's Office. Maintain statistics for check diversion. This position also may maintain a worthless check caseload and a probation caseload of 175-200 offenders. This position reports to Criminal Justice Program Manager (290301).
114	290302	Corrections/Check Restitution	1	Student Assistant	100%	This position assists with receptionist duties, probation intake services, offender check-in, filing, and dissemination of information to various community corrections programs. One position reports to the Criminal Justice Program Manager/Probation/COB Building; One position reports to the Criminal Justice Program Manager/Pre-Trial Release/COB Building; Three positions report to the Criminal Justice Manager/Pre-Trial Diversion/Probation Intake/Judicial Building.
			3			
114	290304	Corrections/Community Srvc Work	1	Senior Office Support Assistant	100%	This position is utilized to manage community service work program. Ensures referrals to non-profit agencies when an offender is ordered to complete community service hours. Field Visits; Meets with agencies to verify their application to serve as a provider for community service referrals. Verifies completion of hours. This position reports to the Criminal Justice Program Manager (290306).
			1			
114	290305	Corrections/Residential Probation	1	Criminal Justice Program Manager	100%	This position, Criminal Justice Program Manager manages Work Release program and provides supervision for WRP probation officers and clerical support; Provides court-ordered supervision for + offenders housed in Work Release and work release facility. The Criminal Justice Program Manager reports to the Division Manager.
114	290305	Corrections/Residential Probation	1	Criminal Justice Specialist II	100%	(1) This CJ Specialist II position is a Probation Officer utilized for case management of Work Release inmates at the Work Release Program facility; 30+ caseloads; court appearances; drug court; field visits, interviewing offenders; substance abuse testing. This position reports to Criminal Justice Program Manager (290305).
114	290305	Corrections/Residential Probation	1	Senior Office Support Assistant	100%	This position is utilized to provide clerical support for the Work Release Program. Monitors collections for Work Release; Maintains statistical logs; Coordinates activities with Facilities. This position reports to the Criminal Justice Program Manager.
			3			
114	290306	Corrections/Pre-Trial Diversion	1	Criminal Justice Program Manager	100%	Criminal Justice Program Manager manages a program and provides supervision for Pre-Trial Diversion or pre-trial officers and clerical support; Provides court-ordered supervision for 900+ offenders via pre-trial diversion cases or traffic cases. Ensures intake processes are run smoothly, and staff provides case management for PTD offenders. Monitors the court processes to ensure that staff is provided to gather information from the dockets for the preparation of cases assigned to Probation and or Community Corrections programs. The Criminal Justice Program Manager reports to the Division Manager (290307).

**Position Justification-290307 (Pre-Trial Release), 290501 (Forensic Mental Health), 290301 (Probation), 290302 (Check Restitution), 290304 (Community Service Work), 290305 (Residential Probation-Work Release), 290306 (Pre-Trial Diversion)**  
**MISDEMEANOR PROBATION - CORRECTIONS**

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
114	290306	Corrections/Pre-Trial Diversion	1	Criminal Justice Specialist I	100%	(1) CJ Specialist I assists with provides case supervision for offenders who are assigned to the Pre-Trial Diversion Program. This position works closely with the State Attorney, monitors the conditions ordered by the court, maintains caseload of 175-200 offenders, issues revocations. This position reports to Criminal Justice Program Manager (290306).
114	290306	Corrections/Pre-Trial Diversion	2	Criminal Justice Specialist II	100%	(2) CJ Specialist II positions are Pre-Trial Diversion Officers utilized for case management, supervision of offenders (who have very little or no criminal history and usually first time offenders); Caseloads average 250+. Assist with court coverage and offender interviews. This position reports to the Criminal Justice Program Manager (290306).
114	290306	Corrections/Pre-Trial Diversion	1	Office Support Assistant	100%	(1) This position is utilized as the receptionist for Pre-Trial Diversion to ensure excellent customer service; routes telephone calls; schedules appointments; assist with court preparation; and types correspondence. This position reports to the Criminal Justice Program Manager (290306)
			5			

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
175	290202	Corrections/Road Prison	1	Accounting Technician	100%	<p>Provides a high level of administrative support to the Road Prison.</p> <ul style="list-style-type: none"> <li>• Responsible for processing payroll for regular and overtime hours for all Road Prison employees.</li> <li>• Processes all employee leave forms</li> <li>• Oversees the Inmate Welfare Fund and processes all inmate commissary orders weekly for up to 252 inmates.</li> <li>• Processes, calculates, and enters all funds received by inmates, audits receipts, and prepares for deposit.</li> <li>• Maintains all files and ensures proper record retention.</li> <li>• Processes inmate work gain time and disciplinary reports.</li> <li>• Processes and notifies the H.R. representative of any "Notice of Injury" or "First Report of Injury" incidents.</li> <li>• Transcribes internal investigation reports using recording equipment and Dictaphone.</li> <li>• Processes mail, receives facility visitors, screen and routes phone calls to proper personnel.</li> </ul>
175	290202	Corrections/Road Prison	1	Corrections Captain	100%	<p>Manages the activities of the Road Prison, including personnel supervision, management of administrative operations, and overseeing daily operations. • Ensures all employees are properly trained and meet FDLE requirements.</p> <ul style="list-style-type: none"> <li>• Supervises all activities associated with the security of the facility.</li> <li>• Schedules and coordinates all firearms, CPR, EVOC, heat stress, less lethal, etc, training for employees.</li> <li>• Oversees four internal security shifts to include planning, coordinating, evaluating processes and projects.</li> <li>• Oversees the RCO Sergeant to ensure work crews are operating under work- zone safety protocol.</li> <li>• Reviews all incident reports and makes recommendations to the Commander and/or staff.</li> <li>• Oversees the food service operation and assist in keeping food cost to a minimum.</li> <li>• Makes hiring, termination, and disciplinary recommendations to the Commander.</li> <li>• Reviews and investigates complaints received from citizens</li> <li>• On-call 24/7 to respond to emergencies in the facility or in the community where work crews have been requested to respond.</li> <li>• Represents the division at a variety of meetings.</li> </ul>
175	290202	Corrections/Road Prison	4	Corrections Lt	100%	<ul style="list-style-type: none"> <li>– The shift OIC oversees the safety and welfare of all officers assigned to his shift, and is responsible for the care, custody, and control of inmates while on duty. • Monitors inmate movement and activities to ensure the safety and security of staff and inmates.</li> <li>• Conducts muster and assigns duties and instructions for special circumstances</li> <li>• Notifies the shift personnel of changes in policy and procedure and monitors for compliance.</li> <li>• Investigates incidents and prepares related reports of findings and conclusions.</li> <li>• Ensures "New Commits" are searched, personal property inventoried, and data-entry procedures are completed for each inmate.</li> <li>• Oversees the release of inmates to ensure all appropriate paperwork is complete.</li> <li>• Assigns inmates to 36 road crews and post inmate crew assignments daily.</li> <li>• Reviews special visit request for inmates.</li> <li>• Conducts evaluations for each employee assigned to shift.</li> <li>• Conducts quarterly fire drills.</li> <li>• Receives all "after hour" call outs for Escambia County and notifies the appropriate department. (tree down, flooding, stop light out, stop sign down, etc)</li> <li>• Oversees and approves contact visitation.</li> </ul>



Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
175	290202	Corrections/Road Prison	60	Corrections Officer	100%	<p><b>Road Corrections Officer (40 positions)</b> Supervises and provides instruction to inmates assigned to his/her work crew. This position allows the Officer to teach the inmate a new skill that can aid him upon his release • Responsible for the care, custody, and control of inmates.</p> <ul style="list-style-type: none"> <li>• Assignments include road maintenance, construction projects, drainage projects, ROW beautification, farming operations, facilities maintenance, etc.</li> <li>• Inspecting worksites and crew trucks for contraband, cleanliness, and safety.</li> <li>• Maintaining applicable tools, equipment, and supplies on truck.</li> <li>• Maintains records and logs of man-hours, materials, and equipment used for each work order.</li> <li>• Responds to natural disasters (hurricanes, floods, etc) and clears ROW of debris for emergency vehicles and citizens, clearing drains to ensure positive water flow recreating access to residential areas.</li> <li>• Requires class "B" Commercial Drivers License.</li> </ul> <p><b>Corrections Officer (16 positions)</b> – Responsible for the care, custody, and control of inmates at the Road Prison.</p> <ul style="list-style-type: none"> <li>• Conducts scheduled headcounts and routine visual checks of inmates.</li> <li>• Books "new commits" into the facility and processes inmates for release.</li> <li>• Interviews "new commits" on prior work history for crew assignment.</li> <li>• Transports inmates to and from outside facilities for court, medical, and dental appointments.</li> <li>• Responds and controls inmate fights, medical emergencies, disruptive inmates, etc</li> <li>• Oversees the dining area while feeding inmate meals.</li> <li>• Oversees the recreation yard during P.E.A.R (physical exercise and recreation)</li> <li>• Conducts crew check-out and check-in for 36 work crews. Ensures all inmates are properly searched before entering the facility from work, court, sick call, etc.</li> <li>• Conducts daily searches and inspections of all housing areas and documents findings.</li> <li>• Oversees and monitors inmate contact visitation.</li> <li>• Oversees housing areas and ensures facility rules are being followed.</li> <li>• Inspection of incoming mail for contraband and/or inappropriate material.</li> </ul>
						<p><b>Medical Corrections Officer (MCO)(4 positions)</b> – The MCO performs all the duties of a Corrections Officer PLUS maintains a current Florida State Emergency Medical Technician Certification.</p> <ul style="list-style-type: none"> <li>• Each internal security shift has 1 MCO assigned</li> <li>• Follows the practices and policies as set forth by the Medical Director for Escambia County Corrections.</li> <li>• Performs the duties of an advanced trained first responder and provides first aid care.</li> <li>• Delivers KOP (keep on person) medications prescribed by the physician and ensures med forms are signed.</li> <li>• Performs weekly KOP medication inspections and maintains a perpetual log of findings for each inmate assigned blister pack meds.</li> <li>• Assigns inmates to various sick calls (medical, dental, and mental health). Ensures medical care is easily accessible to each Road Prison inmate.</li> <li>• Maintains a daily log of A.E.D inspections and ensures calibrations of each assigned cardiac unit are completed through the E.O.C.</li> <li>• Instructors for "CPR for Health Care Providers", ensures all Road Prison personnel are CPR Certified.</li> </ul>
175	290202	Corrections/Road Prison	5	Corrections Sergeant	100%	<p><b>Shift Sergeant (4 positions)</b> – The shift AOIC will assist the shift OIC, and in their absence, act in their stead. Supervises and assist Correctional Officers in the daily security functions of the Road Prison.</p> <ul style="list-style-type: none"> <li>• Responds and controls emergency situations such as fights, medical emergencies, disruptive inmates, etc.</li> <li>• Instructs officers in standard and emergency procedures.</li> <li>• Supervises the dining area while feeding inmate meals.</li> <li>• Supervises and assist officers with the daily check-out / check-in of road crew inmates.</li> <li>• Supervises and assist officers with processing "New Commits" into the prison.</li> <li>• Ensures all inmates needing to be transported to court or sick call is complete.</li> <li>• Inspects facility for cleanliness, safety requirements, and security compliance.</li> <li>• Logs all inmate activities, transports, and unusual incidents.</li> <li>• Reviews reports completed by officers for accuracy and completeness.</li> <li>• Oversees and approves contact visitation.</li> </ul> <p><b>RCO Sergeant (1 position)</b> – Supervises 36 Road Corrections Officers that provide a labor force to 5 county departments, and cover the entire county.</p> <ul style="list-style-type: none"> <li>• Ensures RCO's are properly trained in work zone safety, heat stress awareness, CPR, etc.</li> <li>• Makes unscheduled work site visits to ensure policy and procedures are being followed.</li> <li>• Conducts weekly musters to address any issues, concerns, or changes in policy.</li> <li>• Responds to emergency situations that occur on work crews.</li> <li>• Responds to natural disasters where work crews have been requested (floods, hurricanes, etc)</li> <li>• Monitors daily activity of road crews and GPS generated reports.</li> <li>• Assist in new applicant screening, interview, and hiring recommendation.</li> <li>• Responds to and resolves citizen complaints or concerns in regards to a work crew.</li> <li>• Conducts annual RCO evaluations</li> </ul>
175	290202	Corrections/Road Prison		Department Director	33.00%	<p>Department Director directs and oversees the entire Corrections Department, operations and personnel; Works closely with the Escambia County Board of County Commissioners, Courts; CJ agencies and community resources to support re-entry efforts and the reduction of recidivism. Attends meetings; Provides direct supervision for Division Managers (Community Corrections, Road Prison and Escambia County Jail);Reports to the County Administrator. This position supervises and coordinates the activities of subordinate employees, including determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; recommending personnel actions; conducting performance reviews and conducting departmental training. This position provides ongoing evaluation and improvement of service delivery systems, researches for innovative systems and techniques by which to better serve the Department's clients.</p>

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
175	290202	Corrections/Road Prison	1	Division Manager	100%	<p>Responsible for planning and directing the security, operation, maintenance, and fiscal management of the Road Prison. • Ensures facility operates within Florida Model Jail Standards.</p> <ul style="list-style-type: none"> <li>• Manages budgets associated with personnel, operating, training, and inmate welfare.</li> <li>• Develops and updates policy and procedures and ensures all employees are trained.</li> <li>• Oversees farming operation, hydroponics program, and K-9 (narcotics and tracking)</li> <li>• Implements, monitors, and assigns inmates to various training programs to aid in re-entry.</li> <li>• Initiates and oversees all Internal Affairs Investigations.</li> <li>• Responsible for making hiring, termination, and disciplinary decisions / recommendations.</li> <li>• Provides guidance to lower level staff in work related activities and career development.</li> <li>• Ensures safety, security, maintenance, and sanitation inspections are completed.</li> <li>• On-call 24/7 to respond to emergencies in the facility or in the community where work crews have been requested to respond.</li> <li>• Represents the division at a variety of meetings.</li> </ul>
175	290202	Corrections/Road Prison	2	Food Service Assistant	100%	<p>Instructs and assist inmate workers assigned to the kitchen in the daily preparation of meals for up to 252 inmates.</p> <ul style="list-style-type: none"> <li>• Prepares breakfast, lunch, and dinner meals for inmates ensuring food is properly cooked and seasoned.</li> <li>• Monitors and teaches inmates working in the food production area, ensuring proper safety and sanitation measures are being followed.</li> <li>• Ensures all tool, knife, and key control policies are followed.</li> <li>• Receives all food deliveries and verifies delivery matches invoice.</li> <li>• Monitors and participates in the distribution and portion control of meals.</li> <li>• Cleans and sanitizes the kitchen and kitchen equipment, as well as the dining area.</li> <li>• Clean, blanches, and prepares for freezing approximately 50,000 pounds of produce annually grown at the Road Prison.</li> </ul>
175	290202	Corrections/Road Prison	1	Food Service Supervisor	100%	<p>Supervises, instructs, and assist food service personnel and inmates workers assigned to the kitchen in the daily preparation of meals for up to 252 inmates.</p> <ul style="list-style-type: none"> <li>• Servsafe Manager Certification required.</li> <li>• Responsible for placing all food orders and ensuring contract pricing guidelines are being followed.</li> <li>• Responsible to maintain inventory of food supplies, cleaning supplies, and cooking equipment.</li> <li>• Prepares cost estimates for budget recommendations, and assist administration with food contracts.</li> <li>• Oversees a new program that allows food service inmates the opportunity to test and receive a Florida SERVSAFE certification to aid them when released.</li> <li>• Performs all the duties of a food service assistant.</li> </ul>
175	290202	Corrections/Road Prison	1	Sr Office Support Assist	100%	<p>Provides a high level of administrative support to the Road Prison.</p> <ul style="list-style-type: none"> <li>• Submits and enters purchase orders, monitors budget expenses, ensures all facility invoices are received and submitted to The Clerk of Court for payment.</li> <li>• Utilizes E-Fin financial system for requisitioning and retrieving budget information.</li> <li>• Prepares PAF's for new hires, career progression, salary incentive, etc.</li> <li>• FDLE Liaison, Terminal Agency Coordinator (TAC), and Local Agency Security Certified</li> <li>• Responsible to complete a number of FDLE annual reports</li> <li>• Responsible to utilize FCIC/NCIC and LIVE Scan fingerprints systems for new employee background processing.</li> <li>• Develops, manages, and maintains employee training files. Ensures each officers mandatory retraining requirements are met annually and the proper documentation retained.</li> <li>• Performs data entry, builds spreadsheets, and utilizes standard office equipment.</li> </ul>
			76			

**Position Justification--290401 (Jail Detention) and 290406 (Jail-Commissary)**

**CORRECTIONS - DETENTION/ INMATE COMMISSARY**

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
001	290401	Corrections/Jail	1	Accountant	100%	This position reviews, approves and processes payables and payroll information for the jail. In addition they handle the daily maintenance and administration of the inmate welfare fund utilizing the commissary providers' account management system. Currently the Escambia County Sheriff's Office has 2 Accountant positions assigned to their finance department
001	290401	Corrections/Jail	2	Administrative Supervisor	100%	-1 of these positions is assigned to the Jail's finance section and assists in the processing of payables, to include review of medical billing and coding for inmate health charges (totaling over \$5.8mil) -1 assigned to Escambia County Jail-Supervises the inmate records department and is responsible for maintaining records as required by the GS2 schedule for detention. Possess a thorough knowledge of F.S.S. 119.
001	290401	Corrections/Jail	1	Corrections Financial Manager	100%	This position is responsible for all financial actions including budget preparation/submission for the entire Department of Corrections (over \$46mil), also functions as contract administrator for the department
001	290401	Corrections/Jail	8	Corrections Officer-WR	100%	These positions are needed to provide security to the 265 inmates housed at the work release facility
001	290401	Corrections/Jail		Department Director	33%	Department Director directs and oversees the entire Corrections Department, operations and personnel; Works closely with the Escambia County Board of County Commissioners, Courts; CJ agencies and community resources to support re-entry efforts and the reduction of recidivism. Attends meetings; Provides direct supervision for Division Managers (Community Corrections, Road Prison and Escambia County Jail);Reports to the County Administrator. This position supervises and coordinates the activities of subordinate employees, including determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; recommending personnel actions; conducting performance reviews and conducting departmental training. This position provides ongoing evaluation and improvement of service delivery systems, researches for innovative systems and techniques by which to better serve the Department's clients.
001	290401	Corrections/Jail	58	Detention Assistant	100%	ACR=32 positions- responsible for inputting and verifying booking information for approximately 1400 arrestees per month. They are also responsible for properly processing over 1350 inmate releases per month. They receive over 3000 phone calls per month. Video Visitation=8 positions- Responsible for monitoring and verifying visitors utilizing the video visitation system. They provide information and monitor over 38,000 visitors per year. Security=8 positions- Assigned to security to work in the central control area. They are responsible for verifying visitors, vendors, controlling the sallyport doors, making electronic log entries, answering phone calls, and assisting the control room Officer. Classification=1 position- Responsible for the classification of over 1500 inmates and completing daily move lists for the inmates being moved. Rapid Intake=1 position- Conducts intake on arrestees, including juveniles, who get processed through rapid intake. This includes taking their photograph, prints, and entering the information in the computer. Property=2 positions- Maintains the property, property receipts, and all valuables of approximately 1500 inmates. Also responsible for releasing an inmate's property to authorized persons. Transportation=3 positions- Responsible for processing court dispositions for the inmates in custody. They also update the inmate's folders and court records in the computer. Inmate Records=3 positions- Calculates inmate gain time, sentence dates, and other documents that are maintained for the inmate's records. Responsible for the 1500 inmate records in custody.
001	290401	Corrections/Jail	1	DNA Technician-Relief	100%	Collects DNA for the State mandated qualifying offenders. Averages 25-30 inmates/arrestees per week
001	290401	Corrections/Jail	5	Jail Admin Assistant	100%	-1 of these positions is assigned to the Jail's finance section and assists in the processing of payables, to include review of medical billing and coding for inmate health charges (totaling over \$5.8mil). Their primary function is the calculation and submission of payroll for the 462 employees under the jail division -4 assigned to Escambia County Jail-Responsible for prison commitment packages on inmates transferring to State Prison. Conducting background checks on potential employees and volunteers. They also review criminal registration and sexual predator databases for qualifying offenders.
001	290401	Corrections/Jail	19	Jail Corr Lieutenant	100%	Responsible for supervisory and administrative work as the OIC of a division or section. These include, Security, ACR, Training, Accreditation, Transportation, Central Services, and Administration. They provide direction over lower level supervisory corrections personnel.
001	290401	Corrections/Jail	15	Jail Corr Off Trainee/Acd	100%	These officers are currently in the academy being trained as Certified Correctional Officers who will help fill the vacant positions now available
001	290401	Corrections/Jail	2	Jail Corrections Captain	100%	Responsible for the planning, directing and supervising Security Operations at all the Escambia County Correctional Facilities. Oversees over 400 employees and over 1500 inmates.

## Position Justification--290401 (Jail Detention) and 290406 (Jail-Commissary)

## CORRECTIONS - DETENTION/ INMATE COMMISSARY

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
001	290401	Corrections/Jail	243	Jail Corrections Officer	100%	Responsible for the care, custody, and control of the inmates in Escambia County. These officers conduct searches, transports, received new arrestees, release inmates, conduct headcounts, visual checks, and numerous other functions and three different Escambia County Correctional Facilities. There are currently over nine different divisions in Escambia County Corrections that utilizes these officers. Over 1500 inmates are under the care, custody and control of these officers.
001	290401	Corrections/Jail	30	Jail Corrections Sergeant	100%	Performs supervisory correctional work in directing and coordinating the activities of lower level correctional personnel assigned to a particular shift or a specialized unit or function. Their work is performed under the supervision and direction of a higher-level officer. They are responsible for supervising approximately 265 correctional officers and 1500 inmates.
001	290401	Corrections/Jail	5	Jail Custodial Worker	100%	Perform custodial duties to include cleaning offices, sanitizing medical areas, replenishing cleaning supplies, supervising inmate worker tasks, and general cleaning of all jail facilities
001	290401	Corrections/Jail	4	Jail Office Support Assistant	100%	Performs a variety of clerical duties for specific divisions including jail lobby, IA, and jail administration
001	290401	Corrections/Jail	1	Jail Secretary	100%	Performs duties for the administration staff to include typing, filing and coordinating schedules
001	290401	Corrections/Jail	1	Laundry Specialist	100%	This civilian position supervises laundry inmate workers. Responsible for the laundering of linens, clothing and personal items of approximately 1600 inmates
001	290401	Corrections/Jail	1	Laundry Worker	100%	Repairs linen, mattresses, jumpsuits, and pillows. Distributes hygiene items to all facilities
001	290401	Corrections/Jail	1	Warehouse Worker	100%	Ensures that officers and civilian staff have the necessary items to efficiently complete their tasks. Currently supplies over 400 officers and civilians
			<b>398</b>			
111	290406	Corrections/Jail Commissary	2	Jail Program Coordinator	100%	Coordinates and facilitates inmate participation in the different programs offered in corrections. Responsible for GED, REAP, and grooming for the inmates.
111	290406	Corrections/Jail Commissary	1	Law Librarian	100%	Researches legal material and processes the requests of approximately 1500 inmates
			<b>3</b>			

Position Justification-290402 (Inmate Medical)

INMATE MEDICAL - JAIL					
1	290402	Corrections/Inmate Medical	1	Administrative Assist	100% <ol style="list-style-type: none"> <li>1) Download, create and send daily 'Medical Visit Charges' and 'Diamond Pharmacy' reports to Finance.</li> <li>2) Process all incoming medical bills, including: verification of incarceration/patient identification on claim; computation of applicable medicare rates based on procedure codes; creation of voucher and all backup documentation; submission of above to Health Services Administrator for review/signature; and scan to Finance folder and notify Finance to process for payment.</li> <li>3) Maintain detailed spreadsheet on all medical claims received/submitted.</li> <li>4) Answer electronic or phone requests on status of payments from outside providers/accounts payable; coordinate with Finance to de-conflict issues.</li> <li>5) Conduct orientation/training for all newly hired medical/mental health personnel for Kronos timekeeping, EMR login credentials, etc.</li> <li>6) Set up accounts for county email/security badging/electronic medical records accounts.</li> <li>7) Draft/compose variety of technical and non-technical correspondence for Medical/Mental Health departments.</li> <li>8) Maintain hard copy database folders/ personnel records including licensure, emergency contact data, training, disciplinary, FMLA, etc.</li> <li>9) Respond to requests for medical records and other information from legal entities.</li> <li>10) Assists with coordinating monthly MAC/CQI meetings including e-invites, room reservation, printing and organizing handouts, recording and transcribing minutes.</li> </ol>
1	290402	Corrections/Inmate Medical	2	ARNP/Clinical Associate	100% <ol style="list-style-type: none"> <li>1) Obtains patient history and performs assessment via observation, interview and examination. Orders, performs and interprets diagnostic studies. Performs preventative health assessments, screening, and patient care within guidelines of protocols mutually established with Medical Director.</li> <li>2) Provides direct treatment and management of health conditions via prescriptive authority or referral to other healthcare providers or community resources.</li> <li>3) Initiates appropriate actions in emergency situations.</li> <li>4) Provides management and care of acute and/or chronic health problems.</li> <li>5) Facilitates and participates in inmate educational health programs.</li> <li>6) Participates in continuing education and in-service training to maintain professional capabilities and proficiency.</li> <li>7) Performs physical examinations, evaluations, diagnosis, treatment, and follow-up consultation.</li> <li>8) Orders appropriate lab tests and medications, according to interpretation of diagnostic testing and response to treatment, while following established written protocol and institution formulary as well as state regulations.</li> <li>9) Performs consultation evaluations as requested and coordinates treatment and referrals with other disciplines as necessary.</li> <li>10) Conducts complete and accurate documentation of care provided in electronic health records. Maintains health services records and logs and assists with data entry within the scope of clinically related information.</li> <li>11) Conducts rounds, reviews medications, observes and records progress and condition of inmates housed in infirmary.</li> <li>12) Compiles inpatient admission discharge/transfer summaries as required in department policies.</li> </ol>
1	290402	Corrections/Inmate Medical	2	Clinical Nurse	100% <ol style="list-style-type: none"> <li>1) Infirmary: Currently have 1 Clinical Nurse assigned to A/B Day shift: Infirmary houses 50-60 inmates average with approximately 120 medications to pass out at the start of each shift. They have to do thorough withdrawal exams on an average of 3-4 detox patients per shift, and these patients require two-hour vital sign check increments plus additional charting. Thus, this staff member have to chart on all 50-60 patients, some several times per shift, and are also responsible for performing up to 80 vital signs checks per shift depending on the day of the week. This work load is in addition to the average 15-20 urgent care or emergency "triages" and "post-use of force" exams that interrupt their normal shift responsibilities/routine intermittently. Additional time is delegated to those patients that are in the restraint chairs, of whom require vital sign checks and overall assessments every thirty minutes. On average, there are approximately 3-6 restrained patients per week, but these patients generally remain in the restraint chair for up to 8 hours at a time, which accumulates to over 16 -20 additional vital sign checks, etc. Needless to say, the frequency and duration of providing emergency and nonemergency health services may vary per shift, but generally the work load can only be thoroughly accomplished when there are at least two people assigned to the infirmary. The volume of patients and the variable demand for care far exceeds the capabilities from a single health care professional.</li> <li>2) Urgent care and emergent "triages" occur non-stop throughout each and every day.</li> <li>3) Charge Nurse for all medical patients in infirmary.</li> </ol>

**Position Justification-290402 (Inmate Medical)**

INMATE MEDICAL - JAIL					
1	290402	Corrections/Inmate Medical	1	Clinical Nurse Coordinator	100%
<p>1) Provide daily supervision to staff.</p> <p>2) Provide progressive discipline, if necessary, for violations related to policies, procedures, protocols, or SOPs.</p> <p>3) Management/supervision of daily rounds/vitals checks to ensure thoroughly and timely completion of both physical checks and of corresponding documentation.</p> <p>4) Process, investigate, and resolve medication error reports.</p> <p>5) Coordinates communication within nursing, the medical department, and health services unit through daily monitoring and regular staff nursing meetings.</p> <p>6) Co-Chair Medical Staff Meetings with Health Services Manager (one per month).</p> <p>7) Review all medical encounters that are flagged for clinical/administrative review in CorrecTek.</p> <p>8) Continuously Review/Audit all clinical documentation (i.e., encounters, urgent cares, sick calls, H &amp; Ps, etc.) via random selection or due to being notified of any concerns related to a particular incident and/or patient, and provide appropriate education, training, and/or discipline, as indicated.</p> <p>9) Establishes reviews and maintains all standards and patient care protocols. Ensure staff members are compliant and trained.</p> <p>10) Attend bi-monthly MAC/CQI meetings. Conduct CQI studies, as needed, and prepare reports showing the results including any areas of concern and the corresponding plan(s) for improvement. Present findings at meetings.</p> <p>11) Perform at random dates each month (with HSM and paramedic supervisors) healthcare inspections and address findings in areas of concern.</p> <p>12) Complete semi-annual performance evaluations for immediate staff. 13) Attend weekly Cabinet meetings.</p> <p>14) Serves as a resource to clinical staff for clinical and job-related questions and concerns.</p> <p>15) Responds to Jail Health emergencies as required and provides guidance to participating corrections and health staff.</p> <p>16) Provides direct patient care services when warranted, which may include direct clinical assessment and treatment within the scope of licensure and professional expertise, including performing interventions such as the following: physical exams, lab draws, obtaining intravenous access and initiating/ maintaining fluid therapy and/or IV medications, administering medications, performing and reading EKGs, performing lifesaving interventions, etc.</p> <p>17) Assist with all triages and as needed in sick call; Assist staff nurses in screening, evaluation, assessment and health care of inmates.</p>					
1	290402	Corrections/Inmate Medical	1	Clinical Operations Coordinator	100%
<p>1) Provides leadership and vision to direct the design, planning, and management of medical programs and functions, achieving continuous improvement in service quality, and customer service.</p> <p>2) Provide direct supervision of Cabinet members as well as general oversight to all Jail Medical staff. Continuously monitor overall operations of medical department, including, but not limited to, overall review of schedule, training, completion of daily responsibilities, etc., as completed by the CNC, Health Services Manager, and Paramedic Supervisors.</p> <p>3) Oversee appropriate hiring, training, coaching, timely performance evaluations, scheduling and administration of discipline, including termination; Discuss the need for reallocations or new positions with HR; Monitor staff levels closely.</p> <p>4) Review staffing levels and coordinate with the Medical Director, Command, and HR regarding the need for new/reallocated positions.</p> <p>5) Review and revise ECJ protocols, policies, procedures, and SOPs in collaboration with Cabinet members, medical staff, medical providers, and corrections staff.</p> <p>6) Uphold the Escambia County Board of County Commissioner's policies and procedures, addressing staff concerns accordingly for resolution.</p> <p>7) Monitor compliance with state and Department of Health regulations and with the National Commission on Correctional Health Care (NCCCHC) medical health practices, policies, procedures and guidelines with the goal of deficiency-free surveys.</p> <p>8) Ensure compliance with all three accreditation boards, and gather necessary data throughout the year (monthly, quarterly, etc. as indicated) to be used as proof of continual compliance. Examples of "proofs of compliance" include chart audits, log reviews, policy/procedure reviews, scheduling monthly/quarterly meetings, CQI studies, etc.</p> <p>9) Chair Quarterly Medical Audit Committee/ Continuous Quality Improvement meetings. Assures development of agendas, minutes, handouts, and follows through with recommendations from that group.</p> <p>10) Coordinate and participate in Continuous Quality Improvement (CQI) program by determining necessary projects with the Jail Health Program Quality Assurance board, assigning specific studies to staff, compiling statistics, and reviewing documentation and incidents.</p> <p>11) Chair weekly "Cabinet" Meetings. Assures development of agendas, minutes, handouts, and follows through with recommendations from that group.</p> <p>12) Review CorrecTek reports and statistics with the Health Services Administrator to assess for trends and make changes accordingly.</p> <p>13) Attend monthly OIC meeting on behalf of the medical division.</p> <p>14) Implement and ensure the maintenance of perpetual inventories of health services department supplies.</p>					
1	290402	Corrections/Inmate Medical	1	Court Liaison	100%
Coordinates with judiciary regarding high cost cases to advocate for a timely release in order to reduce costs of inpatient hospitalizations at local hospitals.					

**Position Justification-290402 (Inmate Medical)**

INMATE MEDICAL - JAIL						
1	290402	Corrections/Inmate Medical	1	Dental Assistant	100%	<p>1) Every Wednesday and Friday, re-stock the sharps cart from Bulk Sharps cabinet. We currently have an influx of accuchecks and labs so we have to ensure our staff members have the tools needed to perform their daily duties;</p> <p>2) Check triage and accucheck rooms for cleanliness, expired supplies and check bottles for appropriate label when opened; this includes all bottles of TB solutions and Insulin's. Check each lab tube or un-opened bundle for expiration dates. Report all bottles of insulin and TB solution not labeled to RN supervisor</p> <p>3) Monitor all sharps and glove containers daily and replace as needed. In all clinical rooms- check all sharps and gloves boxes</p> <p>4) Ensure that segregation rounds are completed and documented appropriately in EMR</p> <p>5) Assist with putting away meds for cart Nurse's</p> <p>6) Assist with ACR paperwork and scanning, as needed</p>
1	290402	Corrections/Inmate Medical	1	Director of Mental Health	100%	<p>Provides clinical and administrative oversight to all Mental Health Staff. Ensures compliance with accrediting standards related to Mental Health. Develops staffing plan/clinical schedule/on call schedule. Performs performance evaluations, progressive discipline, etc.</p>
1	290402	Corrections/Inmate Medical	1	Forensic Case Manager	100%	<p>Provides discharge planning to jail special populations (mentally ill, pregnant, HIV, and veterans). Provides weekly Juvenile encounters. Provides individual counseling. Provides confinement rounds. Case Manager sees approximately 220 inmates per month.</p>
1	290402	Corrections/Inmate Medical	1	Health Svcs Administrator	100%	<p>*In absence of HSA these duties would fall to the Clinical Operations Coordinator:</p> <p>1) Finance: Assist in the development of annual operating budget, and monitors allocations, expenditures to maintain the annual healthcare operating budget. Review the expenditure spreadsheet. Review the monthly pharmaceutical reports for trends/cost saving options. Reviews and signs all vouchers (cross reference personal insurance). Review and Approve invoices and claims for payment ensuring charges are appropriate.</p> <p>2) Monitor existing contracts (biomedical waste management, temp staffing, pharmaceutical, outside treatment facilities and/or services, etc.). Assure contract compliance through ongoing monitoring and communication with the Corrections Financial Manager.</p>
1	290402	Corrections/Inmate Medical	1	Jail Health Svcs Manager	100%	<p>1) Supervises medical staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.</p> <p>2) Provide progressive discipline, if necessary, for violations related to policies, procedures, protocols, or SOPs.</p> <p>3) Complete annual employee evaluations.</p> <p>4) Management of bulk sharps storage and corresponding logs.</p> <p>5) Management/supervision of Confinement checks and of completion of corresponding logs.</p> <p>6) Ensuring lab log is updated, refrigerator temperatures are completed (monthly clean and defrost are done), observe two medication passes each week, ensure all multi dose bottles are labeled with a date, check all refusal forms for accuracy and correct consequences documented.</p> <p>7) Coordinates communication within nursing, the medical department, and health services unit through daily monitoring and regular staff nursing meetings.</p> <p>8) Co-Chair Medical Staff Meetings with Clinical Nurse Coordinator (one per month).</p> <p>9) Coordinates with the Clinical Nurse Coordinator to complete the planning, implementation, and evaluation of all nursing services, including associated and administrative operations and activities.</p> <p>10) Assists with establishing site procedures and organizational structure, while monitoring and evaluating procedures for effectiveness.</p> <p>11) Continuously Review/Audit all clinical documentation (i.e., encounters, urgent cares, sick calls, H &amp; Ps, etc.) via random selection to check for compliance of both accreditation and county policies and procedures; Provide appropriate education, training, and/or discipline, as indicated.</p> <p>12) Attend bi-monthly MAC/CQI meetings. Conduct CQI studies, as needed, and prepare reports showing the results including any areas of concern and the corresponding plan(s) for improvement. Present findings at meetings.</p> <p>13) Establishes and coordinates quality improvement, safety oversight of utilization management and infection control programs.</p> <p>14) Attend weekly Cabinet meetings.</p> <p>15) Ensures shift nurses and medical staff are appropriately scheduled while adhering to personnel staffing authorization and budget requirements. In the event that there is a vacancy in the staff schedule that is unable to be filled by other staff members, the Health Services Manager and Clinical Nurse Coordinator share the mandatory responsibility of personally covering this vacancy, to include</p>

Position Justification-290402 (Inmate Medical)

INMATE MEDICAL - JAIL					
1	290402	Corrections/Inmate Medical	2	Jail Paramedic Supervisor	100%
					<p>1) Provide daily supervision to staff, including supervision during every shift change (day and night).</p> <p>2) Provide progressive discipline, if necessary, for violation(s) of policies, procedures, protocols, or SOPs.</p> <p>3) Ensure all equipment and supplies are checked off at the beginning of EACH shift, including sharps counts. Ensure that the Rapid Response Team meets at the beginning of EACH shift so that everyone is knowledgeable of their roles. One of the Paramedic Supervisors should be present during every single shift change, so these tasks should never be overlooked. In the absence of a Paramedic Supervisor or CNC, then the responsibilities must be clearly communicated to the charge nurse so that these tasks are not overlooked. Monitor ALL equipment/supplies logs (daily sharps, stock meds, equipment check-offs, etc.) and ensure ALL logs are accurately and thoroughly completed daily.</p> <p>4) Coordinate "New Employee Orientation" schedule and agenda (organize orientation packet for each of the positions) and ensure thorough completion of entire orientation program. Coordinate with HSM and CNC also to ensure that the schedule is conducive and that nothing else needs to be added or updated in the packets.</p> <p>5) Create monthly training agendas and coordinate with CNC regarding priority of training topics. Create individual training sessions for all equipment, skill sets, protocols, positions, etc. Ensure that all staff members are cross-trained in each position as well.</p> <p>6) Create training folders for each staff member and track individual progress. Conduct performance reviews, as needed, and document results, timeline, and agenda for remediation and/or reevaluation.</p> <p>7) Chair training in-service sessions/meetings.</p> <p>8) Complete quarterly competency/skill checks for all immediate staff.</p> <p>9) Review all documentation related to hospital transports (chart reviews); Maintain a log of findings for use in continuous CQI study. Implement training/education/discipline, as indicated based on findings. Develop plans for further training sessions, protocol modifications, etc. to decrease hospital transports or duration of stay, when possible, as well as to improve outcomes.</p> <p>10) Monitor license and certification expiration dates.</p> <p>11) Coordinate with Public Safety to schedule CPR or ACLS courses, as needed.</p> <p>12) Ensure PowerDMS is updated with all training materials and protocols.</p> <p>13) Monitor PowerDMS to ensure prompt completion of training assignments.</p> <p>14) Monitor all licenses and credentials of medical staff. Notify staff when approaching expiration dates.</p> <p>15) Attend bi-monthly MAC/CQI meetings. Conduct CQI studies, as needed, and prepare reports showing the results including any areas of concern and the corresponding plan(s) for improvement. Present findings at meetings.</p> <p>16) Reviews and critiques medical emergencies; Submits critiques and plan to improve to Clinical Operations Coordinator for final review and to upload on PowerDMS; Ensure all employees review critique on PowerDMS in a timely manner, initiates necessary training following incident.</p> <p>17) Set up and implement more in depth officer training during HR orientation (twice a month meeting for new hires at BOCC and officer BLS training here at the jail) .</p> <p>18) Attend weekly Cabinet meetings.</p> <p>19) Serves as a resource to clinical staff for clinical and job-related questions and concerns.</p> <p>20) Responds to Jail Health emergencies as required and provides guidance to participating corrections and health staff.</p> <p>21) Provides direct patient care services when warranted; Assist staff nurses in screening, evaluation, assessment and health care of inmates.</p> <p>22) In the event that there is a vacancy in the staff schedule that is unable to be filled by other staff members, the Health Services Manager and Clinical Nurse Coordinator share the mandatory responsibility of personally covering this vacancy, to include the possibility of working either a day or night 12-hour shift on short notice.</p> <p>23) Lead Team Member during all emergencies and "trriages."</p>
1	290402	Corrections/Inmate Medical	3	Jail EMT/Paramedic (Paramedic Justification)	100%
					<p>1) Lead team member on response team for all medical emergencies.</p> <p>2) Because urgent care and emergent "trriages" occur non-stop throughout each and every day, 2 paramedics are assigned to an 1100-2300 shift on opposite rotations from one another. This mid-shift experienced provider will benefit the entire department by "floating" where the demand is (i.e., will be treating urgent care/emergency triage patients; will help triage patients during intake influxes; will help in infirmary, as needed, etc). They will also be the lead response team member for all medical emergencies that occur during their shift.</p> <p>3) In the event of a post vacancy, the paramedic will be assigned to fill in for that shift (i.e., infirmary or intake).</p>
1	290402	Corrections/Inmate Medical	5	Jail EMT/Paramedic (EMT Justification)	100%
					<p>1) ACR/Intake (Currently have one EMT assigned on each rotation): ACR averages 40 intakes per shift, each of which require 3 separate exams to be completed (one Chad Day pre-screening immediately upon intake, one medical intake screening, and one mental health intake screening). The paperwork requirements are extensive, due to the length and detail associated with each exam, as well as the need to complete multiple signed "Release of Information" authorization forms and then fax these forms to the corresponding doctor's office, medical facility, or pharmacy. This post should have two people assigned to it at all times.</p> <p>2) In the absence of a paramedic, the EMT will respond to medical emergencies.</p>



Position Justification-290402 (Inmate Medical)

INMATE MEDICAL - JAIL					
1	290402	Corrections/Inmate Medical	9	Licensed Practical Nurse	100%
<p>1) Sick call: Average 45 slips triaged per day, of which an average of 25 patients physically examined per day for Main Jail; Average 6 examined each Monday, Wednesday, and Friday for CMS; Average 8-10 examined each Tuesday and Thursday for WR (Note: Written Sick Call requests are picked up daily by the cart nurses and MUST be triaged within 24 hours. The cart nurses triage each sick call request at the time of receipt during their med passes. Subsequently, when a request describes a clinical symptom, a face-to-face encounter between the patient and 26B Nurse occurs within 48 hours (72 hours on weekends)).</p> <p>2) Med Cart LPNs and Medical Assistants – Currently have two LPNs or MAs scheduled on each shift (one for Phase I and one for Phase II, per shift): Phase I- This LPN or MA administers meds to an average of 250-300 inmates per shift; average is 700-900 individual medications (pills) passed per shift; Phase II- This LPN or MA administers meds to an average of 150-200 inmates per shift; average is 450-750 individual medications (pills) passed per shift.</p> <p>3) Infirmary: Infirmary houses 50-60 inmates daily, on average, with approximately 120 medications to pass out at the start of each shift. Conduct thorough withdrawal exams on an average of 3-4 detox patients per shift, and these patients require two-hour vital sign check increments plus additional charting. Thus, this staff member has to chart on all 50-60 patients, some several times per shift, and are also responsible for performing up to 80 vital signs checks per shift depending on the day of the week. This work load is in addition to the average 15-20 urgent care or emergency "trriages" and "post-use of force" exams that interrupt their normal shift responsibilities/routine intermittently. Additional time is delegated to those patients that are in the restraint chairs, of whom require vital sign checks and overall assessments every thirty minutes. On average, there are approximately 3-6 restrained patients per week, but these patients generally remain in the restraint chair for up to 8 hours at a time, which accumulates to over 16 -20 additional vital sign checks, etc. Needless to say, the frequency and duration of providing emergency and nonemergency health services may vary per shift, but generally the work load can only be thoroughly accomplished when there are at least two people assigned to the infirmary. The volume of patients and the variable demand for care far exceeds the capabilities from a single health care professional. An LPN should be working alongside an RN or paramedic while in the infirmary.</p> <p>4) Performs accuchecks/additional medication administration on approximately 7-10 patients twice a day (11 am and 3 am), a process that takes approximately 1 hour due to the delay in assigning a walker to accompany these patients and the amount of time that is spent with each individual patient. Accuchecks/additional medical administration is provided to approximately 40 patients at 1500, a process which takes at least 2 hours to complete due to the reasons listed above.</p> <p>5) Completes diagnostic lab draws on approximately 10-20 patients per day.</p> <p>6) Wound Care daily</p>					
1	290402	Corrections/Inmate Medical	10	Medical Assistant	100%
<p>1) Sick call: Average 45 slips triaged per day. The cart nurses triage each sick call request at the time of receipt during their med passes.</p> <p>2) Med Cart LPNs and Medical Assistants – Currently have two LPNs or MAs scheduled on each shift (one for Phase I and one for Phase II, per shift): Phase I- This LPN or MA administers meds to an average of 250-300 inmates per shift; average is 700-900 individual medications (pills) passed per shift; Phase II- This LPN or MA administers meds to an average of 150-200 inmates per shift; average is 450-750 individual medications (pills) passed per shift.</p> <p>3) Perform accuchecks/additional medication administration on approximately 7-10 patients twice a day (11 am and 3 am), a process that takes approximately 1 hour due to the delay in assigning a walker to accompany these patients and the amount of time that is spent with each individual patient. Accuchecks/additional medical administration is provided to approximately 40 patients at 1500, a process which takes at least 2 hours to complete due to the reasons listed above.</p> <p>4) Complete diagnostic lab draws on approximately 10-20 patients per day.</p> <p>5) Wound Care daily.</p>					
1	290402	Corrections/Inmate Medical		Medical Director	50%
<p>1) Directs/monitors all activities of the ECC Division of Health Services, including planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings.</p> <p>2) Supervises and assumes direct responsibility for the medical performance of all health services staff members. The Medical Director performs all duties to include, but not be limited to: advising, consulting, training, counseling, and overseeing of services, as well as appropriate quality assurance, administrative and managerial functions.</p> <p>3) Develops medical standards as may be necessary to ensure reliable quality patient care; reviews the department's policies and protocols; develops medical protocols for enhancements of the department's procedures or treatment and actively participates in the planning, development, and implementation of new and innovative programs to enhance and expand current ECC health services.</p> <p>4) Coordinates with health services administration to evaluate the clinical impact and effectiveness of the training programs, protocols, and enhanced services within the health services division as a quality assurance measure.</p> <p>5) Reviews all cases regarding employee disciplinary action and participates in disciplinary hearings with ECC administration and HR, when needed.</p> <p>6) Participates in the recruitment, selection and orientation of medical professionals.</p> <p>7) Makes recommendations on department administrative and budget decisions.</p>					
1	290402	Corrections/Inmate Medical	1	Medical Support Assistant	100%
Assists the psychiatrist by entering in all medication orders, renewing all medications, taking vital signs of all mental health patients in the Infirmary, assists medical as needed with med passes, vital signs, labs, etc.					

**Position Justification-290402 (Inmate Medical)**

INMATE MEDICAL - JAIL						
1	290402	Corrections/Inmate Medical	7	Jail Mental Health Counselors	100%	DOJ investigation indicated that increased Mental Health services were needed. We now provide 7 day coverage from 0700-1900 compared to previous coverage M-F 0730-1630. The Department provides mental health assessments, diagnostics, medication management, therapeutic treatment (i.e. individual and group therapy), and suicide risk assessment. MHCounselors see approximately 1,456 inmates per month.
1	290402	Corrections/Inmate Medical	1	Mental Health Office Assistant	100%	Completes all administrative tasks for the department (records requests, scanning, faxing, minutes for meetings, phone calls, coordinates transport for inmates at WAL, SRCJ, CMS, etc.).
1	290402	Corrections/Inmate Medical	1	Pharmacy Technician	100%	1) Reconcile orders: 200-300 pieces (medications) a day. 2) Separate and disburse medications to proper medication carts. 3) Collect medications to send back to pharmacy for monetary credit to our account. 4) Count and order stock medications for medication and triage carts. 6) Ensure carts are up to state and accreditation standards.
1	290402	Corrections/Inmate Medical	1	Jail Psychiatric Technician	100%	Provides daily activity therapy to all inpatient mental health individuals (housed in the Infirmary), approximately 127 inmates per month.
1	290402	Corrections/Inmate Medical	8	Registered Nurse	100%	1) Infirmary: Infirmary houses 50-60 inmates daily, on average, with approximately 120 medications to pass out at the start of each shift. Conduct thorough withdrawal exams on an average of 3-4 detox patients per shift, and these patients require two-hour vital sign check increments plus additional charting. Thus, this staff member has to chart on all 50-60 patients, some several times per shift, and are also responsible for performing up to 80 vital signs checks per shift depending on the day of the week. This work load is in addition to the average 15-20 urgent care or emergency "trages" and "post-use of force" exams that interrupt their normal shift responsibilities/routine intermittently. Additional time is delegated to those patients that are in the restraint chairs, of whom require vital sign checks and overall assessments every thirty minutes. On average, there are approximately 3-6 restrained patients per week, but these patients generally remain in the restraint chair for up to 8 hours at a time, which accumulates to over 16 -20 additional vital sign checks, etc. Needless to say, the frequency and duration of providing emergency and nonemergency health services may vary per shift, but generally the work load can only be thoroughly accomplished when there are at least two people assigned to the infirmary. The volume of patients and the variable demand for care far exceeds the capabilities from a single health care professional. Additionally, there should be at least one RN that is certified in advanced cardiac life support assigned to the infirmary 24/7/365. 2) Sick call: Average 45 slips triaged per day, of which an average of 25 patients physically examined per day for Main Jail; Average 6 examined each Monday, Wednesday, and Friday for CMS (Jail Inmates housed at the Road Prison Facility); Average 8-10 examined each Tuesday and Thursday for WR (Jail inmates housed at the Work Release Facility) .(Note: Written Sick Call requests are picked up daily by the cart nurses and MUST be triaged within 24 hours. The cart nurses triage each sick call request at the time of receipt during their med passes. Subsequently, when a request describes a clinical symptom, a face-to-face encounter between the patient and 26B Nurse occurs within 48 hours (72 hours on weekends). 3) Initial Health Assessments (a.k.a. "Physicals"): Average 40 per day (Note: NCCHC requires that all inmates are screened at intake and an initial health assessment is completed as soon as possible, but no later than 14 calendar days after admission. It is appropriate to complete the assessment much earlier for acutely ill or much more complex patients (i.e., those with type I diabetes). This assessment provides an excellent opportunity to initiate preventative medicine practices and provide health education. Currently, our nurses are completing the initial health assessments within about 7-8 days for ALL inmates, which is a very proud achievement for our facility. 4) Wound Care: Average 10 per day on week days.
			61			

FUND: General Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Emergency/Disaster Relief

DEPARTMENT: Public Safety  
 DIVISION: Administration  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	178,353	226,030	82,261	173,867	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	89	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	13,260	17,291	6,108	13,301	0
52201	Retirement Contributions	31,886	38,073	14,539	29,741	0
52301	Life & Health Insurance	24,747	27,000	13,171	28,500	0
52401	Workers' Compensation	5,794	6,408	2,767	7,520	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	254,129	314,802	118,846	252,929	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	500	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	94	300	0	96	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	(84)	0	0
54701	Printing & Binding	100	0	0	70	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	333	500	430	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	100	105	200	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	527	1,400	451	366	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 254,656	\$ 316,202	\$ 119,297	\$ 253,295	\$ 0
RESOURCES						
	General Fund Revenues	\$ 254,656	\$ 316,202	\$ 119,297	\$ 253,295	\$ 0
	TOTAL REVENUES	\$ 254,656	\$ 316,202	\$ 119,297	\$ 253,295	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 330401

PS ADMIN

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem				0	500	(500)	
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	500	(500)	
overall change						(500)	
6 54201 Postage & Freight	94	48	2	96	300	(204)	2 rolls of postage stamps for W-2 mail outs
				0		0	
				0		0	
				0		0	
Subtotal	94			96	300	(204)	
overall change						(204)	
11 54701 Printing & Binding	100	35	2	70		70	Business Cards for Dept Director and Director's Aide
				0		0	
Subtotal	100			70	-	70	
overall change						70	
16 55201 Operating Supplies	333			0	500	(500)	
				0		0	
				0		0	
				0		0	
Subtotal	333			-	500	(500)	
overall change						(500)	
18 55401 Books, Pubs & Subs.		200	1	200		200	Membership ICMA- (Dept. Director)
				0	100	(100)	
				0		0	
				0		0	
Subtotal	-			200	100	100	
overall change						100	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals				366	1,400	(1,034)	

FUND: General Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Emergency/Disaster Relief

DEPARTMENT: Public Safety  
 DIVISION: Emergency Management  
 COST CENTER: Emergency Management

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	174,726	173,257	77,301	184,248	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	2,838	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	12,651	13,255	5,576	14,312	0
52201	Retirement Contributions	17,207	17,259	7,847	18,947	0
52301	Life & Health Insurance	36,362	27,000	18,285	28,500	0
52401	Workers' Compensation	421	438	189	558	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	241,367	231,209	109,198	249,403	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	59	0	0
54101	Communications	4,288	4,560	2,421	5,280	0
54201	Postage & Freight	0	0	75	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	11,254	13,855	6,734	4,596	0
54701	Printing & Binding	0	100	0	100	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	2,608	4,000	1,066	1,500	0
55201	Operating Supplies	9,858	15,000	2,180	10,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	285	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	28,008	37,800	12,535	21,476	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 269,375	\$ 269,009	\$ 121,733	\$ 270,879	\$ 0
RESOURCES						
	General Fund Revenues	\$ 269,375	\$ 269,009	\$ 121,733	\$ 270,879	\$ 0
	TOTAL REVENUES	\$ 269,375	\$ 269,009	\$ 121,733	\$ 270,879	\$ 0

Emerg Mgmt Ops Ofc  
 reallocated to Emerg  
 Mgmt Ops Coord  
 during FY 16/17

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 330402

Emergency Management

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
5 54101 Communications	4,288			0	4,560	(4,560)	
		720	1	720		720	Verizon Cellular Service Mobile Command THOR (Secured) monthly Data Plan \$60 per month
		720	1	720		720	Verizon Cellular Service Mobile Command THOR (Unsecured) Monthly Cost \$60 CradlePoint (850-377-2296) <b>New Service</b>
		960	1	960		960	EM Manager Verizon Cell Phone Service Monthly Cost \$79.95 (850-393-4944)
		960	1	960		960	Operations Officer Verizon Cell Phone Service Monthly Cost \$79.95 (850-554-4052)
		960	1	960		960	GIS Analyst Verizon Cell Phone Service Monthly Cost \$79.95 (850-393-3117)
		960	1	960		960	Planning Coordinator Verizon Cell Phone Service Monthly Cost \$79.95 (850-393-4942)
6 Subtotal	4,288			5,280	4,560	720	
overall change							720
54601 Repair & Maintenance	11,254			0	13,855	(13,855)	
				0		0	
		900	1	900		900	Public Safety water well water softener annual maintenance
		350	1	350		350	Dodge Duely/ Tag 240154 Annual Maint. Two Oil Changes per year \$60 ea, Oil Change annually or every 5000 miles/\$200 Misc.
		500	1	500		500	Stamford 30 KW Generator Perkins Diesel in Support Trailer
		500	1	500		500	Mobile One Command Trailer 44 KW Generator Annual Service
		650	1	650		650	Kohler 350 KW Portable Mod# 250REOZD 602562 at Pensacola State College
		276	1	276		276	Honda Model EB5000 Ser # EA7-3111709 Honda 5 KW in storage building - 3 oil changes per year
		1,420	1	1,420		1,420	Public Safety Facility Landscaping Maintenance
12 Subtotal	11,254			4,596	13,855	(9,259)	
overall change							(9,259)
54701 Printing & Binding		100	1	100	100	0	Business cards for two new staff
				0		0	
Subtotal	-			100	100	0	
overall change							0
55101 Office Supplies	2,608			0	4,000	(4,000)	
		500	1	500		500	EM Office Supplies (Copy Paper, Folders, Pens)
		500	1	500		500	EOC Office Supplies (Copy Paper, Folders, Pens)
		500	1	500		500	Mobile Command Trailer Office Supplies (Copy Paper, Folders, Pens)
17 Subtotal	2,608			1,500	4,000	(2,500)	
overall change							(2,500)
55201 Operating Supplies	9,858			0	15,000	(15,000)	
		2	5,000	10,000		10,000	Estimated Fuel Costs from FY 16/17; Fleet includes 3 staff vehicles; 5 emergency generators and 3 operations vehicles (Dually, Command Tractor Trailer)
				0		0	
				0		0	
18 Subtotal	9,858			10,000	15,000	(5,000)	
overall change							(5,000)
55501 Training & Registrations				0	285	(285)	
				0		0	
				0		0	
				0		0	
21 Subtotal	-			-	285	(285)	
overall change							(285)

SCHEDULE C - BACKUP  
OPERATING EXPENDITURES  
Detail and Justification Summary

ZERO-BASED BUDGETING COST WORKSHEET

Indicate FUND/COST CENTER

001 / 330402      Emergency Management

Account Description		FY 15-16	UNIT	QUANTITY	FY 17-18	FY 16-17	CHANGE	Justification/Purpose
Code		Actual	COST		Requested	ADOPTED	\$	
31	58301 Other Grants &				0		0	<b>Local Budget Match Requirement:</b> In order to ensure compliance with Attachment D, paragraph C of this agreement and with Rule 27P-19.011, Florida Administrative Code, the local budget match requirement must be met. If the County's current budget is lower than the last year or the average of the last three previous year the county is required to request a Waiver.
	Aids				0		0	
					0		0	
	Subtotal	-			-	-	0	
overall change							0	
	59801 Reserves						0	
					0		0	
					0		0	
					0		0	
	Subtotal	-			-	-	0	
overall change							0	
Page Totals		28,008			21,476	37,800	(16,324)	

FUND: Other Grants & Projects  
 FUNCTION: Public Safety  
 ACTIVITY: Emergency/Disaster Relief

DEPARTMENT: Public Safety  
 DIVISION: Emergency Management  
 COST CENTER: EMP Federal Grant (Oct - June)

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	37,172	12,142	0	32,370	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	361	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	2,524	929	0	2,504	0
52201	Retirement Contributions	2,708	913	0	2,593	0
52301	Life & Health Insurance	14,163	2,250	0	7,125	0
52401	Workers' Compensation	84	31	0	98	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	56,651	16,265	0	45,051	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	16,570	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	40	0	0	2,200	0
55201	Operating Supplies	0	0	0	5,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	56	0	0	400	0
55501	Training & Registrations	0	0	0	3,500	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	96	0	0	27,670	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	11,794	0	0	18,000	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	11,794	0	0	18,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 68,541	\$ 16,265	\$ 0	\$ 90,721	0
RESOURCES						
	Other Grants & Projects-EMP Federal Grant	\$ 68,541	\$ 16,265	\$ 0	\$ 90,721	0
	TOTAL REVENUES	\$ 68,541	\$ 16,265	\$ 0	\$ 90,721	0

Training room  
projector  
replacements  
(3)



FUND: Other Grants & Projects  
 FUNCTION: Public Safety  
 ACTIVITY: Emergency/Disaster Relief

DEPARTMENT: Public Safety  
 DIVISION: Emergency Management  
 COST CENTER: EMP Federal Grant (July - Sept)

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	11,970	36,426	19,095	10,790	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	822	2,787	1,384	825	0
52201	Retirement Contributions	900	2,739	1,436	855	0
52301	Life & Health Insurance	2,818	6,750	4,208	2,375	0
52401	Workers' Compensation	39	92	48	32	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	16,548	48,794	26,171	14,877	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	4,859	7,000	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	14,467	15,434	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	2,500	0	0	0
55201	Operating Supplies	0	4,500	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	150	400	200	0	0
55501	Training & Registrations	0	3,500	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	19,476	33,334	200	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	12,000	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	12,000	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 36,024	\$ 94,128	\$ 26,371	\$ 14,877	\$ 0
RESOURCES						
	Other Grants & Projects-EMP Federal Grant	\$ 36,024	\$ 94,128	\$ 26,371	\$ 14,877	\$ 0
	TOTAL REVENUES	\$ 36,024	\$ 94,128	\$ 26,371	\$ 14,877	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

110 / 330413

EMP Fed Grant

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
10 54601 Repair & Maintenance		15,070	1	15,070		15,070	WEBEOC Support
		1,500	1	1,500		1,500	Misc Equipment Repairs
				0		0	
				0		0	
Subtotal	-			16,570	-	16,570	
overall change						16,570	
15 55101 Office Supplies		2,200	1	2,200		2,200	General Office Supplies
				0		0	
				0		0	
				0		0	
Subtotal	-			2,200	-	2,200	
overall change						2,200	
16 55201 Operating Supplies		5,000	1	5,000		5,000	EOC/ EM Office/Mobile Command Supplies
				0		0	
				0		0	
				0		0	
Subtotal	-			5,000	-	5,000	
overall change						5,000	
18 55401 Books, Pubs & Subs.		100	4	400		400	Staff Annual Florida Emergency Preparedness Association Dues \$100 ea.
				0		0	
				0		0	
				0		0	
Subtotal	-			400	-	400	
overall change						400	
19 55501 Training & Registrations		3,500	1	3,500		3,500	Conference Training Expenses
				0		0	
				0		0	
				0		0	
Subtotal	-			3,500	-	3,500	
overall change						3,500	
25 56401 Machinery & Equipment		6,000	3	18,000		18,000	3- Training Room Projector replacement
				0		0	
				0		0	
				0		0	
Subtotal	-			18,000	-	18,000	
overall change						18,000	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals		0		45,670	0	45,670	

FUND: Local Option Sales Tax III  
 FUNCTION: Public Safety  
 ACTIVITY: Emergency/Disaster Relief

DEPARTMENT: Public Safety  
 DIVISION: Emergency Management  
 COST CENTER: Public Safety LOST III

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	9,593	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	38,178	162,000	19,264	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	47,771	162,000	19,264	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 47,771	\$ 162,000	\$ 19,264	\$ 0	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	0
	Local Option Sales Tax III	47,771	162,000	19,264	0	0
	TOTAL REVENUES	\$ 47,771	\$ 162,000	\$ 19,264	\$ 0	\$ 0

NO LOST 3 allocation  
2018.

FUND: Local Option Sales Tax IV  
 FUNCTION: Public Safety  
 ACTIVITY: Emergency/Disaster Relief

DEPARTMENT: Public Safety  
 DIVISION: Emergency Management  
 COST CENTER: Public Safety LOST IV

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	660,000	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	660,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	\$ 660,000	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	0
	Local Option Sales Tax III	0	0	0	660,000	0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	\$ 660,000	\$ 0

Perdido Key Lifeguard  
 Tower - \$100k  
 Safety vehicles - \$60k  
 Ambulances/Vehicles -  
 \$500k

FUND: General Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Emergency/Disaster Relief

DEPARTMENT: Public Safety  
 DIVISION: Communications  
 COST CENTER: Communications

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	1,044,322	1,084,144	535,592	1,106,976	0
51301	Other Salaries & Wages	63,777	120,554	8,604	92,039	0
51401	Overtime	200,209	0	83,350	0	0
51501	Special pay	0	179,600	0	219,600	0
52101	FICA Taxes	95,300	105,897	45,454	108,528	0
52201	Retirement Contributions	97,546	105,900	48,941	112,354	0
52301	Life & Health Insurance	262,642	270,000	155,106	285,000	0
52401	Workers' Compensation	3,150	3,499	1,513	4,242	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	1,766,945	1,869,594	878,560	1,928,739	0
53101	Professional Services	0	5,000	0	5,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,404	1,500	-42	1,500	0
54101	Communications	10,358	13,000	4,913	9,828	0
54201	Postage & Freight	60	500	0	500	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	454,365	611,000	261,817	569,885	0
54701	Printing & Binding	446	200	0	0	0
54801	Promotional Activities	0	1,500	0	1,500	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	2,715	2,500	2,464	2,500	0
55201	Operating Supplies	6,700	7,500	3,893	4,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	855	485	580	642	0
55501	Training & Registrations	5,932	15,000	2,562	10,000	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	483,835	658,185	276,187	605,355	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	12,900	0	0
56301	Improvements Other Than Buildings	15,150	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	15,150	0	12,900	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 2,265,930	\$ 2,527,779	\$ 1,167,647	\$ 2,534,094	\$ 0
RESOURCES						
	Traffic Fines - Radio Communications	\$ 276,899	\$ 245,000	\$ 119,967	\$ 265,000	0
	Cellular Tower Leases	82,950	79,521	0	82,948	0
	Transfer from E-911 Fund 145	658,222	658,222	329,111	658,222	0
	Transfer from Fire Services Fund 143	252,442	257,038	128,518	281,193	0
	Transfer from EMS Fund 408	252,442	333,510	166,755	359,491	0
	General Fund Revenues	742,975	954,488	423,296	887,240	0
	TOTAL REVENUES	\$ 2,265,930	\$ 2,527,779	\$ 1,167,647	\$ 2,534,094	\$ 0

One position anticipates retiring during FY 17/18

Enroute CAD GIS training

Trainings

Regular cellphones \$2988  
Hurricane phones \$6840

MS Cloud \$ 20K  
UPS maint \$23K  
Generator maint \$20K  
Radio Equipment replacement at 1 site \$100K  
Motorola annual maint \$365K  
Enroute contract \$42K

Uniforms

Trainings

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 330403

PS Communications

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services				0	5,000	(5,000)	
		5,000	1	5,000		5,000	Enroute CAD GIS to provide training for newly assigned EM GIS person to maintain CAD & 911 Mapping.
				0		0	
				0		0	
Subtotal	-			5,000	5,000	0	
overall change							0
4 54001 Travel & Per Diem	2,403			0	1,500	(1,500)	
		1,500	1	1,500		1,500	Job required Training & Certification Classes held outside of Escambia County
				0		0	
				0		0	
				0		0	
Subtotal	2,403			1,500	1,500	0	
overall change							0
5 54101 Communications	10,358			0	13,000	(13,000)	
		249	12	2,988		2,988	Average cost for cell phones for management staff; Verizon PD #14-15.093
		570	12	6,840		6,840	Average cost for Hurricane phone in case of natural disaster, AT&T Intralata Private line charges
				0		0	
				0		0	
Subtotal	10,358			9,828	13,000	(3,172)	
overall change							(3,172)
6 54201 Postage & Freight	60			0	500	(500)	
		500	1	500		500	Required shipping of employee certifications, recertifications, and training material as required by the State.
				0		0	
				0		0	
Subtotal	60			500	500	0	
overall change							0
10 54601 Repair & Maintenance	454,365			0	611,000	(611,000)	
		20,000	1	20,000		20,000	Microsoft Cloud for CAD disaster recovery worked thru IT.
		23,082	1	23,082		23,082	Emerson/Liebert PS Bldg UPS original mfr annual maint.
		10,000	1	10,000		10,000	Scheduled preventive generator maint for 16 sites
		10,000	1	10,000		10,000	Unscheduled generator maint for failures
		180,000	1	180,000		180,000	Unscheduled & Act of God failures not covered by Contract (Towers, Generators, Analog Radios, Site UPSs, HVACs etc)
		365,150	1	365,150		365,150	Radio equip for 1 site replacement \$100K
		41,653	1	41,653		41,653	Motorola Annual Maint original mfr, will be rebid in the FY 19/20
				0		0	Enroute original contract CAD annual maintenance
Subtotal	454,365			649,885	611,000	38,885	
overall change							38,885
11 54701 Printing & Binding	446			0	200	(200)	
				0		0	
Subtotal	446			-	200	(200)	
overall change							(200)
12 54801 Promotional Activities				0	1,500	(1,500)	
		1,500	1	1,500		1,500	Public and citizen events maintenance of presentation material
Subtotal	-			1,500	1,500	0	
overall change							0
15 55101 Office Supplies	2,715			0	2,500	(2,500)	
		1	2,500	2,500		2,500	paper, pens, printer cartridges, handsets, antibacterial cleaners (annual exp range between 2200-2700)
				0		0	
				0		0	
Subtotal	2,715			2,500	2,500	0	
overall change							0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 330403

PS Communications

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16 55201 Operating	6,700			0	7,500	(7,500)	
Supplies		100	40	4,000		4,000	Average uniform cost based on 30 FTE and 10 PTE @ rate of \$100 pp
				0		0	
				0		0	
Subtotal	6,700			4,000	7,500	(3,500)	
overall change						(3,500)	
18 55401 Books, Pubs & Subs.	855			0	485	(485)	
		184	2	368		368	APCO Membership
		137	2	274		274	National Emergency Number Association Membership
				0		0	
Subtotal	855			642	485	157	
overall change						157	
19 55501 Training & Registrations	5,932				15,000	(15,000)	
		1,800	1	1,800		1,800	APCO Training Conference (First Net, Cyber, Emerging Tech)
		1,800	1	1,800		1,800	Certified Public Manager Program (CPM) (1 employee)
		3,000	1	3,000		3,000	Target Safety (Training database & Computer Based Training)
		1,400	1	1,400		1,400	APCO Training Officer Class
		2,000	1	2,000		2,000	Supervisor & Leadership Classes
						0	
Subtotal	5,932			10,000	15,000	(5,000)	
overall change						(5,000)	
23 56201 Buildings				0	12,900	(12,900)	
				0		0	
Subtotal	-			-	12,900	(12,900)	
overall change						(12,900)	
24 56301 Improvements Other Than Bldgs.	15,150			0		0	
				0		0	
				0		0	
				0		0	
Subtotal	15,150			-	-	0	
overall change						0	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	

Page Totals 498,984

685,355 671,085 14,270

FUND: E-911 Operations Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Emergency/Disaster Relief

DEPARTMENT: Public Safety  
 DIVISION: Communications  
 COST CENTER: E-911 Communications

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	237,031	275,000	117,456	246,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	264,070	230,000	116,439	86,311	0
54201	Postage & Freight	0	0	87	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	185,372	168,328	122,516	224,717	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	1,701	1,700	0	1,500	0
55201	Operating Supplies	0	1,500	1,236	20,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	1,485	4,500	2,300	6,500	0
55501	Training & Registrations	3,530	5,000	2,340	6,000	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	693,188	686,028	362,374	591,028	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	658,222	658,222	329,111	658,222	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	658,222	658,222	329,111	658,222	0
	TOTAL BUDGET	\$ 1,351,410	\$ 1,344,250	\$ 691,485	\$ 1,249,250	0
RESOURCES						
	E-911 Operations Fund Revenue	\$ 1,351,410	\$ 1,344,250	\$ 691,485	\$ 1,249,250	0
	TOTAL REVENUES	\$ 1,351,410	\$ 1,344,250	\$ 691,485	\$ 1,249,250	0

City of Pcola 911 contract

AT&T \$62k- emerg lines, contract dual path 911 fiber network contract, disaster recovery mobile

Language line \$4K

Call taker equip \$20k

Rqsted \$383,894

ATT contract \$357K; Priority Dispatch \$13K Recorder Maint \$13k

Replacement chairs, headsets for City, Sheriff, E911 staff. These are replaced every 3 years.

Requested \$50k for unscheduled maint. System loss



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

145 / 330404

E-911 - NO PERSONNEL

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual	237,031			0	275,000	(275,000)	
Services		20,500	12	246,000		246,000	City of Pensacola E911 call-taker agreement adopted 1/23/96
				0		0	
				0		0	
Subtotal	237,031			246,000	275,000	(29,000)	
						overall change (29,000)	
5 54101 Communications	264,070			0	230,000	(230,000)	
		671	12	8,057		8,057	AT&T 10 digit emergency lines annual charges; rebid 2019
		4,471	12	53,654		53,654	AT&T Contract dual path 911 fiber network contract; rebid 2019
		50	12	600		600	AT&T 911 Disaster recovery mobile; rebid 2019
		333	12	4,000		4,000	Language Line Translation Services pay per call
		20,000	1	20,000		20,000	911 Call Taking: Chairs, Headsets replacement
				0		0	
Subtotal	264,070			86,311	230,000	(143,689)	
						overall change (143,689)	
10 54601 Repair & Maintenance	185,372	357,151	1	357,151	168,328	188,823	AT&T Contract VESTA 4 911 System Annual Maint. The renewal cost is \$357K, and doing a re-bid would be more.
		13,638	1	13,638		13,638	Replay Systems 911 Recorder Maint original purchase
		13,104	1	13,104		13,104	Priority Dispatch EMD/EMD annual software maint
				0		0	
Subtotal	185,372			383,894	168,328	215,566	
						overall change 215,566	
15 55101 Office Supplies	1,701	1,500	1	1,500	1,700	(200)	pencils, pens, paper, ink cartridges, tapes, staples, folders, CD's etc.
				0		0	
				0		0	
				0		0	
Subtotal	1,701			1,500	1,700	(200)	
						overall change (200)	
16 55201 Operating				0	1,500	(1,500)	
Supplies		1	20,000	20,000		20,000	Replacement chairs, headsets (replacement cycle every 3 years) for Public Safety, City of Pensacola, Sheriff Office for E-911 staff members
				0		0	
				0		0	
Subtotal	-			20,000	1,500	18,500	
						overall change 18,500	
18 55401 Books, Pubs & Subs.	1,485			0	4,500	(4,500)	
		4,500	1	4,500		4,500	Renewal for the National Academy of Emergency Dispatch
		50	40	2,000		2,000	FLORIDA DOH Certification requirements; each employee must maintain this certification
				0		0	
Subtotal	1,485			6,500	4,500	2,000	
						overall change 2,000	
19 55501 Training & Registrations	3,530			0	5,000	(5,000)	
		1,000	5	5,000		5,000	EMD/EMD Training & Certifications for 911 Call Taking (5 - employees)
		500	2	1,000		1,000	Comms Training Officer training certification class (2 employees)
				0		0	
Subtotal	3,530			6,000	5,000	1,000	
						overall change 1,000	
31 59801 Reserves		50,000	1	50,000		50,000	Unscheduled Maint system loss by Act of God
				0		0	
				0		0	
Subtotal	-			50,000	-	50,000	
						overall change 50,000	

Page Totals 693,189

800,205 686,028 114,177

FUND: Emergency Medical Service  
 FUNCTION: Public Safety  
 ACTIVITY: Ambulance/Rescue Services

DEPARTMENT: Public Safety  
 DIVISION: Emergency Medical Services  
 COST CENTER: Operations

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	3,893,524	4,170,303	1,742,619	4,382,105	0
51301	Other Salaries & Wages	595,166	774,900	279,303	780,021	0
51401	Overtime	825,851	787,000	380,367	831,100	0
51501	Special pay	0	57,000	0	57,300	0
52101	FICA Taxes	388,709	442,874	175,659	462,880	0
52201	Retirement Contributions	1,724,500	1,251,727	488,305	1,329,817	0
52301	Life & Health Insurance	898,899	1,041,120	464,910	1,222,460	0
52401	Workers' Compensation	292,682	315,637	136,318	396,715	0
52501	Unemployment Compensation	0	0	0	0	0
52601	OPEB-Other Post Emp Benefits	48,738	0	0	0	0
	PERSONNEL COSTS	8,668,068	8,840,561	3,667,481	9,462,398	0
53101	Professional Services	657	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	129,892	150,000	67,671	126,875	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	11,122	12,000	10,131	19,586	0
54101	Communications	45,066	55,000	25,593	60,510	0
54201	Postage & Freight	2,126	3,000	486	3,000	0
54301	Utility Services	13,874	17,000	5,534	15,000	0
54401	Rentals & Leases	20,103	15,000	10,475	22,500	0
54501	Insurance	144,351	169,499	145,634	164,849	0
54601	Repair & Maintenance Services	621,941	600,000	251,830	732,388	0
54701	Printing & Binding	7,752	5,000	5,575	7,617	0
54801	Promotional Activities	6,530	3,000	1,281	7,820	0
54901	Other Current Charges & Obligations	498,467	500,000	279,355	555,440	0
54931	Host Ordinance Items	236	0	45	0	0
55101	Office Supplies	16,989	10,000	5,625	14,950	0
55201	Operating Supplies	815,989	950,000	445,578	831,495	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	4,541	8,000	12,308	14,923	0
55501	Training & Registration	69,684	75,000	18,195	77,705	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	939,509	923,795	923,795	925,000	0
	OPERATING COSTS	3,348,830	3,496,294	2,209,111	3,579,658	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	3,000	0
56301	Improvements Other Than Buildings	0	0	23,596	0	0
56401	Machinery & Equipment	0	65,000	1,117,444	49,625	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	65,000	1,141,040	52,625	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	252,442	333,510	166,755	3,596,251	0
59801	Reserves	0	0	0	50,000	0
	NON-OPERATING COSTS	252,442	333,510	166,755	3,646,251	0
	TOTAL BUDGET	\$ 12,269,340	\$ 12,735,365	\$ 7,184,387	\$ 16,740,932	\$ 0
RESOURCES						
	EMS Fund Revenues	\$ 12,269,340	\$ 12,735,365	\$ 7,184,387	\$ 16,740,932	\$ 0
	TOTAL REVENUES	\$ 12,269,340	\$ 12,735,365	\$ 7,184,387	\$ 16,740,932	\$ 0

One Employee anticipates retiring and one employee will be retiring in FY 17/18  
  
 Proposal to add 12 Emergency Medical Spec positions and EMS Educator/Coord for FY 17/18

Atmore Ambulance

conferences

Oxygen cylinders, Fleet Maint storage facility

Building and vehicles

Fleet maint, medical equip maint, EMS post maint, AVL/mapping maint

Educational items for children

indirect costs

Target safety training, professional conferences, QA training, Paramedic & EMT training

\$37.5K Lifepak 15  
 \$2125 Adult Airway trainer  
 \$10K Apparatus

Avg of 4 dispatcher and supv positions, also added 2 dispatcher and two call takers at 50% \$359,491.

\$3,236,760 Transfer to balance F-001.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

408 / 330302 EMS OPS

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	657			0		0	
Subtotal	657			-	-	0	
overall change						0	
3 53401 Other Contractual Services	129,892	126,875	1	126,875	150,000	(23,125)	Atmore EMS Contract to provide EMS 911 response for the Walnut Hill Community. Amount will reduce or be eliminated if requested additional EMS positions are funded to provide coverage.
Subtotal	129,892			126,875	150,000	(23,125)	
overall change						(23,125)	
4 54001 Travel & Per	11,122	1	991		12,000	(12,000)	
Diem		5,685	1	5,685		5,685	EMS Chief and Section Chief travel to 4 quarterly State meetings. Chief serves on FACEEMS, Florida EMS Chiefs, EMS Legislative Affairs and EMS-C committees and Section Chief is part of the State wide Quality Managers Association, and FACEEMS. Travel is to Daytona, Jacksonville, Orlando and West Palm Beach. These are State Department of Health Selected Locations.
		629	2	1,258		1,258	Travel to Charleston, SC for the Section Chief and QA/Training Officer to attend infection control officer training. Both individuals are new to their positions and are the Infections Control Officers for the County.
		1,073	2	2,146		2,146	Pinnacle Conference for the Chief of EMS and PS Director. This is an EMS executive level leadership conference that covers legal, billing, HR and high performance EMS issues. It is considered the key conference for EMS executive leadership. Issues from this conference will have a timely impact on the performance of Enterprise EMS system, human resources, legal issues, quality assurance and training.
		1,073	2	2,146		2,146	Travel for 2 People for ambulance inspections. Each ambulance that is built new or remounted must be inspected before acceptance. Travel is for 2 people this fiscal year because a new fleet supervisor has been hired and the department will be training two people on acceptance inspections.
		110	8	880		880	Local travel for 8 people to the Emerald Coast Healthcare Symposium. The symposium is an EMS/Emergency Medicine Conference with clinical and leadership tracks.
		1,000	1	1,000		1,000	Incidental Travel for unplanned training. 186 employee division with a diverse need for training throughout the year.
		500	1	500		500	Incidental travel calculated for management/leadership travel. EMS Chief serves on several State wide and local boards and is also called upon to testify at legislative hearings in Tallahassee. These are often unplanned or short notice events.
		991	1	991		991	FGFOA Conference for Business Operations Division Manager
		830	6	4,980		4,980	Travel for 6 people to the EMS Today Conference in Charlotte NC. The EMS Today Conference will be the largest EMS Conference on the East Coast for 2017 and will have BLS, ALS, Critical Care, Operations and Leadership tracks. 6 people will be sent to operate a recruiting booth and to attend classes. Recruiting will help with critical Paramedic staffing shortages.
Subtotal	11,122			19,586	12,000	7,586	
overall change						7,586	
5 54101 Communications	45,066			0	55,000	(55,000)	
		2,400	1	2,400		2,400	AT&T Post 50 Communications (Century location)
		650	1	650		650	Cox Communications
		44,003	1	44,003		44,003	Verizon Wireless- 12 lead transmission to hospitals, cell phone service for Command Staff, 31 Cell phones added to each ambulance lead crew member for on-line medical direction, communication with supervisor, secondary means of communications for operations, group text, access to medical protocols, e-mail in the field.
		13,457	1	13,457		13,457	State of Florida- Administrative and EOC Phone lines.
Subtotal	45,066			60,510	55,000	5,510	
overall change						5,510	

**SCHEDULE C - BACKUP**

**OPERATING EXPENDITURES**

Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

408 / 330302

EMS OPS

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
6 54201 Postage & Freight	2,126			0	3,000	(3,000)	
		2,250	1	2,250		2,250	Federal Express/ Avg yearly expense for shipping
		750	1	750		750	USPS/ Avg yearly expense for shipping
Subtotal	2,126			3,000	3,000	0	
overall change							0
7 54301 Utility Services	13,874			0	17,000	(17,000)	
		13,000	1	13,000		13,000	Utilities cost for Industrial Blvd, W Hayes, Van Pelt and Via De Luna
		167	12	2,000		2,000	Town of Century- Utilities for Industrial Drive (Post 50)
Subtotal	13,874			15,000	17,000	(2,000)	
overall change							(2,000)
8 54401 Rentals & Leases	20,103			0	15,000	(15,000)	
		1		10,000		10,000	Airgas O2 Cyliner rentals
				12,500		12,500	Slim Properties- EMS Storage/Maint Facility
Subtotal	20,103			22,500	15,000	7,500	
overall change							7,500
9 54501 Insurance	144,351	163,861	1	163,861	169,499	(5,638)	Building & Vehicle Premiums as per Risk Management
				0		0	
Subtotal	144,351			163,861	169,499	(5,638)	
overall change							(5,638)
10 54601 Repair & Maintenance	621,941			0	600,000	(600,000)	
		6,000	1	6000		6,000	ATI
		10,000	1	10,000		10,000	CES
		11,800	1	11,800		11,800	Dana Safety
		7,500	1	7,500		7,500	Fletcher Towing
		29,000	1	29,000		29,000	Horton Ambulance
		60,000	1	60,000		60,000	Howell Tires
		6,000	1	6,000		6,000	IPS
		4,000	1	4,000		4,000	Morganelli & Associates
		12,000	1	12,000		12,000	O'Reilly Auto Parts
		17,000	1	17,000		17,000	Pete Moore
		10,000	1	10,000		10,000	Southern Distributors
		335,000	1	335,000		335,000	Ward International
		25,000	1	25,000		25,000	World Ford
		15,000	1	15,000		15,000	Winzer Franchise
		1,200	1	1,200		1,200	D&D Welding
		2,350	1	2,350		2,350	Emergency Systems
		1,000	1	1,000		1,000	Gulf Cost Water
		7,200	1	7,200		7,200	Industrial Parts
		300	1	300		300	KMS Business
		9,950	1	9,950		9,950	Kronos
		24,548	1	24,548		24,548	Stryker Powerload Procure
		34,832	1	34,832		34,832	Stryker Stretcher Procure
		10,300	1	10,300		10,300	Physio
		4,400	1	4,400		4,400	Auto Electric
		1,000	1	1,000		1,000	Victor William Tinting
		9,008	1	9,008		9,008	Infor Annual Maintenance
		60,000	1	60,000		60,000	EPCR Program
		13,000	1	13,000		13,000	PulsePoint
		5,000	1	5,000		5,000	Repair Incidental
							Repair and maintenance on 30 ambulances, 12 Command/Support vehicles, 4 ATV/UTV, 4 Trailers, 1 MCI/Special Ops truck, 1 EMS Mobile Command/Treatment Facility. 24 hour emergency operations, 53,000+ call volume for equipment utilization.
Subtotal	621,941			732,388	600,000	132,388	
overall change							132,388
11 54701 Printing & Binding	7,752				5,000	(5,000)	
		3,000	1	3,000		3,000	Patient Care Forms
		2,800	1	2,800		2,800	Refusal forms
		1,452	1	1,452		1,452	Trip Tickets
		150	1	150		150	Business Cards
		115	1	115		115	Out of Service Pads
		100	1	100		100	Needs Attention Pads
							Required forms for operations and business functions. Increase in call volume demands increased printing for incident related forms.
Binding				0		0	
Subtotal	7,752			7,617	5,000	2,617	
overall change							2,617

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

408 / 330302 EMS OPS

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
12 54801 Promotional	6,530			0	3,000	(3,000)	
		650	1	650		650	Cups with logo used for citizen engagement, recruitment and other PR related functions
		520	1	520		520	Pens
		1,300	1	1,300		1,300	Coloring Books/Stickers/Helmets
		3,600	1	3,600		3,600	Exhibit booth EMS Today - Recruiting booth for Paramedic personnel
		250	1	250		250	Pizza EMS Week photo contest
Activities		1,500	1	1,500		1,500	EMS Week Promotional Items
Subtotal	6,530			7,820	3,000	4,820	
						overall change 4,820	
13 54901 Other Current Chrgs & Obligs	498,467	124,541	4	498,164	500,000	(1,836)	5% Indirect Cost as directed by OMB
				0		0	
Subtotal	498,467			498,164	500,000	(1,836)	
						overall change (1,836)	
14 54931 Host Ordinance	236			0		0	
Subtotal	236			-	-	0	
						overall change 0	
15 55101 Office Supplies	16,989			0	10,000	(10,000)	
		13,000	1	13,000		13,000	Office Depot: routine expenditure for maintaining business operations with necessary office equipment to include: pens, paper, ink, calculators, calendars, computer related items, etc.
		350	1	350		350	Toner
		400	1	400		400	Toner
		200	1	200		200	Bandville ID Badges
		1,000	1	1,000		1,000	Desk-Training Office
Subtotal	16,989			14,950	10,000	4,950	
						overall change 4,950	
16 55201 Operating	815,989				950,000	(950,000)	
		270,490	1	270,490		270,490	Fuel - Estimate of fuel expense for support of EMS Operations and estimated 55,000+ incident volume for 2017-2018
		10,000	1	10,000		10,000	Oxygen - Airgas
		1,400	1	1,400		1,400	Auto Shine
		65,000	1	65,000		65,000	Bosso's Uniforms - 189 PPL
		25,000	1	25,000		25,000	Bosso's Uniforms Class A/B Additional one-time purchase
		0	1			0	Bountree Medical - Contract expires 1/6/2019
		82,000	1	82,000		82,000	Medical Supplies - Contract # 14-15.083
		22,000	1	22,000		22,000	Rx Contract # 14-15.084
		25,000	1	25,000		25,000	Cardinal Health
		0	1			0	Henry Schein
		50,000	1	50,000		50,000	RX Contract # 14-15.084
		49,000	1	49,000		49,000	Medical Supplies Contract # 14-15.083
		52,500	1	52,500		52,500	Lifepak Contract # 14-15.085
		20,000	1	20,000		20,000	Medline - Linen for EMS Stretchers
		49,999	1	49,999		49,999	Moore Medical - Medical Supplies
		5,000	1	5,000		5,000	Sam's Club - Water, Post beautification, emergency purchases, cleaning supplies
		0	1			0	
		4,999	1	4,999		4,999	Crest- Janitorial Supplies
		3,500	1	3,500		3,500	DeRoyal - Patient restraints
		1,750	1	1,750		1,750	Stryker - Replacement straps \$150/unit
		15,000	1	15,000		15,000	Zoll -impact hoses for vents \$155/unit
		550	1	550		550	HP Printer Cartridges
		1,200	1	1,200		1,200	EMS Uniform Nameplates
		1,200	1	1,200		1,200	Intellitrack
		1,000	1	1,000		1,000	Matrotrnics - Batteries: AA, AAA, C, D - EMS battery operated equipment: laryngoscope handles, portable pulse oximetry, etc.
		15,000	1	15,000		15,000	Mercury Medical: CPAP \$50/unit
		5,000	1	5,000		5,000	Wal-Mart - Water, Post beautification, emergency purchases, cleaning supplies
		250	1	250		250	Graphic Installation
		2,000	1	2,000		2,000	Wolf - IV Tubing, Pumps
		1,500	1	1500		1,500	Associated Sales - Trash bags

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

408 / 330302

EMS OPS

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
Supplies		600	1	600		600	Rubber & Specialty (wash rack nozzles)
		0	1			0	
		2,000	1	2,000		2,000	Novamaz -Diabetic testing supplies 15/unit
		46	1	46		46	Merchants Paper Ziploc bags
							Academy Sports : Misc operating supplies: tackle boxes for medication storage, etc
		500	1	500		500	Charles Neely - chemical supplies
		2,300	1	2,300		2,300	U.S. Awards - Plaques
		135	1	135		135	Comdata Network
		4,814	1	4,814		4,814	Emblem Enterprises -EMS Patches
		1,200	1	1,200		1,200	Escambia County - Tags/Transfers
		1,000	1	1000		1,000	Operating Supplies Incidentals
		25,000	1	25,000		25,000	Infant airway
		679	1	679		679	Lifeform IV Training Arm/hand
		447	1	447		447	Adult IO leg
		526	1	526		526	Neck skin replacement
		200	1	200		200	Tension Pneumothorax Trainer
		584	1	584		584	Trauma Trainer
		612	1	612		612	Moulage Trainer
		21	1	20.78		21	Reservoir bag
		13	1	13		13	EMS Awards- lifesaver, distinguished service, etc
		450	1	450		450	Neomate transport restraint system- 295/unit. Required to safely transport neonates and pediatric patients less than 10 pounds.
		10,030	1	10,030		10,030	
				0		0	
	Subtotal	815,989		831,495	950,000	(118,505)	
overall change							(118,505)
18 55401 Books, Pubs &	4,541				8,000	(8,000)	
Subs.		90	3	270		270	National Association of EMS Educators = Membership 3 PPL
		35	3	105		105	Florida Association of EMS Educators - Membership 3 ppl
		125	1	125		125	Florida Association of County EMS
		90	5	450		450	National EMS Management Association - Org Membership (5 members)
		1,500	1	1500		1,500	American Ambulance Association
		1,500	1	1500		1,500	Florida Ambulance Association
		79	1	79		79	EMS Insider
		675	1	675		675	Heartsaver Books 13/unit in support of community CPR
							Leadership Academy Books 10/Unit In support of developing a qualified and educated workforce for a large and diverse division
		240	1	240		240	Leadership Academy binders
		100	1	100		100	Strengths Based Leadership 15/unit
		360	1	360		360	AHA Cards
		1,500	1	1500		1,500	Handbook ECC 27.50/unit
		55	1	55		55	Heartsaver Instructor manual
		54	1	54		54	PALS Inst Manual
		230	1	230		230	ACLS Inst Manual
		230	1	230		230	Leadership/Mgmt Series - Advanced leadership training for EMS Supervisors and Command Staff
		1,950	1	1950		1,950	Incidental Training Books
		1,000	1	1000		1,000	Office 365
		900	1	900		900	Paramedic School textbooks \$600/student
		600	6	3,600		3,600	
	Subtotal	4,541		14,923	8,000	6,923	
overall change							6,923
19 55501 Training &	69,684	250	1		75,000	(75,000)	
Registrations		275	1	275		275	FGFOA Conference Fee for Bus Ops Mngr
							Surviving Trauma - Local conference - CEU and networking with other healthcare teams
		1,250	1	1,250		1,250	Infection Control - Train new Section Chief and Training Officer for infection control duties
		375	1	375		375	Emerald Coast HC Symposium - Local EMS Conference- CEU, clinical and leadership tracks and networking with other healthcare/public safety teams
		1,200	1	1,200		1,200	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

408 / 330302

EMS OPS

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		5,000	10	50,000		50,000	Paramedic School - On-going efforts to address a critical Paramedic Shortage. Line item will eliminate if EMS Educator position is approved.
		4,800	1	4,800		4,800	Critical Care - On-line training program to educate new Critical Care Paramedics- turnover has left the department with a critical shortage of educated CCP's. CCP's are needed for interfacility critical care transfers.
		700	2	1,400		1,400	Pinnacle - EMS Executive Leadership Conference. Chief of EMS and PS Director. This is an EMS executive level leadership conference that covers legal, billing, HR and high performance EMS issues. It is considered the key conference for EMS executive leadership. Issues from this conference will have a timely impact on the performance of Enterprise EMS system, human resources, legal issues, quality assurance and training.
		2,760	1	2,760		2,760	Carol Carlon Leadership Com- Leadership Communications course for EMS Leadership Academy.
		450	6	2,700		2,700	Travel for 6 people to the EMS Today Conference in Charlotte NC. The EMS Today Conference will be the largest EMS Conference on the East Coast for 2017 and will have BLS, ALS, Critical Care, Operations and Leadership tracks. 6 people will be sent to operate a recruiting booth and to attend classes. Recruiting will help with critical Paramedic staffing shortages.
		12,945	1	12,945		12,945	On-line training/credential management- Continuing Education Training and credential management platform. \$75/user.
Subtotal	69,684			77,705	75,000	2,705	
				overall change		2,705	
21 55901 Depreciation	939,509	1	925,000	925,000	923,795	1,205	Average Yearly cost based on capital Assets
				0		0	
Subtotal	939,509			925,000	923,795	1,205	
				overall change		1,205	
22 56101 Land				0		0	
				0		0	
Subtotal	-			-	-	0	
				overall change		0	Post beautification
23 56201 Buildings				3,000		3,000	
				0		0	
Subtotal	-			3,000	-	3,000	
				overall change		3,000	
24 56301 Improvements Other Than Bldgs.				0	0	0	
				0		0	
Subtotal	-			-	-	0	
				overall change		0	
25 56401 Machinery & Equipment				0	65,000	(65,000)	
		37,500	1	37,500		37,500	LP 15
		2,125	1	2,125		2,125	Adult Airway trainer
		10,000	1	10,000		10,000	Incidental Machinery
Subtotal	-			49,625	65,000	(15,375)	
				overall change		(15,375)	
30 59101 Transfers				0		0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
				overall change		0	
31 59801 Reserves				50,000		50,000	Unexpected events due to disasters
				0		0	
				0		0	
Subtotal	-			50,000	-	50,000	
				overall change		50,000	

Page Totals 3,348,829

3,624,019 3,561,294 62,725



FUND: Emergency Medical Service  
 FUNCTION: Public Safety  
 ACTIVITY: Ambulance/Rescue Services

DEPARTMENT: Public Safety  
 DIVISION: Business Operations  
 COST CENTER: EMS Billing Business Operations

Account	Title	Actual FY 15-16	Adopted FY 17-18	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	330,051	341,314	161,410	330,472	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	1,057	2,000	(125)	3,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	23,881	26,264	11,590	25,510	0
52201	Retirement Contributions	26,125	28,256	13,209	26,410	0
52301	Life & Health Insurance	82,220	99,000	51,703	104,500	0
52401	Workers' Compensation	896	868	376	997	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	464,229	497,702	238,163	490,889	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	5,000	2,500	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	82,601	82,000	30,780	103,188	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	5,405	6,000	1,871	7,561	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	35,000	33,000	10,302	28,000	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	8,905	9,500	4,782	10,000	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	12,646	34,470	12,317	34,470	0
54701	Printing & Binding	2,409	2,000	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	22,893	20,000	6,627	20,000	0
54931	Host Ordinance Items	197	0	0	0	0
55101	Office Supplies	4,476	7,500	3,073	9,500	0
55201	Operating Supplies	2,865	24,200	271	21,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	14,592	15,000	13,982	15,000	0
55501	Training & Registration	5,010	7,000	2,749	7,000	0
55801	Bad Debt	0	6,000,000	0	6,000,000	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	196,997	6,245,670	89,254	6,255,719	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 661,226	\$ 6,743,372	\$ 327,417	\$ 6,746,608	\$ 0
RESOURCES						
	EMS Fund Revenues	\$ 661,226	\$ 6,743,372	\$ 327,417	\$ 6,746,608	\$ 0
	TOTAL REVENUES	\$ 661,226	\$ 6,743,372	\$ 327,417	\$ 6,746,608	\$ 0

\$25K temp service  
 \$9.4K Trizetto  
 \$7.8k Loomis  
 \$52.8k collection fees

Invoice mailings

postage meter

Zoll Data Billing and  
 Copy Products maint  
 agreement

Credit card fees

Zoll fees



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
408 / 330603 EMS BILLING

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
overall change 0							
2 53201 Accounting & Auditing				0	5,000	(5,000)	Medicare/ Medicaid Audit every two years.
				0	0	0	
Subtotal	-			-	5,000	(5,000)	
overall change (5,000)							
3 53401 Other Contractual Services	82,601			0	82,000	(82,000)	
		25,316	1	25,316		25,316	Reduction in TEMP employees from 2 to 1.
		168	4	672		672	Gilmore shredding services remain unchanged.
		9,400	1	9,400		9,400	Trizetto (eligibility and comm claims) unchanged.
		150	52	7,800		7,800	Reduction in Loomis fees (5 per week to 1/wk).
		60,000	1	60,000		60,000	Increased Collection Svc fees due to an increase in 2nd placement accounts at 30%, and MedCo Early-out accounts.
Subtotal	82,601			103,188	82,000	21,188	
overall change 21,188							
4 54001 Travel & Per Diem	5,404			0	6,000	(6,000)	
		3	217	651	0	651	PWW abc360 Event in Clearwater, FL (3 attendees)
		2	850	1,700	0	1,700	HFMA Annual Conference in Tampa, FL (2 attendees)
		4	175	700	0	700	Medicare Speaks Conference in TAL, FL (4 attendees)
		1	1,260	1,260	0	1,260	FGFAO Conference in Hollywood, FL (1 attendee)
		1	1,650	1,650	0	1,650	ESO Wave Conference in Austin, TX (1 attendee)
		1	1,300	1,300	0	1,300	Zoll Summit in Denver, CO (1 attendee)
		2	150	300	0	300	Legislative or FAA Conference in TAL, FL (1 attendee)
Subtotal	5,404			7,561	6,000	1,561	
overall change 1,561							
6 54201 Postage & Freight	35,000	28,000	1	28,000	33,000	(5,000)	Estimated postage reduction in Early-out mailings by MedCo
				0	0	0	
Subtotal	35,000			28,000	33,000	(5,000)	
overall change (5,000)							
8 54401 Rentals & Leases	8,905	1	10,000	10,000	9,500	500	Pitney Bowes Folder/Inserter and stamp machine rental is unchanged. Adding 1 LexisNexis account (1 to 2 accounts.)
				0	0	0	
				0	0	0	
				0	0	0	
Subtotal	8,905			10,000	9,500	500	
overall change 500							
10 54601 Repair & Maintenance	12,646	1	34,470	34,470	34,470	0	Zoll Data Billing Software and Copy Products maintenance service agreements remain the same.
				0	0	0	
Subtotal	12,646			34,470	34,470	0	
overall change 0							
11 54701 Printing & Binding	2,409	0	0	0	2,000	(2,000)	CMS-1500 forms are now sold by Office Depot, so moved \$2,000 into 55101 (Office Supplies)
				0	0	0	
Subtotal	2,409			-	2,000	(2,000)	
overall change (2,000)							
13 54901 Other Current Chrgs & Obligs	22,893	1	20,000	20,000	20,000	0	Credit card processing fees - While our Credit Card Processing Fees will increase due to web site allowed payments, FICA will be removed.
				0	0	0	
				0	0	0	
				0	0	0	
Subtotal	22,893			20,000	20,000	0	
overall change 0							
15 55101 Office Supplies	4,476	1	9,500	9,500	7,500	2,000	pens, papers, folders, etc
				0	0	0	
Subtotal	4,476			9,500	7,500	2,000	
overall change 2,000							
16 55201 Operating Supplies	2,865	1	21,000	21,000	24,200	(3,200)	Accident reports - Reduction in Buy-Crash (Appriss) reports by 6,200 annually.
				0	0	0	
Subtotal	2,865			21,000	24,200	(3,200)	
overall change (3,200)							
18 55401 Books, Pubs & Subs.	14,592	1	15,000	15,000	15,000	0	Zoll Billing Software - eligibility and subscription is unchanged.
				0	0	0	
Subtotal	14,592			15,000	15,000	0	
overall change 0							

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
408 / 330603 EMS BILLING

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
19 55501 Training & Registrations	5,010			0	7,000	(7,000)	
		3	900	2,700	0	2,700	PWW abc360 Event in Clearwater, FL (3 attendees)
		2	300	600	0	600	HFMA Annual Conference in Tampa, FL (2 attendees)
		4	180	720	0	720	Medicare Speaks Conference in TAL, FL (4 attendees)
		1	300	300	0	300	FGFAO Conference in Hollywood, FL (1 attendee)
		1	350	350	0	350	ESO Wave Conference in Austin, TX (1 attendee)
		1	830	830	0	830	Zoll Summit in Denver, CO (1 attendee)
		2	150	300	0	300	Legislative or FAA Conference in TAL, FL (1 attendee)
		3	400	1,200	0	1,200	Webinars on Compliance, HIPAA and billing policy.
Subtotal	5,010			7,000	7,000	0	
						overall change	0
20 55801 Bad Debt		1,500,000	4	6,000,000	6,000,000	0	Quarterly bad-debt write-offs after exhausting all other options
				0		0	
Subtotal	-			6,000,000	6,000,000	0	
						overall change	0
Page Totals		196,998		6,255,719	6,245,670	10,049	

FUND: General Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Emergency/Disaster Relief

DEPARTMENT: Public Safety  
 DIVISION: Business Operations  
 COST CENTER: Business Operations

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	51,850	49,248	23,070	49,249	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	296	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	3,898	3,767	1,723	3,767	0
52201	Retirement Contributions	3,703	3,704	1,735	3,900	0
52301	Life & Health Insurance	3,147	8,820	1,711	9,310	0
52401	Workers' Compensation	123	125	54	147	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	63,016	65,664	28,293	66,373	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 63,016	\$ 65,664	\$ 28,293	\$ 66,373	0
RESOURCES						
	General Fund Revenues	\$ 63,016	\$ 65,664	\$ 28,293	\$ 66,373	0
	Transfer from Fire Services Fund	0	0	0	0	0
	TOTAL REVENUES	\$ 63,016	\$ 65,664	\$ 28,293	\$ 66,373	0

FUND: Other Grants & Projects  
 FUNCTION: Public Safety  
 ACTIVITY: Emergency/Disaster Relief

DEPARTMENT: Public Safety  
 DIVISION: Emergency Management  
 COST CENTER: DCA/Civil Defense Grant

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	3,852	9,420	0	8,150	0
54101	Communications	7,423	8,116	0	8,115	0
54201	Postage & Freight	51	300	0	300	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	22,194	11,187	0	19,801	0
54701	Printing & Binding	9,656	8,500	0	8,500	0
54801	Promotional Activities	16,569	16,500	0	16,500	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	2,650	10,000	0	10,000	0
55201	Operating Supplies	7,641	20,050	0	21,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	1,010	14,891	0	4,012	0
55501	Training & Registrations	975	2,500	0	2,500	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	72,021	101,464	0	98,878	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	6,468	6,000	0	6,500	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	6,468	6,000	0	6,500	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 78,489	\$ 107,464	\$ 0	\$ 105,378	0

#### RESOURCES

Other Grants & Projects-DCA Civil Defense\$ 78,489 \$ 107,464 \$ 0 \$ 105,378 \$ 0

TOTAL REVENUES \$ 78,489 \$ 107,464 \$ 0 \$ 105,378 \$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

110 / 330412

DCA CIVIL DEFENSE GRANT

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem				0	2,887	(2,887)	
				2,500		2,500	Hurricane Conference Travel (registration fees under 55401)
				1,450		1,450	Intermedix Conference
				2,100		2,100	Current Issues Emergency Management Conf.
				2,100		2,100	FEPA Mid Year Meeting
Subtotal	-			8,150	2,887	5,263	
overall change						5,263	
5 54101 Communications				\$6,461.00		6,461	State telephone charges EOC
				\$1,654.00		1,654	Cox Communications
				0		0	
				0		0	
				0		0	
Subtotal	-			8,115	-	8,115	
overall change						8,115	
6 54201 Postage & Freight				300	156	144	Postage daily mailing
				0		0	
				0		0	
				0		0	
Subtotal	-			300	156	144	
overall change						144	
10 54601 Repair & Maintenance				1,300		1,300	EM Manager Vehicle/ Expedition Tag-TA9926/ Three Oil Changes per year 36.00 ea. / Brakes \$200/Misc. \$200, Misc Repairs
				1,300		1,300	Operations Officer Vehicle/Explorer- Tag TA9926/ Three Oil Changes per year 36.00 ea. / Brakes \$200/Misc. \$200, Misc Repairs
				250		250	Gator- 53672 Oil Change \$50/ Misc \$200
				600		600	FLOP copier service contract Prop# 57926
				370		370	Mobile One copier Prop# service contract
				547		547	Copier EOC/FLOP MXM450N # 19492
				950		950	EOC Color Copiers X2 \$475 ea.
				1,700		1,700	Mobile One Trailer- Tag 20552 Brakes \$500 / Tires \$800/ Misc \$400
				450		450	Mobile One Tractor - Tag 221989 1 oil change at \$250 / Annual oil change or every 200 hours/ Misc \$200
				234		234	Shower trailer Annual brake check and Lubrication/Equipment Repair
				12,100		12,100	Misc. Equipment repair, vehicles and Office Equipment
				0		0	
Subtotal	-			19,801	-	19,801	
overall change						19,801	
11 54701 Printing & Binding				8,500		8,500	Disaster Guide Broachers
				0		0	
Subtotal	-			8,500	-	8,500	
overall change						8,500	
12 54801 Promotional Activities				10,000		10,000	TV/Radio Ads
				6,500		6,500	Billboards
Subtotal	-			16,500	-	16,500	
overall change						16,500	
15 55101 Office Supplies				0	6,524	(6,524)	General Office Supplies
				10,000		10,000	Mobile Command /EOC / EM Offices
				0		0	
				0		0	
Subtotal	-			10,000	6,524	3,476	
overall change						3,476	
16 55201 Operating Supplies				0	1,876	(1,876)	
				14,000		14,000	EOC Telephone Equipment VOIP Equipment upgrade
				7,000		7,000	Consumable Supplies
				0		0	
Subtotal	-			21,000	1,876	19,124	
overall change						0	
18 55401 Books, Pubs & Subs.				0	3,257	(3,257)	
				1,202		1,202	XM Satellite-Mobile Threatnet Subscription
				960		960	Hurrtrak Software Subscription
				1,850		1,850	StreamerRT Weather Radar Software Subscription for EOC
Subtotal	-			4,012	3,257	755	
overall change						755	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

110 / 330412

DCA CIVIL DEFENSE GRANT

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
19 55501 Training & Registrations				0	1,475	(1,475)	
				2,500		2,500	Conference/Training Expenses
				0		0	
				0		0	
Subtotal	-			2,500	1,475	1,025	
overall change						1,025	
20 55801 Bad Debt				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
25 56401 Machinery & Equipment				0	2	(2)	
				6,500		6,500	3- Replacement EOC Computers
				0		0	
				0		0	
Subtotal	-			6,500	2	6,498	
overall change						6,498	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals				105,378	16,177	89,201	

FUND: General  
 FUNCTION: Public Safety  
 ACTIVITY: Emergency/Disaster Relief

DEPARTMENT: Public Safety  
 DIVISION: Santa Rosa Island  
 COST CENTER: Santa Rosa Island Public Safety

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	135,260	145,469	67,028	145,475	0
51301	Other Salaries & Wages	594,051	687,736	61,049	687,736	0
51401	Overtime	2,477	0	(49)	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	55,890	63,740	9,755	63,741	0
52201	Retirement Contributions	10,082	10,939	5,040	11,521	0
52301	Life & Health Insurance	15,667	27,000	9,780	28,500	0
52401	Workers' Compensation	41,559	40,237	17,374	48,292	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	854,986	975,121	169,977	985,265	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	5,103	2,500	928	545	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	1,500	1,105	1,500	0
54101	Communications	6,228	0	4,039	7,632	0
54201	Postage & Freight	7	0	0	44	0
54301	Utility Services	53,515	32,892	3,948	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	38,333	22,480	3,465	20,440	0
54701	Printing & Binding	63	6,000	0	6,000	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	4	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	110	0	63	300	0
55201	Operating Supplies	22,207	57,300	8,012	43,935	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	300	0
55501	Training & Registrations	0	0	250	300	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	125,570	122,672	21,810	80,996	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	1,159	0	0	3,000	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	1,159	0	0	3,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 981,715	\$ 1,097,793	\$ 191,787	\$ 1,069,261	\$ 0
RESOURCES						
	General Fund Revenues	\$ 981,715	\$ 1,097,793	\$ 191,787	\$ 1,069,261	\$ 0
	TOTAL REVENUES	\$ 981,715	\$ 1,097,793	\$ 191,787	\$ 1,069,261	\$ 0

Public Works Pcola  
Beach is now paying  
utilities

Vehicles;  
elevator

Fuel;  
Uniforms

1 portable radio for  
Perdido Key Beach  
Lifeguards \$3k

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 330801

SRI PUBLIC SAFETY

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	5,103	545	1	545	2,500	(1,955)	Annual Pest Control Contract with Orkin
				0		0	
Subtotal	5,103			545	2,500	(1,955)	
overall change							(1,955)
4 54001 Travel & Per Diem		1	1,500	0	1,500	(1,500)	US Life Saving Association flight, hotel, per diem
				1,500		1,500	
Subtotal	-			1,500	1,500	0	
overall change							0
5 54101 Communications	6,228	250	12	3,000	0	3,000	Annual Cell Phone cost ( Avg monthly cost 250)
		386	12	4,632	0	4,632	Annual Broadband cost ( Avg monthly cost 386)
Subtotal	6,228			7,632	-	7,632	
overall change							7,632
6 54201 Postage & Freight	7	1	44	44	0	44	Roll of stamps for mailing W-2's
				0		0	
Subtotal	7			44	-	44	
overall change							44
7 54301 Utility Services	53,515			0	32,892	(32,892)	
		0	0	0		0	Public Works PB is now assuming all cost for the bldg
Subtotal	53,515			-	32,892	(32,892)	
overall change							(32,892)
10 54601 Repair & Maintenance	38,333			0	22,480	(22,480)	
		3,400	1	3,400		3,400	Annual Elevator Maintenance
		1,420	12	17,040		17,040	Annual maintenance to include minor vehicle repairs for 14-trucks, 6-ATV's, 4-UTV's
Subtotal	38,333			20,440	22,480	(2,040)	
overall change							(2,040)
11 54701 Printing & Binding	63			0	6,000	(6,000)	
		6,000	1	6,000		6,000	Swim Safely Flyers
Subtotal	63			6,000	6,000	0	
overall change							0
13 54901 Other Current Chrgs & Obligs	4			0		0	
				0		0	
Subtotal	4			-	-	0	
overall change							0
15 55101 Office Supplies	110	300	1	300		300	paper, binders, pens, markers, post-it notes
Subtotal	110			300	-	300	
overall change							300
16 55201 Operating	22,207			0	57,300	(57,300)	
							Annual Fuel cost for Beach Fleet Vehicles for 14 trucks, 6
		1,300	12	15,600		15,600	ATV's, 4 UTV's ( Average monthly cost 1000-1300 depending on season)
Supplies		350	70	24,500		24,500	Uniforms for 70 employees ( FT and PT)
		1	600	600		600	Misc Supplies (sunscreen, Gatorade, water) peak season only; locks for towers, WD-40
		300	2	600		600	Binoculars
		127	5	635		635	Medical Supply Bags
		50	40	2,000		2,000	Junior Lifeguard Program ( to be reimbursed at the rate of \$250 a student)
Subtotal	22,207			43,935	57,300	(13,365)	
overall change							(13,365)
18 55401 Books, Pubs & Subs.		300	1	0		0	
				300		300	US Life Saving Association membership
Subtotal	-			300	-	300	
overall change							300
19 55501 Training & Registrations		1	300	300		300	US Life Saving Association (1 employee)
				0		0	
Subtotal	-			300	-	300	
overall change							300
25 56401 Machinery & Equipment	1,159			0		0	
				0		0	
Subtotal	1,159			-	-	0	
overall change							0
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change							0

Page Totals 126,729

80,996 122,672 (41,676)



FUND: Fire Protection Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Fire Control

DEPARTMENT: Public Safety  
 DIVISION: Fire Services  
 COST CENTER: Fire Department Paid

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	5,573,268	6,665,631	2,866,469	6,800,002	6,800,002
51301	Other Salaries & Wages	229,445	375,248	46,018	275,248	275,248
51302	Other Salaries & Wages-Volunteer FF	337,700	650,000	182,900	550,000	550,000
51401	Overtime	663,400	758,664	253,662	784,018	784,018
51501	Special pay	22,910	178,200	13,192	247,395	247,395
52101	FICA Taxes	498,141	660,032	245,063	662,242	662,242
52201	Retirement Contributions	1,389,226	1,914,251	697,783	1,982,765	1,982,765
52301	Life & Health Insurance	1,250,166	1,393,560	712,160	1,499,480	1,499,480
52401	Workers' Compensation	372,785	505,023	218,074	606,665	606,665
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	10,337,042	13,100,609	5,235,321	13,407,815	13,407,815
53101	Professional Services	96,926	30,000	8,568	68,319	68,319
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	24,569	20,000	27,466	20,636	20,636
53422	Volunteer Fire Stipends	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	15,028	20,000	4,360	43,908	43,908
54101	Communications	123,392	131,000	59,998	139,371	139,371
54201	Postage & Freight	2,153	2,000	432	2,172	2,172
54301	Utility Services	250,988	260,000	104,554	253,919	253,919
54401	Rentals & Leases	16,851	17,000	6,175	16,188	16,188
54501	Insurance	364,238	428,863	345,769	296,162	296,162
54601	Repair & Maintenance Services	712,232	750,000	420,609	877,805	877,805
54701	Printing & Binding	51,819	55,000	220	1,280	1,280
54801	Promotional Activities	26,603	40,000	24,545	44,106	44,106
54901	Other Current Charges & Obligations	642,127	855,348	440,746	857,131	857,131
54931	Host Ordinance Items	97	0	0	0	0
55101	Office Supplies	5,625	15,652	4,055	10,562	10,562
55201	Operating Supplies	651,900	789,544	342,481	683,136	683,136
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, Subs & Memberships	15,759	24,658	13,629	10,338	10,338
55501	Training & Registrations	11,134	20,000	5,710	23,214	23,214
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	3,011,440	3,459,065	1,809,317	3,348,247	3,348,247
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	32,060	0	0	0	0
56401	Machinery & Equipment	0	0	0	24,359	24,359
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	32,060	0	0	24,359	24,359
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 13,380,541	\$ 16,559,674	\$ 7,044,638	\$ 16,780,421	\$ 16,780,421
RESOURCES						
	Fire Protection Fund Revenues	\$ 13,380,541	\$ 16,559,674	\$ 7,044,638	\$ 16,780,421	\$ 16,780,421
	TOTAL REVENUES	\$ 13,380,541	\$ 16,559,674	\$ 7,044,638	\$ 16,780,421	\$ 16,780,421

3 Battalion Chief positions were approved by the BCC during FY 16/17 (reallocated from 3 Relief FF positions)

Relief FF Salaries

Volunteer FF Stipends

FF Supplemental Pay

Physicals; background checks; drug testing

Alarm monitoring; pest control; copy machines

Property Casualty & work comp for stations and vehicles

Repair & maintenance for buildings and vehicles

Smoke detector installations (increased usage of program); volunteer recruitment

Indirect Cost; Forester assmt

Fuel; turnout gear; uniforms; small firefighting equipment;

\$3.5k laptops (3)  
\$17.8k treadmills (5)  
\$3k ventilation training prop

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
143 / 330206 FIRE - PAID

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional	96,926			0	30,000	(30,000)	
Services		150	406	60,900	60,900		Annual FF Physicals (157 career FF, 209 Volunteer FF and approx. 40 new volunteers)
		2,104	1	2,104	2,104		The L.I.G. Group LLC (Background Checks)
		1,565	1	1,565	1,565		Drug Free Workplaces (Drug Testing)
		2,800	1	2,800	2,800		Ascend Leadership (Promotional testing)
		20	10	200	200		Sacred Heart Medical GRP( After hours/After accident drug test)
		750	1	750	750		Select Physical Therapy ( Fit for duty Screening)
				0	0		
Subtotal	96,926			68,319	30,000	38,319	
overall change						38,319	
3 53401 Other Contract	24,569			0	20,000	(20,000)	
Services		8,135	1	8,135	8,135		Panhandle Alarm & Telephone (Alarm monitoring for stations 2,8,16,18 and 19)
		232	12	2,784	2,784		Florida Pest Control (Monthly pest control for 22 Fire Stations)
		2,086	1	2,086	2,086		Tyco Fire & Security US (Alarm Monitoring and annual inspection for station 1)
		1,996	1	1,996	1,996		Security Engineering Pensacola (Alarm Monitoring station 11 and 4)
		105	4	420	420		Securadyne Systems ( Alarm Monitoring for Station 7)
		1,155	1	1,155	1,155		Sonitrol ( Alarm monitoring for station 3 and 12)
		870	1	870	870		Guardian Pest Services ( Annual Termite inspection stations 7, 11and 14)
		3,190	1	3,190	3,190		Professional Service Industries ( Air Sample testing)
Subtotal	24,569			20,636	20,000	636	
overall change						636	
4 54001 Travel & Per Diem	15,028			0	20,000	(20,000)	
		720	6	4,320	4,320		NW FL Volunteer FF Weekend
		306	6	1,836	1,836		Volunteer FF week.
		596	2	1,192	1,192		Health and safety
		293	4	1,172	1,172		Instructor conference
		1,035	6	6,210	6,210		Fire Rescue east
		2,384	4	9,536	9,536		Peer Fitness Trainer
		535	5	2,675	2,675		USAR Confined space.
		535	5	2,675	2,675		USAR Trench
		535	5	2,675	2,675		USAR VMR Ops
		535	3	1,605	1,605		USAR Tech.
		535	5	2,675	2,675		USAR Ropes Ops
		535	3	1,605	1,605		USAR Ropes Tech.
		535	5	2,675	2,675		USAR Structural Collapse Ops
		1,019	3	3,057	3,057		USAR Structural Collapse Tech.
				0	0		
Subtotal	15,028			43,908	20,000	23,908	
overall change						23,908	
5 54101 Communication	123,392			0	131,000	(131,000)	
		4,189	12	50,268	50,268		Verizon Wireless (Cell Phone and Modems)
		992	12	11,904	11,904		AT&T (Phone service for station 7,8,11,14 and 19)
		523	12	6,276	6,276		Frontier Communications (Phone for station 18 and 15)
		43,680	1	43,680	43,680		Southern Light LLC(station intranet)
		1,125	12	13,500	13,500		State of Florida (Phone service for stations 1,2,3,4,6,11,12,16,17, Fire admin and Fire Marshals office.)
		147	10	1,465	1,465		Direct TV LLC (Station 15 TV service)
		155	12	1,862	1,862		Bright House Networks (Stations 9 and 5 phones)
		868	12	10,416	10,416		Cox Communications ( Wireless internet for 7 stations)
				0	0		
Subtotal	123,392			139,371	131,000	8,371	
overall change						8,371	
6 54201 Postage & Freight	2,153			0	2,000	(2,000)	
		1,678	1	1,678	1,678		UPS
		100	1	100	100		Federal Express
		394	1	394	394		Blue-Grace Logistics LLC (Freight company)
				0	0		
Subtotal	2,153			2,172	2,000	172	
overall change						172	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
143 / 330206 FIRE - PAID

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
7 54301 Utility Service	250,988			0	260,000	(260,000)	
		193	4	772		772	Blossman gas ( Station 15)
		1,538	12	18,456		18,456	Emerald Coast Utilities ( Water and Sewer for Fire Stations)
		999	12	11,988		11,988	City of Pensacola +10% ( Natural Gas at Fire stations)
		154	12	1,850		1,850	Peoples Water Service Co. ( Water for stations 16 and 14)
		15,440	12	185,280		185,280	Gulf Power Co. +9% increase.
		923	12	11,076		11,076	Republic Services ( Dumpster for Fire stations)
		954	3	2,862		2,862	Suburban Propane ( Station 18)
		65	12	777		777	Town of Century ( Water and sewer for station 5,9 and 22)
		49	12	588		588	Molino Utilities ( Water and sewer for station 18)
		1,577	12	18,924		18,924	Escambia River Electric +10% ( Power for stations 23 and 22)
		112	12	1,346		1,346	Central Water Works Inc. ( Water and sewer for stations 5 and 23)
				0		0	
Subtotal	250,988			253,919	260,000	(6,081)	
						overall change (6,081)	
8 54401 Rentals & Leases	16,851			0	17,000	(17,000)	
		1,260	12	15,120		15,120	RJ Young (Printer rental and overage)
		300	1	300		300	FL Dept Environmental Protection (Annual)
		52	12	624		624	A&K Septic Tank & Portable (Portable toilet for training ground)
		12	12	144		144	Blossman Gas Inc ( Tank rental)
				0		0	
Subtotal	16,851			16,188	17,000	(812)	
						overall change (812)	
9 54501 Insurance	364,238			0	428,863	(428,863)	
		30,605	1	30,605		30,605	Preferred Governmental Ins ( Workman's comp. for Volunteers)
		249,402	1	249,402		249,402	USI ( Property and vehicle insurance)
		10,610	1	10,610		10,610	Property / Casualty Insurance ( Public Safety)
		2,500	2	5,000		5,000	Deductibles
Subtotal	364,238			295,617	428,863	(133,246)	
						overall change (133,246)	
10 54601 Repair & Maintenance	712,232			0	750,000	(750,000)	
		1,288	3	3,864		3,864	146 rolling stock
							Air Design Systems ( A/C and mechanical work)
		15,000	1	15,000		15,000	Air Power ( Repair and Biannual Maintenance of the SCBA Compressors)
		3,500	1	3,500		3,500	ATI - NAPA ( Parts for Fleet)
		11,163	1	11,163		11,163	Auto Electric & Carburetor
		1,044	1	1,044		1,044	Brantley's Service Center ( Service for staff vehicles on the north end)
		1,121	1	1,121		1,121	Coin Laundry Equipment Co. (repair of washing machines and driers)
		23,809	1	23,809		23,809	Communications Engineering Services (Portable radio, Apparatus radios, pagers and base station repairs)
		1,982	1	1,982		1,982	Covington Heavy Duty Parts ( Parts for fleet)
		16,119	1	16,119		16,119	Cummins Mid-South LLC ( Motor warranty Repair work )
		8,460	1	8,460		8,460	Dana Safety Supply (Emergency lights for vehicles)
		9,556	1	9,556		9,556	Done Right Fire Gear ( Bunker Gear repair)
		510	1	510		510	Pensacola Glass Co. ( Broken Glass on bay doors)
		2,990	1	2,990		2,990	(grounds keeping at Public Safety)
		14,919	1	14,919		14,919	Emergency Systems Service (Station Generator bi annual maintenance and any needed repairs)
		4,568					Fletchers towing
		125	17	2,125		2,125	Fitnology (repair and maintenance of station gym equipment)
		1,581	1	1,581		1,581	Fix-It Shop & Rentals ( Repair work for small engine repair)
		49,000	1	49,000		49,000	G&S Holdings LLC (Empire Truck)
		998	1	998		998	Gulf Coast Water Solution( Water testing for geo thermal wells)
		250	10	2,500		2,500	Havis Inc ( Repair of docking ports for tablets)
		4,895	1	4,895		4,895	Hill Kelly Dodge 9 (Repairs needed on fleet maintenance supervisors vehicle)
		9,245	1	9,245		9,245	Hiller Systems ( Refill/hydro of fire extinguishers and biannual checks of building fire suppression systems)
		8,423	1	8,423		8,423	Honorable David Morgan (Sheriff office garage repair and upfit of new vehicles)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
143 / 330206 FIRE - PAID

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		76,420	1	76,420		76,420	Howell Truck & Giant Tire ( Fleet tires, rotate and balance State contract)
		441	1	441		441	Hydra Ram ( repair of forcible entry tool)
		884	1	884		884	Industrial Parts Supply ( Parts for fleet vehicles)
		550	1	550		550	Jeffrey Posner ( Repair to outboard motors)
		4,650	1	4,650		4,650	Joseph E Keith ( Repair/replace hose bed covers)
		27,047	1	27,047		27,047	Key Ford LLC ( Repair and Maintenance of staff vehicles)
		12,511	1	12,511		12,511	Kronos Incorporated ( Telestaff employee scheduling software)
		11,099	1	11,099		11,099	Kussmaul Electronics Co. ( Electrical parts for apparatus repair)
		5,000	1	5,000		5,000	Municipal Equipment Co. (PD 13-14.0170 expires this year. Currently in the process of going out for bid)
		5,011	1	5,011		5,011	O'Reilly Automotive ( Various parts for fleet)
		1,040	1	1,040		1,040	Pensacola Backflow Service ( Check and servicing backflow preventer on the buildings)
		3,520	1	3,520		3,520	Pensacola Motorsports LLC ( Tune-up and repair of jetski's and mules)
		40,220	1	40,220		40,220	Physio-Control Inc. (Repair and maintenance of 53 Aed's and 7 LP15)
		10,500	1	10,500		10,500	Rescue Resource ( Maintenance and repair of TNT hydraulic equipment)
		1,072	1	1,072		1,072	Rubber & Specialties Inc (various parts for the fleet)
		7,628	1	7,628		7,628	Securadyne Systems
		3,334	1	3,334		3,334	Smiths Detection Inc. ( repair and Maintenance of Haz-Mat equipment)
		30,439	1	30,439		30,439	Specialty Products Inc. ( M&R to all fire station garage doors)
		2,711	1	2,711		2,711	Steadham Enterprises (A-1 Repair work for small engine repair)
		150,000	1	150,000		150,000	Sunbelt Fire Inc.( Single Source repairs items for the Fleet)
		40,000	1	40,000		40,000	Ten-8 Fire Equipment ( Used for SCBA annual testing. PD 13-14.0170 expires this year. Currently in the process of going out fro bid)
		4,000	1	4,000		4,000	Team Equipment ( Hydraulic equipment repair)
		5,140	1	5,140		5,140	Truck, Trailer & Industrial Parts ( Various part for the fleet)
		4,603	1	4,603		4,603	Tyco Fire & Security US
		49,890	1	49,890		49,890	Ward International Trucks ( Repair of Fire Apparatus)
		4,419	1	4,419		4,419	Winzer Franchise Co. ( Electronics for various vehicles)
		10,455	1	10,455		10,455	Xerox Corporation (Firehouse software Support and maintenance)
		160,000	1	160,000		160,000	J/E's recorded as expenses for Fleet (120,000) and Facilities (40,000) maintenance)
		12,418	1	12,418		12,418	Infor Mobile mapping and routing (CAD Monitoring for tablets)
Subtotal	712,232			877,805	750,000	127,805	
overall change						127,805	
11 54701 Printing & Binding	51,819			0	55,000	(55,000)	
		1,280	1	1,280		1,280	Elite Printing & Marketing (Business cards for staff)
				0		0	
Subtotal	51,819			1,280	55,000	(53,720)	
overall change						(53,720)	
12 54801 Promotional Activities	26,603			0	40,000	(40,000)	
		600	1	600		600	OTC Direct Inc. ( Candy for Santa Run)
		15,928	1	15,928		15,928	Lowes - (Smoke Detectors/Carbon monoxide detectors)
		1,458	1	1,458		1,458	Ron the Sign Man ( Signs for various Activities)
		7,500	1	7,500		7,500	Volunteer recruitment and retention ( Funds requested by Volunteer coordinator)
		18,620	1	18,620		18,620	Education Specialty Publishing ( Pub. Ed. Hand outs)
Subtotal	26,603			44,106	40,000	4,106	
overall change						4,106	
13 54901 Other Currer Chrgs & Obligs	642,127			0	855,348	(855,348)	
		25,551	1	25,551		25,551	FL Dept of AG - ( Fire assessment fee)
		3,000	1	3,000		3,000	FL Dept of AG - ( Fire assessment fee)
		38	10	380		380	EMS (ALS Permits)
		816,378	1	816,378		816,378	Indirect Costs (4) Qtrs ( Number given by OMB)
		10,610		0		0	
Subtotal	642,127			845,309	855,348	(10,039)	
overall change						(10,039)	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
143 / 330206 FIRE - PAID

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
14 54931 Host Ordinar	97			0		0	
						0	
Subtotal	97			-	-	0	
overall change							0
15 55101 Office Suppl	5,625			0	15,652	(15,652)	
		10,562	1	10,562		10,562	Office Depot ( Office supplies and furniture)
				0		0	
Subtotal	5,625			10,562	15,652	(5,090)	
overall change							(5,090)
16 55201 Operating	651,900			0	789,544	(789,544)	
Supplies		2,634	1	2,634		2,634	Amazon.com ( Cell phone chargers and cases, barcode scanners, ID Tags/boards)
		765	2	1,530		1,530	AMSafe Inc. ( Tool bag purchase for high rise )
		1,865	1	1,865		1,865	Auto Shine LLC (Vehicle washing liquids)
		435	1	435		435	Automation Products Group ( Pressure gauge purchase of pump testing)
		417	1	417		417	Best Buy Stores ( Various electronics)
		90,000	1	90,000		90,000	Bosso's Uniform Co. (PD#13-14.091)
		21,478	1	21,478		21,478	Big Rhino ( T Shirts for FF)
		561	1	561		561	Carrot-Top Industries ( American Flags for the stations)
		1,210	1	1,210		1,210	Coin Laundry Equipment ( used Washers and driers)
		2,484	1	2,484		2,484	Comdata Network Inc (Credit card fuel usage. Based off average annual usage)
		400	15	6,000		6,000	Communications Engineering Services ( Purchase of monitor pagers)
		416	1	416		416	Creative Instinct signs ( Stickers for vehicles, Fire Department logos)
		14,762	1	14,762		14,762	Crestview Wholesale (Chemicals for cleaning of the stations)
		660	12	7,920		7,920	David Woods ( Fire station outfitters New furniture for the stations)
		661	6	3,966		3,966	Dell Marketing ( Replace 6 desktop computers)
		466	1	466		466	Duo-Safety Corp.( Ladder testing equipment)
		5,586	1	5,586		5,586	Escambia School District (Fuel for station 15).
		150,000	1	150,000		150,000	Fisher Scientific Co.( PD# 14-15.100)
		1,500	1	1,500		1,500	Fitness master ( Weight equipment)
		2,958	1	2,958		2,958	Georgia Fire & Rescue Supplies (1 set of bunker gear)
		250	10	2,500		2,500	Havis Inc. ( Docking stations/consoles for vehicles)
		3,993	1	3,993		3,993	Home Depot 9 (Various items at hardware store)
		7,200	1	7,200		7,200	Hook-Fast Specialties Inc. ( Badges, name tags collar devices. Uniform related brass.)
		15,000	1	15,000		15,000	Lowes Home Centers (Various items needed for fire stations. Stoves, refrigerators, Lawn mowers)
		650	1	650		650	Marine Rescue Products ( Lifeguard Buoy)
		400	12	4,800		4,800	Mattress Retail Outlets ( Bedding at Fire stations)
		40,000	1	40,000		40,000	Municipal Equipment Co. (PD#13-14.017 Expires this year. We will be going out for bid)
		138	1	138		138	Mueller sports medicine ( athletic tape)
		30,000	1	30,000		30,000	North America Fire Equipment (PD#13-14.017 Expires this year. We will be going out for bid)
		910	1	910		910	Ohlin Sales Inc. ( Various batteries)
		613	1	613		613	Precision Engineering Products ( Light fixture replacement for warehouse)
		1,234	1	1,234		1,234	Rubber & Specialties Inc ( Supplies for wash stands)
		5,000	1	5,000		5,000	Sam's Club ( Water and pots and pans)
		7,208	1	7,208		7,208	Steadham Enterprises ( A-1 purchase of small gas engine equipment)
		60,000	1	60,000		60,000	Ten-8 Fire Equipment (PD#13-14.017 Expires this year. We will be going out for bid)
		1,337	1	1,337		1,337	This End Up Furniture.com (Wooden Furniture)
		405	2	810		810	Wahoo International ( Jet ski rear skid saver)
		1,500	1	1,500		1,500	Wal-Mart Inc. ( Various items at Wal-Mart)
		1,263	1	1,263		1,263	West Florida Hardware ( Ace Hardware for stations 8, 13 and 19)
		1,290	1	1,290		1,290	William Morris ( Morris lock and safe)
		41,502	1	41,502		41,502	WW Grainger Inc ( Station supplies janitorial)
		140,000	1	140,000		140,000	J/E's to Record Fuel Expenses (5% increase from previous year)
Subtotal	651,900			683,136	789,544	(106,408)	
overall change							(106,408)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
143 / 330206 FIRE - PAID

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
18 55401 Books, Pubs Subs.	15,759			0	24,658	(24,658)	
		92	15	1,380		1,380	Incident Safety Officer
		91	15	1,365		1,365	Private Fire Protection Systems 1
		78	15	1,170		1,170	Public Information Officer
		3,428	1	3,428		3,428	Witmer Public Safety ( Trade magazines for the stations)
		1,480	1	1,480		1,480	NFPA ( Membership and annual NFPA codes and standards updates)
		45	15	675		675	Pumping Apparatus Driver
		56	15	840		840	Aerial Apparatus Driver
Subtotal	15,759			10,338	24,658	(14,320)	
overall change						(14,320)	
19 55501 Training & Registrations	11,134			0	20,000	(20,000)	
		150	2	300		300	Health and Safety Conference
		300	6	1,800		1,800	Fire Rescue East
		1,000	4	4,000		4,000	Peer Fitness
		338	5	1,690		1,690	USAR Confined space
		333	5	1,665		1,665	USAR Trench
		413	5	2,065		2,065	USAR VMR Ops
		413	3	1,239		1,239	USAR VMR tech
		330	5	1,650		1,650	USAR Ropes Ops
		330	3	990		990	USAR Ropes Tech.
		363	5	1,815		1,815	USAR Ropes Structure collapse Tech
		2,000	3	6,000		6,000	USAR Ropes Structure collapse Ops
Subtotal	11,134			23,214	20,000	3,214	
overall change						3,214	
25 56401 Machinery & Equipment	32,060			0		0	
		1,172	3	3,516		3,516	Dell Incorporated ( 3 new laptop computers )
		3,565	5	17,825		17,825	Fitness masters (Treadmills)
		3,018	1	3,018		3,018	Keiser Corporation (Ventilation training prop)
Subtotal	32,060			24,359	-	24,359	
overall change						24,359	
30 59101 Transfers				0		0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
31 59801 Reserves				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals				3,360,239	3,459,065	(98,826)	

FUND: Fire Protection Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Fire Control

DEPARTMENT: Public Safety  
 DIVISION: Fire Services  
 COST CENTER: Pensacola Beach Fire Department

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	0	0
51201	Regular Salaries & Wages	523,474	509,628	231,830	472,393	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	58,175	100,000	16,914	60,309	0
51501	Special pay	2,440	19,140	1,180	27,465	0
52101	FICA Taxes	43,293	48,100	18,082	42,852	0
52201	Retirement Contributions	129,709	141,913	56,408	130,349	0
52301	Life & Health Insurance	84,846	108,000	59,620	114,000	0
52401	Workers' Compensation	33,466	37,627	16,248	40,067	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	875,404	964,408	400,282	887,435	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	666	0	660	0
53422	Volunteer Fire Stipends	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	750	0	0	0
54101	Communications	2,616	2,200	437	2,088	0
54201	Postage & Freight	0	100	0	0	0
54301	Utility Services	28,559	30,000	10,527	31,032	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	5,860	15,000	3,468	10,289	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	750	0	0	0
55201	Operating Supplies	6,595	15,000	3,571	7,105	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, Subs & Memberships	0	750	0	0	0
55501	Training & Registrations	0	750	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	43,629	65,966	18,003	51,174	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 919,034	\$ 1,030,374	\$ 418,285	\$ 938,609	\$ 0
RESOURCES						
	Fire Protection Fund Revenues	\$ 919,034	\$ 1,030,374	\$ 418,285	\$ 938,609	\$ 0
	TOTAL REVENUES	\$ 919,034	\$ 1,030,374	\$ 418,285	\$ 938,609	\$ 0

Decreased due to crew rotating to Beach have lower salaries

FF Supplemental Pay

Alarm monitoring; pest control

Repair & maintenance of building and vehicles

Fuel; misc upkeep items



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

143/330209

FIRE - BEACH

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services					666	(666)	
		528	1	528		528	Securadyne Systems ( Alarm system monitoring)
		11	12	132		132	Florida Pest Control
				0		0	
Subtotal	-			660	666	(6)	
						overall change (6)	
4 54001 Travel & Per Diem				0	750	(750)	
				0		0	
Subtotal	-			-	750	(750)	
						overall change (750)	
5 54101 Communications	2,616				2,200	(2,200)	
		74	12	888		888	State of Florida
		100	12	1,200		1,200	AT & T
Subtotal	2,616			2,088	2,200	(112)	
						overall change (112)	
6 54201 Postage & Freight	0			0	100	(100)	
				0		0	
Subtotal	-			-	100	(100)	
						overall change (100)	
7 54301 Utility Services	28,560			0	30,000	(30,000)	
		1,417	12	17,004		17,004	Gulf Power ( 9% increase)
		1,169	12	14,028		14,028	Emerald Coast Utility Authority
				0		0	
Subtotal	28,560			31,032	30,000	1,032	
						overall change 1,032	
10 54601 Repair & Maintenance	5,860			0	15,000	(15,000)	
		257	1	257		257	Ace Hardware (propane and small hardware items)
		300	1	300		300	Commercial Coin & Laundry ( repair of washing machine)
		2,500	1	2,500		2,500	Facilities Management ( JE for FM repair to the building)
		125	1	125		125	Fletcher's Towing (tow vehicle to repair shop)
		3,458	1	3,458		3,458	Fleet Maintenance ( 1ladder truck, 1 engine 2 jet skis and 2 pick-up trucks)
		195	1	195		195	Pensacola Backflow Services (annual back flow preventer service)
		631	1	631		631	Pensacola Motor Sports
		989	1	989		989	Public Works - Road Dept.
		23	1	23		23	Rob's Trailer Hitch Ctr
		503	1	503		503	A-1 Small Engine (Small engine repair)
		1,308	1	1,308		1,308	ThyssenKrupp Elevator ( Annual Elevator Maintenance)
Subtotal	5,860			10,289	15,000	(4,711)	
						overall change (4,711)	
15 55101 Office supplies				0	750	(750)	
Subtotal	-			-	750	(750)	
						overall change (750)	
16 55201 Operating	6,595			0	15,000	(15,000)	
		4,955	1	4,955		4,955	Escambia County Fuel (diesel)
		250	2	500		500	D & D Welding (Welding on trailers or vehicles)
		975	1	975		975	City of Gulf Breeze (Gasoline)
		675	1	675		675	Lowe's Misc. items for upkeep of station.
Subtotal	6,595			7,105	15,000	(7,895)	
						overall change (7,895)	
18 55401 Books, Pubs & Subs.				0	750	(750)	
				0		0	
Subtotal	-			-	750	(750)	
						overall change (750)	
19 55501 Training & Registrations				0	750	(750)	
				0		0	
Subtotal	-			-	750	(750)	
						overall change (750)	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
						overall change 0	

Page Totals 43,631

51,174

65,966

(14,792)



FUND: Fire Protection Fund  
 FUNCTION: Other Uses  
 ACTIVITY: Interfund Transfer

DEPARTMENT: Public Safety  
 DIVISION: Fire Services  
 COST CENTER: Transfers

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53422	Volunteer Fire Stipends	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	252,442	257,038	128,519	281,193	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	252,442	257,038	128,519	281,193	0
	TOTAL BUDGET	\$ 252,442	\$ 257,038	\$ 128,519	\$ 281,193	0
RESOURCES						
	Fire Protection Fund Revenues	\$ 252,442	\$ 257,038	\$ 128,519	\$ 281,193	0
	TOTAL REVENUES	\$ 252,442	\$ 257,038	\$ 128,519	\$ 281,193	0

FUND: Local Option Sales Tax III  
 FUNCTION: Public Safety  
 ACTIVITY: Fire Suppression

DEPARTMENT: Public Safety  
 DIVISION: Fire Services  
 COST CENTER: Fire/Rescue LOST III

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	101,094	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	200,192	387,854	0	998,659	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	200,192	387,854	0	1,099,753	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 200,192	\$ 387,854	\$ 0	\$ 1,099,753	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	0
	Local Option Sales Tax III	200,192	387,854	0	1,099,753	0
	TOTAL REVENUES	\$ 200,192	\$ 387,854	\$ 0	\$ 1,099,753	\$ 0

No 3-31-17 expenses

Kingsfield & 29 Fire Station - \$101,094

Fire vehicles and apparatus

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
1	330401	Administration	1	Department Director	100%	Highly responsible for overseeing and directing through division managers Public Safety Business Operations, Emergency Communications (911 Center), Emergency Management, Emergency Medical Services, Fire Rescue and Water Safety divisions. Ensures each of these divisions works in unison in safe and efficient services to the public. Plans and conducts evaluations of programs, processes and service deliveries. Directs and/or participates in large-scale emergency situations. Responds to emergency scenes as an incident commander or to personally evaluate service deliveries and public perception. Evaluates and ensures that each division operates within regulatory parameters. Develops and monitors budgets and expenditures. Evaluates and communicates impacts on changing environment, legal and regulatory agencies, or organization could impact public safety. Initiates and maintains collaboration within county departments and associated outside agencies as it relates to public safety and emergency management. Immediately communicates significant emergency incidents or pending impacts to the County Administrator or applicable parties. Implements and evaluates programs which increase public safety and readiness in the County. Develops policies and procedures. Analyzes complex information in determining course of action. Participates in organized labor negotiations. Prepares and presents recommendations to the BCC. Conducts and evaluates hiring, termination and disciplinary recommendations. Presents information to civic and other community groups. Serves as Operations Section Chief and emergency management liaison during Emergency Operations Center activations.
1	330401	Administration	1	Director's Aide	100%	Provides direct administrative and executive support to the Public Safety Director. Participates in department initiatives and projects. Provides administrative support to Division Chiefs, as well as all employees as needed. Knowledgeable of aspects of the Department as well as other County Departments. Screens telephone calls, as well as walk in visitors, and refers them to the correct person in the Department or other County Department if it is determined someone else will be able to provide the requested information. Keeps calendars for the Director, as well as all meeting rooms in the building. Maintains the schedule for front desk coverage when the receptionist is on break/lunch or on sick/annual leave. Maintains a presence from the beginning of EOC activation until the end, and provides support to all Emergency Operations Staff. Ensures there is coverage for the front desk during EOC activations. Has a good working knowledge of the various positions within the Department including the EMS Billing office, so is able to assist the employee or fill in for the employee when he/she is out of the office for an extended period if necessary. Maintains multiple department email groups by adding or removing employees or moving employees from one group to another; also maintains multiple email groups related to the Emergency Operations Center. Ensures that all licenses or certifications required, not only by the State of Florida, but the State of Alabama and the Escambia County Board of Commissioners remain current. Maintains the County's public records request program for Public Safety (FOIA); this includes entering between 60 and 100 requests monthly, as well as closing them out once they are complete. Researches and compiles reports and spreadsheets for various functions in the department. Prepares internal and external correspondence. Works independently with limited guidance/supervision. Must be able to maintain confidentiality at all times. This list is not all-inclusive. Position requires great deal of flexibility as well as multi-tasking skills.
1	330401	Administration	1	Senior Office Support Assistant	100%	Serves as receptionist for the Public Safety building, including answering the main phone lines, greeting visitors and providing information. Assists all department employees as needed. Assists the department division chiefs by providing administrative support on a daily basis that includes sorting/opening mail, checking stipends, and taking messages from callers. Serves as back up to Director's Aide for scheduling meeting rooms. Schedules employees and public for all American Heart Association training, accepts payments for classes, and prints certification cards once completed. She is the initial person called to cover the desk during emergencies and disasters in Escambia County that requires activation of the EOC. She assists the EMS Billing office with paperwork of various types. She is the primary for the daily deposit for EMS payments, which are done remotely. This list is not all-inclusive.
			<b>3</b>	<b>Full-Time Positions</b>		
1	330402	Emergency Management	1	Division Manager	100%	The Emergency Management Division Manager manages staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations; Manages the activities within the Division, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; participates in the development of strategic planning utilizing a balanced scorecard approach to accomplishing goals; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards. FL Statute 252.38 BCC 88-5 mandates the development and maintenance of an County Emergency Management program to include a full time director.

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
1	330402	Emergency Management	1	Emergency Mgmt. Ops Coord	100%	The Emergency Management Operations Coordinator is a highly responsible administrative and operational position for the division. Emergency Management training and operations is done under the guidelines of the Department of Homeland Security, Federal Emergency Management Agency, State and Local Division of Emergency Management. Work involves the responsibility for the organization, planning, directing, coordinating, and monitoring of all Emergency Management programs. This position performs difficult and advanced duties in disaster preparedness, response and recovery for a wide range of hazards from natural hazards to terrorism/WMD hazards. This position is responsible for ensuring that training of disaster response personnel and disaster response operations are consistent with the National Incident Management System (NIMS) and the National Response Plan (NRP) as well as other appropriate federal, state or local legal and regulatory requirements of guidance.
1	330402	Emergency Management	1	Emergency Planning Coord	100%	The Emergency Planning Coordinator develops, designs, coordinates, maintains and updates the division's plans and operating procedures and guidelines; facilitates mitigation group activity; maintains and reviews licensures, records, and documents; leads public education programs; and maintain hurricane shelter data and information; Manages grants, which includes: researching and acquiring information on grant funding opportunities; disseminating opportunities to multi-jurisdictional government organizations, multi-jurisdictional government organization, non-profits, and individuals; implementing grant contract management; preparing grant reports; closing out projects; and/or, performing other related activities; Serves as a liaison with citizens to address issues and/or questions related to grant programs, community programs, disaster preparedness, complaints and issues, educational opportunities, and/or other related issues.
			3	Full-Time Positions		
1	330403	Communication	1	Division Manager	100%	Plans, prepares, implements, and manages budgets for Accounts 330403 (General Fund Emergency Communications) and 330404 (E911); Develops 5 year ECC technology plans including upgrades for radio system, radio microwave system, 911, and CAD products; Responsible for the operation and maintenance assurance of Escambia County's Public Safety Radio System, which provides radio communications for ECSO, ECFR, and EMS; Responsible for the operation and maintenance assurance of Escambia County's 19 Site Microwave System that carries and provides the bandwidth for the Public Safety Radio System; Responsible for the operation and maintenance assurance of Escambia County's and the City of Pensacola's E911 system. The system provides E911 services at three sites; ECC, PPD, and ECSO; Ultimately responsible for the overall operation of Emergency Dispatch functions and E911 operations located at the ECC; Serves as the 911 Coordinator for Escambia County; Tracks State 911 fee allotments ; Assures equipment maintenance and operation at three sites; Approves/denies proposed street names that are submitted to the County through County Addressing; Maintains 911 National Database for addressing; Complete annual 911 reports for submission to the State of Florida; Apply for State 911 Grants when appropriate; Serves as Computer Aided Dispatch (CAD) system administration manager; Coordinates closely with the County's GIS Department to ensure that geo-data map files are incorporated into 911 and CAD mapping products; Negotiate vendor maintenance contracts for Public Safety Radio System, microwave system, CAD, 911 System, and microwave site generators; Serves as ESF 2 Lead during EOC activations; Develops and implements ECC's policy and procedures; Facilitates Radio Interoperability meetings with Santa Rosa County, City of Pensacola, and City of Gulf Breeze; Meets regularly with Fire and EMS management staff for policy and procedural review discussions; Develops Emergency Communications Inter-Local agreements with surrounding counties and Public Safety entities. Coordinates agreements with County Attorneys.

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
1	330403	Communication	1	Emergency Communication Manager	100%	Scheduling 28 FT & 4 Relief Employees; Ensures that training and annual employee evaluations are completed accurately and submitted on time; Responsible to design and implement monthly/annual training; Responsible for managing, implementation and monitoring of the ECC's Quality Assurance Program. Provides regular feedback to all qualified employees; Ensures Florida DOH, NAEMD, and NAEFD certification requirements are met by all employees. Submits training accomplishments and coordinates licenses with required agencies; Designs, coordinates, and implements operational policies and procedures; Meets regularly with Fire and EMS management staff for policy and procedural review and discussions; Host and facilitates interoperability meetings surrounding counties Dispatch Centers for mutual aid responses; Escambia County Deputy 911 Coordinator: responsible for assigning/approving/denying proposed street names, updating national database, and maintaining 911 systems for the ECC, PPD and ECSO; ESF2 Deputy Lead for Emergency Communications during natural and manmade disasters; Assist Division Manager with developing and implementing ECC's policy and procedures; Assist Division Manager in negotiating maintenance contracts with major vendors for Public Safety communications equipment; Assist in overseeing the maintenance of Public Safety's Digital P25 Radio System; Assist in maintaining FCC Licenses for Public Safety Dispatch; Assist Division Manager with Computer Aided Dispatch (CAD) administration. Responsible for assisting manager with software and mapping updates by ensuring they are implemented correctly while closely coordinating with CAD company support; Co-host/Facilitates Motorola P25 Radio Interoperability meetings with Santa Rosa County, City of Pensacola, and City of Gulf Breeze; Serves as ECC's records custodian. Provides recorded disk of call incidents for the State's Attorney's Office and public records requests; Assist Division Manager in the development and implementation of annual Communications budget; Manages the ECC's public outreach and education program; Assumes Managerial duties in the absence of Division Manager.
1	330403	Communication	2	Call Takers	100%	FY15/16 ECC Call Takers processed more than 205,000 emergency calls. Process calls following nationally recognized protocols, assigns the nature code and the correct priority to each call based on caller's response to scripted questions, enter all responses in CAD and update patient condition as situation warrants. Provide Pre-arrival Instructions; instruct callers through CPR, Child Birth, and Heimlich. Provide Post Dispatch Instructions; bleeding control measures, airway maintenance, and scene safety instructions. Coordinate trauma calls, cardiac arrest, gunshot/stabbing victims and burn patient information with area hospitals. Coordinate incidents with State Fire Marshal's Office and State Watch Office as appropriate. Notify ECFR Staff personnel of escalating events. Process non-emergency transfer requests, which includes: comparing and verifying patient's condition against emergency criteria to ensure requests is to be processed as a non-emergency; process administrative request as warranted. This position coordinates road closures, flooding conditions, and disaster incidents with Emergency Management and State Officials as appropriate. Standard for answering 911 Calls: Ninety percent of 911 calls arriving at the PSAP shall be answered within 10 seconds during the busy hour. Ninety-five percent of all 911 calls should be answered within 15 seconds. February 2015 thru January 2016 the ECC averaged 89% within 10 seconds with lower staffing.
1	330403	Communication	22	Emergency Communication Dispatchers	100%	Dispatchers do all of the job functions of a call-taker but they also maintain constant radio contact with responders while providing them with up to date patient and scene information. FY 15/16 our Fire Dispatchers dispatched more than 14,000 calls for service. Responsibilities include; Radio dispatches appropriate Escambia Fire apparatus to various types of fires and medical calls. To include residential and commercial fire related events, wild land fires, and serious medical calls while maintaining continuous contact with responding units. Fire Dispatch duties also include: updating responders with up to date scene changing information, announcing hydrant locations, tracking each unit status changes in Computer Aided Dispatch (CAD), initiating SOPs for escalating events, and notifying Fire Staff personnel during times of major incidents, and monitoring 50 county building fire alarm accounts and dispatch units as required. : FY 15/16 ECC Ambulance Dispatchers dispatched more than 61,000 calls for service. Responsibilities include; radio dispatches appropriate EMS units to various medical emergencies.

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
1	330403	Communication	4	Emergency Communication Supervisor	100%	Each Supervisor must be licensed and certified from State of Florida Dept of Health, National Academy of Emergency Medical Dispatch, National Academy of Emergency Fire Dispatch, and CPR/BLS American Heart Association. Emergency Communications Supervisors work under the direction of the ECC Manager and are responsible for the daily operation of the County's primary Public Safety Answering Point (PSAP) and ECC. The Supervisor leads a team of up to six Emergency Call Takers and two Emergency Dispatchers, and is relied upon as the knowledge and application expert for ECC operations during their shift. This position oversees the management of emergency 911 call-handling and dispatch operations for Escambia County Fire Rescue and Escambia County EMS. The ECC also serves as Escambia County's Warning Point. The ECC Supervisor works in close concert with Emergency Management and the State Watch Office during periods of severe weather, major incidents and disasters. Emergency Communications Supervisors are the "safety net" for emergency Dispatch Operations. They ensure that Fire and EMS operations are handled error free, regardless of the volume or complexity of the system or situation. The following are examples of duties and responsibilities:
1	330403	Communication	21	Relief Dispatchers	100%	Fills the same roll of their counterpart. These positions ensure minimal staffing and reduces overtime expenditures.
			30	Full-Time Positions		
1	330602	Business Operations	1	Division Manager	45%	Serves as the primary budget preparation and financial manager for the Public Safety Department which includes Emergency Management, Emergency Medical Services, E-911 Communications and Fire Services. This includes but is not limited to the preparation of the department's annual budget and oversight/ management of all encumbrances and expenditures through the fiscal year. Performs advanced budget budgetary planning and administrative work involving the research and gathering of data; the formulation of cost estimates before the appropriating authority and monitoring of current budget execution. Enters 90% of all Recommendations in Agenda Quick. This position directly supervise 16 employees . This cost center pay 45% of the salary for this position
1	330602	Business Operations	1	Accounting Technician	15%	The most essential function of this position is as the department's timekeeper. This position is solely responsible for the accuracy of bi-weekly payroll submittal for more than 200 full-time and relief employees, working various shifts, operating 24/7, 365. This requires daily timekeeping maintenance within Kronos and meeting deadlines established for payroll submittal to include on a monthly average 1,150 punch exceptions and 250 leave slips. In addition to the timekeeping function, this position provides monthly financial status reports to the department's division managers; reconciles QuickBooks and e-Fin entries, researches and resolves discrepancies; prepares specific revenue deposits; prepares the EMS Billing Office deposits; prepare Cost Center Reports, Fuel and Expenditure Reports and staffs the building's reception desk when that employee is at lunch/break/leave on a rotating basis. The position has access to confidential information requiring the incumbent to display impeccable discretion. This cost center split for this position is 15%
1	330602	Business Operations	1	Human Res Associate I	15%	Public Safety HR Associate has processed over 500 personnel action forms, 109 job requisitions, 188 Risk Claims, 37 Drug Screens and over 52 disciplinary actions for all 6 Divisions of the Public Safety Department. In addition, the Public Safety HR Associate serves as administrative support and responds to requests for information from employees and/or the general public over the phone, in person, and via e-mail regarding a variety of Human Resources functions, job opportunities, and/or other related information. Enters a variety of information into databases; compiles data and prepares related reports; maintains related information. Schedules employees, applicants, and/or other applicable individuals for examinations, interviews, training sessions, and/or other related activities. Assembles and processes packets of information related to assigned area of responsibility. Assist in creating and distributing a variety of information, which may include: brochures, job announcements, advertisements, and/or other related information. Strictly maintains confidentiality of manager and employee. This cost center split for this position is 15%
1	330602	Business Operations	1	Senior Office Support Assistant	23%	Public Safety's A/P clerk averages 250 receiving reports a month and 750 Voucher payments annually. The A/P Clerk inputs all JE's and Change orders for 20 Cost Centers . Maintains the "A Drive" for the A/P system; Serves as the lead trainer for all AP transactions. Process all travel document and make all necessary travel related reservations for both Public Safety and Fire Services employees; Order, receive, store, and distribute office supplies and agency forms for the Administration, Emergency Management, Communications, and EMS divisions; Update and maintain two internal databases that track contact information and radio numbers for departmental personnel. This cost center split for this position is 23%
			4	Full-Time Positions		

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
1	330801	SRI- Public Safety	1	Chief of Water Safety	100%	Division Manager responsible for efficient and safe operations of Lifeguard related services on Santa Rosa Island as well as areas contracted with the Gulf Islands National Seashore on Fort Pickens and Perdido Key. This individual is responsible for ensuring adequate staffing is maintained throughout the year. Accountable for preparing budget and tracking expenditures. Monitors vehicles and ATVs for maintenance needs, replacement recommendations and expenditures. Provides information to the media and public on surf conditions and water safety. Conducts multiple annual readiness evaluations on new and returning lifeguards. Monitors, mentors and provides leadership guidance to Senior Lifeguards. Is a liaison between the SRIA, Escambia County Public Safety and Sheriff's Office in planning for public events on the beaches. Establishes, conducts and monitors training sessions for continuing education, initial credentialing and Junior Life Guard program. Conducts investigations of cause and preventable actions of all drownings. Maintains statistical analysis of all public interventions, contacts recues and public assistance made by lifeguards annually. Conducts annual performance evaluations on fulltime employees.
1	330801	SRI- Public Safety	2	Senior Lifeguards	100%	Required to conduct comprehensive surf training of over seventy lifeguards; Supervise operations of the Water Safety division; Work in year full time positions to provide service during busy holidays ( Thanksgiving and Christmas); To cover operations while the other is off duty ; Represent the division in absence of Division Chief
1	330801	SRI- Public Safety	80	Seasonal Lifeguards	100%	The Island Authority transferred these services to Public Safety in FY 15/16, we agreed to not make any changes to services during the transition. \$163,382.47 is allocated through the GNIS to cover expenses related to seasonal coverage to Opal, Langdon, and Johnson Beach. The Lifeguards are required to accomplish the mission to educate and protect the public at Pensacola beach. They've rescued 585 people from the Gulf of Mexico; Provide lifesaving service to millions of visitors to Pensacola beach and Gulf Islands National Seashore ; Over thirty miles of area covered (includes the Gulf Islands National Seashore beaches); Provide continuous lifeguard operations year round and seven days a week throughout the year; after October switch to limited staffing; Provide lifeguard to staff ten Gulf front lifeguard towers which includes Gulf Island National Seashore in addition to Beach Patrol vehicles ; Manage large events; Fourth of July and the Blue Angels Airshow which hundreds of thousands attend
			3	Full-Time Positions		
110	330409/ 330413	Emergency Management	1	GIS Analyst	100%	This position is 100% funded by a grant. The GIS Analyst researches topics of interest and as assigned; gathers and analyzes data and information; and prepares reports of findings with conclusions and recommendations and maintains various computer records and files including the department's GIS maps and files for multiple hazards to include hurricanes; Produces reports, charts, maps utilizing computer software packages; Maintain knowledge of and coordinate meetings of the Local Mitigation Strategy Group and serves as the intermediary for the Group with County staff; Coordinates the efforts of participating groups to improve the County's Community Rating System in an effort to mitigate against flooding; Assists in conducting the annual inventory of critical facilities.
			1	Full-Time Positions		
408	330302	Emergency Medical Service	1	EMS Manager	100%	Ultimately is responsible for the leadership and oversight of all EMS division functions and disciplines of a department with 186 authorized positions. He/she reports to the Public Safety Director (PSD) and may serve in his stead when he is unavailable. He works closely with the deputy chief of operations, section chief of administration, fleet supervisor, stock clerk/logistics supervisor and business affairs division manager on the development and the administration of the EMS budget. Constantly monitors the work force and the expenditure of personnel and operational costs. The EMS chief conducts regular staff meetings to ensure that all areas of the department are operating in sync with the current vision and mission as a one team-one mission mindset. Meets with daily and supervises the Section Chief of Administration, Professional Standards and Community Engagement to ensure compliance with state mandated files, a functioning quality assurance program, department wide training program, performance improvement, policy review, accreditation initiatives, community engagement, critical care, recruitment and public information, statistics and IT support. Meets with daily and supervises the Deputy Chief of Operations on issues of staffing, deployment, employee issues and progressive discipline. Meets with the logistics/stock clerk supervisor daily on issues of inventory management, purchasing of medications, equipment and medical supplies as well as employee issues and progressive discipline. Meets with and supervises the fleet supervisor on issues related to the functioning of the fleet. He/she regularly meets employees to review operations, maintain an effective dialogue and ensure that all entities are functioning consistently with each other. The Chief oversees the functioning of an organizational committee made up of 10% of the department to create a strategic plan, performance measurements goals and to maintain an action learning team postures. He/she works with human resources on matters of workers compensation claims, discipline and employee relations. Interacts with Risk Management for the mitigation of workplace safety issues or areas of risk. Meets with IT on multiple support issues and reports. Confers with and renders decisions with the deputy chief of operations on matters of deployment posture, personnel, and the progressive discipline system. He/she meets daily with the communications chief and the fire chief to ensure seamless interactions and operations between the emergency services of the county. Works closely with the billing manager to ensure EMS maintains a healthy reimbursement and collections system. Attends meetings with

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
						emergency management on issues related to healthcare facilities and medical evacuation. The EMS chief ensures compliance with established state and federal standards. Attends state meetings and serves on represent ECEMS on statewide committees. Develop, update and maintain department standard operating guidelines. The EMS chief is developing a strategic master plan to submit to the Director of Public Safety and possibly the BCC and shall implement the agreed upon plan. The EMS chief may assume or establish command at large scale emergency incidents or become part of the unified command with the senior fire official or senior law enforcement official. He/she is the emergency services branch director in the Emergency Operations Center in the event of an emergency activation. He/she must attend ceremonial events and public speaking engagements on behalf of the EMS department or the Department of Public Safety.
408	330302	Emergency Medical Service	1	Business Operations Division Manager	45%	Serves as the primary budget preparation and financial manager for the Public Safety Department which includes Emergency Management, Emergency Medical Services, E-911 Communications and Fire Services. This includes but is not limited to the preparation of the department's annual budget and oversight/ management of all encumbrances and expenditures through the fiscal year. Performs advanced budget budgetary planning and administrative work involving the research and gathering of data; the formulation of cost estimates before the appropriating authority and monitoring of current budget execution. This position directly supervise 16 employees . This cost center pay 45% of the salary for this position
408	330302	Emergency Medical Service	1	Accounting Technician	48%	The most essential function of this position is as the department's timekeeper. This position is solely responsible for the accuracy of bi-weekly payroll submittal for more than 200 full-time and relief employees, working various shifts, operating 24/7, 365. This requires daily timekeeping maintenance within Kronos and meeting deadlines established for payroll submittal to include on a monthly average 1,150 punch exceptions and 250 leave slips. In addition to the timekeeping function, this position provides monthly financial status reports to the department's division managers; reconciles QuickBooks and e-Fin entries, researches and resolves discrepancies; prepares specific revenue deposits; prepares the EMS Billing Office deposits; prepare Cost Center Reports, Fuel and Expenditure Reports and staffs the building's reception desk when that employee is at lunch/break/leave on a rotating basis. The position has access to confidential information requiring the incumbent to display impeccable discretion. This cost center split for this position is 48%
408	330302	Emergency Medical Service	1	Human Res Associate I	48%	Public Safety HR Associate has processed over 500 personnel action forms, 109 job requisitions, 188 Risk Claims, 37 Drug Screens and over 52 disciplinary actions for all 6 Divisions of the Public Safety Department. In addition, the Public Safety HR Associate serves as administrative support and responds to requests for information from employees and/or the general public over the phone, in person, and via e-mail regarding a variety of Human Resources functions, job opportunities, and/or other related information. Enters a variety of information into databases; compiles data and prepares related reports; maintains related information. Schedules employees, applicants, and/or other applicable individuals for examinations, interviews, training sessions, and/or other related activities. Assembles and processes packets of information related to assigned area of responsibility. Assist in creating and distributing a variety of information, which may include: brochures, job announcements, advertisements, and/or other related information. Strictly maintains confidentiality of manager and employee. This cost center split for this position is 48%
408	330302	Emergency Medical Service	1	Senior Office Support Assistant	77%	Public Safety's A/P clerk averages 250 receiving reports a month and 750 Voucher payments annually. The A/P Clerk inputs all JE's and Change orders for 20 Cost Centers . Maintains the "A Drive" for the A/P system; Serves as the lead trainer for all AP transactions. Process all travel document and make all necessary travel related reservations for both Public Safety and Fire Services employees; Order, receive, store, and distribute office supplies and agency forms for the Administration, Emergency Management, Communications, and EMS divisions; Update and maintain two internal databases that track contact information and radio numbers for departmental personnel. This cost center split for this position is 77%
408	330302	Emergency Medical Service	1	Administrative Supervisor	100%	The EMS administration supervisor/analyst is a member of the EMS Office of Administration, Professional Standards and Community Engagement and reports to the EMS Section Chief of that office. He/she gathers statistical data on operations, response times, incident typing and other business related functions for performance improvement. Provides system administration and maintenance for servers, EMS patient care reporting system, field computers for patient care reporting and operations. Serves as a liaison between EMS field personnel and the appropriate IT divisions. Maintains and troubleshoots field modems. Troubleshoots and administers the telestaff system. Coordinates report flow to EMS billing office and to QA/Field Training Officers. Serves as the departments subject matter expert for EMS software to include patient care reporting systems. Interfaces with Zoll and Enroute to resolve technical issues. Provides direct support for immediate computer log-in issues. Conducts training on EPCR and Telestaff system with new employees



Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
408	330302	Emergency Medical Service	96	Emergency Medical Specialist	100%	Usually 2 EMS Specialists work as a team on an ambulance or quick response rescue designated at the basic or advanced life support level. Consistent with the qualifications and State certification: provides emergency medical treatment and life support to patients at the scene of emergency and while enroute to medical care facility. Each crew member is responsible for maintaining their response unit for readiness at all times. One crew member is designated as the lead crew member and is responsible for the direction of patient care. The other specialist assists with carrying out that treatment plan or course of action. Both crew members must maintain contact with communications and interact daily with health care facilities and other public safety agencies such as fire, law enforcement and beach safety. The crew is responsible for rapid response to any emergency, anywhere, and at anytime of the day. The crew operates with minimal supervision with a rapid response, limited resources into unknown situations. The crew must conduct rapid size-ups of scenes, develop a field diagnosis and initiate medical/trauma care at the basic or advanced life support. They must be able to document their findings and response to treatment in both oral and written format. They are also required to assume operations at large scale events to include mass-casualty incidents that require the lead crew member to operate in a command or medical branch director role. He/she must secure and dispose of biohazardous waste. They are required to attend continuing education for the performance of their duties. Some members of this class provide instruction in AHA programs, community programs or in continuing education. Some members are also tasked with providing field training and supervision to employees in training status and/or with providing critical care interfacility transports. He/she must project a positive public image as they come into contact with the public on emergencies, on-duty or at events.
408	330302	Emergency Medical Service	1	EMS Operations Manager	100%	Under the general direction of the EMS Chief, the Deputy EMS Chief-Operations assists with long-range plans and strategic goals, directs the actions of personnel, and provides administrative and technical direction to EMS personnel. Plans, organizes, and supervises the operations and maintenance of the EMS system and personnel. The deputy chief acts in the absence of the EMS chief. He/she is responsible for personnel issues of approximately 150 employees. The deputy chief responds to and assumes command at complex emergency scenes. The deputy chief directly supervises and evaluates the EMS shift commanders. The deputy chief is the EMS department liaison with the Communications Center. He manages the purchase and maintenance of the department's radio and computer systems. Develops and monitors emergency apparatus response assignments. Manages the operations section of emergency medical services, which includes planning, developing, coordinating, administering, enforcing, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards. He/she Serves as a liaison with employees and external organizations; represents EMS at a variety of meetings, public events, training sessions, committees, and/or related events. Develops supply and demand ratios and prepares diverse scheduling alternatives to meet 24-hour response requirements. Monitors trends and variances associated with daily operations, ensuring policies and procedures are in place to address such situations. Monitors and coordinates response to emergency and non-emergency calls. Assists with budget preparation; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.
408	330302	Emergency Medical Service	1	Ems Quality Specialist	100%	<p>The QA and Training Officer has responsibility for monitoring regulatory compliance, conducting and coordinating EMS training, maintains hazardous exposure reports, and develops infection control plans. Coordinates and analyzes departmental training efforts and offerings; provides for continuing education and in-service training opportunities for licensure renewal; arranges for lecturers or instructors; reviews training materials for appropriateness and/or applicability; maintains training records and ensures staff maintains proper certifications.; Oversees all aspects of the division's new-hire orientation process to include supervision of field training officer staff.; Facilitates technical training sessions for applicable staff; designs and administers certification tests; conducts statistical analysis of scores; presents scores to applicable individual(s) for review; coordinates remedial training efforts.; Reviews medical records, ambulance run reports, and other documentation to determine completeness and compliance with applicable regulations, protocols, and established procedures; summarizes report findings and makes recommendations for improved protocols and procedures.; Coordinates public training events in support of the division/departments goals.</p> <p>Maintains complex records and files; prepares a variety of interdepartmental, County, State, and Federal reports; maintains databases of records, files, and associated data.; Organizes and maintains a medical library and teaching facility for the department.; Coordinates, reviews, and maintains the employee immunization/vaccination program for the department; ensures employees remain current with vaccinations.; Makes presentations at schools, cardiopulmonary resuscitation classes, civic groups and public safety agencies.; Responds to major incidents to ensure the coordination of EMS in the Incident Management System, and may assume the role of incident commander, medical branch or other elements of the IMS as determined by the senior EMS officer on-scene.</p> <p>Serves in a command role and assumes the role of Lead Paramedic in emergency and non-emergency situations until relieved by a senior EMS officer.</p> <p>Provides on and off scene emergency evaluations of patient care and operations.; Conducts accident investigations as necessary.; Operates emergency medical vehicle to and from scene, determining most efficient route under a variety of conditions. ; Initiates patient treatment and care utilizing initial protocol treatment based on patient condition utilizing both basic and advanced life</p>

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
						support.; Keeps abreast of current methods, practices, techniques, equipment, and training related to pre-hospital emergency medical care; reviews legislative and medical changes; implements policies and procedures to ensure compliance with applicable guidelines, codes, and statutes.; Serves as a liaison with employees and external organizations; represents the County at a variety of meetings, public events, training sessions, on committees, and/or other related events.; Performs other duties of a similar nature or level.
408	330302	Emergency Medical Service	1	Fleet Maint Supv	100%	The fleet maintenance supervisor performs and supervises specialized repairs and maintenance on department fleet vehicles to include ambulances, SUV's, trucks, mobile command unit and ATV's/UTV's. The supervisor also maintains miscellaneous department equipment. He/she is responsible for the safe and efficient operation of 30 ambulances, 8 SUV's, 4 UTV's/ATV's and a mobile command post to support a dynamic 24 hour emergency operations. The fleet supervisor must work closely with the area vehicle repair facilities, as well as ambulance manufacturing companies. He/she is on 24 hour call for the possibility of a vehicle or critical piece of equipment breakdown. He/she must prepare a daily report on the status of all vehicles in the fleet and list the potential replacement reserve trucks, in the event of a front-line vehicle goes out of service with mechanical issues. The incumbent must manage all fleet records and provide communication to operations and logistics on the status of fleet issues. He/she must maintain a record system compliant with CAAS accreditation standards. The fleet supervisor is responsible to the EMS Chief for the management of purchase orders and financial expenditures for the repair, maintenance and purchase of all fleet related issues. He/she is also responsible for preparing vehicle/equipment specifications for bid/purchase. The supervisor has final authority of inspecting all equipment for readiness after maintenance and acceptance or new or rechassied ambulances.
408	330302	Emergency Medical Service	1	Medical Director	50%	The Medical Director assumes direct responsibility for the medical treatment of all Emergency Medical Technicians and Paramedics of Escambia County Public Safety providing pre-hospital care to Escambia County residents. This is performed through writing and reviewing of medical protocols. The Medical Director performs part-time duties to include, but not be limited to, advising, consulting, training, counseling, and overseeing of services, including appropriate quality assurance, but not including administrative and managerial functions.
408	330302	Emergency Medical Service	6	Paramedic Supervisor	100%	<p>The EMS Division rank of Paramedic Supervisor/Commander is a second (mid) level supervisor/manager position. Paramedic Supervisors are utilized across three different areas in EMS: shift commander, operations coordinator and Section Chief of the EMS Office of Administration, Professional Standards and Community Engagement. The Paramedic supervisors have broad authority and manage operations of a department that answers over 53,000 individual emergency calls for assistance per year. The on-duty shift commanders are on-duty 24 hours per day/7 days per week. They are assigned to command one of 4 shifts/EMS battalions. 2 are assigned to the day watch and 2 are assigned to the night watch. The day shift commanders lead up to 15 EMS ambulance companies totaling 30 personnel and the night shift commanders lead up to 9 EMS ambulances companies totaling up to 18 personnel. These numbers increase during special events. They respond to all multi-ambulance responses, critical emergency calls and other emergency incidents as needed. They are responsible for mitigating EMS incidents and to coordinate all hazard response with fire and law enforcement. They are responsible for the good order and discipline of their crews, payroll issues, staffing, deployment and evaluation. The shift commanders report to the EMS Operations Manager/Deputy Chief of Operations. The Paramedic Supervisor-Operations Coordinator provides leadership, administration and direction to multiple leadership and field personnel within the EMS Division; responds to emergency incidents to provide command and control. Coordinates the activities of the divisions 73 approved emergency relief employees, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards. The operations coordinator also assists with daily supervision of field operations. He/she manages the telestaff schedule and is responsible to the deputy chief of operations for daily staffing updates, issues tracking and coordinates information flow across the 4 shift commanders.</p> <p>The Paramedic Supervisor-Section Chief position reports to the EMS Chief as the section chief of the office of Administration, Professional Standards and Community Engagement, and is responsible for leading, developing, implementing, and administering programs and activities designed to maximize the resources of the EMS division. The incumbent may serve as the acting</p>

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
						<p>EMS Chief in his/her absence. He/she plans and conducts activities for recruiting and coordinates all new hire interviews and on-boarding. Manages a comprehensive department-wide training program, which includes determining appropriate courses, texts, materials, and instructors. Programs include topics in emergency medical services, EMS officer, special operations, hazardous materials topics, American Heart Association programs, Leadership Academy, Citizens Academy, etc. Manages the department's field training and orientation program through the EMS QA/Training coordinator. Provides course instruction, as needed, for all training courses. Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings. He/she Leads, coordinates and administers critical care, community health and other specialty care programs of the EMS Division. Manages a comprehensive department-wide quality assurance program.</p> <p>Leads and manages multiple supervisors to include training coordinator and administrative supervisor/data analyst, 14 field training officers and up to 14 critical care Paramedics. Collects, analyzes and reports relevant EMS department data. Serves as the primary contact between the EMS and facilities maintenance for building repairs and new construction projects. Manages a comprehensive department-wide performance improvement plan, which includes performance planning, implementation, review and evaluation. Serves on the EOC Section Chief staff in the Emergency Operations Center and the Incident Command staff at significant emergencies. Serves as the designated EMS Planning or Operations Section Chief during complex incidents requiring a full NIMS staff. Manages and coordinates community engagement activities; coordinates activities between EMS and the office of CRM/PIO. Manages the EMS Auxiliary/volunteer corps program to and coordinates their deployment with the Deputy Chief-Operations. Plans, leads, supports, maintains, and controls emergency and non-emergency calls, including the coordination of mutual aid resources with surrounding communities. Manages the accreditation program.</p>
408	330302	Emergency Medical Service	1	Storekeep/Warehouse Supv	100%	This person is responsible for the EMS logistics ability to keep EMS stocked and supplied with any and every tool, medication, and piece of medical equipment needed to safely and efficiently complete the department's mission. He/she must manage all inventory management through a computer based coding and inventory system. He/she continually checks with vendors to ensure all equipment purchased is priced at the most reasonable rate to conserve county dollars as much as possible and prevent any break in the ability to provide medical response. Is responsible to the EMS Chief for the maintenance of all purchase orders assigned to logistics. The supervisor keeps track of all available uniforms. He/she also manages the purging and disposal of items, which are no longer of value. The supervisor is responsible for ensuring that the department maintains stocked ambulances 24 hours a day, 7 days a week. The supervisor is responsible for five full-time stock clerks and two relief personnel.
408	330302	Emergency Medical Service	6	Strkpr/Wrhs Tech	100%	The stock clerk is responsible for general and department specific routine daily logistics activities, including processing supply requests, supplies receipt/distribution, performs inventory and inventory control activities, handles medications and oxygen. The stock clerk must ensure that the department is mission ready 24 hours a day through fully stocked ambulances, equipment bags and in-service cardiac equipment. The stock clerk is also responsible for assigning vehicles at the start of each shift and performing basic ambulance inspections. He/she must be able to perform duties with little supervision. The technician must possess EVOC and CPR/first aid to drive the logistics delivery truck and ambulances throughout the county.
408	330302	Emergency Medical Service	73	Relief Emerg Med Spec	100%	Fills the same roll of their counterpart. These positions ensure minimal staffing and reduces overtime expenditures.
408	330302	Emergency Medical Service	3	Relief Storekeepers (EMS)	100%	Fills the same roll of their counterpart. These positions ensure minimal staffing and reduces overtime expenditures.
			119	Full-Time Positions		
408	330603	Business Operations	1	Accountant	100%	Post insurance payments approximately \$12 Million /year, Law Accounts \$11,000/year. Handle all payment discrepancy to include but not limited to contacting insurance and issuing refunds; Prepare, review, reconcile, and audit accounts; Oversee the refund process approximately \$90,000/year and act as an administrator to all insurance agencies; prepare monthly closing procedures and compile all monthly financial reporting; Train and oversee the work of individuals for daily deposits.

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
408	330603	Business Operations	1	Billing Manager	100%	Recorded record revenue for EMS collections in excess of the \$12.2M; Keeps abreast of policy changes, and makes timely updates to the existing Billing Office processes in order to keep in compliance and anticipate any detrimental revenue impacts; Maintains regulatory competency as a member of the (FL Medicare) Provider Outreach Education and Advisory Group, PWW Law Firm Updates, and an active member in the Healthcare Financial Management Association, the American Ambulance Association and the Florida Ambulance Association. Provides compliance updates to other Team Members; Is the Departments HIPPA Compliance Officer; Transitioned the Billing Office from a paper to an electronic imaging process, which has increased our efficiency, and promoted a more secure method of record retention; and Obtained new technology to dramatically increase our motor vehicle accident reimbursements
408	330603	Business Operations	3	Medical Records Tech	100%	This MRT position is responsible for the coding of EMS' Medical Claims to insurance companies, facilities and patients. In addition to Medical Billing of EMS Claims this position requires a large amount of insurance billing and regulation understanding for the overall compliance of the County with these Federal and State requirements. As a job requirement, each MRT is a Certified Ambulance Coder within one year of hire. MRTs also perform audits and accounting to ensure that each EMS service requested by our 911 Dispatch is billed or accounted for per the BCC Policy. With our current EMS run rate, this requires 60 claims coded per work day per MRT in 2017. Additional duties include: managing corrections to EMS Operations records, to meet criteria; interacting with hospitals and event coordinators to facilitate services, and assisting with internal and external system audits.
408	330603	Business Operations	6	Senior Office Support Assistant	100%	This SOSA-Medical Billing position is responsible for the prebilling research, billing and follow-up of EMS' Medical Claims to insurance companies, facilities and patients. In addition to the prebill and follow-up to EMS Claims this position requires a large amount of insurance billing and regulation understanding for the overall compliance of the County with these Federal and State requirements. SOSAs deal with our EMS Patients providing customer service, and address many of their questions regarding their insurance and plan coverage. With our current EMS run rate, this requires 30 claims prebilled per work day per SOSA in 2017, and follow-up to any claims that were submitted and denied. Additional duties include: filing Probate and Bankruptcy court documents; interacting with hospitals and facilities to coordinate care and determine the correct payer for the Patient's Coordination of Benefits for our EMS services.
			11	Full-Time Positions		
143	330206	Fire	1	Accounting Technician	37%	The most essential function of this position is as the department's timekeeper. This position is solely responsible for the accuracy of bi-weekly payroll submittal for more than 200 full-time and relief employees, working various shifts, operating 24/7, 365. This requires daily timekeeping maintenance within Kronos and meeting deadlines established for payroll submittal to include on a monthly average 1,150 punch exceptions and 250 leave slips. In addition to the timekeeping function, this position provides monthly financial status reports to the department's division managers; reconciles QuickBooks and e-Fin entries, researches and resolves discrepancies; prepares specific revenue deposits; prepares the EMS Billing Office deposits; prepare Cost Center Reports, Fuel and Expenditure Reports and staffs the building's reception desk when that employee is at lunch/break/leave on a rotating basis. The position has access to confidential information requiring the incumbent to display impeccable discretion. This cost center split for this position is 37%
143	330206	Fire	1	Human Res Associate I	37%	Public Safety HR Associate has processed over 500 personnel action forms, 109 job requisitions, 188 Risk Claims, 37 Drug Screens and over 52 disciplinary actions for all 6 Divisions of the Public Safety Department. In addition, the Public Safety HR Associate serves as administrative support and responds to requests for information from employees and/or the general public over the phone, in person, and via e-mail regarding a variety of Human Resources functions, job opportunities, and/or other related information. Enters a variety of information into databases; compiles data and prepares related reports; maintains related information. Schedules employees, applicants, and/or other applicable individuals for examinations, interviews, training sessions, and/or other related activities. Assembles and processes packets of information related to assigned area of responsibility. Assist in creating and distributing a variety of information, which may include: brochures, job announcements, advertisements, and/or other related information. Strictly maintains confidentiality of manager and employee. This cost center split for this position is 37%
143	330206	Fire	1	Division Manager	10%	Serves as the primary budget preparation and financial manager for the Public Safety Department which includes Emergency Management, Emergency Medical Services, E-911 Communications and Fire Services. This includes but is not limited to the preparation of the department's annual budget and oversight/ management of all encumbrances and expenditures through the fiscal year. Performs advanced budget budgetary planning and administrative work involving the research and gathering of data; the formulation of cost estimates before the appropriating authority and monitoring of current budget execution. This position directly supervise 16 employees. This cost center pay 10% of the salary for this position

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
143	330206	Fire	1	Fire Captain - Training & Safety Officer	100%	Responds to approximately 15 to 20 emergencies per month and directs incident response operations as required or until the arrival of the incident commander or takes command as necessary in the absence of the battalion chief. By keeping abreast of the various incidents fire department personnel are responding to throughout the day, the training captain serves as the "ECFR Risk Manager" by providing guidance via the radio, telephone or in person. In conjunction with risk management this position investigates 3 to 4 occupational injuries, illnesses, exposures and/or fatalities involving fire department members and all accidents involving fire department vehicles, fire apparatus, equipment or fire department facilities per month. This position requires interaction with fire department personnel (volunteer & career), other public safety agencies (Fire, EMS, and Law Enforcement), other county departments, other governmental agencies (local, state & federal) and the Public. Interactions with these agencies require approximately 15 to 20 calls a week. Coordinates training opportunities and assures personnel receive the appropriate training as required by their job descriptions and departmental needs as well as coordinating the evaluation of paramedics and EMT's in the field to assure core competency. The quality assurance process may require recommendations to update policies and procedures pertaining to patient care. This position is also responsible to distribute an electronic version of the monthly training packet that includes topics and procedures for all department personnel to follow. This position maintains training records, continuing education credits and state/federal reporting requirements for all department personnel. Maintaining records takes approximately 2 to 3 hours of data entry per day. The training captain reports to and coordinates with the battalion chief of training. The training captain researches and makes recommendations on specifications for new apparatus, equipment and protective clothing for compliance with applicable safety standards. Attends and chairs the quarterly fire department safety committee meetings. This position is tasked once or twice a week with providing guidance to potential applicants, career and volunteer, who are seeking membership or employment with Escambia County Fire Rescue. The training captain also assists the training chief with administering the monthly physical ability test. This position represents the department at quarterly traffic incident management meetings, quarterly State Bureau of Fire Training meetings and semiannual Pensacola State College Paramedic Advisory Board.
143	330206	Fire	1	Fire Chief	100%	Ultimately is responsible for the leadership and oversight of all fire department functions and disciplines. Reports to the Public Safety Director (PSD) and serves in his stead when he is unavailable. He works closely with the deputy chief and logistics battalion chief on the development and the administration of the fire department budget. Constantly monitors the work force and the expenditure of overtime. Conducts monthly staff meetings to ensure that we're all operating from the same playbook in order to achieve the goal of mission completion. Regularly meets with the ECFR volunteer coordinator, Escambia County Volunteer Firefighters Association president and the Escambia County Professional Firefighters president to review operations, maintain an effective dialogue and ensure that all entities are functioning consistently with each other. This position works with the logistics battalion chief on matters of workers compensation claims, interactions with Risk Management and fleet management issues. Confers with and renders decisions with the deputy chief on matters of personnel and the progressive discipline system. Meets daily with the Communications chief and the Emergency Medical Service (EMS) chief to ensure seamless interactions and operations with the fire companies in the field. Ensures compliance with established state and federal standards. Develop, update and maintain department standard operating guidelines. The fire chief will be directed to develop a strategic master plan to submit to the BOCC and possibly implement the agreed upon plan. This position acts as the department public information officer on nights and weekends. Assumes or establish command at large scale emergency incidents. Is the emergency services branch representative in the Emergency Operations Center in the event of an emergency activation. This position acts as the authority having jurisdiction (AHJ) relative to the enforcement of the NFPA Life Safety Code, as administered by the Fire Marshal. Attends ceremonial events and public speaking engagements on behalf of the fire department.

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
143	330206	Fire	1	Deputy Fire Chief	100%	Acts in the absence of the fire chief. Is responsible for and addresses on average 5 to 6 personnel issues a month with career and volunteer members as well as disciplinary actions. Manages and develops 3 to 6 staff vehicle specifications, emergency lighting and other accessories per year. This position also develops a long range vehicle purchase and replacement plan that requires periodic updates. Responds to approximately 20 incidents a month and assumes command at most working fires and all multiple alarm fires. This position is also on call 24/7 for greater alarm incidents and requires some weekend hours. Directly supervises and evaluates the 3 suppression battalion chiefs. Oversees and supervises the Fire Prevention Office, including the ordering and installation of smoke and carbon monoxide detectors. Also schedules and manages 2 to 3 yearly neighborhood smoke and carbon monoxide detector installation canvases. Is the fire department liaison with the Communications Center. This position manages the purchase and maintenance of the department's radio and computer systems. The deputy chief manages the department uniform ordering and purchase program. Oversees the planning, preparation and administration of department promotional processes as well as the advertising, testing, vetting and hiring of all new career firefighters. Ensures that the fire department's annual calendar of pump, hose, ladder and hydrant testing are completed in a timely manner. Develops and monitors emergency apparatus response assignments.
143	330206	Fire	5	Battalion Chief	100%	<p>Suppression Battalion Chiefs responds to approximately 25 emergencies per month and directs incident response operations as required working as the incident commander. Is responsible to conduct the post incident critiques and complete fire reports. This position is responsible for managing the schedule and processing leave requests. Receives vital information during a face to face pass down from the off going battalion chief and passes on pertinent information to the lieutenants via telephone. They also ascertain the 14 company's needs for the shift and the planned training for the day. The battalion chief collects and audits all 40 time sheets and ensures they are submitted to fire administration. This position performs audits utilizing Firehouse to ensure all 14 companies are completing hydrant testing, hose testing, pre-fire planning and training. Is the County wide commander responsible for all 660 square miles and is the primary contact after hours and weekends. They are required to respond to all fire department involved accidents and process the appropriate paperwork, review all Injury/accident reports, supervise and evaluate the company training sessions and handle complaints from the public. The battalion chief approves/denies approximately 20 equipment requests monthly, makes purchasing recommendations and attends the monthly chief's meetings. Meets and trains with our mutual aid partners to ensure a seamless operation when working together. This position works with the Florida Fire Marshal's Office to determine cause and origin of fires. Performs annual performance evaluations for all 14 lieutenants assigned to their battalion. Reports to the Deputy Fire Chief about the activities on their watch on a daily basis.</p> <p>The Logistics Battalion Chief Maintains a positive working relationship with Volunteer District Fire Chiefs and their subordinates as it relates to equipment ordering and station maintenance. Prepares budget proposal for multimillion dollar operation and then administers large-scale budget by monitoring and controlling expenditures. Prepares and presents approximately 8 to 10 recommendations related to fire services to the fire chief and Public Safety Director per year. Acts as the department liaison to the County's Office of Management and Budget, Risk Management, Facilities Maintenance (coordinating and overseeing maintenance and repairs to 22 fire stations as primary contact) and the Clerk of Court. Part of working with the Clerk of Courts consists of coordinating to complete an annual inventory of all capitol equipment and updating Firehouse records as necessary. This position also manages State and Federal Grants. The person assigned to this position maintains insurance coverage for fire stations, fire apparatus, and workers' compensation. This includes determining appropriate levels of coverage, negotiating coverage and premiums and making recommendations for coverage to the Board. This position supervises the 2 fire headquarters office assistants, 1 fleet manager, and 1 warehouse supervisor to include prioritizing and assigning work, conducting performance evaluations, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations. Serves as the designated Logistics Section Chief during complex emergency incidents requiring a full National Incident Management System staffing to include staffing/managing the ESF 4, 9 and 10 desk in the EOC. This position manages the payroll and coordinates the resolution and reporting of insurance claims for 186 pieces of rolling stock and 22 fire stations. This position also acts in the absence of the on-duty Battalion Chief of suppression.</p> <p>The Safety and Training Battalion Chief establishes and enforces safety procedures for all department personnel. This function is required by the National Fire Protection Association &amp; Florida Fire Marshal's Office (FFMO). This position processes 3 to 4 applications a week for all volunteer candidates which require background checks, medical exams, drug tests and breathing apparatus fit testing. Schedules 4 to 5 personnel a day and ensures that all members (volunteer &amp; career) report to the clinic for mandatory annual physicals. Audits and ensures that all members' state required certifications are kept up-to-date, receives and files all members training certificates, sends reminders at renewal time and maintains the individual member's training matrix for stipend payment purposes requiring 4 to 5 hours of data entry a day. This position also completes the hiring process and orientation of all new employees ranging from 15 to over 40 per year. The safety and training chief oversees and administers the physical ability test monthly. This position manages all department-wide training as well as training in special disciplines. The safety and training chief works with the training captain and suppression battalion chiefs inspecting and replacing as necessary all personnel's protective gear. Responds to 3 to 5 emergencies a month and acts as the scene safety officer. This position sometimes requires</p>

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
						attendance at state safety and training meetings to ensure local compliance with Florida Statutes. This position also maintains the fire department training library ensuring the department has all books required for promotional processes and classes.
143	330206	Fire	1	Fire Marshall	100%	Supervises a staff of 4 prioritizing and assigning work, conducting performance evaluations, ensuring that staff is trained, ensure that employees follow policies and procedures, maintaining a healthy and safe work environment and making hiring and termination as well as disciplinary recommendations. This position provides oversight and directs the enforcement of applicable local and state fire codes through inspections, construction plan reviews, fire protection permitting, life safety and/or other related issues. This position participates or provides oversight with more than 250 fire and life safety construction plans reviews, over 450 development review committee projects, more than 600 fire inspections and over 1000 annual inspections. The fire marshal provides recommendations to architects, colleagues, engineers, builders, developers and property owners to address fire code related issues and/or deficiencies relating to fire protection. This position is responsible to submit budget recommendations specifically for the fire marshal's division to the battalion chief of logistics as well as monitoring and controlling expenditures. The fire marshal is the administrator, programmer and maintains the Knox-Box access program.
143	330206	Fire	3	Fire Inspector	100%	The 3 fire inspectors perform over 1000 annual Life Safety Code inspections of all commercial properties, multiple dwellings, industrial buildings and assisted living facilities. They must attend and have input at Development Review Board meetings. Fire inspectors provide technical consultative assistance to architects, engineers, builders, developers, and property owners to address code-related issues or deficiencies related to fire protection. They must perform tent inspections and fireworks display inspections.
143	330206	Fire	37	Fire Lieutenant	100%	The lieutenant is the supervisor of the fire company, which is comprised of the previously described 2 to 3 assigned firefighters and their firefighting apparatus (engine, ladder or rescue). The lieutenant is responsible for conducting the morning roll call at the beginning of each tour. The roll call is where the lieutenant performs an inspection of the members and explains the plans for the day as well as briefing the firefighters on the latest department communications. The supervisor is charged with making sure that the morning equipment checks are performed in detail and that any mechanical problems are noted and addressed. Any and all things that occur in the 24 hour tour of duty will be entered in the Firehouse reporting system by the lieutenant. They typically spend 2 to 3 hours per shift performing data entry into Firehouse. The lieutenant is responsible for tracking the member's time sheets, attendance records, incident reports, training reports, Facilities Management requests, apparatus maintenance issues, inspection reports and all testing reports. The lieutenant initiates incident command upon the arrival at an emergency scene, should their arrival precede that of the battalion chief's. They must also supervise the actions of their company while serving in the incident commander role.
143	330206	Fire	99	Firefighter	100%	Usually 3 firefighters work as a team under the direction of the lieutenant, who is the company officer. Each firefighter has a specific seat assignment, which dictates what will be their first function at an emergency scene. All firefighters are trained to serve as the driver and pump operator and rotate through this position weekly. They are responsible to safely drive the fire truck to the scene, set the water pump into operation and produce water to supply the hose lines that are stretched from the fire engine by the nozzle firefighter. The nozzle firefighter readies the 200 foot hose line to make sure it's kink free and knot free. Once the firefighters have their breathing apparatus masks in place, they enter the fire building and extinguish the fire. The forcible entry firefighter's first consideration is to gain entry to the fire building. If the doors and windows are locked, the forcible entry firefighter must use his tools to get past the locks and into the burning building. They then join the nozzle firefighter and the lieutenant in advancing the hoseline to the seat of the fire. The firefighters spend 1 to 2 hours first thing in the morning checking their apparatus and equipment ensuring it is in a state of readiness. Firefighters are required to spend a minimum of 1 hour of fire rescue training and a minimum of 1 additional hour of physical fitness training during their shift. Firefighters are required to perform other tasks such as but not limited to fire prevention details, building fire pre-planning, house cleaning, hydrant testing, hose testing, pump testing and post-incident critiques.

Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
143	330206	Fire	1	Fleet Maint Tech	100%	The fleet technician performs repairs and maintenance on department apparatus and equipment. This position is responsible for the safe and efficient operation of 184 pieces of rolling stock. The fleet technician routinely rotates 6 to 12 apparatus, staff vehicles and/or watercraft per day to various repair facilities for varying degrees of maintenance. This person also completes the same number of quality assurance check on each repaired apparatus before returning it to its designated station. This position also completes 2 to 4 parts deliveries per week. The fleet maintenance technician spends approximately 2 hours a day entering or updating date entry records in Firehouse. The fleet technician must work closely with the area vehicle repair facilities, as well as the regional fire apparatus dealerships. The person in this position is on 24 hour call for the possibility of a vehicle or critical piece of equipment breakdown and processes 30 to 35 phone calls per day. They must prepare a daily report on the status of all vehicles in the fleet and list the potential replacement reserve trucks, in the event of a front-line vehicle goes out of service with mechanical issues.
143	330206	Fire	3	Sr Office Support Assist	100%	These SOSAs provide a high level of routine clerical support and assistance and some basic secretarial support. One SOSA is assigned to the Fire Marshal's Office. This person is responsible for entry and cataloging of all the inspector's reports averaging 50 to 100 per week as well as the Fire Marshal's aide and office receptionist. The SOSA is responsible for face to face customer interaction seeing approximately 5 customers per day. Typically the face to face interaction consists of the SOSA taking the proposed building plans, prepping them for review by the Fire Marshal; upon being approved the SOSA will issue the permit and schedule any necessary inspections. The SOSA also processes approximately 5 to 10 operational, fireworks or tent permit requests per week. The fireworks permit request requires the SOSA to hand deliver the request to the County Administrator's Office as well as the County Attorney's Office for their approval before the permit is issued. The SOSA also processes an average of 80 public records request per year. Most of these public records requests require research through Firehouse reporting software, previous fire inspection reports and previous permits. This SOSA compiles the Fire Marshal's Office Annual Report. One SOSA assigned to fire administration is responsible for processing over 200 employee timesheets biweekly, receptionist duties, researching and processing approximately 10 requests per week for fire reports for fire victims, insurance companies and Florida Fire Marshal's Office detectives. Another SOSA is the fire department's accounts payable clerk who receives and processes an average of 210 invoices and receiving reports a month, manages 50 plus purchase orders a month and all journal entries and change orders. This position orders office supplies for fire administration, Fire Marshal's Office, warehouse and all 22 fire stations bimonthly. They must communicate effectively with vendors about payments. Both SOSAs are required to work front desk duties at Public Safety one week every month. SOSAs process between 15 and 20 phone calls per day and each are crossed trained to assume the others duties if necessary.
143	330206	Fire	1	Storekeep/Warehouse Supv	100%	This person is responsible for the warehouse's ability to keep the fire department stocked and supplied with any equipment it may need to safely complete the fire department's mission. The current warehouse supervisor developed and implemented a bar code system, which when scanned with a reading device, the information can then be entered into the Firehouse Web reporting system to manage the entire inventory of stock and commodities being used by members in the field. This position continually checks with vendors to ensure all equipment purchased is priced at the most reasonable rate to conserve county dollars as much as possible. The supervisor keeps track of all bunker gear expiration dates and general condition, ensuring that the members are kept as safe as possible. They also manage the purging and disposal of items which are no longer of value. The supervisor is responsible for one full time and two part time warehouse technicians.
143	330206	Fire	1	Strkpr/Wrhs Tech	100%	The technician is responsible for general and department specific routine daily warehouse activities, including processing postings, supplies receipt/distribution, performs inventory and inventory control activities in a 8,000 square foot warehouse and may administer purchase and change orders. This position travels to all 22 fire stations two days out of each month delivering supplies and checking first aid bags. The technician must possess a Class "A" chauffeur's license to drive the warehouse delivery truck to the firehouses throughout the county.



Position Justifications

PUBLIC SAFETY

Fund	Cost Center	Public Safety	Emp Count	Title	% Split	Justification
143	330206	Fire	3	Fire Prevention and Fire Safety Education Officers	100%	There are 3 relief fire prevention officers who perform a variety of vital tasks. They receive and manage approximately 5 requests weekly for public education events, speaking engagements and community based fire safety events. They're tasked with teaching children and community groups about fire safety, presenting instructional fire extinguisher demonstrations and arranging for smoke detector installations. The fire safety educators have been instrumental in assisting with the coordination and participating in the neighborhood smoke detector canvases. The proactive efforts have yielded over 200 smoke and/or carbon monoxide detector installations in at risk areas of Escambia County. They provide the deputy fire chief with a monthly Fire Prevention report. This office also handles the department's firefighter recruiting efforts, always striving to achieve diversity in our ranks. The fire prevention office manages the <i>Back to School Cross walk Safety</i> program during the first week of the new school year and the <i>Keep the Wreath Green</i> efforts every December.
143	330206	Fire	39	Relief Positions	100%	Fills the same roll of their counterpart. These positions ensure minimal staffing and reduces overtime expenditures.
			154	Full-Time Positions		
143	330209	Fire	3	Fire Lieutenant	100%	The lieutenant is the supervisor of the fire company, which is comprised of the previously described 3 assigned firefighters and their firefighting apparatus (engine, ladder or rescue). The lieutenant is responsible for conducting the morning roll call at the beginning of each tour. The lieutenant shall have the day's activities planned out in advance. The roll call is where the lieutenant performs an inspection of the members and explains the plans for the day. The lieutenant shall also keep the other members up to date on any department communications and orders. The lieutenant will share with the members any pertinent information received in the pass down from the lieutenant he/she relieved. This ensures the relaying and maintaining of continuity of department matters. The supervisor is charged with making sure that the morning equipment checks are performed in detail and that any mechanical problems are noted and addressed. Any and all things that occur in the 24 hour tour of duty will be entered in the Firehouse reporting system. The company officer is responsible for tracking the member's time sheets, attendance records, incident reports, training reports, Facilities Management requests, apparatus maintenance issues, inspection reports and all testing reports. The lieutenant initiates incident command upon the arrival at an emergency scene, should their arrival precede that of the battalion chief's. He/she must also supervise the actions of their company while serving in the incident commander role.
143	330209	Fire	9	Firefighter	100%	Usually 3 firefighters work as a team under the direction of the lieutenant, who is the company officer. Each firefighter has a specific seat assignment, which dictates what will be their first function at an emergency scene. One firefighter serves as the driver and pump operator. Their job is to safely drive the fire truck to the scene, set the water pump into operation and produce water to supply the hose lines that are stretched from the fire engine by the nozzle firefighter. The nozzle firefighter readies the 200 foot hose line to make sure it's kink free and knot free. Once the firefighters have their breathing apparatus masks in place, they enter the fire building and extinguish the fire. The forcible entry firefighter's first consideration is to gain entry to the fire building. If the doors and windows are locked, the forcible entry firefighter must use his tools to get past the locks and into the burning building. He/she then joins the nozzle firefighter and the lieutenant in advancing the hoseline to the seat of the fire. Either the lieutenant or the incident commander must make a rapid decision about performing a search for victims, trapped by the fire. The possibility of victims trapped, may supersede the initial fire attack if conditions allow a search to occur without the protection of a charged hoseline. Similarly, all four members each have their own separate assignments when working together at motor vehicle accidents with people trapped, vehicle fires, hazardous materials incidents, collapses and water rescue calls. The firefighter's remaining time is spent checking their equipment, training, performing fire prevention details, building fire pre-planning, house cleaning, hydrant testing, hose testing, pump testing and post-incident critiques.
			12	Full-Time Positions		

FUND: General Fund  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Facilities Management  
 DIVISION: Administration  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	176,097	182,447	74,654	174,449	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	4,800	4,800	2,400	4,800	0
52101	FICA Taxes	13,476	14,324	5,743	13,712	0
52201	Retirement Contributions	25,581	28,543	11,461	14,197	0
52301	Life & Health Insurance	7,104	27,000	5,360	28,500	0
52401	Workers' Compensation	473	474	205	536	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	227,531	257,588	99,822	236,194	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	273	735	136	620	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	72	0	17	95	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	264	1,000	73	264	0
54701	Printing & Binding	944	1,000	0	915	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	1,303	1,000	376	918	0
55101	Office Supplies	5,503	5,000	1,120	5,000	0
55201	Operating Supplies	2,445	4,215	1,135	2,600	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	1,197	3,250	254	1,198	0
55501	Training & Registrations	6,233	8,000	645	5,017	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	18,234	24,200	3,756	16,627	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 245,765	\$ 281,788	\$ 103,578	\$ 252,821	\$ 0
RESOURCES						
	General Fund Revenues	\$ 245,765	\$ 281,788	\$ 103,578	\$ 252,821	\$ 0
	TOTAL REVENUES	\$ 245,765	\$ 281,788	\$ 103,578	\$ 252,821	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/310101

Facilities Admin

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem	273				735	(735)	
		155	4	620		620	Backflow Preventer Training - Florida Statutes Chapter 489 & 633 requires training for any person installing, testing or repairing a backflow prevention assembly on domestic water systems and fire protection systems. Closest training is in Destin, FL. 5 days Breakfast and Lunch Per Diem. Employees Commute Daily in a County Vehicle.
Subtotal	273			620	735	(115)	
overall change							(115)
6 54201 Postage & Freight	72				0	0	
		10	2	20		20	Postage Stamps - Books
		8	2	15		15	Certified Mail - Average about 2 a year
		15	4	60		60	This is to cover shipping of toner for our Copiers that are under maintenance contracts. While the Toner is included in the contracts the shipping is paid by the customer.
Subtotal	72			95	-	95	
overall change							95
10 54601 Repair & Maintenance	264				1,000	(1,000)	
		264	1	264		264	Maintenance Contract on the Judicial Maintenance & Custodial Copier at \$264 a year
Subtotal	264			264	1,000	(736)	
overall change							(736)
11 54701 Printing & Binding	944				1,000	(1,000)	
		60	1	60		60	Business Cards
		775	1	775		775	Signage material for signage through-out the County. Average of the past 2 years
		80	1	80		80	Plans and/or presentation board for Construction and Renovation Project. Average of the past 2 years.
Subtotal	944			915	1,000	(85)	
overall change							(85)
14 54931 Host Ordinance	1,303				1,000	(1,000)	
		250	2	500		500	2 Employees Retiring after 30 years of Service - Retirement Celebrations
		150	1	150		150	1 Employees Retiring after 18 years of Service - Retirement Celebration
		50	4	200		200	The Department strives to have All-Hands Meetings Quarterly - During these meeting we provide snacks and drinks for 68 Employees
		6	12	68		68	Employee of the Month Pins
Subtotal	1,303			918	1,000	(82)	
overall change							(82)
15 55101 Office Supplies	5,503	5,000	1	5,000	5,000	0	Daily Office Supplies (Paper, Toner, Pens, Folders, Printer Ink, Calendars, Binders, Envelopes, Staples, etc.). This is based on the past 3 years actuals.
Subtotal	5,503			5,000	5,000	0	
overall change							0
16 55201 Operating Supplies	2,445				4,215	(4,215)	
		1,500	1	1,500		1,500	Maintenance Contracts Copiers this includes toner for DCAT Copier.
		900	1	900		900	Maintenance Contracts Copiers this includes toner for Admin Copier.
		200	1	200		200	Maintenance Contracts Copiers this includes toner for Blount Street Muster Copier.
Subtotal	2,445			2,600	4,215	(1,615)	
overall change							(1,615)
18 55401 Books, Pubs & Subs.	1,197			0	3,250	(3,250)	
		446	1	446		446	RS Means - Sq Foot Cost Data Books
		240	1	240		240	SAI Flexi Software - Sign making software
		198	1	198		198	PNJ - Subscription
		25	1	25		25	Sam's Club Membership
		59	1	59		59	Notary
		230	1	230		230	Florida Fire Prevention Code Books
Subtotal	1,197			1,198	3,250	(2,052)	
overall change							(2,052)
19 55501 Training & Registrations	6,233				8,000	(8,000)	
		645	4	2,580		2,580	Backflow Preventer Training
		660	2	1,320		1,320	Tracer Training Course
		99	1	99		99	Plumbing CEUs
		9	2	18		18	Electrician CEUs
		1,000	1	1,000		1,000	Local Training for HVAC, Electrical, Plumbing, Fire Safety & Energy Management.
Subtotal	6,233			5,017	8,000	(2,983)	
overall change							(2,983)
31 59801 Reserves						0	
				7,573		7,573	
Subtotal	-			7,573	-	7,573	
overall change							7,573

Page Totals 18,234  
Check 18,234

24,200 24,200 (0)  
24,200 24,200

FUND: General Fund  
 FUNCTION: General Government  
 ACTIVITY: Other General Gov't Services

DEPARTMENT: Facilities Management  
 DIVISION: Facilities Maintenance  
 COST CENTER: Maintenance

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	1,778,137	1,809,739	727,908	1,734,430	1,734,430
51301	Other Salaries & Wages	0	21,080	0	8,320	8,320
51401	Overtime	12,404	15,000	9,600	15,000	15,000
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	128,937	141,210	52,704	134,467	134,467
52201	Retirement Contributions	143,427	150,761	58,213	145,456	145,456
52301	Life & Health Insurance	415,097	450,000	201,667	475,000	475,000
52401	Workers' Compensation	88,319	87,980	37,994	100,984	100,984
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	2,566,320	2,675,770	1,088,086	2,613,657	2,613,657
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	43,308	55,000	15,300	47,676	47,676
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	22,298	22,000	10,207	25,428	25,428
54201	Postage & Freight	1,439	750	40	750	750
54301	Utility Services	119,660	133,863	40,440	133,865	133,865
54401	Rentals & Leases	14,687	21,200	4,564	15,400	15,400
54501	Insurance	0	5,000	0	0	0
54601	Repair & Maintenance Services	521,065	625,022	234,085	599,869	599,869
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	2,920	6,930	180	3,900	3,900
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	13	0	13	0	0
55201	Operating Supplies	138,924	184,760	50,759	136,860	136,860
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	2,625	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	866,940	1,054,525	355,589	963,748	963,748
56101	Land	0	0	0	0	0
56201	Buildings	16,901	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	142,613	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	159,514	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 3,592,774	\$ 3,730,295	\$ 1,443,676	\$ 3,577,405	\$ 0
RESOURCES						
	General Fund Revenues	\$ 3,592,774	\$ 3,730,295	\$ 1,443,676	\$ 3,577,405	\$ 0
	TOTAL REVENUES	\$ 3,592,774	\$ 3,730,295	\$ 1,443,676	\$ 3,577,405	\$ 0

One employee will be retiring from DROP and one employee anticipates retiring

Req \$66,876  
 Pest control; Bldg security; Fire alarm monitoring at 911 Center (reduced \$19,200 for Berrydale sewer plant waste treatment)

Radios/cell phones

Trash disposal; landfill dumping charges; hazardous waste disposal

Cylinder & equipment rental; employee uniform rentals

Bldg Maint. & Service contracts; Elevator maint and inspections

Bucket truck inspections; Elevator & boiler certificates; Permitting fees

Small tool replacements; Building operating supplies; Fuel for fleet and generators

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/310203

Facilities Maintenance

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	43,308				55,000	(55,000)	
		16,000	1	16,000		16,000	Pest Control - 57 Buildings - Contract will expire in June 2018 and has to go out for bid - anticipating 5% Increase. This included additional treatments such as Termites
		3,200	1	3,200		3,200	IAQ/Asbestos/Remediation
		13,500	1	13,500		13,500	Security Access Control & Video - Maintenance & Monitoring (8 Buildings). This is adding Brownsville Community Center
		8,000	1	8,000		8,000	Guard Crew Overtime - Lawn Maintenance
		3,900	1	3,900		3,900	Trane - DDC Monitoring - HVAC/Chillers
		3,076	1	3,076		3,076	Micro Key Solutions - Annual Upgrade & Tech Support - Fire Alarm Monitoring License @ 911 Center
		19,200	1	19,200		19,200	Sewer Plant Waste Water Treatment - Berrydale
Subtotal	43,308			66,876	55,000	11,876	
						overall change	11,876
5 54101 Communications	22,298		1		22,000	(22,000)	
		2,119	12	25,428		25,428	Two-Way Radios and Cell Phones for the entire department - Increase due to two employees being upgraded to smart phones, so they receive e-mails on Fire Alarm alarms. Also included is replacement equipment and air cards for two employees assigned to the Century Maintenance Office for connectivity to the internet to access the Computerized Work Order System and emails. Monthly Cost \$2,119 x 12 = \$25,428.
Subtotal	22,298			25,428	22,000	3,428	
						overall change	3,428
6 54201 Postage & Freight	1,439				750	(750)	
		750	1	750		750	Postage, Freight and Shipping Charges for Warranty Items
Subtotal	1,439			750	750	0	
						overall change	0
7 54301 Utility Services	119,661				133,863	(133,863)	
		131,240	1	131,240		131,240	Refuse & Recycling - PD 12-13.041 - At 45 Facilities. This contract is currently going out for bid
		2,000	1	2,000		2,000	Hazardous Waste Disposal (FL Admin Code 62-737) i.e. Lamps, Batteries, Ballasts etc.
		625	1	625		625	Tipping Fees (Solid Waste Disposal)
Subtotal	119,661			133,865	133,863	2	
						overall change	2
8 54401 Rentals & Leases	14,688				21,200	(21,200)	
		2,700	1	2,700		2,700	Water Softener System at the Main Jail - Lease and Salt
		10,500	1	10,500		10,500	Uniforms Rental for 59 Employees - This includes Maintenance and Custodial
		2,200	1	2,200		2,200	Cylinder & Equipment Rentals
Subtotal	14,688			15,400	21,200	(5,800)	
						overall change	(5,800)
9 54501 Insurance				0	5,000	(5,000)	
							Department is required to pay the insurance deductible on building insurance claims. Since these are repair cost this is budgeted in Repair and Maintenance.
Subtotal	-			-	5,000	(5,000)	
						overall change	(5,000)
10 54601 Repair & Maintenance	521,064				625,022	(625,022)	
		50,000	1	50,000		50,000	Elevator Maintenance - Contract PD 12-13.056 - 30 Elevators and Misc Repairs- Expires Sept 2018
		16,000	1	16,000		16,000	Fire Fighting Equipment Service - Contract PD 14-15.078 - Fire Extinguishers, Hood Systems, Fire Alarm, FM-200 Inspections Various County Facilities
		7,200	1	7,200		7,200	Annual Elevator Inspections from 3rd Party. Cost per elevator depends on elevator type and number of landings. Five Year Load Inspections on 19 Elevators due in 2018.
		120,240	1	120,240		120,240	Maintenance and Services on 3 Central Energy Plants
		27,500	1	27,500		27,500	ECAT - Vehicle Maint on the 43 Vehicles in the Facilities Management Department Fleet - Average over 3 year period
		15,000	1	15,000		15,000	Water Treatment on Closed Loop Systems - Contract PD 13-14-.013 - 17 Facilities
		17,800	1	17,800		17,800	Fire Sprinkler & Pumps Inspections @ 20 Locations with 8 of the Facilities due for a 5 Year Obstruction Inspection at \$650 each and 1 facility for a 5 Year Obstruction Inspection at \$1,600
		10,100	1	10,100		10,100	Gas Fired Boiler Cleaning - 7 Boilers are being professionally cleaned yearly (Ordon-Orvis, Judicial, Sheriff Admin, Road Prison Barracks, COB, Animal Shelter & JJC)
		2,000	1	2,000		2,000	Grounds Equipment & Repair - 3 Year Average
		7,500	1	7,500		7,500	Carpet Replacement - 3 Year Average
		30,000	1	30,000		30,000	PD 16-17.029 Air Filters - New Contract - Cost is based on a filter replacement 42 day cycle=9 times a year.
		22,000	1	22,000		22,000	Light Bulbs & Ballast - 3 Year Average
		70,000	1	70,000		70,000	HVAC Maint & Repair - 3 Year Average

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/310203

Facilities Maintenance

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
		30,000	1	30,000		30,000	Mechanical Repairs - 3 Year Average
		45,000	1	45,000		45,000	Electrical Maint & Repair - 3 Year Average
		46,000	1	46,000		46,000	Plumbing Maint & Repair - 3 Year Average
		63,529	1	63,529		63,529	Building Maint & Repair - 3 Year Average
		20,000	1	20,000		20,000	Painting Maint & Repair - 3 Year Average
Subtotal	521,064			599,869	625,022	(25,153)	
						overall change (25,153)	
13 54901 Other Current Chrgs & Obligs	2,920				6,930	(6,930)	
		75	30	2,250		2,250	State Elevator Certificate Renewal on 30 Elevators at the cost of \$75 each
		30	25	750		750	State Boiler Certificate Renewal on 25 Boilers at the cost of \$30 each.
		700	1	700		700	Bucket Truck Inspections
		200	1	200		200	Building Inspections Department - Permitting Fees
Subtotal	2,920			3,900	6,930	(3,030)	
						overall change (3,030)	
15 55101 Office Supplies	13			0		0	Office Supplies - Office Supplies for Maintenance are included in the Department's Administration budget.
Subtotal	13			-	-	0	
						overall change 0	
16 55201 Operating Supplies	138,924				184,760	(184,760)	
		120	57	6,840		6,840	Safety Shoes - 57 @ \$120 (Allowance per Maintain & Custodial Employee)
		69,000	1	69,000		69,000	Fuel for Fleet and Generators - 3 year average
		500	1	500		500	Cell Phone Charger & Case Replacements - 3 year average
		3,000	1	3,000		3,000	US and State Flags - 3 year average
		3,000	1	3,000		3,000	Refrigerant (Freon) - 3 year average
		3,000	1	3,000		3,000	Personal Protections Equipment - Gloves, Ear Plugs, Safety Glasses, Masks, Respirators - 3 year average
		5,000	1	5,000		5,000	Small Tools - Hand Power Tools, Screw Drivers, Flashlights, Test Meters, etc. - 3 year average
		46,520	1	46,520		46,520	Building Operating Supplies - Ceiling Tiles, Batteries, Silicone, Saw Blades, Belts, Fuse, Locks, etc (Consumables) - 3 year average
Subtotal	138,924			136,860	184,760	(47,900)	
						overall change (47,900)	
19 55501 Training & Registrations	2,625			0		0	
				0		0	
Subtotal	2,625			-	-	0	
						overall change 0	
23 56201 Buildings	16,902			0		0	
Subtotal	16,902			-	-	0	
						overall change 0	
25 56401 Machinery & Equipment	142,612			0		0	
				0		0	
Subtotal	142,612			-	-	0	
						overall change 0	
31 59801 Reserves				71,577		71,577	
Subtotal	-			71,577	-	71,577	
						overall change 71,577	
Page Totals	1,026,454			1,054,525	1,054,525	0	
Check	1,026,454			1,054,525	1,054,525		

FUND: General Fund  
 FUNCTION: General Government  
 ACTIVITY: Other General Gov't Services

DEPARTMENT: Facilities Management  
 DIVISION: Maintenance  
 COST CENTER: Custodial

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	235,139	245,983	107,833	246,124	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	3,000	1,056	3,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	16,691	19,046	7,839	19,059	0
52201	Retirement Contributions	18,672	21,672	9,289	22,454	0
52301	Life & Health Insurance	66,415	81,000	28,730	85,500	0
52401	Workers' Compensation	12,238	13,229	5,724	15,845	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	349,155	383,930	160,471	391,982	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	714,653	748,631	282,238	762,500	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	254	500	0	500	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	35,379	37,500	15,670	37,500	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	750,286	786,631	297,907	800,500	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	3,523	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	3,523	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 1,102,964	\$ 1,170,561	\$ 458,378	\$ 1,192,482	0
RESOURCES						
	General Fund Revenues	\$ 1,102,964	\$ 1,170,561	\$ 458,378	\$ 1,192,482	0
	TOTAL REVENUES	\$ 1,102,964	\$ 1,170,561	\$ 458,378	\$ 1,192,482	0

Outside custodial contract for 51 Bldgs \$682,500; 3 full-time Temp employees \$80k

Repairs of cleaning equipment as needed

Custodial supplies

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/310202

Custodial

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
3 53401 Other Contractual Services	714,653			0	748,631	(748,631)	3 FT Temp Employees - 3% COLA
		682,500	1	682,500		682,500	51 Buildings - Custodial Contract - New Contract Oct 17 - Anticipating a 5% Increase
		80,000	1	80,000		80,000	3 FT Temp Employees - 3% COLA
				0		0	
Subtotal	714,653			762,500	748,631	13,869	
overall change							13,869
10 54601 Repair & Maintenance	254	500	1	500	500	0	Repairs of Cleaning Equipment as Needed
				0		0	
				0		0	
				0		0	
Subtotal	254			500	500	0	
overall change							0
16 55201 Operating Supplies	35,379				37,500	(37,500)	
		10,000	1	10,000		10,000	Paper Towels - 3 year average
		6,500	1	6,500		6,500	Trash Can Liners - 3 year average
		9,500	1	9,500		9,500	Toilet Paper - 3 year average
		3,000	1	3,000		3,000	Hand Soap - 3 year average
		2,500	1	2,500		2,500	Gloves, Rags, Mop Heads, Sponges - 3 year average
		3,500	1	3,500		3,500	Cleaners, Sanitizers, Bleach, Floor Cleaners - 3 year average
		2,000	1	2,000		2,000	Seat Covers, Umbrella Bags, Vac Bags, Deodorizer - 3 year average
		500	1	500		500	Small Operating Supplies - Carts, Dolly, Signs, Trash Cans - 3 year average
				0		0	Supplies are provided to Judicial, Parks & Rec (Lake Stone) and Constitutional Officers
Subtotal	35,379			37,500	37,500	0	
overall change							0
25 56401 Machinery & Equipment	3,523			0		0	
				0		0	
				0		0	
Subtotal	3,523			-	-	0	
overall change							0
Page Totals	753,809			800,500	786,631	13,869	
Check	753,809			800,500	786,631		



FUND: General  
 FUNCTION: General Government  
 ACTIVITY: Finance & Administrative

DEPARTMENT: Facilities Management  
 DIVISION: Administration  
 COST CENTER: Utilities

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	50,384	52,425	21,088	52,416	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	3,794	4,011	1,625	4,010	0
52201	Retirement Contributions	3,698	3,942	1,586	4,151	0
52301	Life & Health Insurance	5,910	9,000	(928)	9,500	0
52401	Workers' Compensation	140	133	58	157	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	63,926	69,511	23,428	70,234	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	3,891,989	4,138,723	1,600,126	4,098,392	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	289	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	3,892,278	4,138,723	1,600,126	4,098,392	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 3,956,204	\$ 4,208,234	\$ 1,623,554	\$ 4,168,626	\$ 0
RESOURCES						
	General Fund Revenues	\$ 3,956,204	\$ 4,208,234	\$ 1,623,554	\$ 4,168,626	\$ 0
	TOTAL REVENUES	\$ 3,956,204	\$ 4,208,234	\$ 1,623,554	\$ 4,168,626	\$ 0

Req \$4,178,720  
 Electric, gas, water &  
 sewer services (reduced  
 by \$80,328 for utilities at  
 Berrydale)

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/310207

Utilities

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
7 54301 Utility Services	3,891,989				4,138,723	(4,138,723)	
		2,830,285	1	2,830,285	0	2,830,285	Gulf Power - Anticipate 6% Increase
		425,733	1	425,733	0	425,733	City of Pensacola Gas - Anticipate 5% Increase
		742,129	1	742,129	0	742,129	ECUA - Anticipate 3% Increase
		70,095	1	70,095	0	70,095	Others - Farm Hill Utilities, Molino Utilities, Okaloosa Gas, People Water, Town of Century, Escambia River Electric, Blossman Gas, City of Gulf Breeze, Central Water Works. Anticipate 5% Increase
		30,150	1	30,150	0	30,150	New Supervisor of Elections Warehouse - Estimate
		80,328	1	80,328	0	80,328	Berrydale - Estimate
Subtotal	3,891,989			4,178,720	4,138,723	39,997	
overall change						39,997	
10 54601 Repair & Maintenance	289			0	0	0	
				0	0	0	
				0	0	0	
				0	0	0	
Subtotal	289			-	-	0	
overall change						0	
31 59801 Reserves				0	0	0	
				0	0	0	
				0	0	0	
Subtotal	-			-	-	0	
overall change						0	

Page Totals	3,892,278	4,178,720	4,138,723	39,997
Check	3,892,278	4,178,720	4,138,723	

FUND: General Fund  
 FUNCTION: General Government  
 ACTIVITY: Other General Gov't Services

DEPARTMENT: Facilities Management  
 DIVISION: Facilities Maintenance  
 COST CENTER: Juvenile Justice

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	137	10,000	15,988	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	2,199	10,000	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	2,336	20,000	15,988	0	0
56101	Land	0	0	0	0	0
56201	Buildings	80,401	16,419	185	45,533	0
56259	Bldg Yr End Accruals	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	23,437	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	80,401	39,856	185	45,533	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 82,738	\$ 59,856	\$ 16,173	\$ 45,533	\$ 0
RESOURCES						
	General Fund Revenues	\$ 82,738	\$ 59,856	\$ 16,173	\$ 45,533	\$ 0
	TOTAL REVENUES	\$ 82,738	\$ 59,856	\$ 16,173	\$ 45,533	\$ 0

A portion of the lease payments from DJJ is for capital improvements to the bldg, per lease contract

FUND: General Fund  
 FUNCTION: General Government  
 ACTIVITY: Other General Gov't Services

DEPARTMENT: Facilities Management  
 DIVISION: Facilities Maintenance  
 COST CENTER: DJJ Assessment Building

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	2,000	0	9,027	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	7,027	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	9,027	0	9,027	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56259	Bldg Yr End Accruals	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 0	\$ 9,027	\$ 0	\$ 9,027	\$ 0
RESOURCES						
	General Fund Revenues	\$ 0	\$ 9,027	\$ 0	\$ 9,027	\$ 0
	TOTAL REVENUES	\$ 0	\$ 9,027	\$ 0	\$ 9,027	\$ 0

No expenses as of 3/31/17

A portion of the lease payments from DJJ is for improvements/repairs to the bldg, per lease contract

FUND: Internal Service Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Emergency/Disaster Relief

DEPARTMENT: Facilities Management  
 DIVISION: DCAT  
 COST CENTER: DCAT-Construction Services

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	187,351	192,678	89,900	192,676	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	13,555	14,740	6,508	14,740	0
52201	Retirement Contributions	13,752	14,489	6,760	15,260	0
52301	Life & Health Insurance	33,807	27,000	17,630	28,500	0
52401	Workers' Compensation	2,205	2,299	993	2,767	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	250,670	251,206	121,791	253,943	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 250,670	\$ 251,206	\$ 121,791	\$ 253,943	\$ 0
RESOURCES						
	Disaster Recovery Revenues	\$ 250,670	\$ 251,206	\$ 121,791	\$ 253,943	\$ 0
	TOTAL REVENUES	\$ 250,670	\$ 251,206	\$ 121,791	\$ 253,943	\$ 0

FUND: General Fund  
 FUNCTION: General Government  
 ACTIVITY: Other General Gov't Services

DEPARTMENT: Facilities Management  
 DIVISION: Facilities Maintenance  
 COST CENTER: Priority One

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	256,194	307,625	15,842	178,316	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	256,194	307,625	15,842	178,316	0
56101	Land	0	0	0	0	0
56201	Buildings	22,583	0	4,876	16,689	0
56259	Bldg Yr End Accruals	0	0	0	0	0
56301	Improvements Other Than Buildings	23,269	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	45,852	0	4,876	16,689	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 302,046	\$ 307,625	\$ 20,718	\$ 195,005	\$ 0
RESOURCES						
	General Fund Revenues	\$ 302,046	\$ 307,625	\$ 20,718	\$ 195,005	\$ 0
	TOTAL REVENUES	\$ 302,046	\$ 307,625	\$ 20,718	\$ 195,005	\$ 0

Req \$542,810  
 See Priority One List  
 for detail of projects  
 Century Courthouse  
 \$123k and Carpet  
 Replacement of  
 Judicial Bldg \$224,805  
 moved to LOST IV.

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001/310204

Priority One

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change							0
10 54601 Repair & Maintenance	256,194				307,625	(307,625)	
		66,000	1	66,000		66,000	Employee Health Clinic - Recoat Roof
		39,000	1	39,000		39,000	Main Jail Phase II - Renovate Elevator
		10,707	1	10,707		10,707	Judicial Building - Chiller - Remove and Re-insulate Chiller, Pumps and Piping
		22,000	1	22,000		22,000	Juvenile Justice Building - Paint Building Exterior
		25,000	1	25,000		25,000	Misc Buildings - Energy Conservation - Light Fixtures
		123,000	1	123,000		123,000	Century Courthouse - Replace Roof - A&E Services Required
		15,609	1	15,609		15,609	Public Safety - Replace Water Source Heat Pump, WHP-53A
		4,785	1	4,785		4,785	Toll Plaza - Replace ACU 553 and AHU 491
		3,250	1	3,250		3,250	Toll Plaza - Replace ACU 559 and AHU 501
		224,805	1	224,805		224,805	Judicial Building - Carpet Replacement @ \$35 per yard to included moving system and office furniture - 1st Floor sq. ft. 57,803 or 6,423 sq. yds.
Subtotal	256,194			534,156	307,625	226,531	
overall change							226,531
23 56201 Buildings	22,583					0	
		5,000	1	5,000		5,000	Road Prison - Install Natural Gas Detection Monitor
		11,689	1	11,689		11,689	Sheriff Admin - Install VAV in Room 178, Patrol
Subtotal	22,583			16,689	-	16,689	
overall change							16,689
24 56301 Improvements Other Than Bldgs.	23,269			0		0	
				0		0	
Subtotal	23,269			-	-	0	
overall change							0
31 59801 Reserves						0	
Subtotal	-			-	-	0	
overall change							0
Page Totals				550,845	307,625	243,220	
Check				550,845	307,625		

**Capital Improvement Fund Schedule  
for Facilities Improvements for Fiscal Year 2017-18**

<b>Location</b>	<b>Item</b>	<b>Amount</b>
<b>Employee Health Clinic</b>		
	Recoat Roof	66,000
	<b>Subtotal</b>	<u>66,000</u>
<b>Judicial Center</b>		
	Remove and Re-insulate Chiller, Pumps and Piping	10,707
	<b>Subtotal</b>	<u>10,707</u>
<b>Juvenile Justice</b>		
	Paint Exterior Building	22,000
	<b>Subtotal</b>	<u>22,000</u>
<b>Main Jail Phase II</b>		
	Renovate Elevator	39,000
	<b>Subtotal</b>	<u>39,000</u>
<b>Miscellaneous</b>		
	Light Fixture - Energy Conservation - Miscellaneous Buildings	25,000
	<b>Subtotal</b>	<u>25,000</u>
<b>Public Safety</b>		
	Replace Water Source Heat Pump, WHP-53A	15,609
	<b>Subtotal</b>	<u>15,609</u>
<b>Road Prison</b>		
	Install Natural Gas Detection Monitor	5,000
	<b>Subtotal</b>	<u>5,000</u>
<b>Sheriff Department</b>		
	Sheriff Administration - Upgrade Variable Air Volume Unit in Room 178, Patrol	11,689
	<b>Subtotal</b>	<u>11,689</u>
	<b>Grand Total</b>	<b>195,005</b>



## Position Justification

						FACILITIES MANAGEMENT
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
001	310101	Facilities Management	1	Director	100	Directing, evaluating, motivating, and establishing department policies and procedures for 3 divisions and 2 sections with a total of 71 full-time and contract employees. Established goals and objectives for providing safe, clean and comfortable facilities for Escambia County Departments, Agencies, and the public who frequent them. <b>Administration Division</b> – Provide direction and the supervision of staff for the preparation, management, and implementation of a \$10.2 million budget. <b>Design and Construction Administration Team (DCAT)</b> – Provide direction for new vertical construction, building renovations, capital improvements, disaster recovery, and insurance projects. <b>Utilities Section</b> – Provide direction for the planning, maintenance and new installation of all supporting infrastructure for County departments, constitutional officers and State mandated agencies. Monitor and deploy effective energy management techniques and proven cost savings methods and avoidances for a \$4.2 million dollar utility budget. <b>Maintenance Division</b> – Provide direction for the maintenance, repair and capital upgrades to 218 county owned or leased facilities totaling approximately 2.35 million square feet. <b>Custodial Section</b> – Provide direction for the proper upkeep and cleanliness of County owned or leased facilities. Established and enforce a viable quality assurance program for a large custodial service provider through systematic inspection, stakeholder satisfaction, and direct communication with provider's management team. <b>STATUTORY RESPONSIBILITIES</b> Constitution of the State of Florida, Article V, Section 14 (Judiciary) Florida Statute, Chapter 255 (Public Property and Publicly Owned Buildings), Florida Statute Chapter 386 (Particular Conditions Affecting Public Health - Indoor Air Quality), Florida Statute Chapter 29 (Court System Funding), Florida Statute Chapter 125 (County Government - Provide and Maintain County Buildings)
001	310101	Facilities Management	1	Director's Aide	100	Administrative support to the Director by conducting research, preparing statistical reports, preparing fiscal year budget, handling information requests, and performing clerical functions such as correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Employee liaison providing direction and support to all 5 of the departments divisions and sections. Office management support and supervision of lower-level clerical staff.
001	310101	Facilities Management	1	Accounting Technician	100	Responsible for processing all invoices for the Facilities Management Admin, Maintenance and Custodial divisions/sections with a budget of \$5.8 million. Prepares purchase requisitions for all purchases. Receives, reviews and submits invoices to Accounts Payable for payment processing, this includes visa, voucher and PO submissions. Contract coordination with multiple maintenance and custodial contracts insuring compliance of terms. Bi-Monthly Payroll Submission. Maintains various accounting ledgers for all department spending. Assists in annual budget submission.
001	310207	Facilities Management	1	Energy Manager	100	Responsible for analyzing and monitoring energy usage for the \$4.1 million budget, developing energy conservation and energy efficiency measures, and recommending and implementing methods of cost containment. Provide reports on energy/utility cost and consumption. Develop budget for utilities provided through the County's general fund. Research, develop and execute capital improvement projects focused on energy and cost savings. Maintains database of all of the County's utility accounts for current and historical data.
001	310203	Facilities Management	1	Division Manager	100	This position is responsible for managing the Maintenance Division of the Facilities Management Department. This Division has 52 employees with services provided to 218 buildings and 2.35 million sq ft. The Maintenance Division is divided into 2 Maintenance Shops: Blount Street and Leonard Street. In addition the Division Manager oversees the Department's Disaster Preparedness and Continuity of Operation Plan and Represents the Department on the Escambia County Risk Management Incident Review Board.
001	310203	Facilities Management	1	Administrative Supervisor	100	This position supervises the operations of the Maintenance Request Center (MRC) & supervises the 2 Senior Support Assistants in MRC. This position also is the Systems Administrator on the Lucy Computer Maintenance Management System (CMMS), which the department utilizes for capturing cost of expenditures to buildings and equipment.
001	310203	Facilities Management	2	Senior Office Support Assistant	100	These positions generate Work Orders based on phone or radio calls as well as requests faxed, e-mailed or submitted via the CMMS Requestor. MRC staff updates the Work Order status, checking for completeness, i.e. comments, labor and parts if used. MRC is responsible for communicating with Maintenance Technicians and Workers regarding information and making corrections as necessary. MRC staff maintains a log of Pest Control Requests. MRC staff updates equipment database information when indicated on Work Orders.
001	310203	Facilities Management	1	Storekeeper Warehouse Technician	100	The Maintenance Division has a warehouse located in the Blount Street Shop. The Storekeeper purchases and maintains the material inventory, issues the material to technicians & workers and updates the Lucy inventory database. The Storekeeper conducts the annual inventory of County property with a Property Number assigned, such as Computers, Monitors, Tools, Equipment etc.
001	310203	Facilities Management	1	Program Manager - Leonard St.	100	Program Manager of 37 county facilities at the Leonard Street Complex with 17 Employees. This includes the 24hr Jail Complex, Juvenile Justice Center and Sheriff's Department Complex. Other duties include monthly Q&A reports, annual evaluations, interviews and input on the annual budget for operating costs and capital equipment replacement. Assists in coordination of work schedules between building staff and contractors. This position is on-call 24/7.
001	310203	Facilities Management	1	Maintenance Technician - Leonard St.	100	Technician assigned to the Animal Shelter and Work Release for daily maintenance issues. This position also assists at the Central Office Complex and helps the AC Technician with PM's and repairs for Leonard Street Complex. Provides assistance to other personnel as required.
001	310203	Facilities Management	1	Maintenance Technician - Leonard St.	100	Technician assigned to the Jail Phase 1, 2nd thru 7th floors including the stairwells and PEAR yard for daily maintenance issues. Provides assistance to other personnel as required.
001	310203	Facilities Management	1	Electronic Supervisor - Leonard St.	100	Electronics Supervisor supervises an Electronics Technician. Responsible for all building fire alarm panels, video court systems, closed circuit TV's, duress alarm systems, master intercom systems, public address systems, metal detectors and building master clock controllers. Fills in for Program Manager when needed. Provides electronic expertise to FM personnel when needed.
001	310203	Facilities Management	1	Maintenance Technician - Leonard St.	100	Electronics Technician responsible for all building fire alarm panels, video court systems, closed circuit TV's, duress alarm systems, master intercom systems, public address systems, metal detectors and building master clock controllers. Provides electronic assistance to all FM personnel.

**Position Justification**

						<b>FACILITIES MANAGEMENT</b>
<b>Fund</b>	<b>Cost Center</b>	<b>Department Name</b>	<b>Emp Count</b>	<b>Title</b>	<b>% Split</b>	<b>Justification</b>
001	310203	Facilities Management		1 Maintenance Technician - Leonard St.	100	Technician assigned to the Jail Phase 1 - 4 North and 1st floor including the kitchen and the Jail Commissary for daily maintenance issues. Orders parts for kitchen equipment, lighting and plumbing supplies for the Leonard Street Complex. Provides assistance to other personnel as required.
001	310203	Facilities Management		1 Maintenance Technician - Leonard St.	100	Technician assigned to service and repair laundry and boiler equipment at the Jail. Orders parts as needed. Performs all building boiler room and gas checks. Provides technical advice and assistance to other personnel as needed.
001	310203	Facilities Management		1 Maintenance Technician - Night Shift Leonard St.	100	Night Shift Technician assigned to the Leonard Street Complex. Performs PM's after hours including HVAC filter changes, boiler room and gas checks and Jail pipe chase PM's. On site for evening emergency and maintenance issues. Provides assistance to other personnel as required.
001	310203	Facilities Management		1 Maintenance Technician - Leonard St.	100	Technician assigned to the Jail Phase 2 - 1-3rd floors including stairwells and PEAR yard for daily maintenance issues. This position also assists at the Juvenile Justice Dept, COC and the Employee Health Clinic. Provides assistance to other personnel as required.
001	310203	Facilities Management		1 Maintenance Technician - Leonard St.	100	Technician responsible for all the A/C and refrigeration issues including all roof exhaust fans at the Leonard Street Complex. Maintains the CBDF Holding Pond Generator. Orders A/C and Refrigeration supplies as needed. Fills in for Program Manager during his absence. Provides assistance to other personnel as required.
001	310203	Facilities Management		1 Maintenance Technician - Leonard St.	100	Technician assigned to the Jail Phase 1 Penthouse, 4 North 2nd - 7th Fl, Sheriff's Video Visitation, Court Admin Building, Rebuild NW FL and the Lions Club/EMS Station for daily maintenance issues. This position also assists at the JJC Detention section and other locations as needed. Provides assistance to other personnel as required.
001	310203	Facilities Management		1 Maintenance Technician - Leonard St.	100	HVAC Technician responsible for the HVAC operations at COB, Rebuild NW Fl, Dorrie Miller Community Services, Employee Health Clinic and Juvenile Justice. Assists at Central Office Complex when needed and LSC HVAC personnel as needed. Provides assistance to other personnel as required.
001	310203	Facilities Management		1 Maintenance Technician - Leonard St.	100	Technician assigned to the Sheriff's Complex, including the Admin building, garage, narcotics, evidence warehouse, as well as Juvenile Justice, Central Office Complex and Englewood Boys & Girls Club for daily maintenance and repairs including exhaust fans at various locations. Provides assistance to other personnel as required.
001	310203	Facilities Management		1 Maintenance Technician - Leonard St. - Vacant	100	HVAC Technician responsible for the HVAC operations at Animal Shelter, Central Office Complex, Work Release and the Special Investigation Unit. Assists Leonard Street HVAC personnel as needed. Provides assistance to other personnel as required.
001	310203	Facilities Management		1 Maintenance Worker - Leonard St.	100	Painter Position - Painting of all Leonard Street Complex building's interior and exterior. Provides assistance to other personnel as required.
001	310203	Facilities Management		1 Maintenance Worker - Leonard St.	100	Assists technicians in daily maintenance and repairs at Jail Phase 1 - 2nd & 3rd Floors, Penthouse, 4 South, Jail Kitchen, Laundry and Infirmary as required. Provides assistance to other LSC personnel as needed.
001	310203	Facilities Management		1 Maintenance Worker - Leonard St.	100	Assists technicians in daily maintenance and repairs at Juvenile Detention, Sheriff's Administration, Work Release and the Animal Shelter as required. Provides assistance to other LSC personnel as needed.
001	310203	Facilities Management		1 Maintenance Worker - Leonard St. - Vacant	100	Assists technicians in daily maintenance and repairs as required. Provides assistance to other LSC personnel as needed.
001	310203	Facilities Management		1 Program Manager - Blount St.	100	Program Manager of 181 county facilities with 28 Employees. Other duties include monthly Q&A reports, annual evaluations, interviews and input on the annual budget for operating costs and capital equipment replacement. Manages the Departments Safety Program and provides input for the disaster preparedness program for County assets. This position is on-call 24/7.
001	310203	Facilities Management		1 Electrical Supervisor - Blount St.	100	Oversees the departments electrical needs and requirements. Ensures contractual electrical work needs are developed and completed as required. Provides support for disaster preparedness of County Buildings. Provides input for the departments operating and capital budgets.
001	310203	Facilities Management		1 HVAC Supervisor - Blount St.	100	Oversees the departments HVAC needs and requirements. Ensures contractual HVAC work needs are developed and completed as required. Provides support for disaster preparedness of County Buildings. Provides input for the departments operating and capital budgets.
001	310203	Facilities Management		1 Maintenance Technician - Building - Blount St.	100	Technician responsible for building and equipment maintenance and repairs at the Ernie Lee Magaha, Matt Bell, Old CH and the Ordons Orvis Building. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management		1 Maintenance Technician - Building - Blount St.	100	Technician responsible for building and equipment maintenance and repairs at the MC Blanchard Judicial Center Building. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management		1 Maintenance Worker	100	Assists with building and equipment maintenance and repairs at the Ernie Lee Magaha, Matt Bell, Old CH, Ordons Orvis Building and the MC Blanchard Judicial Center. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management		1 Maintenance Technician - Building - Blount St.	100	Technician responsible for building and equipment maintenance and repairs at the Brent and Ensley Fire Departments, Marie K Young CC, Public Safety, Sheriff Precinct-Hood Dr and W St. Tag Office. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management		1 Maintenance Technician - Night Shift HVAC - Blount St.	100	Technician responsible for the preventive maintenance of HVAC Equipment on an 18 month schedule to all equipment assigned to the Blount Street Location. Responds to after hour trouble calls and makes emergency repairs as needed. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management		1 Maintenance Technician - Night Shift HVAC - Blount St.	100	Technician responsible for the preventive maintenance of HVAC Equipment on an 18 month schedule to all equipment assigned to the Blount Street Location. Responds to after hour trouble calls and makes emergency repairs as needed. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management		1 Maintenance Worker - Night Shift - Blount St.	100	Assists with the preventive maintenance of HVAC Equipment on an 18 month schedule to all equipment assigned to the Blount Street Location. Responds to after hour trouble calls and makes emergency repairs as needed. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.

## Position Justification

						FACILITIES MANAGEMENT
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
001	310203	Facilities Management	1	Maintenance Technician - Carpenter - Blount St.	100	Technician performs carpentry, roof repair, masonry and all other maintenance and repairs to county facilities. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Technician - HVAC - Blount St.	100	Technician responsible for specialized repairs to HVAC and Refrigeration equipment at county facilities. Provides maintenance and repairs at all assigned buildings. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Technician - HVAC - Blount St.	100	Technician responsible for specialized repairs to HVAC and Refrigeration equipment at county facilities. Provides maintenance and repairs at all assigned buildings. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Technician - HVAC - Blount St.	100	Technician responsible for specialized repairs to HVAC and Refrigeration equipment at county facilities. Provides maintenance and repairs at all assigned buildings. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Technician - HVAC - Weekends - Blount St.	100	Weekend Technician responsible for specialized repairs to HVAC and Refrigeration equipment at county facilities. Provides maintenance and repairs at all assigned buildings. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Technician - Electrician - Blount St.	100	Provides electrical repairs, maintenance and emergency power for all County buildings. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Technician - Auxiliary Power - Blount St.	100	Technician provides preventative maintenance, repairs and transport of emergency power for County buildings. Provides preventative maintenance and repairs for small engine equipment. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Technician - Plumber - Blount St.	100	Technician provides maintenance and inspections to domestic distribution back flow preventer devices at County locations. Provides plumbing repairs and replacements at County buildings. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Technician - Painter - Blount St.	100	Technician provides preventative painting maintenance on county buildings, equipment and assets. Provides input to the program manager for implementation and reliability for the 7 year paint plan. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	3	Maintenance Worker - Painter - Blount St.	100	Provides preventative painting maintenance on county buildings, equipment, and assets. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Technician - Locksmith / Signs - Blount St.	100	Provides maintenance, repairs and replacement on county locks, hinges, closures, furniture, safes, cabinets, electrical and mechanical devices. Provides sign design, fabrication and installation. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Technician - Century - Blount St.	100	Technician responsible for building maintenance and repairs to buildings and equipment in the North End of the County. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Worker - Century - Blount St.	100	Assists with the building maintenance and repairs to buildings and equipment in the North End of the County. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Technician - Blount St.	100	Technician provides preventative maintenance and repairs to all assigned buildings and equipment. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310203	Facilities Management	1	Maintenance Technician - Blount St.	100	Technician provides preventative maintenance and repairs to all assigned buildings and equipment. Provides support for disaster preparedness of County Buildings. Provides input for operating and capital budgets for assigned County buildings.
001	310202	Facilities Management	1	Custodial Manager	100	This position is responsible for managing the Custodial Division of the Facilities Management Department. This Section has a total of 9 FTE's and 3 long term temporary employees. This position also manages the County's Custodial Contract comprised of 53 buildings. Meets with customers to resolve any concerns. Accompanies the Contractor's Representative on weekly QA inspections. Oversees all aspects of building custodial services.
001	310202	Facilities Management	1	Custodial Supervisor	100	Supervises 7 custodial personnel and 3 long term temp positions, conducts daily QA inspections
001	310202	Facilities Management	1	Custodial Worker 1	100	Custodial Duties performed in State Attorney and Public Defender first every day while staff is present along with the 1st FL Restrooms and Lobby then employee is assigned to the 5th Fl and Stairwells at Judicial Center. Floor stripping and waxing and carpet cleaning as needed throughout the year.
001	310202	Facilities Management	1	Custodial Worker 1	100	Custodial Duties performed in State Attorney and Public Defender first every day while staff is present along with the 1st FL Restrooms and Lobby then employee is assigned to the 6th Fl and Stairwells at Judicial Center. Floor stripping and waxing and carpet cleaning as needed throughout the year.
001	310202	Facilities Management	2	Custodial Worker 1	100	Custodial Duties performed in State Attorney and Public Defender first every day while staff is present along with the 1st FL Restrooms and Lobby then employee is assigned to the 2nd Floor and Stairwells at Judicial Center. Floor stripping and waxing and carpet cleaning as needed throughout the year.
001	310202	Facilities Management	1	Custodial Worker 1	100	Custodial Duties performed in State Attorney and Public Defender first every day while staff is present along with the 1st FL Restrooms and Lobby then employee is assigned to the 3rd Floor and Stairwells at Judicial Center. Floor stripping and waxing and carpet cleaning as needed throughout the year.
001	310202	Facilities Management	1	Custodial Worker 1	100	Day Shift Custodial Duties - Assigned to ELM Building - Also fills at Judicial building when needed
001	310202	Facilities Management	1	Custodial Worker 1	100	Day Shift Custodial Duties - Assigned to Judicial - Also Fills in ELM building when needed
				Custodial Duties Include		Dust, vacuum and pull trash from offices, disinfect restrooms and kitchen area, mop floors, restock supplies - Respond to emergency clean up's as needed.

## Position Justification

## FACILITIES MANAGEMENT

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
501	310205	Facilities Management	1	Program Manager	100	Manager of the Design and Construction Administration Team which includes new vertical construction and the renovations of County owned facilities from the initial design through construction close out and warranties. These duties include project development and programming, A&E selection, fee negotiations, bid award process, construction meetings, pay application and change order review, close out process and warranty process. Coordination with various County entities including, Facilities Maintenance, Purchasing, Building Inspections, DRC, City of Pensacola and other entities. Other duties include development of hurricane damage assessment spreadsheets, monitor compliance and reporting for Federal and State funded projects. Over the last five years our team has managed over \$25,000,000 in renovations and new construction.
501	310205	Facilities Management	1	Construction Manager	100	The Construction Manager provides management services for all facets of construction from project conception through project final completion. These services include meeting with Elected Officials, Department Directors and Appointed Representatives to help identify facility needs and provide conceptual solutions. The Manager also provides project estimates, solicits to Architects, Engineers and Contractors, evaluates proposals, performs site inspections, makes design and construction related recommendations and oversees all facets of work as described herein to insure contractual obligations are met. As an extension of these services, design drawings and specifications are provided in order to expedite project completion, insure tight project control and reduce construction related spending.
501	310205	Facilities Management	1	Administrative Assistant	100	Administrative duties for the DCAT Division - Including correspondence, purchasing duties and processing of all payments for the construction and capital projects. Maintains cost accounting and tracking for each project. Prepares annual budget information and reporting as required. This position is responsible for all communication and reporting to STATE / FEMA during and after a disaster for the FM Department. Fills in for Director's Aide and Accounting Tech when needed. Is backup for bi-monthly payroll when needed.
			66			

FUND: Inspection Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Protective Inspections

DEPARTMENT: Building Services  
 DIVISION: Administration  
 COST CENTER: Building Inspections Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	266,961	300,086	128,840	295,356	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	906	0	468	1,500	0
51501	Special pay	4,800	4,800	2,200	4,800	0
52101	FICA Taxes	19,760	23,324	10,332	23,078	0
52201	Retirement Contributions	51,626	37,245	23,551	38,654	0
52301	Life & Health Insurance	45,473	54,000	20,088	57,000	0
52401	Workers' Compensation	843	771	333	902	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	390,368	420,226	185,812	421,290	0
53101	Professional Services	16,380	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	68,865	60,200	23,680	67,308	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,931	2,800	0	2,978	0
54101	Communications	27,870	36,000	18,358	26,300	0
54201	Postage & Freight	322	2,000	1,021	2,000	0
54301	Utility Services	184	0	0	0	0
54401	Rentals & Leases	391	537	6,719	537	0
54501	Insurance	8,043	10,236	5,236	10,364	0
54601	Repair & Maintenance Services	180,206	149,294	127,803	143,942	0
54701	Printing & Binding	0	500	145	500	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	8,495	8,300	4,111	5,083	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	4,963	6,000	1,399	6,000	0
55201	Operating Supplies	6,722	3,200	1,013	3,360	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	2,696	1,500	1,311	920	0
55501	Training & Registrations	972	2,000	702	2,000	0
55801	Bad Debt	0	100	0	100	0
55901	Depreciation	21,793	1,094	1,094	1,094	0
	OPERATING COSTS	350,832	283,761	192,592	272,486	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	126,190	0	0	0	0
56499	Equip YR End Reclass	(126,190)	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 741,200	\$ 703,987	\$ 378,404	\$ 693,776	\$ 0
RESOURCES						
	Inspection Revenues	\$ 658,622	\$ 599,487	\$ 378,404	\$ 603,526	\$ 0
	\$5 Construction Tech Fees	82,579	110,000	51,723	95,000	0
	Other Inspection Fund Revenues	0	0	(51,723)	0	0
	Less: 5% Anticipated Receipts	0	(5,500)	0	(4,750)	0
	TOTAL REVENUES	\$ 741,200	\$ 703,987	\$ 378,404	\$ 693,776	\$ 0

Proposed reallocation  
 from a Building Codes  
 Mgr to a Flood Plain  
 Mgr for FY 17/18

Armored deposit  
 pickup, QLESS kiosk  
 serv., Temp labor  
 services \$55,200

FGFOA & BOAF  
 Conference

VoIP and cellphone  
 charges

Insurance for county  
 vehicles

Maintenance  
 contracts; vehicle  
 maintenance; Accela  
 hosting fees

FICA savings

Fuel for vehicles;  
 misc supplies

Code books; IAEI  
 membership renewal

Required CEUs for  
 Building Officer

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

406 / 250111

Administration

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	16,380			0		0	Optimization and configuration assistance for the Accela land records management software.
				0		0	
				0		0	
				0		0	
Subtotal	16,380			-	-	0	
overall change 0							
3 53401 Other Contractual Services	68,865			0	78,200	(78,200)	QLESS customer service check-in kiosk service.
		4,800	1	4,800		4,800	Armored deposit pickup
		7,308	1	7,308		7,308	Temporary labor services - 2 SOSA positions
		27,600	2	55,200		55,200	
				0		0	
Subtotal	68,865			67,308	78,200	(10,892)	
overall change (10,892)							
4 54001 Travel & Per	2,931			0	2,800	(2,800)	FGFOA School of Finance for Accountant - Jacksonville, FL 10/23 - 10/27 - mileage - \$398, hotel - \$732, per diem - \$324
Diem		1,454	1	1,454		1,454	BOAF Conference for Building Official - mileage \$450, hotel - \$750, per diem - \$324
		1,524	1	1,524		1,524	
				0		0	
				0		0	
Subtotal	2,931			2,978	2,800	178	
overall change 178							
5 54101 Communications	27,870			0	26,593	(26,593)	Mobile high speed internet service for inspectors
		8,600	1	8,600		8,600	Cell phone service for Building Services personnel
		16,000	1	16,000		16,000	Telephone charges for VOIP phone system
		1,700	1	1,700		1,700	
				0		0	
Subtotal	27,870			26,300	26,593	(293)	
overall change (293)							
6 54201 Postage & Freight	322	2,000	1	2,000	2,000	0	Postage for general mailings through postage machine
				0		0	
				0		0	
				0		0	
Subtotal	322			2,000	2,000	0	
overall change 0							
8 54401 Rentals & Leases	391	537	1	537	537	0	Postage machine rental
				0		0	
				0		0	
				0		0	
Subtotal	391			537	537	0	
overall change 0							
9 54501 Insurance	8,043	10,364	1	10,364	5,236	5,128	Automobile Insurance for County vehicles
				0		0	
Subtotal	8,043			10,364	5,236	5,128	
overall change 5,128							
10 54601 Repair & Maintenance	180,206			0	149,294	(149,294)	Accela hosting fees
		10,840	12	130,083		130,083	Office machine maintenance contracts
		505	12	6,059		6,059	Repairs and maintenance of County vehicles
		7,800	1	7,800		7,800	
Subtotal	180,206			143,942	149,294	(5,352)	
overall change (5,352)							
11 54701 Printing & Binding		500	1	500	500	0	Business cards for administrative personnel
				0		0	
Subtotal	-			500	500	0	
overall change 0							
13 54901 Other Current Chrgs & Oblig	8,495	5,083	1	5,083	8,300	(3,217)	FICA savings
				0		0	
				0		0	
				0		0	
Subtotal	8,495			5,083	8,300	(3,217)	
overall change (3,217)							
15 55101 Office Supplies	4,963	6,000	1	6,000	6,000	0	General office supplies
				0		0	
				0		0	
				0		0	
Subtotal	4,963			6,000	6,000	0	
overall change 0							

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

406 / 250111

Administration

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16 55201 Operating Supplies	6,722			0	3,200	(3,200)	
		360	1	360		360	Fuel for administration County vehicle
		3,000	1	3,000		3,000	Miscellaneous operating supplies
				0		0	
Subtotal	6,722			3,360	3,200	160	
				overall change		160	
18 55401 Books, Pubs & Subs.	2,696	800	1	800	1,500	(700)	Code books
		120	1	120		120	IAEI membership renewal for Building Official
				0		0	
				0		0	
Subtotal	2,696			920	1,500	(580)	
				overall change		(580)	
19 55501 Training & Registrations	972	2,000	1	2,000	2,000	0	Required CEUs for Building Official
				0		0	
				0		0	
				0		0	
Subtotal	972			2,000	2,000	0	
				overall change		0	
20 55801 Bad Debt		100	1	100	100	0	Uncollectable returned checks
				0		0	
Subtotal	-			100	100	0	
				overall change		0	
21 55901 Depreciation	21,793	1,094	1	1,094	1,094	0	Depreciation calculations determined by Clerk's Finance Div.
				0		0	
Subtotal	21,793			1,094	1,094	0	
				overall change		0	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
				overall change		0	
Page Totals		350,832		272,486	287,354	(14,868)	

FUND: Inspection Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Protective Inspections

DEPARTMENT: Building Services  
 DIVISION: Inspections  
 COST CENTER: Building Section

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	143,355	147,429	65,937	153,712	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	11,145	0	7,560	12,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	11,467	11,278	5,415	12,678	0
52201	Retirement Contributions	92,399	13,986	6,553	15,956	0
52301	Life & Health Insurance	27,195	36,000	15,551	38,000	0
52401	Workers' Compensation	2,433	3,714	1,604	5,012	0
52501	Unemployment Compensation	9,364	0	0	0	0
52601	OPEB-Other Post Emp Benefits	0	0	0	0	0
	PERSONNEL COSTS	297,358	212,407	102,620	237,358	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	1,101	2,500	133	3,000	0
54101	Communications	14	300	6	300	0
54201	Postage & Freight	25	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	500	0	200	0
54701	Printing & Binding	527	450	0	300	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	32,210	31,750	16,112	37,036	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	56	500	9	300	0
55201	Operating Supplies	7,161	10,000	3,531	8,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	1,839	1,800	515	1,500	0
55501	Training & Registrations	525	1,300	802	1,300	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	1,641	1,641	1,641	1,641	0
	OPERATING COSTS	45,098	50,741	22,749	53,577	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 342,456	\$ 263,148	\$ 125,369	\$ 290,935	\$ 0
RESOURCES						
	Building Inspection Fees	\$ 706,416	\$ 625,000	\$ 366,869	\$ 650,000	\$ 0
	Sign Inspection Fees	8,600	8,500	8,260	8,600	0
	Setback Inspection Fees	15,399	11,000	7,589	11,000	0
	Other Inspection Fund Revenues	(387,959)	(349,127)	(257,349)	(345,185)	0
	Less: 5% Anticipated Receipts	0	(32,225)	0	(33,480)	0
	TOTAL REVENUES	\$ 342,456	\$ 263,148	\$ 125,369	\$ 290,935	\$ 0

BOAF, FEMA  
 Conferences &  
 ICC class

VoIP

5% Indirect  
 Costs

Fuel

Code books, BOAF  
 Assoc of Floodplain  
 Mgr, FL Fire Marshall  
 Assoc, NWF BOAF  
 memberships

Inspector CEUs



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER  
406 / 250109 Building

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem	1,101	1,200	1	1,200	2,500	(1,300)	BOAF Conference for Building supervisor
		1,000	1	1,000		1,000	FEMA Conference for Floodplain manager
		800	1	800		800	ICC Plan Review Class for building inspector
				0		0	
				0		0	
Subtotal	1,101			3,000	2,500	500	
overall change						500	
5 54101 Communications	14	300	1	300	300	0	Telephone charges for VOIP phone system
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	14			300	300	0	
overall change						0	
6 54201 Postage & Freight	25			0		0	Incidental mailings
				0		0	
				0		0	
				0		0	
Subtotal	25			-	-	0	
overall change						0	
10 54601 Repair & Maintenance		200	1	200	500	(300)	General repairs and maintenance of office machines
				0		0	
				0		0	
				0		0	
Subtotal	-			200	500	(300)	
overall change						(300)	
11 54701 Printing & Binding	527	300	1	300	450	(150)	Business cards for inspectors and supervisors
				0		0	
Subtotal	527			300	450	(150)	
overall change						(150)	
13 54901 Other Current Chrgs & Oblig	32,210	37,036	1	37,036	31,750	5,286	Indirect costs allocation (5% of projected revenue) or \$740,717 (\$709,152 - 322001, \$16,383 - 322002, \$15,182 - 322011)
				0		0	
				0		0	
				0		0	
Subtotal	32,210			37,036	31,750	5,286	
overall change						5,286	
15 55101 Office Supplies	56	300	1	300	500	(200)	Business cards for inspectors and supervisor
				0		0	
				0		0	
				0		0	
Subtotal	56			300	500	(200)	
overall change						(200)	
16 55201 Operating Supplies	7,161	8,000	1	8,000	10,000	(2,000)	Fuel for inspectors' County vehicles
				0		0	
				0		0	
				0		0	
Subtotal	7,161			8,000	10,000	(2,000)	
overall change						(2,000)	
18 55401 Books, Pubs & Subs.	1,839	1,000	1	1,000	1,800	(800)	Code books
		150	1	150		150	Association of Floodplain Managers membership
		75	2	150		150	Florida Fire Marshals Association memberships
		50	1	50		50	BOAF membership
		50	3	150		150	NWF Chapter BOAF memberships
				0		0	
Subtotal	1,839			1,500	1,800	(300)	
overall change						(300)	
19 55501 Training & Registrations	525	1,300	1	1,300	1,300	0	Inspectors required CEUs
				0		0	
				0		0	
				0		0	
Subtotal	525			1,300	1,300	0	
overall change						0	
21 55901 Depreciation	1,641	1,641	1	1,641	1,641	0	Depreciation calculations determined by Clerk's Finance Div.
				0		0	
Subtotal	1,641			1,641	1,641	0	
overall change						0	
Page Totals		45,099		53,577	50,741	2,836	

FUND: Inspection Fund  
 FUNCTION: General Government  
 ACTIVITY: Comprehensive Planning

DEPARTMENT: Building Services  
 DIVISION: Permitting  
 COST CENTER: Permitting

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	194,149	261,630	120,207	267,648	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	3,279	0	135	3,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	14,294	20,015	8,600	20,704	0
52201	Retirement Contributions	15,364	22,384	9,050	25,189	0
52301	Life & Health Insurance	46,055	72,000	35,398	85,500	0
52401	Workers' Compensation	612	663	286	811	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	273,754	376,692	173,676	402,852	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	1,435	1,200	545	1,200	0
54201	Postage & Freight	0	100	0	100	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	554	500	0	1,000	0
54701	Printing & Binding	0	500	0	500	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	40,678	41,100	22,223	25,265	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	3,974	5,000	1,356	5,600	0
55201	Operating Supplies	581	1,000	1,432	1,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	1,308	1,000	86	2,370	0
55501	Training & Registrations	120	2,000	702	1,200	0
55801	Bad Debt	1,060	0	0	0	0
55901	Depreciation	0	3,556	3,556	3,556	0
	OPERATING COSTS	49,710	55,956	29,900	41,791	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 323,463	\$ 432,648	\$ 203,576	\$ 444,643	\$ 0

#### RESOURCES

Permit Application Processing Fee	\$ 541,080	\$ 490,000	\$ 281,151	\$ 500,000	\$ 0
Copies & Research	4,761	4,000	2,700	4,000	0
Interest Earnings	26,049	18,000	12,241	20,000	0
Miscellaneous Revenues	30,503	15,000	15,631	15,000	0
State Surcharge - Amount Retained	9,272	8,000	4,927	7,500	0
\$5 Construction Technology Fee	82,579	110,000	51,223	99,850	0
Other Inspection Fund Revenues	(370,781)	(185,602)	(164,297)	(169,389)	0
Less: 5% Anticipated Receipts	0	(26,750)	0	(32,318)	0
TOTAL REVENUES	\$ 323,463	\$ 432,648	\$ 203,576	\$ 444,643	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

406/250101

Permitting

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
5 54101 Communications	1,435	400	1	400	400	0	Telephone charges for VOIP phone system
		800	1	800	800	0	Telephone service at Molino satellite permitting office
				0	0	0	
				0	0	0	
				0	0	0	
Subtotal	1,435			1,200	1,200	0	
overall change						0	
6 54201 Postage & Freight		100	1	100	100	0	Postage for public records requests and incidental mailings
				0	0	0	
				0	0	0	
				0	0	0	
Subtotal	-			100	100	0	
overall change						0	
10 54601 Repair & Maintenance	554	500	1	500	500	0	General repairs and maintenance of office machines
		500	1	500		500	Reconfiguration of computer networking for Molino satellite permitting office
				0	0	0	
				0	0	0	
Subtotal	554			1,000	500	500	
overall change						500	
11 54701 Printing & Binding		500	1	500	500	0	Printing forms and business cards
				0	0	0	
Subtotal	-			500	500	0	
overall change						0	
13 54901 Other Current	40,678	1,400	12	16,800	12,000	4,800	Merchant account fees for accepting credit/debit cards
							Indirect costs allocation (5% of projected revenue) of \$169,301
							(\$99,850 - 341907, \$4,952 - 341902, \$22,054 - 361001,
Chrgs & Obligs	8,465		1	8,465	29,100	(20,635)	\$32,391 - 369001, \$10,054 - 369016)
				0	0	0	
				0	0	0	
Subtotal	40,678			25,265	41,100	(15,835)	
overall change						(15,835)	
15 55101 Office Supplies	3,974	5,000	1	5,000	5,000	0	General office supplies
		150	4	600		600	Replacement chairs for Molino satellite permitting office
				0	0	0	
				0	0	0	
Subtotal	3,974			5,600	5,000	600	
overall change						600	
16 55201 Operating Supplies	581	1,000	1	1,000	1,000	0	Miscellaneous operating supplies including replacement ID badges, excess copy charges, replacement of phone cases, blank CDs, and other incidental supplies.
				0	0	0	
				0	0	0	
				0	0	0	
Subtotal	581			1,000	1,000	0	
overall change						0	
18 55401 Books, Pubs & Subs.	1,308	600	1	600	1,000	(400)	Notary commissions and fees
		295	6	1,770		1,770	Books for ICC Permit Technician certification
				0	0	0	
				0	0	0	
Subtotal	1,308			2,370	1,000	1,370	
overall change						1,370	
19 55501 Training & Registrations	120			0	2,000	(2,000)	Individual Training Plans
		200	6	1,200		1,200	Testing fees for ICC Permit Technician Certification
				0	0	0	
				0	0	0	
Subtotal	120			1,200	2,000	(800)	
overall change						(800)	
21 55901 Depreciation	1,060	3,556	1	3,556	3,556	0	Depreciation
				0	0	0	
Subtotal	1,060			3,556	3,556	0	
overall change						0	
31 59801 Reserves						0	
				0	0	0	
				0	0	0	
Subtotal	-			-	-	0	
overall change						0	

Page Totals 49,710

41,791 55,956 (14,165)

FUND: Inspection Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Protective Inspections

DEPARTMENT: Building Services  
 DIVISION: Inspections  
 COST CENTER: Electrical Section

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	153,463	162,496	49,489	133,344	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	2,313	0	2,987	3,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	11,018	12,430	2,967	10,431	0
52201	Retirement Contributions	11,403	12,220	5,180	13,394	0
52301	Life & Health Insurance	29,674	27,000	13,038	28,500	0
52401	Workers' Compensation	3,402	4,094	1,768	4,124	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	211,273	218,240	75,429	192,793	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	1,348	1,000	157	1,400	0
54101	Communications	234	300	647	300	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	500	0	200	0
54701	Printing & Binding	527	300	0	300	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	10,250	11,250	5,250	14,716	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	17	300	15	300	0
55201	Operating Supplies	6,328	12,000	4,678	10,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	745	1,500	252	1,185	0
55501	Training & Registrations	275	1,300	702	1,275	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	1,648	1,648	1,648	1,648	0
	OPERATING COSTS	21,372	30,098	13,349	31,324	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 232,645	\$ 248,338	\$ 88,778	\$ 224,117	0
RESOURCES						
	Electrical Inspection Revenue	\$ 269,702	\$ 210,000	\$ 155,249	\$ 250,000	0
	Other Inspection Fund Revenue	(37,057)	48,838	(66,471)	(13,383)	0
	Less: 5% Anticipated Receipts	0	(10,500)	0	(12,500)	0
	TOTAL REVENUES	\$ 232,645	\$ 248,338	\$ 88,778	\$ 224,117	0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

406 / 250108

Electrical

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem	1,348	1,400	1	1,400	1,000	400	IAEI Conference for Electrical Supervisor
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	1,348			1,400	1,000	400	
overall change							400
5 54101 Communications	234	25	12	300	300	0	Telephone charges for VOIP phone system
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	234			300	300	0	
overall change							0
10 54601 Repair & Maintenance	0	200	1	200	500	(300)	General repairs and maintenance of office machines
				0		0	
				0		0	
				0		0	
Subtotal	-			200	500	(300)	
overall change							(300)
11 54701 Printing & Binding	527	300	1	300	300	0	Business cards for inspectors and supervisors
				0		0	
Subtotal	527			300	300	0	
overall change							0
13 54901 Other Current Chrgs & Obligs	10,250	14,716	1	14,716	11,250	3,466	Indirect cost allocation (5% of projected revenues) of \$294,333 - 322007
				0		0	
				0		0	
				0		0	
Subtotal	10,250			14,716	11,250	3,466	
overall change							3,466
15 55101 Office Supplies	17	300	1	300	300	0	General office supplies
				0		0	
				0		0	
				0		0	
Subtotal	17			300	300	0	
overall change							0
16 55201 Operating Supplies	6,328	10,000	1	10,000	12,000	(2,000)	Fuel for Inspectors' County vehicles
				0		0	
				0		0	
				0		0	
Subtotal	6,328			10,000	12,000	(2,000)	
overall change							(2,000)
18 55401 Books, Pubs & Subs.	745	800	1	800	1,500	(700)	Code books
		25	1	25		25	NW Florida Chapter IAEI Membership - Electrical supervisor
		120	3	360		360	IAEI Membership - Electrical supervisor and inspectors
				0		0	
Subtotal	745			1,185	1,500	(315)	
overall change							(315)
19 55501 Training & Registrations	275	275	1	275	1,300	(1,025)	Registration to NW Florida Chapter IAEI Conference
		1,000	1	1,000		1,000	Inspectors required CEUs
				0		0	
				0		0	
Subtotal	275			1,275	1,300	(25)	
overall change							(25)
21 55901 Depreciation	1,648	1,648	1	1,648	1,648	0	Depreciation calculations determined by Clerk's Finance Div
				0		0	
Subtotal	1,648			1,648	1,648	0	
overall change							0
Page Totals							21,372
				31,324	30,098	1,226	

FUND: Inspection Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Protective Inspections

BUREAU: Building Services  
 DIVISION: Contractor Licensing  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	24,804	25,066	11,086	25,064	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	18	500	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	1,879	1,918	841	1,955	0
52201	Retirement Contributions	1,821	1,885	835	2,025	0
52301	Life & Health Insurance	5,179	9,000	3,037	9,500	0
52401	Workers' Compensation	61	63	28	76	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	33,744	37,932	15,845	39,120	0
53101	Professional Services	0	0	0	5,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	5,000	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
54001	Travel & Per Diem	0	250	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	1,500	13	500	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	100	0	300	0
54701	Printing & Binding	0	0	0	100	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	6,065	4,975	2,682	5,700	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	42	500	38	500	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	250	702	250	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	6,107	7,575	3,435	17,350	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 39,851	\$ 45,507	\$ 19,280	\$ 56,470	\$ 0

#### RESOURCES

Const Ind Renewals - Active	\$ 72,875	\$ 75,000	\$ 39,575	\$ 70,000	\$ 0
Const Ind Renewals - Inactive	2,813	5,500	1,125	2,000	0
Exams	6,300	7,000	4,380	6,000	0
Contribution Certification Fees	7,050	6,000	3,771	6,000	0
Changes in Categories	10,370	13,750	677	10,000	0
Other Inspection Fund Revenues	(59,556)	(56,380)	(30,248)	(32,830)	0
Less: 5% Anticipated Receipts	0	(5,363)	0	(4,700)	0
TOTAL REVENUES	\$ 39,851	\$ 45,507	\$ 19,280	\$ 56,470	\$ 0

Compensation to Contractor Competency Board members per meeting. (Moved from 250118)

Court reporter services for Contractor Competency Board meetings (Moved from 250118)

General repairs & maintenance

5% Indirect Costs

Individual training plans

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

406 / 250120

Contractor Licensing

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	0	50	100	5,000	0	5,000	\$50 per member compensation to Contractor Competency Board members per meeting. (Moved from 250118) est by budget \$50X(20X5)
				0		0	
				0		0	
				0		0	
Subtotal	-			5,000	-	5,000	
overall change						5,000	
2 53301 Court Reporter Services	0	250	20	5,000	0	5,000	Court reporter services for Contractor Competency Board meetings (as recommended by County Attorney) (Moved from 250118) est. by budget \$250X20
				0		0	
				0		0	
				0		0	
Subtotal	-			5,000	-	5,000	
overall change						5,000	
4 54001 Travel & Per Diem	0	0	1	0	250	(250)	Removed
				0		0	
				0		0	
				0		0	
Subtotal	-			-	250	(250)	
overall change						(250)	
6 54201 Postage & Freight	0	500	1	500	1,500	(1,000)	Licensing mail outs and renewal notifications (as needed)
				0		0	
				0		0	
				0		0	
Subtotal	-			500	1,500	(1,000)	
overall change						(1,000)	
10 54601 Repair & Maintenance		300	1	300	100	200	General repairs and maintenance of office machines (as needed)
				0		0	
				0		0	
				0		0	
Subtotal	-			300	100	200	
overall change						200	
11 54701 Printing & Binding		100	1	100		100	Business cards for Contractor Licensing personnel (when needed)
				0		0	
Subtotal	-			100	-	100	
overall change						100	
13 54901 Other Current Chrgs & Obligs	6,065	5,700	1	5,700	4,975	725	Indirect costs allocation (5% of projected revenues) of \$113,991 (\$73,333 - 367001, \$1,994 - 367002, \$6,562 - 367003, \$4,615 - 367004, \$24,487 - 367005, \$3,000 - 351015)
				0		0	
				0		0	
				0		0	
Subtotal	6,065			5,700	4,975	725	
overall change						725	
15 55101 Office Supplies	42	500	1	500	500	0	General office supplies
				0		0	
				0		0	
				0		0	
Subtotal	42			500	500	0	
overall change						0	
19 55501 Training & Registrations		250	1	250	250	0	Training for Contractor Licensing personnel
				0		0	
				0		0	
				0		0	
Subtotal	-			250	250	0	
overall change						0	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals				17,350	7,575	9,775	

FUND: Inspection Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Protective Inspections

DEPARTMENT: Building Services  
 DIVISION: Inspections  
 COST CENTER: Plans Review

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	122,878	93,453	40,201	72,549	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	1,175	0	88	1,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	9,287	7,149	3,057	5,627	0
52201	Retirement Contributions	11,309	7,028	2,927	5,825	0
52301	Life & Health Insurance	7,369	27,000	6	19,000	0
52401	Workers' Compensation	310	236	102	220	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	152,328	134,866	46,381	104,221	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	100	0	500	0
54101	Communications	254	300	92	300	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	200	0	200	0
54701	Printing & Binding	0	100	0	100	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	12,750	12,750	6,125	15,058	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	531	1,000	348	500	0
55201	Operating Supplies	726	500	0	500	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	25	1,000	100	500	0
55501	Training & Registrations	0	1,000	702	1,000	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	1,094	1,094	1,094	1,094	0
	OPERATING COSTS	15,380	18,044	8,461	19,752	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	9,500	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	9,500	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 167,708	\$ 152,910	\$ 54,842	\$ 133,473	\$ 0
RESOURCES						
	Plan Review Fees	\$ 300,412	\$ 245,000	\$ 157,956	\$ 275,000	0
	Other Inspection Fund Revenues	(132,705)	(79,840)	(103,114)	(127,777)	0
	Less: 5% Anticipated Receipts	0	(12,250)	0	(13,750)	0
	TOTAL REVENUES	\$ 167,708	\$ 152,910	\$ 54,842	\$ 133,473	\$ 0



**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

406 / 250115

Plans Review

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem		500	1	500	100	400	Mileage for Plans Examiner to obtain required CEUs
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	-			500	100	400	
overall change						400	
5 54101 Communications	254	300	1	300	300	0	Telephone charges for VIOP phone system
Subtotal	254			300	300	0	
overall change						0	
10 54601 Repair & Maintenance	0	200	1	200	200	0	General repairs and maintenance to office machines
				0		0	
				0		0	
				0		0	
Subtotal	-			200	200	0	
overall change						0	
11 54701 Printing & Binding	0	100	1	100	100	0	Business cards for Plans Review personnel
				0		0	
Subtotal	-			100	100	0	
overall change						0	
13 54901 Other Current Chrgs & Obligs	12,750	15,058	1	15,058	12,750	2,308	Indirect costs allocation (5% of projected revenues) of \$301,161 - 322006
				0		0	
				0		0	
				0		0	
Subtotal	12,750			15,058	12,750	2,308	
overall change						2,308	
15 55101 Office Supplies	531	500	1	500	1,000	(500)	General office supplies
				0		0	
				0		0	
				0		0	
Subtotal	531			500	1,000	(500)	
overall change						(500)	
16 55201 Operating Supplies	726	500	1	500	500	0	Miscellaneous operating supplies
				0		0	
				0		0	
				0		0	
Subtotal	726			500	500	0	
overall change						0	
18 55401 Books, Pubs & Subs.	25	500	1	500	1,000	(500)	Code books
				0		0	
				0		0	
				0		0	
Subtotal	25			500	1,000	(500)	
overall change						(500)	
19 55501 Training & Registrations	0	1,000	1	1,000	1,000	0	Required CEUs for Plans Examiner
				0		0	
				0		0	
				0		0	
Subtotal	-			1,000	1,000	0	
overall change						0	
21 55901 Depreciation	1,094	1,094	1	1,094	1,094	0	Depreciation calculations determined by Clerk's Finance Div.
				0		0	
Subtotal	1,094			1,094	1,094	0	
overall change						0	
25 56401 Machinery & Equipment	0	9,500	1	9,500		9,500	Replacement large format scanner for Plans Room - purchased 9/26/11 for \$13,381 (6 years old) in poor cond.
				0		0	
Subtotal	-			9,500	-	9,500	
overall change						9,500	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals		15,380		29,252	18,044	11,208	

FUND: Inspection Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Protective Inspections

DEPARTMENT: Building Services  
 DIVISION: Inspections  
 COST CENTER: Licensing & Investigations Section

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	111,806	113,981	52,070	113,994	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	447	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	8,505	8,720	3,944	8,721	0
52201	Retirement Contributions	8,241	8,572	3,915	9,029	0
52301	Life & Health Insurance	13,152	27,000	6,780	28,500	0
52401	Workers' Compensation	1,997	2,872	1,240	3,447	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	144,149	161,145	67,949	163,691	0
53101	Professional Services	3,730	5,000	1,300	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	4,611	3,000	1,227	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	750	1,065	1,065	0
54101	Communications	271	300	109	300	0
54201	Postage & Freight	869	1,000	7	100	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	240	300	0	300	0
54701	Printing & Binding	815	200	0	200	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	935	800	512	1,423	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	1,066	1,500	466	1,000	0
55201	Operating Supplies	3,425	4,000	2,445	3,300	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	500	0	500	0
55501	Training & Registrations	0	1,000	545	945	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	530	1,643	1,643	1,643	0
	OPERATING COSTS	16,491	19,993	9,319	10,776	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 160,640	\$ 181,138	\$ 77,268	\$ 174,467	\$ 0
RESOURCES						
	Fines - Competency Board	3,048	500	2,465	1,000	0
	Unlic/Unperm Contractor Fines	29,528	20,000	14,225	20,000	0
	Other Inspection Fund Revenues	128,065	160,638	60,578	153,467	0
	Less: 5% Anticipated Receipts	0	(1,025)	0	(1,050)	0
	TOTAL REVENUES	\$ 160,640	\$ 181,138	\$ 77,268	\$ 174,467	\$ 0

Building Inspector  
code cert. trng

VoIP system

Business cards;

5% Indirect costs

Fuel; uniform  
shirt

Code books

Required CEU,  
Code Inspector  
trng

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

406 / 250118

Investigations

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services	3,730	0	1	0	5,000	(5,000)	\$50 per member compensation to Contractor Competency Board members per meeting. <b>(Moved to 250120)</b>
				0		0	
				0		0	
				0		0	
Subtotal	3,730			-	5,000	(5,000)	
overall change						(5,000)	
2 53301 Court Reporter Services	4,611	0	1	0	3,000	(3,000)	Court reporter services for Contractor Competency Board meetings (as recommended by County Attorney) <b>(Moved to 250120)</b>
				0		0	
				0		0	
				0		0	
Subtotal	4,611			-	3,000	(3,000)	
overall change						(3,000)	
4 54001 Travel & Per Diem	0	1,065	1	1,065	750	315	Travel and per diem for Investigator to attend Building Codes Investigator Certification training
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	-			1,065	750	315	
overall change						315	
5 54101 Communications	271	300	1	300	300	0	Telephone charges for VOIP phone system
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	271			300	300	0	
overall change						0	
6 54201 Postage & Freight	869	100	1	100	1,000	(900)	Postage for violation notices
				0		0	
				0		0	
				0		0	
Subtotal	869			100	1,000	(900)	
overall change						(900)	
10 54601 Repair & Maintenance	240	300	1	300	300	0	General repairs and maintenance of office machines
				0		0	
				0		0	
				0		0	
Subtotal	240			300	300	0	
overall change						0	
11 54701 Printing & Binding	815	200	1	200	200	0	Business cards for Investigations personnel
				0		0	
Subtotal	815			200	200	0	
overall change						0	
13 54901 Other Current Chrgs & Obligs	935	1,423	1	1,423	800	623	Indirect Cost Allocation (5% of projected revenues) of \$28,464 - 359029
				0		0	
				0		0	
				0		0	
Subtotal	935			1,423	800	623	
overall change						623	
15 55101 Office Supplies	1,066	1,000	1	1,000	1,500	(500)	General office supplies
				0		0	
				0		0	
				0		0	
Subtotal	1,066			1,000	1,500	(500)	
overall change						(500)	
16 55201 Operating Supplies	3,425	3,000	1	3,000	4,000	(1,000)	Fuel for County vehicles
		300	1	300		300	Replacement uniform shirts for Investigations personnel
				0		0	
				0		0	
Subtotal	3,425			3,300	4,000	(700)	
overall change						(700)	
18 55401 Books, Pubs & Subs.	0	500	1	500	500	0	Code books
				0		0	
				0		0	
				0		0	
Subtotal	-			500	500	0	
overall change						0	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

406 / 250118

Investigations

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
19 55501 Training &	0	1	400	400	1,000	(600)	Required CEUs for Investigations personnel
Registrations		545	1	545		545	Registration for Certified Building Codes Investigator training for Building Codes Investigator - Council on Licensure
				0		0	
				0		0	
Subtotal	-			945	1,000	(55)	
overall change						(55)	
21 55901 Depreciation	530	1,643	1	1,643	1,643	0	Depreciation calculations determined by Clerk's Finance Div.
				0		0	
Subtotal	530			1,643	1,643	0	
overall change						0	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	
Page Totals		16,491		10,776	19,993	(9,217)	

FUND: Inspection Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Protective Inspections

DEPARTMENT: Building Services  
 DIVISION: Inspections  
 COST CENTER: Plumbing/Gas/Mechanical Section

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	132,042	135,358	52,689	130,180	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	7,353	0	5,744	9,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	9,737	10,355	4,103	10,648	0
52201	Retirement Contributions	10,192	10,178	4,394	11,024	0
52301	Life & Health Insurance	33,221	27,000	16,138	28,500	0
52401	Workers' Compensation	3,793	3,410	1,472	4,209	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	196,338	186,301	84,540	193,561	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	500	0	700	0
54101	Communications	236	300	579	300	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	400	0	200	0
54701	Printing & Binding	726	300	0	300	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	16,625	20,650	10,062	26,512	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	18	300	0	300	0
55201	Operating Supplies	8,144	12,000	1,696	10,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	438	1,500	230	980	0
55501	Training & Registrations	0	1,000	702	1,000	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	1,368	1,368	1,368	1,368	0
	OPERATING COSTS	27,554	38,318	14,637	41,660	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 223,892	\$ 224,619	\$ 99,177	\$ 235,221	\$ 0

#### RESOURCES

Plumbing Inspection Fees	\$ 266,999	\$ 205,000	\$ 134,380	\$ 240,000	\$ 0
Mechanical Inspection Fees	196,707	160,000	113,414	180,000	0
Gas Inspection Fees	47,445	37,500	23,861	40,000	0
Other Inspection Fund Revenues	(287,258)	(177,881)	(172,478)	(224,779)	0
Less: 5% Anticipated Receipts	0	(20,125)	0	(23,000)	0
TOTAL REVENUES	\$ 223,892	\$ 224,619	\$ 99,177	\$ 235,221	\$ 0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
**Detail and Justification Summary**

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

406 / 250107

Plumbing Gas Mechanical

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem	0	700	1	700	500	200	FAPGMI Conference for Plumbing Inspections Supervisor
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	-			700	500	200	
overall change							200
5 54101 Communications	236	25	12	300	300	0	Telephone charges for VOIP phone system
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	236			300	300	0	
overall change							0
10 54601 Repair & Maintenance	0	200	1	200	400	(200)	General repairs and maintenance of office machines
				0		0	
				0		0	
				0		0	
Subtotal	-			200	400	(200)	
overall change							(200)
11 54701 Printing & Binding	726	300	1	300	300	0	Business cards for inspectors and supervisor
				0		0	
Subtotal	726			300	300	0	
overall change							0
13 54901 Other Current Chrgs & Obligs	16,625	26,512	1	26,512	20,650	5,862	Indirect costs allocation (5% of projected revenues) of \$530,246 (\$261,990 - 322008; \$47,264 - 322009, \$220,992 - 322004)
				0		0	
				0		0	
				0		0	
Subtotal	16,625			26,512	20,650	5,862	
overall change							5,862
15 55101 Office Supplies	18	300	1	300	300	0	General office supplies
				0		0	
				0		0	
				0		0	
Subtotal	18			300	300	0	
overall change							0
16 55201 Operating Supplies	8,144	10,000	1	10,000	12,000	(2,000)	Fuel for inspectors' County vehicles
				0		0	
				0		0	
				0		0	
Subtotal	8,144			10,000	12,000	(2,000)	
overall change							(2,000)
18 55401 Books, Pubs & Subs.	438	800	1	800	1,500	(700)	Code books
		60	3	180		180	FAPGMI memberships
				0		0	
				0		0	
Subtotal	438			980	1,500	(520)	
overall change							(520)
19 55501 Training & Registrations	0	1,000	1	1,000	1,000	0	Inspectors required CEUs
				0		0	
				0		0	
				0		0	
Subtotal	-			1,000	1,000	0	
overall change							0
21 55901 Depreciation	1,368	1,368	1	1,368	1,368	0	Depreciation calculations determined by Clerk's Finance Div.
				0		0	
Subtotal	1,368			1,368	1,368	0	
overall change							0
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change							0

Page Totals 27,554

41,660 38,318 3,342

FUND: Inspection Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Protective Inspections

DEPARTMENT: Building Services  
 DIVISION: Inspections  
 COST CENTER: Combination Inspections

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	151,651	152,877	69,569	152,871	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	1,999	0	4,969	6,000	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	11,399	11,695	5,507	12,154	0
52201	Retirement Contributions	14,426	14,564	7,033	15,578	0
52301	Life & Health Insurance	21,141	27,000	13,055	28,500	0
52401	Workers' Compensation	3,661	3,852	1,662	4,804	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	204,277	209,988	101,795	219,907	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	500	0	100	0
54101	Communications	0	300	0	300	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	650	0	200	0
54701	Printing & Binding	0	450	0	200	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	500	11	500	0
55201	Operating Supplies	4,534	10,000	2,857	7,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	195	1,000	60	960	0
55501	Training & Registrations	0	1,414	702	1,000	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	4,729	14,814	3,630	10,260	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 209,005	\$ 224,802	\$ 105,425	\$ 230,167	\$ 0
RESOURCES						
	Other Inspection Fund Revenues	209,005	224,802	105,425	230,167	0
	TOTAL REVENUES	\$ 209,005	\$ 224,802	\$ 105,425	\$ 230,167	\$ 0

Travel for required  
CEU training

VoIP service

General equip repairs

Business cards

Fuel

Code books,  
memberships  
renewals for IAEL,  
BOAF, FAPGMI

Inspector CEUs

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

406 / 250119

Combination Inspections

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
4 54001 Travel & Per Diem	0	100	1	100	500	(400)	Travel to Inspectors required CEUs
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	-			100	500	(400)	
overall change						(400)	
5 54101 Communications	0	25	12	300	300	0	Telephone charges for VOIP phone system
				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	-			300	300	0	
overall change						0	
10 54601 Repair & Maintenance	0	200	1	200	650	(450)	General repairs and maintenance to office machines
				0		0	
				0		0	
				0		0	
Subtotal	-			200	650	(450)	
overall change						(450)	
11 54701 Printing & Binding	0	200	1	200	450	(250)	Business cards for inspectors
				0		0	
Subtotal	-			200	450	(250)	
overall change						(250)	
15 55101 Office Supplies	0	500	1	500	500	0	General office supplies
				0		0	
				0		0	
				0		0	
Subtotal	-			500	500	0	
overall change						0	
16 55201 Operating Supplies	4,534	7,000	1	7,000	10,000	(3,000)	Fuel for inspectors' County vehicles.
				0		0	
				0		0	
				0		0	
Subtotal	4,534			7,000	10,000	(3,000)	
overall change						(3,000)	
18 55401 Books, Pubs & Subs.	195	300	1	300	1,000	(700)	Code books
		120	3	360		360	IAEI membership renewal for supervisor and inspectors
		50	3	150		150	BOAF membership renewal for supervisor and inspectors
		50	3	150		150	FAPGMI membership renewal for supervisor and inspectors
Subtotal	195			960	1,000	(40)	
overall change						(40)	
19 55501 Training & Registrations	0	1,000	1	1,000	1,414	(414)	Inspectors required CEU's
				0		0	
				0		0	
				0		0	
Subtotal	-			1,000	1,414	(414)	
overall change						(414)	
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change						0	

Page Totals 4,729

10,260 14,814 (4,554)



FUND: General Fund  
 FUNCTION: Human Services  
 ACTIVITY: Health

DEPARTMENT: Building Services  
 DIVISION: Animal Services  
 COST CENTER: Animal Services Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	498,108	570,075	208,279	579,749	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	21,490	0	9,801	0	0
51501	Special pay	38,654	0	0	0	0
52101	FICA Taxes	42,710	43,612	16,197	44,349	0
52201	Retirement Contributions	88,671	44,848	18,751	48,885	0
52301	Life & Health Insurance	10,503	144,000	41,880	152,000	0
52401	Workers' Compensation	0	11,484	4,968	14,544	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	700,137	814,019	299,876	839,527	0
53101	Professional Services	8,036	7,000	22,212	12,700	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,184	3,905	912	4,986	0
54101	Communications	1,184	2,200	1,118	6,700	0
54201	Postage & Freight	14	1,500	173	500	0
54301	Utility Services	4,806	5,000	2,074	5,000	0
54401	Rentals & Leases	2,110	3,000	1,027	3,000	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	8,104	14,000	6,615	11,140	0
54701	Printing & Binding	6,029	8,000	6,420	6,900	0
54801	Promotional Activities	0	500	0	1,500	0
54901	Other Current Charges & Obligations	2,079	3,000	562	2,125	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	4,098	5,000	2,039	4,500	0
55201	Operating Supplies	221,585	199,000	96,832	235,529	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Book/Pub/Subscript/Memb	0	250	10	0	0
55501	Training & Registrations	690	1,650	950	1,425	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	260,919	254,005	140,944	296,005	0
56101	Land	0	0	0	0	0
56201	Buildings	5,901	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	23,650	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	5,901	0	0	23,650	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 966,956	\$ 1,068,024	\$ 440,820	\$ 1,159,182	\$ 0
RESOURCES						
	Other Animal Control Revenues	655,807	642,500	313,481	616,270	0
	General Fund Revenues	311,149	425,524	127,339	542,912	0
	TOTAL REVENUES	\$ 966,956	\$ 1,068,024	\$ 440,820	\$ 1,159,182	\$ 0

One employee will be retiring during FY 17/18

Req \$16,875

Emergency Vet services; Relief Vet services

Cellphones (4) and tablets (3)

Web Chameleon service & license; vehicle and equipment repairs

Fuel; vaccines; medicines; pet food; microchips; surgical supplies; heartworm tests; flea & tick preventive meds

Surgery light; lift table with Scale for the ER; Replacement scale for intake area; 2 sets of washer/dryers

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 250202 Animal Services

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services		7,500	1	7,500		7,500	Off site emergency veterinary services, x-rays, etc.
		65	80	5,200		5,200	Relief Vet to fill in for Staff Vet on leave, 80hrs x \$65.00 (moved to enhancement sheet)
				0		0	
				0		0	
Subtotal	8,036			12,700	7,000	12,700	
overall change						5,700	
4 54001 Travel & Per Diem		1,045	2	2,090		2,090	2 staff FACA conference (each - Mileage=\$490, Per Diem=110, Hotel=444)
		1,172	1	1,172		1,172	Hotel, mileage and per diem for Division Mgr FACA conference (Hotel=516, Per Diem=169, Mileage=487)
		1,724	1	1,724		1,724	1 attendee Chameleon Conference (Hotel=790, Mileage/Airfare=550, Per Diem=384)
				0		0	
				0		0	
Subtotal	2,184			4,986	3,905	4,986	
overall change						1,081	
5 54101 Communications		200	12	2,400		2,400	4 phones @ \$50 per line/mo (Div Mgr, Ken Supr, Admin Supr, Vet)
		600	3	1,800		1,800	3 tablets for WebChameleon (moved to enhancement sheet)
				0		0	
				0		0	
				0		0	
Subtotal	1,185			4,200	2,200	4,200	
overall change						2,000	
6 54201 Postage & Freight		500	1	500		500	Certified mail and regular postage
				0		0	
				0		0	
				0		0	
Subtotal	14			500	1,500	500	
overall change						(1,000)	
7 54301 Utility Services		417	12	5,000		5,000	Tipping fee at the landfill
				0		0	
				0		0	
				0		0	
Subtotal	4,807			5,000	5,000	5,000	
overall change						0	
8 54401 Rentals & Leases		250	12	3,000		3,000	Uniform pants and jackets for shelter staff, safety mats
				0		0	
				0		0	
				0		0	
Subtotal	2,111			3,000	3,000	3,000	
overall change						0	
10 54601 Repair & Maintenance		480	12	5,760		5,760	Chameleon service & license agreement
		333	3	1,000		1,000	Fleet Maintenance & repair (3 trucks)
		1,500	1	1,500		1,500	Maintenance of shelter equipment and facility
		960	3	2,880		2,880	
Subtotal	8,104			11,140	14,000	11,140	
overall change						(2,860)	
11 54701 Printing & Binding		3,400	1	3,400		3,400	Animal license books
		292	12	3,500		3,500	Animal Tags
Subtotal	6,030			6,900	8,000	6,900	
overall change						(1,100)	
12 54801 Promotional Activities		750	2	1,500		1,500	Humane Education programs and offsite events
				0		0	
Subtotal	-			1,500	500	1,500	
overall change						1,000	
13 54901 Other Current Chrgs & Obligs		10	12	125		125	Background checks
		133	12	1,600		1,600	Credit card processing fees
		300	1	300		300	Job Postings
		100	1	100		100	Pharmacy License/Dea Inspection
Subtotal	2,080			2,125	3,000	2,125	
overall change						(875)	
15 55101 Office Supplies		375	12	4,500		4,500	Ink, paper, notebooks, report covers, toner, pens, etc.
				0		0	
				0		0	
				0		0	
Subtotal	4,099			4,500	5,000	4,500	
overall change						(500)	

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 250202

Animal Services

Account Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
16 55201 Operating Supplies		9	2,700	23,841		23,841	2700 microchips for animals adopted or returned to owners
		1	3,500	5,110		5,110	3500 rabies shots for adoption, transfer and redeemed animal
		7,800	1	7,800		7,800	Horse Pellets (Cat Litter)
		3	1,200	3,120		3,120	1200 Heartworm tests
		3,200	1	3,200		3,200	Copier/Printer/Fax for shelter
		1,700	8	13,600		13,600	Rescue cleaning solution 8 - 55gal drums
		2,800	1	2,800		2,800	Uniform work shirts & boots for shelter staff, volunteer t-shirts
		29,773	1	29,773		29,773	Surgery supplies
		2,685	12	30,225		30,225	Medical supplies (Non-surgical)
		958	12	11,500		11,500	cleaning supplies, laundry detergent, food trays
		6,213	12	74,560		74,560	intake vaccines, flea treatment and wormers for dogs and cats
		2,500	12	30,000		30,000	Pet Food
		2,500	1	2,500		2,500	additional dollars per Administrator
Subtotal	221,585			238,029	199,000	238,029	
				overall change		39,029	
18 55401 Books, Pubs & Subs.				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	-			-	250	0	
				overall change		(250)	
19 55501 Training & Registrations		400	2	800		800	FACA Conference 2 registrations
		125	5	625		625	Euthanasia Certification for 5 kennel techs
				0		0	
				0		0	
Subtotal	690			1,425	1,650	1,425	
				overall change		(225)	
23 56201 Buildings				0		0	
				0		0	
Subtotal	5,901			-	-	0	
				overall change		0	
25 56401 Machinery & Equipment		5,650	1	5,650		5,650	Dual Mount Surgery Light for Vet Clinic (moved to enhancement)
		3,500	1	3,500		3,500	Lift Table with Scale for ER (moved to enhancement)
		1,000	1	1,000		1,000	Scale for Intake area to replace current scale (moved to enhancement)
		11,300	1	11,300		11,300	Stackable Washer & Dryer for the clinic (moved to enhancement)
		2,200	1	2,200		2,200	Commercial Washer & Dryer for kennels (moved to enhancement)
Subtotal	-			23,650	-	23,650	
				overall change		23,650	
31 59801 Reserves				0		0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
				overall change		0	
Page Totals		266,825		319,655	254,005	65,650	

FUND: General Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Protective Inspections

DEPARTMENT: Building Services  
 DIVISION: Animal Services  
 COST CENTER: Animal Control

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	406,587	489,922	179,833	448,228	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	1,450	2,500	1,197	2,520	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	29,424	37,671	12,965	34,480	0
52201	Retirement Contributions	30,374	39,034	14,576	37,657	0
52301	Life & Health Insurance	104,886	135,000	54,776	142,500	0
52401	Workers' Compensation	9,068	9,904	4,277	10,859	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	581,789	714,031	267,624	676,244	0
53101	Professional Services	354	0	4,059	500	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	186	500	0	1,425	0
53401	Other Contractual Services	30,919	28,000	18,273	32,000	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	1,121	3,925	1,809	7,448	0
54101	Communications	17,240	20,000	6,582	30,404	0
54201	Postage & Freight	402	1,000	73	500	0
54301	Utility Services	0	0	1,665	0	0
54401	Rentals & Leases	3,329	3,300	0	3,329	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	14,347	13,000	3,836	28,060	0
54701	Printing & Binding	536	1,500	0	1,000	0
54801	Promotional Activities	0	1,500	0	1,500	0
54901	Other Current Charges & Obligations	104	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	1,707	5,000	577	2,500	0
55201	Operating Supplies	31,990	40,508	13,609	47,192	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	422	0	422	797	0
55501	Training & Registrations	1,950	800	825	3,080	0
55801	Bad Debt	0	1,300	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	104,607	120,333	51,730	159,735	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	20,000	20,000	10,285	20,000	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	20,000	20,000	10,285	20,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 706,395	\$ 854,364	\$ 329,639	\$ 855,979	0

#### RESOURCES

General Fund Revenues	\$ 706,395	\$ 854,364	\$ 329,639	\$ 855,979	0
TOTAL REVENUES	\$ 706,395	\$ 854,364	\$ 329,639	\$ 855,979	0

Dangerous dog  
magistrate

Dangerous dog court  
reporter

Livestock officer &  
boarding fees

FACA conference, ACO  
trng, Chemical  
Immobilization instructor  
trng

Phones and Mifi  
includes tables

Copier

Repair & maint. on  
vehicles and equip,  
User licenses for  
Chameleon

Citations & manual

Community outreach  
programs

Uniforms; animal traps;  
first aid kits; chip  
scanners, animal control  
safety equip.

ACO required trng,  
Euthanasia trng

Panhandle Equine  
Rescue

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 250207 Animal Control

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
1 53101 Professional Services		500	1	500		500	Dangerous dog appeal hearings magistrate
				0		0	
				0		0	
				0		0	
Subtotal	354			500	-	500	
overall change							500
2 53301 Court Reporter Services		1,425	1	1,425		1,425	Dangerous dog appeal hearings court reporter
				0		0	
				0		0	
				0		0	
Subtotal	186			1,425	500	1,425	
overall change							925
3 53401 Other Contractual Services		32,000	1	32,000		32,000	Livestock Officer contract & boarding fees
				0		0	
				0		0	
				0		0	
Subtotal	30,919			32,000	28,000	32,000	
overall change							4,000
4 54001 Travel & Per Diem		1,045	2	2,090		2,090	2 staff FACA conference (each - Mileage=\$490, Per Diem=110, Hotel=444)
		985	2	1,970		1,970	2 ACO training req. FSS 828.27 (each - Mileage=147, Per Diem=354, Hotel=485)
		755	1	755		755	FACA Board Meeting Div. Manager/Board member (Hotel=150, Per Diem=118, Mileage=487)
		1,724	1	1,724		1,724	1 attendee Chameleon Conference (Hotel=790, Mileage/Airfare=550, Per Diem=384)
		455	2	910		910	Chemical Immobilization Instructor meeting x 2
Subtotal	1,121			7,449	3,925	7,449	
overall change							3,524
5 54101 Communications		1,220	12	14,640		14,640	14 phones @ \$50 per month, 13 Mifis @ \$40 per month
		1,292	12	15,500		15,500	12 Tablets, Printers and equipment for ACOs
		22	12	264		264	Monthly fee to State of Florida for radio use
				0		0	
				0		0	
Subtotal	17,240			30,404	20,000	30,404	
overall change							10,404
6 54201 Postage & Freight		42	12	500		500	Certified letters and regular mail
				0		0	
				0		0	
				0		0	
Subtotal	402			500	1,000	500	
overall change							(500)
8 54401 Rentals & Leases		277	12	3,329		3,329	277.43 Monthly Copier lease
				0		0	
				0		0	
				0		0	
Subtotal	3,329			3,329	3,300	3,329	
overall change							29
10 54601 Repair & Maintenance				13,420		13,420	Web Chameleon server and user licenses for field
		240	11	2,640		2,640	Chameleon user license x 11
		1,000	12	12,000		12,000	Vehicle Repair & Maintenance for 12 Vehicles
				0		0	
Subtotal	14,347			28,060	13,000	28,060	
overall change							15,060
11 54701 Printing & Binding		600	1	600		600	Citations
		400	1	400		400	Animal Control Field Manual
Subtotal	536			1,000	1,500	1,000	
overall change							(500)
12 54801 Promotional Activities		750	2	1,500		1,500	Humane Education programs and offsite events
				0		0	
Subtotal	-			1,500	1,500	1,500	
overall change							0
13 54901 Other Current Chrgs & Obligs				0		0	
				0		0	
				0		0	
				0		0	
Subtotal	104			-	-	0	
overall change							0

**SCHEDULE C - BACKUP**  
**OPERATING EXPENDITURES**  
Detail and Justification Summary

**ZERO-BASED BUDGETING COST WORKSHEET**

Indicate FUND/COST CENTER

001 / 250207 Animal Control

Accour Description Code	FY 15-16 Actual	UNIT COST	QUANTITY	FY 17-18 Requested	FY 16-17 ADOPTED	CHANGE \$	Justification/Purpose
15 55101 Office Supplies		208	12	2,500		2,500	Ink, paper, notebooks, report covers, toner, pens, etc.
				0		0	
				0		0	
				0		0	
Subtotal	1,707			2,500	5,000	2,500	
overall change							(2,500)
16 55201 Operating Supplies		610	1	610		610	Disposable Gloves for officers
		844	1	844		844	Darts for Chemical Capture & Dart gun maintenance
		350	3	1,050		1,050	Folding Dog Traps x 3
		2,400	1	2,400		2,400	Control poles, duty gloves, nets and misc equipment
		1,508	3	4,525		4,525	Uniform, badges & body armor x3 ACOs, + replacements
		250	8	2,000		2,000	8 x Mini Microchip scanners
		2,980	12	35,763		35,763	Fuel for 12 Trucks (26 gal per truck, per week @2.18 gal)
Subtotal	31,990			47,192	40,508	47,192	
overall change							6,684
18 55401 Books, Pubs & Subs.		25	15	375		375	Current Florida state law books & binders x 15
		422	1	422		422	Florida Animal Control Association dues
				0		0	
				0		0	
Subtotal	422			797	-	797	
overall change							797
19 55501 Training & Registrations		155	12	1,860		1,860	Notary training and registration for 12 officers (moved to enhancement sheet)
		485	2	970		970	2 ACO training req. FSS 828.27
		125	2	250		250	Euthanasia Training for 2 officers
				0		0	
Subtotal	1,950			3,080	800	3,080	
overall change							2,280
20 55801 Bad Debt				0		0	
				0		0	
Subtotal	-			-	1,300	(1,300)	
overall change							(1,300)
28 58201 Aids to Private Organizations		20,000	1	20,000		20,000	Panhandle Equine
				0		0	
				0		0	
Subtotal	20,000			20,000	20,000	20,000	
overall change							0
31 59801 Reserves						0	
				0		0	
				0		0	
Subtotal	-			-	-	0	
overall change							0
Page Totals							124,607
							179,736
							140,333
							39,403

FUND: Escambia Restricted Fund  
 FUNCTION: Human Services  
 ACTIVITY: Health

DEPARTMENT: Building Services  
 DIVISION: Animal Services  
 COST CENTER: Kennel Sponsorships

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	6,600	12,350	0	11,400	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	6,600	12,350	0	11,400	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 6,600	\$ 12,350	\$ 0	\$ 11,400	\$ 0
RESOURCES						
	Animal License Fees	\$ 6,600	\$ 13,000	\$ 0	\$ 12,000	0
	Less: 5% Anticipated Receipts	0	(650)	0	(600)	0
	TOTAL REVENUES	\$ 6,600	\$ 12,350	\$ 0	\$ 11,400	\$ 0

Supplies for care of animals  
 i.e. litter, pine pellets, pet food, snap 4dx plus test strips, disinfectant, bedding

FUND: General Fund  
 FUNCTION: Human Services  
 ACTIVITY: Health

DEPARTMENT: Building Services  
 DIVISION: Animal Services  
 COST CENTER: Low Income Spay Neuter

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance Items	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	25,000	25,000	0	25,000	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	25,000	25,000	0	25,000	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 25,000	\$ 25,000	\$ 0	\$ 25,000	\$ 0
RESOURCES						
	General Fund Revenues	\$ 25,000	\$ 25,000	\$ 0	\$ 25,000	\$ 0
	TOTAL REVENUES	\$ 25,000	\$ 25,000	\$ 0	\$ 25,000	\$ 0

Pensacola Humane Society



Position Justification - Building Services Department

						BUILDING INSPECTIONS
Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
406	250101	Permitting Section	1	Accounting Technician	100%	Processes department's accounts payable, processes payroll, maintains purchase orders, assists accountant with reports.
406	250101	Permitting Section	1	Administrative Supervisor	100%	Supervises the Molino satellite permitting office, issues permits, issues certificate of occupancies.
406	250101	Permitting Section	1	Customer Service Technician	100%	Maintains main phone lines and routes phone calls, schedules inspections.
406	250101	Permitting Section	1	Records Clerk	100%	Responds to public records requests, issues permits, issues certificate of occupancies
406	250101	Permitting Section	5	Senior Office Support Assistant	100%	Issues permits, schedules inspections. During Fiscal Year 2015-16, approx. 20,495 permits were issued.
			9			
406	250107	Plumbing Insp Section	1	BI Chief Construction Supervisor	100%	Supervises the Plumbing, Gas, & Mechanical Section which consists of 2 BI Construction inspectors, performs plumbing, gas, and mechanical plans reviews, performs inspections as required.
406	250107	Plumbing Insp Section	2	BI Construction Inspector	100%	Performs Plumbing, Gas, and Mechanical Inspections. During Fiscal Year 2015-16, 10,938 plumbing, gas, and mechanical inspections were performed.
			3			
406	250108	Electrical Insp Section	1	BI Chief Construction Supervisor	100%	Supervises the Electrical Inspections Section, performs plans review, performs inspections as required.
406	250108	Electrical Insp Section	2	BI Construction Inspector	100%	Performs electrical inspections. During Fiscal Year 2015-16, 13,158 electrical inspections were performed.
			3			
406	250109	Building Insp Section	1	BI Chief Construction Supervisor	100%	Supervises the Building Inspections section, performs plans review, performs inspections as required.
406	250109	Building Insp Section	3	BI Construction Inspector	100%	Performs Building Inspections. During Fiscal Year 2015-16, 14,557 building inspections were performed.
			4			
406	250111	Administration	1	Accountant	100%	Prepares and maintains department's budget, prepares financial reports, performs reconciliations, interfaces with auditors, Clerk of Court Finance Division, and IFAB Board regarding the department's enterprise fund, supervises three SOSA positions, one Customer Service Technician, and one Accounting Technician.
406	250111	Administration	1	Administrative Assistant	100%	Issues permits, schedules inspections, acts as lead subject matter expert for Permitting Section, corrects permitting errors, issues Certificates of Occupancy.
406	250111	Administration	1	Building Codes Manager	100%	Assist Department Director/Building Official in his duties, performs role of "acting" Building Official in the absence of the Building Official, oversees all Inspections disciplines.
406	250111	Administration	2	Department Director II	100%	Fulfills Escambia County's requirement to enforce – F.S. Chapter 633.025; Florida Mechanical Code; Florida Plumbing Code & F.S. Chapter 553.01 – 553.14; National Electrical Code & F.S. Chapter 553.15 – 553.23, Florida Gas Code, Florida Building Code & F. S. Chapter 553.75, Florida Energy Code – F.S. Chapter 553.900 – 553.975; Florida Americans With Disabilities Act – F.S. Chapter 553.45 – 553.495; Contractor Licensing; Swimming Pool Code, Florida/County Mobile Homes Installation; F. S. Administrative Rule, Chapter 15C-1.10, Floodplain Management; Florida Fire Code, F.S. Chapter 633.025; Florida Construction Lien Laws – F.S. Chapter 713.135; Funding of the Building Code Administrators and Inspectors Board, F.S. Chapter 468.631; Funding of the Florida Building Commission, F.S. Chapter 553.721; Mandatory Building Inspector Certification, F.S. Chapter 468.601 & 468.633; Carbon Monoxide Detection by Occupancy, F. S. Chapter 509.211. This position oversees a Department of 34 employees, with a current annual budget of \$5,119,791 which includes a reserve fund balance of \$2,586,578. The Building Inspection Fund is an Enterprise Fund restricted by Florida Statutes and County Ordinance.
406	250111	Administration	1	Director's Aide	100%	Assists the Department Director/Building Official with administrative and clerical duties, acts as Secretary to department's boards. Supervises two SOSA positions who primarily issue contractor licenses.
406	250111	Administration	1	Sr Office Support Assist	100%	Issues and maintains contractor licenses, issues permits, schedule's inspections, assist with Department Boards.
			7			
406	250115	Plans Review Section	1	Plans Examiner	100%	Performs plans reviews for commercial and residential construction plans.
406	250115	Plans Review Section	1	Senior Office Support Assistant	100%	Issues Permits, logs in plans, maintains records of plans, begins the permit issue process for large construction projects.
			2			

## Position Justification - Building Services Department

## BUILDING INPSECTIONS

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
406	250118	Investigations Section	2	Building Codes Enforcement Officer	100%	Responds to complaints of unpermitted work/unlicensed work. The workload of this section for Fiscal Year 2015-16 included 741 cases, which resulted in 409 violation notices, 92 permitting penalty fines, and 21 arrest warrants.
406	250118	Investigations Section	1	Senior Building Codes Enforcement Officer	100%	Responds to complaints of unpermitted work/unlicensed work, acts as lead investigator for a team of two other Building Codes Enforcement Officers.
			3			
406	250119	Combination Insps Section	2	BI Combination Inspector	100%	Performs inspections including any one/two family dwelling inspection types. The number of inspections performed are included in the total inspections performed in the plumbing, gas, mechanical, electrical, and building sections listed above.
406	250119	Combination Insps Section	1	BI Combination Supervisor	100%	Supervises the Combination Inspection Section, performs inspections as necessary.
			3			
406	250120	Contractor Licensing Section	1	Senior Office Support Assistant	100%	Issues contractor licenses, maintains contractor license records, issues permits as necessary.
			1			

**Position Justification - Animal Services**

Fund	Cost Center	Department Name	Emp Count	Title	% Split	Justification
1	250202	Animal Services	1	Division Manager	100	Oversees both Animal Control and Animal Shelter, 30 staff members, handling staffing, customer service, media, internal policy and county ordinance development, responsible for nearly 2 million dollar combined budget, building relationships with internal and external partner organizations
1	250202		1	Administrative Supervisor	100	Responsible for all purchasing, invoicing, payroll for both Animal Services and Animal Control, Integral part of budget development and adherence, Oversees front Customer Service staff at the shelter and steps in as acting supervisor when others aren't available, resolves issues with software
1	250202		1	Kennel Supervisor	100	Oversees Senior Kennel Tech and Kennel Techs, responsible for animal movement throughout the shelter, helping develop and implement SOPs, insuring quality customer service for guests at the shelter, making sure we provide quality care for animals at the shelter, training and developing staff
1	250202		1	Veterinarian	100	Responsible for care and surgical procedures of animals at the shelter, oversees Veterinary Technicians, helps develop medical protocols and procedures for all staff, prepares profiles and testifies regarding cruelty cases
1	250202		2	Veterinary Technicians	100	Assists Veterinarian with surgeries, administers vaccinations and medications under the direction of Veterinarian, works directly with fosters to schedule medical treatments and surgeries, assists vet in emergency care, assist kennel staff
1	250202		1	Senior Kennel Technician	100	Leads Kennel Tech team, helps create daily assignment lists for team, assists with cleaning both cat and dog areas, works in intake helping the public dropping off animals, administers vaccinations, wormer and flea preventative according to intake protocol, helps with adoptions, assists fosters & volunteers
1	250202		9	Kennel Technicians	100	Cleans and maintains both cat and dog areas, works in intake helping the public dropping off animals, administers vaccinations, wormer and flea preventative according to intake protocol, helps with adoptions, assists fosters & volunteers, provides customer service and education to shelter visitors.
			<b>16</b>			
1	250207	Animal Control	1	Animal Control Supervisor	100	Oversees Animal Control staff, responsible for safety and efficiency of dept, helps develop and implement Sops, makes sure that staff is properly trained, helps create new/changes to ordinances, liason with other departments and outside organizations, leads cruelty investigation team
1	250207		1	Animal Control Comm Clerk	100	Answers phone calls and emails for Animal Control, determines priority level of call and puts it in the software to be worked by officers, dispatches emergency calls over the radio to nearest officer, monitors radio of each officer for their safety, handles various paperwork and mailings by the department.
1	250207		2	Lead Animal Control Officers	100	Oversees the Animal Control Officers assigned to them each day, work in the field as support for their team, trains new officers and continues training existing officers, makes sure that calls are being worked correctly and efficiently, assists officers with difficult decisions, handles after hours coordination
1	250207		10	Animal Control Officers	100	Works in the field responding to calls regarding animal complaints, provides humane education to citizens, writes citations and files charges when incident merits such action, brings in stray animals to the shelter.
1	250207		1	Sr Office Support Assist	100	Assists with clerical tasks for both Animal Services and Animal Control, answers phones and email correspondence, on staff notary for affidavits, assists with processing county licenses, handles deposits, handles outgoing mail
			<b>15</b>			

FUND: Article V Fund  
 FUNCTION: Circuit Court - Criminal  
 ACTIVITY: State Attorney - Circuit Criminal

DEPARTMENT: Judicial Services  
 DIVISION: State Attorney  
 COST CENTER: State Attorney - Circuit Criminal

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	127,321	153,103	59,759	178,500	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	22,464	24,276	7,644	22,500	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	32,873	47,285	20,746	36,250	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	71,140	84,005	33,675	124,625	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	253,798	308,669	121,824	361,875	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	6,555	8,000	23,649	14,500	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	6,555	8,000	23,649	14,500	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 260,353	\$ 316,669	\$ 145,473	\$ 376,375	\$ 0
RESOURCES						
	LOST IV Fund Revenues	\$ 0	\$ 0	\$ 0	245,275	\$ 0
	\$2 Recording Fee Revenues	137,114	119,700	145,473	131,100	0
	Fund Balance	123,239	196,969	0	0	0
	TOTAL REVENUES	\$ 260,353	\$ 316,669	\$ 145,473	\$ 376,375	\$ 0

Salaries for State employees- \$168.5k  
Consultants - \$10k

MyFlorida Network  
Verizon Mi-fi Air cards  
Cox Cable

Software, licensing,  
copier repair,  
STAC/BOMS Maint,

Software, computers,  
printers and associated  
supplies.  
Req. \$124,625

Server  
replacement \$2.5k  
Copier/Scanner/Pri  
nter \$12k

FUND: Article V Fund  
 FUNCTION: General Administration  
 ACTIVITY: State Attorney

DEPARTMENT: Judicial Services  
 DIVISION: State Attorney  
 COST CENTER: Communications

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	14,566	15,000	7,820	16,000	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	20,711	20,711	10,355	20,711	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	35,277	35,711	18,175	36,711	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 35,277	\$ 35,711	\$ 18,175	\$ 36,711	\$ 0
RESOURCES						
	General Fund Transfer	\$ 35,277	\$ 35,711	\$ 18,175	\$ 36,711	\$ 0
	\$2 Recording Fee Revenues	0	0	0	0	0
	TOTAL REVENUES	\$ 35,277	\$ 35,711	\$ 18,175	\$ 36,711	\$ 0

Req. \$67,977  
 phones, long distance  
 fac cell, pagers- \$16k  
 Addtl - 6 Motorola  
 radios/\$8,663/per  
 unit/ EMS will assist.

Rent for Kids  
 House.

FUND: Article V Fund  
 FUNCTION: General Operations  
 ACTIVITY: Information Systems

DEPARTMENT: Judicial Services  
 DIVISION: State Attorney  
 COST CENTER: Santa Rosa Technology

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	34,067	44,215	18,011	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	33,917	33,485	15,600	45,250	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	15,524	15,000	19,112	24,250	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	4,350	4,650	4,650	4,650	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	18,136	15,000	7,299	14,200	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training and Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	105,994	112,350	64,672	88,350	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 105,994	\$ 112,350	\$ 64,672	\$ 88,350	\$ 0
RESOURCES						
	General Fund Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0
	\$2 Recording Fee Revenues	86,257	88,350	64,672	88,350	0
	Fund Balance	19,737	24,000	0	0	0
	TOTAL REVENUES	\$ 105,994	\$ 112,350	\$ 64,672	\$ 88,350	\$ 0

FUND: Article V Fund  
 FUNCTION: General Operations  
 ACTIVITY: Information Systems

DEPARTMENT: Judicial Services  
 DIVISION: State Attorney  
 COST CENTER: Okaloosa Technology

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	80,081	86,247	36,024	39,650	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	42,785	17,020	14,599	44,100	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	15,600	28,683	18,941	24,250	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	4,950	4,950	4,950	6,000	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	28,491	5,150	11,835	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training and Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	171,907	142,050	86,349	114,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	6,555	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	6,555	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 178,462	\$ 142,050	\$ 86,349	\$ 114,000	\$ 0
RESOURCES						
	General Fund Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0
	\$2 Recording Fee Revenues	157,795	94,050	86,349	114,000	0
	Fund Balance	20,667	48,000	0	0	0
	TOTAL REVENUES	\$ 178,462	\$ 142,050	\$ 86,349	\$ 114,000	\$ 0

Indirect Costs.

FUND: Article V Fund  
 FUNCTION: General Operations  
 ACTIVITY: Information Systems

DEPARTMENT: Judicial Services  
 DIVISION: State Attorney  
 COST CENTER: Walton Technology

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	32,954	47,437	14,564	34,750	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	23,296	25,680	7,897	23,700	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	14,642	19,783	17,983	24,250	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	4,050	4,050	4,050	3,900	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	4,058	10,000	2,252	2,500	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training and Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	79,000	106,950	46,746	89,100	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	6,555	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	6,555	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 85,555	\$ 106,950	\$ 46,746	\$ 89,100	\$ 0
RESOURCES						
	General Fund Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0
	\$2 Recording Fee Revenues	79,422	76,950	46,746	74,100	0
	Fund Balance	6,133	30,000	0	15,000	0
	TOTAL REVENUES	\$ 85,555	\$ 106,950	\$ 46,746	\$ 89,100	\$ 0



FUND: Article V Fund  
 FUNCTION: General Administration  
 ACTIVITY: Public Defender

DEPARTMENT: Judicial Services  
 DIVISION: Public Defender  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	34,890	35,241	17,766	37,500	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	906	804	433	1,764	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	17,442	22,021	19,108	24,175	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	8,230	8,700	3,437	8,700	0
55201	Operating Supplies	37,149	50,420	35,762	43,158	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training and Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	98,617	117,186	76,506	115,297	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	1,600	0	0	9,125	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	1,600	0	0	9,125	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 100,217	\$ 117,186	\$ 76,506	\$ 124,422	0
RESOURCES						
	General Fund Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0
	\$2 Recording Fee Revenues	91,409	79,800	76,506	87,400	0
	Fund Balance	8,808	37,386	0	37,022	0
	TOTAL REVENUES	\$ 100,217	\$ 117,186	\$ 76,506	\$ 124,422	0

3- File Server replacements

FUND: Article V Fund  
 FUNCTION: General Administration  
 ACTIVITY: Public Defender

DEPARTMENT: Judicial Services  
 DIVISION: Public Defender  
 COST CENTER: Communications

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	3,150	3,000	1,100	3,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	3,463	3,130	1,093	1,800	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	1,408	700	0	20,000	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training and Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	8,021	6,830	2,193	24,800	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 8,021	\$ 6,830	\$ 2,193	\$ 24,800	\$ 0
RESOURCES						
	General Fund Transfer	\$ 8,021	\$ 6,830	\$ 2,193	\$ 24,800	0
	\$2 Recording Fee Revenues	0	0	0	0	0
	TOTAL REVENUES	\$ 8,021	\$ 6,830	\$ 2,193	\$ 24,800	0

County Ord.  
violations  
Req. \$3k

Req. \$1.8k, Cell  
service for 3  
Investigators.

Req. \$39,475 for a  
new phone system  
purchase. Will  
partner with  
Escambia IT for  
VOIP with savings.

FUND: Article V Fund  
 FUNCTION: General Operations  
 ACTIVITY: Information Systems

DEPARTMENT: Judicial Services  
 DIVISION: Public Defender  
 COST CENTER: Santa Rosa Technology

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	17,413	17,641	14,743	37,500	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	14,204	12,850	10,690	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	16,796	9,523	18,129	1,650	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	2,900	3,100	3,100	3,100	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	1,214	2,000	572	0	0
55201	Operating Supplies	5,639	13,786	10,596	7,525	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training and Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	58,166	58,900	57,830	49,775	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	9,125	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	9,125	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 58,166	\$ 58,900	\$ 57,830	\$ 58,900	\$ 0
RESOURCES						
	General Fund Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0
	\$2 Recording Fee Revenues	57,505	58,900	57,830	58,900	0
	Fund Balance	661	0	0	0	0
	TOTAL REVENUES	\$ 58,166	\$ 58,900	\$ 57,830	\$ 58,900	\$ 0

Indirect Costs.

3- File Server replacements

FUND: Article V Fund  
 FUNCTION: General Operations  
 ACTIVITY: Information Systems

DEPARTMENT: Judicial Services  
 DIVISION: Public Defender  
 COST CENTER: Okaloosa Technology

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	34,890	35,241	17,766	37,500	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	30,105	28,718	14,674	30,875	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	16,850	19,021	18,184	21,175	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	3,300	3,300	3,300	4,000	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	3,816	5,000	1,662	4,000	0
55201	Operating Supplies	11,475	13,540	12,685	2,955	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training and Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	100,436	104,820	68,271	100,505	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	9,125	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	9,125	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 100,436	\$ 104,820	\$ 68,271	\$ 109,630	0
RESOURCES						
	General Fund Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0
	\$2 Recording Fee Revenues	105,197	62,700	68,271	76,000	0
	Fund Balance	-4,761	42,120	0	33,630	0
	TOTAL REVENUES	\$ 100,436	\$ 104,820	\$ 68,271	\$ 109,630	0

FUND: Article V Fund  
 FUNCTION: General Operations  
 ACTIVITY: Information Systems

DEPARTMENT: Judicial Services  
 DIVISION: Public Defender  
 COST CENTER: Walton Technology

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	17,412	17,641	14,743	37,500	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	12,529	14,538	14,385	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	16,126	8,505	17,604	175	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	2,700	2,700	2,700	2,600	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	681	600	390	0	0
55201	Operating Supplies	4,014	7,316	6,919	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training and Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	53,462	51,300	56,741	40,275	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	9,125	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	9,125	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 53,462	\$ 51,300	\$ 56,741	\$ 49,400	0
RESOURCES						
	General Fund Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0
	\$2 Recording Fee Revenues	52,948	51,300	56,741	49,400	0
	Fund Balance	514	0	0	0	0
	TOTAL REVENUES	\$ 53,462	\$ 51,300	\$ 56,741	\$ 49,400	0

Indirect Costs.

3- File Server replacements

FUND: General Fund  
 FUNCTION: Public Safety  
 ACTIVITY: Medical Examiners

DEPARTMENT: Judicial Services  
 DIVISION: Medical Examiner  
 COST CENTER: Administration

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	847,370	872,370	400,976	889,817	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	847,370	872,370	400,976	889,817	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 847,370	\$ 872,370	\$ 400,976	\$ 889,817	\$ 0
RESOURCES						
	General Fund Revenues	\$ 847,370	\$ 872,370	\$ 400,976	\$ 889,817	\$ 0
	TOTAL REVENUES	\$ 847,370	\$ 872,370	\$ 400,976	\$ 889,817	\$ 0

Budget request  
 is **\$950,976**  
 Amount shown  
 reflects a 2% or  
 \$17.4k increase  
 over the  
 allocation from  
 FY16/17.

FUND: Article V/Fines & Forfeitures  
 FUNCTION: General Administration  
 ACTIVITY: Court Administration

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Court Administration - Communications

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	6,099	7,000	3,631	7,000	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	4,809	6,000	0	5,000	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	13	0	0
54931	Host Ordinance	5,271	500	255	500	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	5,000	0	7,120	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	16,179	18,500	3,899	19,620	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 16,179	\$ 18,500	\$ 3,899	\$ 19,620	\$ 0
RESOURCES						
	Transfer from the LOST IV Fund	\$ 16,179	\$ 18,500	\$ 3,899	\$ 19,620	\$ 0
	TOTAL REVENUES	\$ 16,179	\$ 18,500	\$ 3,899	\$ 19,620	\$ 0

Cell phones for judges.

Common room furnishings, signage and X-ray machine related fees

FUND: Article V/Fines & Forfeitures  
 FUNCTION: General Operations  
 ACTIVITY: Courthouse Security

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Courthouse Security

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	648	85	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	9,964	10,000	150	10,000	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	2,731	3,000	785	3,000	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	250	0	250	0
55201	Operating Supplies	5,191	10,000	1,687	10,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	140	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	18,534	23,475	2,622	23,250	0
56101	Land	0	0	0	0	0
56201	Buildings	67,965	50,000	5,436	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	67,965	50,000	5,436	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 86,499	\$ 73,475	\$ 8,058	\$ 23,250	\$ 0
RESOURCES						
	Transfer from the General Fund	\$ 86,499	\$ 50,000	\$ 8,058	\$ 0	0
	Fund Balance	0	23,475	0	23,250	0
	TOTAL REVENUES	\$ 86,499	\$ 73,475	\$ 8,058	\$ 23,250	\$ 0

Metal detectors,  
security monitor  
system and card key  
system repairs.

Jury/Deputy Meals

Radios, wands,  
cameras, other supplies  
for Court Deputies



FUND: Article V/Fines & Forfeitures  
 FUNCTION: Human Services  
 ACTIVITY: Mental Health

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Mental Health Court

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	36,606	39,520	16,852	39,520	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	2,691	3,023	1,289	3,023	0
52201	Retirement Contributions	2,690	2,972	1,267	3,130	0
52301	Life & Health Insurance	9,245	9,000	81	9,500	0
52401	Workers' Compensation	102	100	43	118	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	51,334	54,615	19,532	55,291	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	1,050	0	1,255	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	2,002	1,350	1,815	1,289	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	400	0	200	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	2,002	2,800	1,815	2,744	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 53,336	\$ 57,415	\$ 21,347	\$ 58,035	\$ 0
RESOURCES						
	Transfer from the LOST IV Fund	\$ 53,336	\$ 57,415	\$ 21,347	\$ 58,035	\$ 0
	Fund Balance	0	0	0	0	0
	TOTAL REVENUES	\$ 53,336	\$ 57,415	\$ 21,347	\$ 58,035	\$ 0

FUND: Article V/Fines & Forfeitures  
 FUNCTION: General Administration  
 ACTIVITY: Judicial Support

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Juvenile Alternative Programs

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	25,471	25,276	11,666	25,276	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	1,945	1,934	892	1,934	0
52201	Retirement Contributions	1,870	1,901	877	2,002	0
52301	Life & Health Insurance	339	6,300	67	6,650	0
52401	Workers' Compensation	63	64	27	76	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	29,688	35,475	13,529	35,938	0
53101	Professional Services	0	10,000	330	9,900	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	330	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	2,000	0	735	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	200	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	179	1,500	23	402	0
55201	Operating Supplies	375	1,500	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	500	0	0	0
55501	Training & Registrations	0	2,000	0	250	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	554	17,700	683	11,287	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	24,725	0	33,525	0
	NON-OPERATING COSTS	0	24,725	0	33,525	0
	TOTAL BUDGET	\$ 30,242	\$ 77,900	\$ 14,212	\$ 80,750	0
RESOURCES						
	\$65 Court Cost	\$ 89,953	\$ 82,000	\$ 14,212	\$ 85,000	0
	Fund Balance	(59,711)	0	0	0	0
	Less: 5% Anticipated Receipts	0	(4,100)	0	(4,250)	0
	TOTAL REVENUES	\$ 30,242	\$ 77,900	\$ 14,212	\$ 80,750	0

Juvenile Arbitration  
Services

FUND: Article V/Fines & Forfeitures  
 FUNCTION: General Administration  
 ACTIVITY: Judicial Support

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Administration - Local Options

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	115,784	193,914	90,390	205,469	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	8,546	14,835	6,537	15,719	0
52201	Retirement Contributions	7,825	11,028	6,397	15,531	0
52301	Life & Health Insurance	17,792	38,700	17,932	40,850	0
52401	Workers' Compensation	284	490	211	613	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	150,231	258,967	121,467	278,182	0
53101	Professional Services	1,150	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	12,656	20,000	3,026	14,250	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,398	5,000	1,213	3,003	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	2,332	2,500	2,478	3,500	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	5,249	3,500	7,430	3,500	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	485	0	294	0	0
55501	Training & Registrations	6,099	5,000	5,806	11,400	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	30,369	36,000	20,247	35,653	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	2,500	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	2,500	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 180,600	\$ 297,467	\$ 141,714	\$ 313,835	\$ 0
RESOURCES						
	\$65 Court Cost	\$ 89,953	\$ 82,000	\$ 141,714	\$ 85,000	0
	Fund Balance	90,647	219,567	0	233,085	0
	Less: 5% Anticipated Receipts	0	(4,100)	0	(4,250)	0
	TOTAL REVENUES	\$ 180,600	\$ 297,467	\$ 141,714	\$ 313,835	\$ 0

Increase due to  
Magistrate Assistant  
position added during  
FY16/17

Temporary relief  
workers

Certifications &  
registrations as well as  
CPM course.

FUND: Article V/Fines & Forfeitures  
 FUNCTION: General Operations  
 ACTIVITY: Information Systems

DEPARTMENT: Judicial Services  
 DIVISION: Legal Aid  
 COST CENTER: Legal Aid

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	0	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	124,688	124,688	26,921	124,688	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	124,688	124,688	26,921	124,688	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 124,688	\$ 124,688	\$ 26,921	\$ 124,688	0
RESOURCES						
	\$65 Court Cost	\$ 89,953	\$ 77,900	\$ 41,638	\$ 80,750	0
	General Fund Transfer	34,735	46,788	(14,717)	43,938	0
	TOTAL REVENUES	\$ 124,688	\$ 124,688	\$ 26,921	\$ 124,688	0

FUND: Article V/Fines & Forfeitures  
 FUNCTION: General Operations  
 ACTIVITY: Information Systems

DEPARTMENT: Judicial Services  
 DIVISION: Law Library  
 COST CENTER: Law Library

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	11,304	40,716	19,042	40,768	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	121	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	865	3,114	1,443	3,118	0
52201	Retirement Contributions	859	3,062	1,432	3,229	0
52301	Life & Health Insurance	987	9,000	3,188	9,500	0
52401	Workers' Compensation	38	103	44	122	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	14,174	55,995	25,149	56,737	0
53101	Professional Services	5,500	5,600	175	5,600	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	506	1,000	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	350	350	223	350	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	2,500	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	1,027	0
55201	Operating Supplies	3,984	15,955	8,182	1,000	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	321	12,536	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	9,834	21,905	9,407	24,013	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	41,950	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	41,950	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 65,958	\$ 77,900	\$ 34,556	\$ 80,750	\$ 0
RESOURCES						
	\$65 Court Cost	\$ 89,953	\$ 82,000	\$ 34,556	\$ 85,000	0
	Fund Balance	(23,995)	0	0	0	0
	Less: 5% Anticipated Receipts	0	(4,100)	0	(4,250)	0
	TOTAL REVENUES	\$ 65,958	\$ 77,900	\$ 34,556	\$ 80,750	\$ 0

Annual Financial Audit

Annual insurance premium.

FUND: Article V/Fines & Forfeitures  
 FUNCTION: General Operations  
 ACTIVITY: Information Systems

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Other Article V Costs

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	8,075	10,000	2,263	10,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	0	0	0
55501	Training & Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	8,075	10,000	2,263	10,000	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	855,000	893,000	446,500	926,250	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	855,000	893,000	446,500	926,250	0
	TOTAL BUDGET	\$ 863,075	\$ 903,000	\$ 448,763	\$ 936,250	0
RESOURCES						
	Transfers from the General Fund	\$ 0	\$ 0	\$ 0	\$ 0	0
	\$30 Facility Fee Surcharge	995,701	940,000	446,500	975,000	0
	Less: 5% Anticipated Receipts	0	(47,000)	0	(48,750)	0
	Fund Balance	(132,626)	10,000	2,263	10,000	0
	TOTAL REVENUES	\$ 863,075	\$ 903,000	\$ 448,763	\$ 936,250	0

Pre-Article V court costs and Mental Retardation FS393.11

FUND: Article V/Fines & Forfeitures  
 FUNCTION: General Operations  
 ACTIVITY: Information Systems

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Court Technology

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	166,695	180,367	83,246	180,367	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	12,158	13,798	6,008	13,798	0
52201	Retirement Contributions	12,246	13,563	6,260	17,337	0
52301	Life & Health Insurance	40,995	33,300	24,332	35,150	0
52401	Workers' Compensation	442	457	197	540	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	232,536	241,485	120,043	247,192	0
53101	Professional Services	42	30	260	19,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	280	500	141	22,008	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	2,633	3,000	171	4,092	0
54101	Communications	22,835	22,500	9,867	22,141	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	3,788	15,151	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	49,834	63,570	25,809	37,416	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	151	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	100	18	100	0
55201	Operating Supplies	41,969	38,500	3,644	59,856	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	228	0	250	250	0
55501	Training & Registrations	85	0	0	625	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	118,057	128,200	43,948	180,639	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	15,934	0	27,253	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Inangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	15,934	0	27,253	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	0	0
	TOTAL BUDGET	\$ 366,527	\$ 369,685	\$ 191,244	\$ 427,831	\$ 0
RESOURCES						
	\$2 per page Recording Fee	\$ 228,523	\$ 210,000	\$ 191,244	\$ 230,000	0
	Regional Conflict Counsel	0	0	0	0	0
	LOST IV Fund Transfer	138,004	170,185	0	209,331	0
	Less: 5% Anticipated Receipts	0	(10,500)	0	(11,500)	0
	TOTAL REVENUES	\$ 366,527	\$ 369,685	\$ 191,244	\$ 427,831	\$ 0

Reg. Wiring for  
 MC Blanchard  
 bldg. \$240k  
 Funded with  
 LOST

FUND: Article V Fund  
 FUNCTION: General Operations  
 ACTIVITY: Information Systems

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Santa Rosa Technology

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	45,884	47,382	21,869	47,382	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	3,439	3,625	1,637	3,625	0
52201	Retirement Contributions	3,369	3,563	1,644	3,753	0
52301	Life & Health Insurance	6,064	9,000	3,225	9,500	0
52401	Workers' Compensation	119	120	52	142	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	58,875	63,690	28,427	64,402	0
53101	Professional Services	0	0	0	5,990	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	120	500	86	6,624	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	546	500	32	268	0
54101	Communications	9,603	9,600	3,843	8,928	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	1,222	4,889	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	23,082	24,833	65,125	20,121	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	7,250	7,750	7,750	7,750	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	20,663	3,050	1,081	11,618	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training and Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	61,264	46,233	79,139	66,188	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	3,225	0	0	6,600	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	3,225	0	0	6,600	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	37,327	0	10,060	0
	NON-OPERATING COSTS	0	37,327	0	10,060	0
	TOTAL BUDGET	\$ 123,364	\$ 147,250	\$ 107,566	\$ 147,250	\$ 0
RESOURCES						
	General Fund Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0
	\$2 Recording Fee Revenues	143,762	147,250	107,566	147,250	0
	Regional Conflict Counsel	0	0	0	0	0
	Fund Balance	(20,398)	0	0	0	0
	TOTAL REVENUES	\$ 123,364	\$ 147,250	\$ 107,566	\$ 147,250	\$ 0

Internet and cell service

Network, SmarBench, Software, & copier maint.

Indirect Cost.

3 surface pro laptops



FUND: Article V Fund  
 FUNCTION: General Operations  
 ACTIVITY: Information Systems

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Okaloosa Technology

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	83,817	82,602	38,184	82,612	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	6,117	6,319	2,736	6,320	0
52201	Retirement Contributions	6,151	6,212	2,871	6,543	0
52301	Life & Health Insurance	21,689	11,700	11,055	12,350	0
52401	Workers' Compensation	202	209	91	248	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	117,976	107,042	54,937	108,073	0
53101	Professional Services	0	0	0	10,000	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	195	300	367	11,516	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	5,201	500	1,123	1,605	0
54101	Communications	3,137	3,800	1,008	1,200	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	85	0	1,222	4,889	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	26,899	39,020	19,539	23,080	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	8,450	8,250	8,250	10,000	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	27,838	25,000	1,509	11,717	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55501	Training and Registrations	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	71,805	76,870	33,018	74,007	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	58,027	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
56801	Intangible Assets	0	0	0	0	0
	CAPITAL OUTLAY	58,027	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	7,920	0
	NON-OPERATING COSTS	0	0	0	7,920	0
	TOTAL BUDGET	\$ 247,808	\$ 183,912	\$ 87,955	\$ 190,000	0
RESOURCES						
	General Fund Revenues	\$ 0	\$ 0	\$ 0	\$ 0	0
	\$2 Recording Fee Revenues	262,992	156,750	87,955	190,000	0
	Fund Balance	(15,184)	27,162	0	0	0
	TOTAL REVENUES	\$ 247,808	\$ 183,912	\$ 87,955	\$ 190,000	0

Software  
 Maint.,  
 wireless,  
 smartbench,  
 County indirect  
 costs.

FUND: Family Mediation Fund  
 FUNCTION: County Court - Criminal  
 ACTIVITY: Alternative Dispute Resolution

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Family Mediation

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	2,800	10,000	700	12,250	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	1,500	0	440	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	813	0	0
54931	Host Ordinance	875	1,500	0	1,000	0
55101	Office Supplies	293	500	245	412	0
55201	Operating Supplies	0	200	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	200	0	0	0
55501	Training & Registrations	725	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	4,693	13,900	1,758	14,102	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	66,100	0	65,898	0
	NON-OPERATING COSTS	0	66,100	0	65,898	0
	TOTAL BUDGET	\$ 4,693	\$ 80,000	\$ 1,758	\$ 80,000	\$ 0
RESOURCES						
	Family Mediation	\$ 4,693	\$ 80,000	\$ 1,758	\$ 80,000	\$ 0
	TOTAL REVENUES	\$ 4,693	\$ 80,000	\$ 1,758	\$ 80,000	\$ 0

Criminal mediation services.

FUND: Other Grants and Projects  
 FUNCTION: Circuit Court - Criminal  
 ACTIVITY: Drug Court - Circuit Criminal

DEPARTMENT: Judicial Services  
 DIVISION: Clerk's - Court Administration  
 COST CENTER: Drug Court Treatment Emergency Fund

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	1,041	3,000	-213	1,254	0
54101	Communications	5	100	6	0	0
54201	Postage & Freight	0	200	0	45	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	400	0	0	0
54701	Printing & Binding	0	100	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	500	0	165	0
55101	Office Supplies	192	400	0	867	0
55201	Operating Supplies	0	1,000	87	496	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	800	150	0	0
55501	Training & Registrations	195	500	0	200	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	1,433	7,000	30	3,027	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	1,301	6,000	1,350	2,660	0
	GRANTS AND AIDS	1,301	6,000	1,350	2,660	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	7,313	0
	NON-OPERATING COSTS	0	0	0	7,313	0
	TOTAL BUDGET	\$ 2,734	\$ 13,000	\$ 1,380	\$ 13,000	\$ 0
RESOURCES						
	Grant Revenues	\$ 2,734	\$ 13,000	\$ 1,380	\$ 13,000	\$ 0
	TOTAL REVENUES	\$ 2,734	\$ 13,000	\$ 1,380	\$ 13,000	\$ 0

FUND: Other Grants and Projects  
 FUNCTION: Circuit Court - Juvenile  
 ACTIVITY: Juvenile Drug Court

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Drug Abuse Trust Fund

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	614	194,000	0	2,534	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	1,600	0	695	0
54101	Communications	2,650	3,600	1,017	2,772	0
54201	Postage & Freight	89	200	0	77	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	0	0
54701	Printing & Binding	0	200	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	1,400	0	200	0
55101	Office Supplies	0	0	17	0	0
55201	Operating Supplies	2,594	5,000	73	720	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	500	0	210	0
55501	Training & Registrations	0	0	0	600	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	5,947	206,500	1,107	7,808	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	2,048	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Pubs, & Subs	0	0	0	0	0
	CAPITAL OUTLAY	2,048	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	0	0	198,692	0
	NON-OPERATING COSTS	0	0	0	198,692	0
	TOTAL BUDGET	\$ 7,995	\$ 206,500	\$ 1,107	\$ 206,500	\$ 0
RESOURCES						
	Grant Revenues	\$ 7,995	\$ 206,500	\$ 1,107	\$ 206,500	\$ 0
	TOTAL REVENUES	\$ 7,995	\$ 206,500	\$ 1,107	\$ 206,500	\$ 0

sdhall:  
 Treatment for Drug  
 Court clients.

FUND: Article V/Fines & Forfeitures  
 FUNCTION: Circuit Court - Juvenile  
 ACTIVITY: Other Court - Juvenile

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Juvenile Programs - Teen Court

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	40,399	45,737	19,381	45,737	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	3,013	3,499	1,479	3,499	0
52201	Retirement Contributions	2,173	2,360	1,089	2,486	0
52301	Life & Health Insurance	5,720	9,000	216	9,500	0
52401	Workers' Compensation	115	115	50	137	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	51,420	60,711	22,215	61,359	0
53101	Professional Services	0	7	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	4,104	6,000	2,268	5,400	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	150	260	800	0
54101	Communications	1,597	1,600	602	636	0
54201	Postage & Freight	0	300	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	476	650	0	936	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	978	0
54901	Other Current Charges & Obligations	0	0	0	0	0
54931	Host Ordinance	0	0	0	0	0
55101	Office Supplies	656	500	461	600	0
55201	Operating Supplies	6,322	200	194	336	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Pubs, & Subs	0	0	200	200	0
55501	Training & Registrations	0	0	90	90	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	13,155	9,407	4,075	9,976	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	0	0
56301	Improvements Other Than Buildings	0	0	0	0	0
56401	Machinery & Equipment	0	0	0	0	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	0	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	0	0
59801	Reserves	0	288,007	0	289,165	0
	NON-OPERATING COSTS	0	288,007	0	289,165	0
	TOTAL BUDGET	\$ 64,575	\$ 358,125	\$ 26,290	\$ 360,500	\$ 0
RESOURCES						
	\$3 Court Cost	\$ 95,321	\$ 87,500	\$ 26,290	\$ 90,000	\$ 0
	Fund Balance	(30,746)	275,000	0	275,000	0
	Less: 5% Anticipated Receipts	0	(4,375)	0	(4,500)	0
	TOTAL REVENUES	\$ 64,575	\$ 358,125	\$ 26,290	\$ 360,500	\$ 0

FUND: Local Option Sales Tax IV  
 FUNCTION: General Operations  
 ACTIVITY: Courthouse Facilities

DEPARTMENT: Judicial Services  
 DIVISION: Court Administration  
 COST CENTER: Judicial Capital Improvements

Account	Title	Actual FY 15-16	Adopted FY 16-17	3/31/17 Actual	Proposed FY 17-18	Adopted FY 17-18
51101	Executive Salaries	\$ 0	\$ 0	\$ 0	\$ 0	0
51201	Regular Salaries & Wages	0	0	0	0	0
51301	Other Salaries & Wages	0	0	0	0	0
51401	Overtime	0	0	0	0	0
51501	Special pay	0	0	0	0	0
52101	FICA Taxes	0	0	0	0	0
52201	Retirement Contributions	0	0	0	0	0
52301	Life & Health Insurance	0	0	0	0	0
52401	Workers' Compensation	0	0	0	0	0
52501	Unemployment Compensation	0	0	0	0	0
	PERSONNEL COSTS	0	0	0	0	0
53101	Professional Services	0	0	0	0	0
53201	Accounting & Auditing	0	0	0	0	0
53301	Court Reporter Services	0	0	0	0	0
53401	Other Contractual Services	0	0	0	0	0
53501	Investigations	0	0	0	0	0
53601	Pension Benefits	0	0	0	0	0
54001	Travel & Per Diem	0	0	0	0	0
54101	Communications	0	0	0	0	0
54201	Postage & Freight	0	0	0	0	0
54301	Utility Services	0	0	0	0	0
54401	Rentals & Leases	0	0	0	0	0
54501	Insurance	0	0	0	0	0
54601	Repair & Maintenance Services	0	0	0	224,805	0
54701	Printing & Binding	0	0	0	0	0
54801	Promotional Activities	0	0	0	0	0
54901	Other Current Charges & Obligations	0	0	0	0	0
55101	Office Supplies	0	0	0	0	0
55201	Operating Supplies	0	0	0	0	0
55301	Road Materials & Supplies	0	0	0	0	0
55401	Books, Publications, Subscriptions & Memberships	0	0	0	0	0
55801	Bad Debt	0	0	0	0	0
55901	Depreciation	0	0	0	0	0
	OPERATING COSTS	0	0	0	224,805	0
56101	Land	0	0	0	0	0
56201	Buildings	0	0	0	40,000	0
56301	Improvements Other Than Buildings	0	0	0	365,000	0
56401	Machinery & Equipment	0	0	0	185,000	0
56501	Construction in Progress	0	0	0	0	0
56601	Books, Publications & Library Materials	0	0	0	0	0
	CAPITAL OUTLAY	0	0	0	590,000	0
57101	Principal	0	0	0	0	0
57201	Interest	0	0	0	0	0
57301	Other Debt Service Costs	0	0	0	0	0
	DEBT SERVICE	0	0	0	0	0
58101	Aids to Governmental Agencies	0	0	0	0	0
58201	Aids to Private Organizations	0	0	0	0	0
58301	Other Grants and Aids	0	0	0	0	0
	GRANTS AND AIDS	0	0	0	0	0
59101	Transfers	0	0	0	532,261	0
59801	Reserves	0	0	0	0	0
	NON-OPERATING COSTS	0	0	0	532,261	0
	TOTAL BUDGET	\$ 0	\$ 0	\$ 0	\$ 1,347,066	\$ 0
RESOURCES						
	Interest	\$ 0	\$ 0	\$ 0	\$ 0	0
	Local Option Sales Tax III	0	0	0	1,347,066	0
	TOTAL REVENUES	\$ 0	\$ 0	\$ 0	\$ 1,347,066	\$ 0

Carpet replacement/  
Judicial Bldg.  
\$224,805

Inmate elevator - \$40k

MCB Public Wireless System  
for MC Blanchard Building -  
Estimate Includes Network  
Equipment, Wiring, Wireless  
Access Points, & Controller  
\$240k  
Facility Bollards - \$125k

DVR's & Monitors - \$15k  
Interior/ Exterior video  
cameras - \$70k  
Courtroom Video/Audio -  
\$100k