

Regular City Commission Meeting Agenda June 26, 2017

Mayor Gib Coerper
Vice Mayor Shirley Green Brown
Commissioner Gary Hardacre
Commissioner Ben Boukari, Jr.
Commissioner Robert Wilford

City Manager Traci L. Gresham
City Attorney Marian Rush

The City Commission will conduct a
Regular City Commission Meeting
At 6:00 PM
to address the item(s) below.

Meeting Date: June 26, 2017

Meeting Location: James A. Lewis Commission Chambers, City Hall

CITY COMMISSION MEETING

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

**APPROVE READING OF PROPOSED ORDINANCES AND RESOLUTIONS BY
TITLE ONLY**

I. SPECIAL PRESENTATIONS

- A.** Fiscal Analysis Report for the Periods Ended April 30 and May 31, 2017

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes. Any citizen who is unable to speak at this time will have an opportunity to speak at the end of the meeting)

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

IV. PUBLIC HEARINGS AND ORDINANCES

(Presentations, other than the applicant, please limit to **3 Minutes**)

V. AGENDA ITEMS

- A.** RFP 2017-01 FFY 2016 Small Cities Community Development Block Grant (CDBG) Grant Administration Services Award
- B.** School Resource Officer Program Contract for 2017-2018 School Year

VI. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes.Any citizen who did not speak during the Citizen Comments period at the beginning of the meeting may do so at this time.)

VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

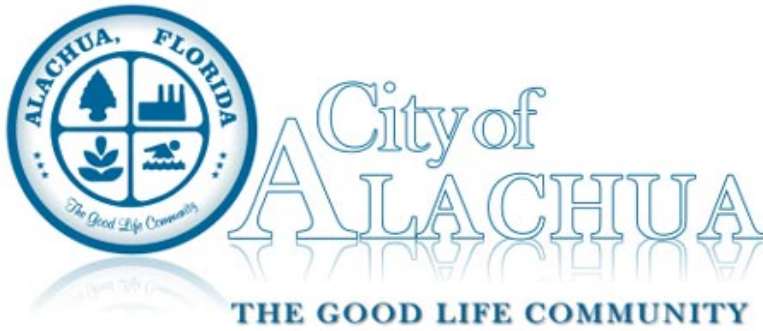
VIII.COMMISSION COMMENTS/DISCUSSION

ADJOURN

CONSENT AGENDA

CONSENT AGENDA ITEMS

- May 8, 2017 City Commission Meeting Minutes
- May 22, 2017 Joint City-County Commission Meeting Minutes
- May 22, 2017 City Commission Meeting Minutes
- May 2, 2017 Special Commission Meeting
- May 2, 2017 Board of Adjustments



Commission Agenda Item

MEETING DATE: 6/26/2017

SUBJECT: Fiscal Analysis Report for the Periods Ended April 30 and May 31, 2017

PREPARED BY: Robert A. Bonetti, Finance & Administrative Services Director

RECOMMENDED ACTION:

Receive the presentation.

Summary

The Finance and Administrative Services Department periodically prepares fiscal analysis reports for the purpose of conveying the City's general fiscal operating condition to the City Commission and the residents of the City of Alachua.

These reports, where applicable, may identify potential fiscal trends and, if necessary, assist in identifying and evaluating options for any required corrective action.

FINANCIAL IMPACT: No

BUDGETED: No

ATTACHMENTS:

Description

- ▢ Fiscal Analysis Presentation
- ▢ Fiscal Analysis 20170430
- ▢ Fiscal Analysis 20170531

CITY OF ALACHUA



FISCAL ANALYSIS REPORT

FISCAL YEAR 2016/2017
THROUGH MAY 31, 2017

JUNE 26, 2017

KEY TERMS



- **Fiscal year: period beginning October 1, 2016 and ending September 30, 2017.**
- **Amended budget: budget including all changes since the beginning of the fiscal year.**
- **Period benchmark: percentage of fiscal year that has transpired - 67%.**
- **Encumbrances: Funds committed for future expenses.**

ALL FUNDS SUMMARY



	FY 16/17 AMENDED BUDGET	PERCENT OF TOTAL BUDGET
GENERAL FUND	12,571,715	24.97%
SPECIAL REVENUE FUNDS	1,043,351	2.07%
DEBT SERVICE FUND	976,966	1.94%
CAPITAL PROJECTS FUNDS	7,975,163	15.84%
ENTERPRISE FUNDS	21,121,425	41.94%
INTERNAL SERVICE FUNDS	<u>6,665,533</u>	<u>13.24%</u>
	50,354,153	100.00%

GENERAL FUND



- **Primary Revenue Source: Taxes**
- **Programs Funded:**
 - **All General Governmental Functions:**
 - **City Commission**
 - **City Manager (City Manager, Human Resources, Special Expense)**
 - **City Attorney**
 - **Deputy City Clerk**
 - **Community Planning & Development (Community Plan./Dev., Building Inspections)**
 - **Compliance & Risk Management**
 - **Finance & Admin. Svcs. (Finance, Grants, Purchasing, Facilities, Information & Tech.)**
 - **Recreation**
 - **Police**
 - **Public Works**
 - **Fire Services**
 - **Residential Waste Collection**

GENERAL FUND



- **Sources of Funding (86%) –**

- Current Revenues: \$ 8.8M (70%)
- Budgeted Balances: \$ 2.0M (16%)

- **Uses of Funding (77%) –**

- Expenses: \$8.9M (71%)
- Encumbrances: \$0.8M (6%)

SPECIAL REVENUE FUNDS



- **Primary Revenue Source: Intergovernmental Revenue**
- **Programs Funded:**
 - Law Enforcement Training
 - APD Explorers
 - T K Basin
 - Donation
 - Community Redevelopment Agency (CRA)
 - Wild Spaces Public Places Fund

SPECIAL REVENUE FUNDS



- **Sources of Funding (89%) –**

- Current Revenues: \$ 657K (63%)
- Budgeted Balances: \$ 266K (26%)

- **Uses of Funding (34%) –**

- Expenses: \$ 241K (23%)
- Encumbrances: \$ 115K (11%)

DEBT SERVICE FUND



- **Primary Revenue Source: Inter-fund Transfers**
- **Programs Funded:**
 - Section 108 Debt Payments
 - Series 2016 Debt Payments
 - APD 2016 Capital Lease

DEBT SERVICE FUND



- **Sources of Funding (100%) –**

- Current Revenues: \$ 719K (74%)
- Budgeted Balances: \$ 258K (26%)

- **Uses of Funding (65%) –**

- Expenses: \$ 635K (65%)
- Encumbrances: \$ 0 (0%)

CAPITAL PROJECTS FUNDS



- **Primary Revenue Source: Intergovernmental Revenue**
- **Programs Funded:**
 - Heritage Oaks
 - San Felasco
 - Project Legacy
 - Municipal Complex
 - CDBG – Neighborhood Revitalization
 - Mill Creek Sink Fund

CAPITAL PROJECTS FUNDS



- **Sources of Funding (95%) –**

- Current Revenues: \$ 3.0M (37%)
- Budgeted Balances: \$ 4.6M (58%)

- **Uses of Funding (85%) –**

- Expenses: \$ 6.7M (84%)
- Encumbrances: \$ 49K (1%)

ENTERPRISE FUNDS



- **Primary Revenue Source: Charges for Services**
- **Programs Funded:**
 - **Electric**
 - **Water**
 - **Waste Water**
 - **Mosquito**

ENTERPRISE FUNDS



- **Sources of Funding (73%) –**

- Current Revenues: \$11.1M (53%)
- Budgeted Balances: \$ 4.1M (20%)

- **Uses of Funding (54%) –**

- Expenses: \$11.0M (52%)
- Encumbrances: \$ 464K (2%)

INTERNAL SERVICE FUNDS



- **Primary Revenue Source: Charges for Services**

- **Programs Funded:**
 - **Utility Administration**
 - **Utility Billing**
 - **Utility Operations**
 - **Warehouse Operations**
 - **Water Distribution/Collection**
 - **Compliance and Risk**
 - **Public Services Operations Center**

INTERNAL SERVICE FUNDS



- **Sources of Funding (92%) –**

- Current Revenues: \$ 1.7M (25%)
- Balances: \$ 4.5M (67%)

- **Uses of Funding (50%) –**

- Expenses: \$ 1.1M (17%)
- Encumbrances: \$ 2.2M (33%)

ALL FUNDS SUMMARY



- **Amended FY 16/17 Budget = \$ 50,354,153**

- **Sources of Funding (83%) –**
 - Current Revenues: \$ 25.9M (52%)
 - Budgeted Balances: \$ 15.7M (31%)

- **Uses of Funding (64%) –**
 - Expenses: \$ 28.6M (57%)
 - Encumbrances: \$ 3.6M (7%)

INVESTMENTS / CASH HOLDINGS



- **Investment portfolio total = \$ 1,544,016.01**
 - State Board of Administration (SBA) = \$ 1.0M
 - Money Market Account = \$ 508K
 - Certificate of Deposit = \$ 30K

- **Cash holdings total = \$ 22,430,585.87**
 - Operating Account = \$14.7M
 - CRA Account = \$ 632K
 - Customer Deposit Accounts = \$ 1.7M
 - Series 2016 Repayment Account = \$ 574K
 - Section 108 Account = \$ 155K
 - Project Legacy Account = \$ 1.1M
 - SRF Money Market account = \$ 62K
 - Heritage Oaks Account = \$ 229K
 - Series 2016 Projects = \$ 3.2M
 - Other Accounts = \$ 47K

CONCLUSION



- **Revenues & Expenses**
- **CAFR**
- **SRF Payment**



City of
ALACHUA

THE GOOD LIFE COMMUNITY

**FINANCE DEPARTMENT
FISCAL ANALYSIS
FOR THE PERIOD ENDING
APRIL 30, 2017**

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INTRODUCTION TO FISCAL ANALYSIS REPORT

Purpose

The fiscal analysis report is used to report the operating condition of the City, and where applicable, identify potential trends and, if necessary, recommends options for corrective action. The report first looks at all City Funds, and then looks at the major fund types (General Fund, Enterprise Funds, etc.). This report is merely a snapshot that fairly represents the City's financial position at a given point in time. While materially accurate, these are unaudited figures.

Defining Revenue

Revenues are the financial resources available to the City. The City of Alachua has variety of revenue sources. These revenue sources include taxes, permits and fees, charges for services, fines and forfeitures, grants, and other miscellaneous revenues.

Defining Expenditure

Expenditures constitute a use of financial resources. There are three basic types of expenditures: operating, capital and debt. Operating expenditures include the day-to-day expenses such as salaries, supplies, utilities, and equipment purchases. Capital expenditures include construction of roads, parks, buildings and the purchase of land. Debt is the expense related to principal and interest on long-term bonds and notes issued by the City. Expenditures figures within this report include encumbrances. Encumbrances are expenditure commitments that have not yet been actually incurred.

Defining Expenditure Function

Expenditure functions are expenditure classifications according to the principal purposes for which expenditures are made. Examples are general government, public safety, economic environment, physical environment, transportation, and culture/recreation.

Defining Fund Balance

Fund balances are the funds carried over from the previous fiscal year. The City has a variety of uses for fund balance including reserve for future capital projects, for emergencies and catastrophes, for certain bond issues, and for other contingencies and expenditures.

Conclusion

The report gives a more comprehensive view by fund type of the financial operations of the City. The Finance Department welcomes any feedback you may have.

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING APRIL 30, 2017

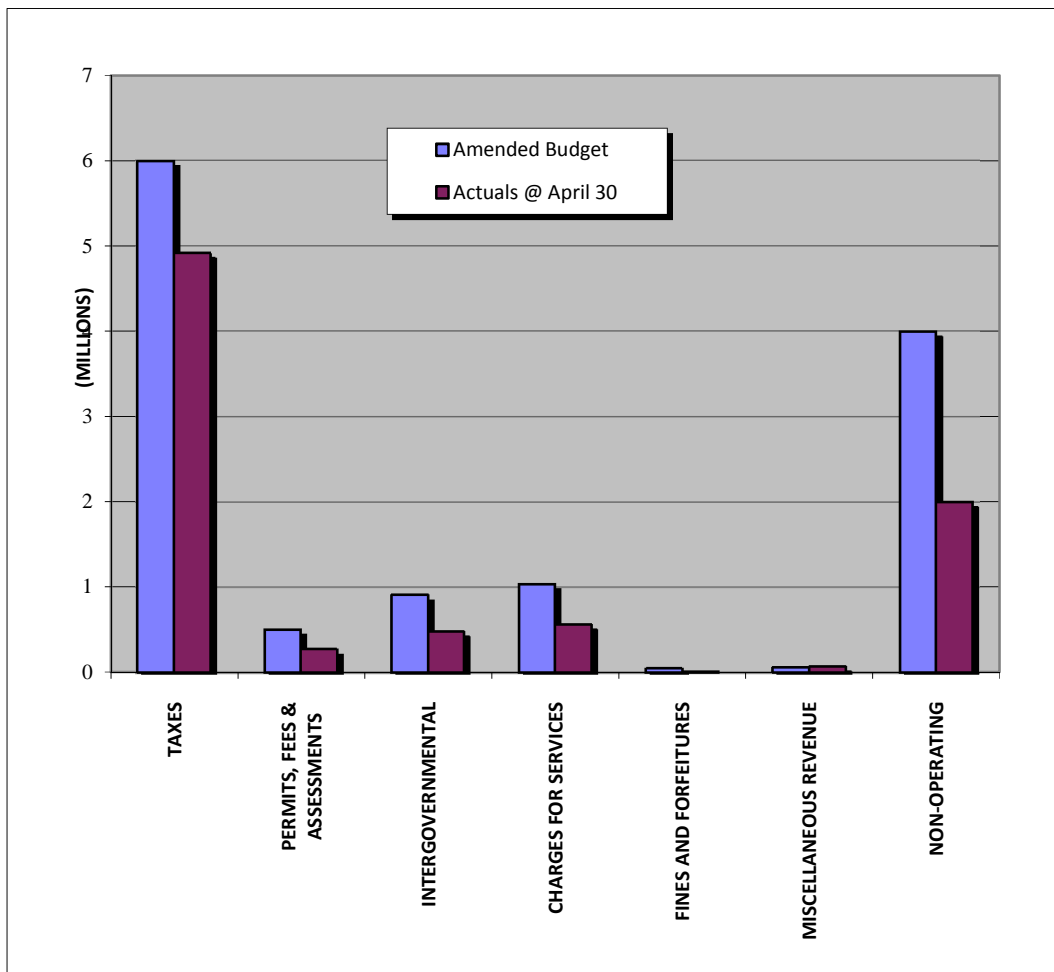
GENERAL FUND

FUND 001 - GENERAL FUND: The General Fund is the general operating fund for the Alachua City Commission. This fund is used to account for all financial resources, except those required to be accounted for separately. These resources provide funding for programs such as Fire Services, Recreation Services, General Government Administration, Capital Improvement Projects, Law Enforcement and Planning Services to all residents of the City of Alachua.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	5,998,056	5,998,056	4,917,103	82%
PERMITS, FEES & ASSESSMENTS	503,800	503,800	276,798	55%
INTERGOVERNMENTAL	900,589	911,989	484,348	53%
CHARGES FOR SERVICES	1,039,350	1,039,350	565,836	54%
FINES AND FORFEITURES	32,000	51,030	18,562	36%
MISCELLANEOUS REVENUE	38,000	68,000	75,712	111%
NON-OPERATING	3,999,490	3,999,490	2,000,000	50%
	12,511,285	12,571,715	8,338,360	66%
EXPENSES:				
GENERAL GOVERNMENT	6,618,338	6,615,159	5,038,864	76%
PUBLIC SAFETY	3,684,620	3,718,229	2,437,050	66%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	666,300	666,300	660,214	99%
TRANSPORTATION	937,010	967,010	685,020	71%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	605,017	605,017	361,101	60%
	12,511,285	12,571,715	9,182,249	73%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	5,382,436	5,367,436	3,029,211	56%
OPERATING EXPENDITURES	3,319,985	3,329,680	2,470,907	74%
CAPITAL OUTLAY	569,792	645,251	552,888	86%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	47,228	47,228	33,300	71%
NON-OPERATING	3,191,844	3,182,120	3,095,943	97%
POWER COSTS	0	0	0	0%
	12,511,285	12,571,715	9,182,249	73%

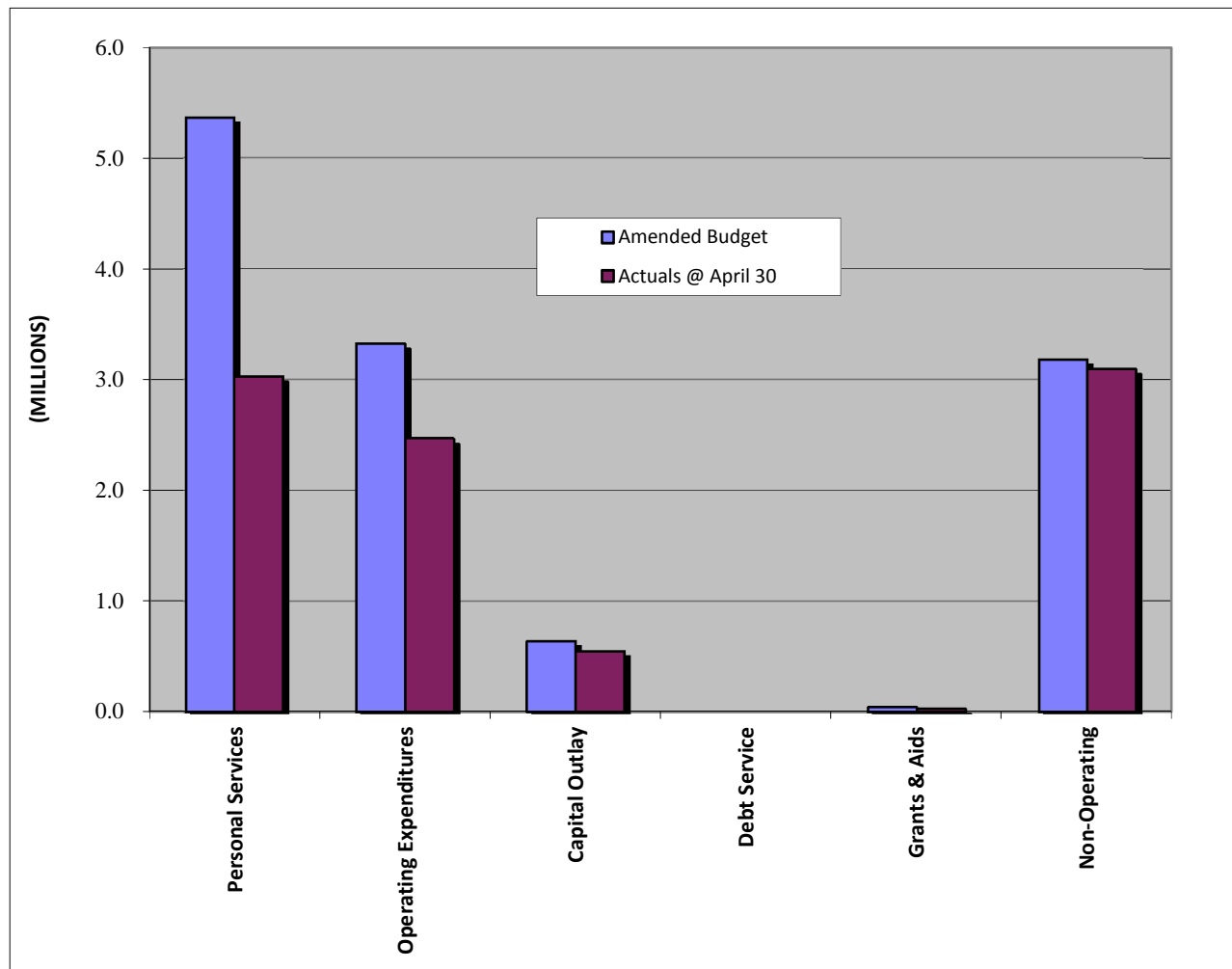
Revenues by Major Category General Fund

As of April 30, 2017, the City of Alachua collected 66% of budgeted General Fund revenues. Tax collections are at 82%. These revenues include property taxes, local option fuel taxes, utility taxes, and communication services taxes and account for \$6.0M, or almost half, of the General Fund annual budgeted revenues. Permits, Fees & Assessments are at 55%. The Intergovernmental Revenues are at 53%. Charges for Services are at 54%, Fines & Forfeitures are at 36%, Miscellaneous Revenues are at 111% and Non-Operating Revenues are at 50%.



Expenditures by Major Category General Fund

Overall, General Fund expenditure categories were at 73%. Personal Services are at 56% with Operating Expenditures at 74%. The Capital Outlay category is at 86%, Grants & Aids are 71% and Non-Operating expenditures are at 97%. Encumbrances for legal, fire, and residential waste collection services account for about 8% of the expense line total (aprox. \$727K).



CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING APRIL 30, 2017

GENERAL FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>TAXES</u>				
AD VALOREM TAXES	4,101,261	4,101,261	3,929,180	96%
LOCAL OPTION FUEL TAXES	250,162	250,162	123,277	49%
UTILITY SERVICES TAXES	1,250,000	1,250,000	661,497	53%
COMMUNICATIONS SERVICES TAXES	349,533	349,533	156,017	45%
LOCAL BUSINESS TAXES	47,100	47,100	47,133	100%
SUBTOTAL	5,998,056	5,998,056	4,917,103	82%
<u>PERMITS, FEES AND ASSESSMENTS</u>				
BUILDING PERMITS	209,800	209,800	132,405	63%
FRANCHISE FEES	294,000	294,000	144,393	49%
SUBTOTAL	503,800	503,800	276,798	55%
<u>INTERGOVERNMENTAL REVENUE</u>				
STATE-SHARED REVENUES	900,589	900,589	484,348	54%
GRANTS	0	11,400	0	0%
SUBTOTAL	900,589	911,989	484,348	53%
<u>CHARGES FOR SERVICES</u>				
GENERAL GOVERNMENT	102,725	102,725	10,746	10%
PUBLIC SAFETY	86,647	86,647	53,949	62%
PHYSICAL ENVIRONMENT	822,978	822,978	483,316	59%
TRANSPORTATION	0	0	0	0%
CULTURE & RECREATION	27,000	27,000	17,825	66%
OTHER CHARGES FOR SVCS	0	0	0	0%
SUBTOTAL	1,039,350	1,039,350	565,836	54%
<u>FINES & FORFEITURES</u>				
FINES & FORFEITURES	32,000	32,000	12,562	39%
OTHER FINES & FORFEITURES	0	19,030	6,000	32%
SUBTOTAL	32,000	51,030	18,562	36%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	5,000	5,000	4,722	94%
RENTS & ROYALTIES	0	0	100	N/A+
OTHER MISCELLANEOUS REVENUE	33,000	63,000	70,890	113%
SUBTOTAL	38,000	68,000	75,712	111%
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	2,000,000	2,000,000	2,000,000	100%
FUND BALANCE & UNDER COLLECTION	1,999,490	1,999,490	0	0%
SUBTOTAL	3,999,490	3,999,490	2,000,000	50%
GENERAL FUND	12,511,285	12,571,715	8,338,360	66%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING APRIL 30, 2017

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
CITY COMMISSION						
PERSONAL SERVICES	107,910	64,150	59%	0	0%	59%
OPERATING EXPENDITURES	36,888	15,859	43%	0	0%	43%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	144,798	80,009	55%	0	0%	55%
CITY MANAGER'S OFFICE						
PERSONAL SERVICES	400,329	225,875	56%	0	0%	56%
OPERATING EXPENDITURES	31,806	11,257	35%	257	1%	36%
CAPITAL OUTLAY	1,300	1,150	88%	51	4%	92%
GRANTS & AIDS	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	433,435	238,282	55%	308	0%	55%
DEPUTY CITY CLERK						
PERSONAL SERVICES	135,446	73,284	54%	0	0%	54%
OPERATING EXPENDITURES	37,295	23,189	62%	942	3%	65%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	172,741	96,472	56%	942	1%	56%
CITY ATTORNEY						
OPERATING EXPENDITURES	171,494	100,546	59%	66,683	39%	98%
TOTAL EXPENDITURES	171,494	100,546	59%	66,683	39%	98%
INFORMATION & TECHNOLOGY SERVICES						
PERSONAL SERVICES	136,034	76,767	56%	0	0%	56%
OPERATING EXPENDITURES	56,262	31,253	56%	257	0%	56%
CAPITAL OUTLAY	20,896	14,650	70%	0	0%	70%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	213,192	122,670	58%	257	0%	58%
FINANCE						
PERSONAL SERVICES	424,870	231,782	55%	0	0%	55%
OPERATING EXPENDITURES	76,552	42,640	56%	5,941	8%	63%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	501,422	274,422	55%	5,941	1%	56%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING APRIL 30, 2017

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>HUMAN RESOURCES</u>						
PERSONAL SERVICES	136,072	73,817	54%	0	0%	54%
OPERATING EXPENDITURES	43,278	21,566	50%	257	1%	50%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	179,350	95,383	53%	257	0%	53%
<u>FACILITIES MAINTENANCE</u>						
PERSONAL SERVICES	310,699	164,704	53%	0	0%	53%
OPERATING EXPENDITURES	135,850	61,372	45%	4,079	3%	48%
CAPITAL OUTLAY	5,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	451,549	226,076	50%	4,079	1%	51%
<u>GRANTS & CONTRACTS</u>						
PERSONAL SERVICES	63,661	36,136	57%	0	0%	57%
OPERATING EXPENDITURES	6,373	2,540	40%	0	0%	40%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	70,034	38,676	55%	0	0%	55%
<u>CP&D-PLANNING & DEVELOPMENT</u>						
PERSONAL SERVICES	326,648	159,216	49%	0	0%	49%
OPERATING EXPENDITURES	125,737	28,643	23%	9,103	7%	30%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	452,385	187,859	42%	9,103	2%	44%
<u>COMPLIANCE & RISK MANAGEMENT</u>						
PERSONAL SERVICES	282,946	160,265	57%	0	0%	57%
OPERATING EXPENDITURES	55,236	11,678	21%	1,653	3%	24%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	338,182	171,943	51%	1,653	0%	51%
<u>CP&D-BEAUTIFICATION BOARD</u>						
OPERATING EXPENDITURES	10,115	5,764	57%	4,350	43%	100%
TOTAL EXPENDITURES	10,115	5,764	57%	4,350	43%	100%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING APRIL 30, 2017

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>SPECIAL EXPENSE</u>						
PERSONAL SERVICES	11,400	0	0%	0	0%	0%
OPERATING EXPENDITURES	110,734	51,987	47%	2,661	2%	49%
CAPITAL OUTLAY	124,980	104,809	84%	18,488	15%	99%
GRANTS & AIDS	47,228	33,300	71%	0	0%	71%
NON-OPERATING	3,182,120	3,095,943	97%	0	0%	97%
TOTAL EXPENDITURES	3,476,462	3,286,038	95%	21,148	1%	95%
<u>PS-SOLID WASTE DISPOSAL</u>						
OPERATING EXPENDITURES	666,300	330,735	50%	329,479	49%	99%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	666,300	330,735	50%	329,479	49%	99%
<u>PS-PUBLIC WORKS</u>						
PERSONAL SERVICES	373,409	213,728	57%	0	0%	57%
OPERATING EXPENDITURES	255,385	127,510	50%	62,508	24%	74%
CAPITAL OUTLAY	338,216	45,377	13%	235,898	70%	83%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	967,010	386,615	40%	298,405	31%	71%
<u>FIRE RESCUE SERVICES</u>						
OPERATING EXPENDITURES	703,616	332,313	47%	330,614	47%	94%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	703,616	332,313	47%	330,614	47%	94%
<u>BUILDING INSPECTIONS</u>						
PERSONAL SERVICES	165,782	93,281	56%	0	0%	56%
OPERATING EXPENDITURES	28,476	5,567	20%	343	1%	21%
CAPITAL OUTLAY	2,750	2,465	90%	0	0%	90%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	197,008	101,312	51%	343	0%	52%
<u>APD-PATROL & ADMIN</u>						
PERSONAL SERVICES	1,885,356	1,141,109	61%	0	0%	61%
OPERATING EXPENDITURES	377,337	211,632	56%	20,381	5%	61%
CAPITAL OUTLAY	152,109	105,766	70%	19,599	13%	82%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,414,802	1,458,506	60%	39,980	2%	62%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING APRIL 30, 2017

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>APD-COMMUNICATIONS</u>						
PERSONAL SERVICES	356,306	155,692	44%	0	0%	44%
OPERATING EXPENDITURES	12,000	7,045	59%	0	0%	59%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	368,306	162,737	44%	0	0%	44%
<u>APD-SCHOOL CROSSING GUARDS</u>						
OPERATING EXPENDITURES	27,789	9,210	33%	0	0%	33%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	27,789	9,210	33%	0	0%	33%
<u>APD-EXPLORERS PROGRAM</u>						
OPERATING EXPENDITURES	2,000	185	9%	0	0%	9%
TOTAL EXPENDITURES	2,000	185	9%	0	0%	9%
<u>APD-RESERVE PROGRAM</u>						
OPERATING EXPENDITURES	4,708	1,849	39%	0	0%	39%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,708	1,849	39%	0	0%	39%
<u>PARKS & RECREATION</u>						
PERSONAL SERVICES	250,568	159,405	64%	0	0%	64%
OPERATING EXPENDITURES	354,449	166,674	47%	30,385	9%	56%
CAPITAL OUTLAY	0	4,637	NA+	0	0%	NA+
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	605,017	330,716	55%	30,385	5%	60%
GENERAL FUND	12,571,715	8,038,320	64%	1,143,929	9%	73%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING APRIL 30, 2017**

SPECIAL REVENUE FUNDS

FUND VARIOUS - SPECIAL REVENUE FUNDS: Special Revenue Funds are used to account for the proceeds of specific revenue sources that are designated for specified purposes or are restricted in use.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	316,000	81,193	0
PERMITS, FEES & ASSESSMENTS	6,650	6,650	5,809	87%
INTERGOVERNMENTAL REVENUE	266,222	266,222	276,391	104%
CHARGES FOR SERVICES	2,800	2,800	1,490	53%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	200	200	17,228	8614%
NON-OPERATING	447,380	451,479	185,416	41%
	723,252	1,043,351	567,528	54%
EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	10,518	10,518	2,522	24%
ECONOMIC ENVIRONMENT	644,560	648,659	205,654	32%
PHYSICAL ENVIRONMENT	17,920	17,920	1,618	9%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	50,254	366,254	26,263	7%
	723,252	1,043,351	236,057	23%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	18,810	75,239	13,974	19%
OPERATING EXPENDITURES	309,062	229,985	117,573	51%
CAPITAL OUTLAY	256,100	594,748	54,870	9%
DEBT SERVICE	99,280	99,280	49,640	50%
GRANTS & AIDS	30,000	30,000	0	0%
NON-OPERATING	10,000	14,099	0	0%
	723,252	1,043,351	236,057	23%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING APRIL 30, 2017

SPECIAL REVENUE FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>PERMITS, FEES AND ASSESSMENTS</u>				
SPECIAL ASSESSMENTS	6,650	6,650	5,809	87%
SUBTOTAL	6,650	6,650	5,809	87%
<u>TAXES</u>				
DISCRETIONARY SALES SURTAX	0	316,000	81,193	26%
SUBTOTAL	0	316,000	81,193	26%
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	0	0	0	0%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	0	0	0%
PAYMENTS FROM LOCAL UNITS (FOR CRA)	266,222	266,222	276,391	104%
SUBTOTAL	266,222	266,222	276,391	104%
<u>CHARGES FOR SERVICES</u>				
ADDT'L CRT COSTS-\$2 FOR LEO TRAINING	2,800	2,800	1,490	53%
OTHER MISCELLANEOUS CHARGES	0	0	0	0%
SUBTOTAL	2,800	2,800	1,490	53%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	200	200	208	104%
RENTALS AND LEASES	0	0	3,270	NA+
CONTRIBUTIONS AND DONATIONS	0	0	13,750	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	200	200	17,228	8614%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN	181,317	185,416	185,416	100%
USE OF FUND BALANCE/UNDERCOLLECTION	266,063	266,063	0	0%
SUBTOTAL	447,380	451,479	185,416	41%
SPECIAL REVENUE FUNDS	723,252	1,043,351	567,528	54%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING APRIL 30, 2017

SPECIAL REVENUE FUNDS EXPENDITURES
BY MAJOR CATEGORY

SPECIAL REVENUE FUND	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ADDT'L COURT COST-\$2 FOR LEO TRAINING FUND</u>						
OPERATING EXPENDITURES	2,800	2,522	90%	0	0%	90%
TOTAL EXPENDITURES	2,800	2,522	90%	0	0%	90%
<u>WILD SPACES PUBLIC PLACES FUND</u>						
CAPITAL OUTLAY	316,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	316,000	0	0%	0	0%	0%
<u>EXPLORER SPECIAL REVENUE FUND</u>						
OPERATING EXPENDITURES	6,800	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	6,800	0	0%	0	0%	0%
<u>TK BASIN SPECIAL ASSESSMENT</u>						
OPERATING EXPENDITURES	17,920	934	5%	684	4%	9%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	17,920	934	5%	684	4%	9%
<u>DONATION FUND</u>						
OPERATING EXPENDITURES	28,524	3,616	13%	0	0%	13%
CAPITAL OUTLAY	22,648	22,647	100%	0	0%	100%
NON OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	51,172	26,263	51%	0	0%	51%
<u>CRA FUND</u>						
PERSONAL SERVICES	75,239	13,974	19%	0	0%	19%
OPERATING EXPENDITURES	173,941	80,681	46%	29,136	17%	63%
CAPITAL OUTLAY	256,100	2,299	1%	29,923	12%	13%
DEBT SERVICE	99,280	49,640	50%	0	0%	50%
AIDS TO PRIVATE ORGANIZATIONS	30,000	0	0%	0	0%	0%
NON OPERATING	14,099	0	0%	0	0%	0%
TOTAL EXPENDITURES	648,659	146,594	23%	59,060	9%	32%
SPECIAL REVENUE FUNDS	1,043,351	176,313	17%	59,744	6%	23%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING APRIL 30, 2017**

DEBT SERVICE FUND

FUND 070 - DEBT SERVICE FUND: The Debt Service Fund is used to account for the accumulation of resources for, and the payment of the City's general long-term debt, interest, and other related debt service charges. Debt obligations related to the Enterprise funds are accounted for in those specific funds.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	64	NA+
NON-OPERATING	976,966	976,966	718,502	74%
	<u>976,966</u>	<u>976,966</u>	<u>718,566</u>	<u>74%</u>
EXPENSES:				
GENERAL GOVERNMENT	976,966	976,966	634,712	65%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	0	0	0	0%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>634,712</u>	<u>65%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	0	0	0	0%
CAPITAL OUTLAY	0	0	0	0%
DEBT SERVICE	976,966	976,966	634,712	65%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>634,712</u>	<u>65%</u>

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING APRIL 30, 2017**

DEBT SERVICE FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	64	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	64	NA+
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	57,975	57,975	57,975	100%
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN-GF	660,527	660,527	660,527	100%
FUND BALANCE & UNDER COLLECTION	258,464	258,464	0	0%
SUBTOTAL	976,966	976,966	718,502	74%
 DEBT SERVICE FUND	 976,966	 976,966	 718,566	 74%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING APRIL 30, 2017

DEBT SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEBT OBLIGATION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>OTHER DEBT COSTS</u>						
DEBT SERVICE	750	750	100%	0	0%	100%
	750	750	100%	0	0%	100%
<u>SECTION 108 LOAN</u>						
DEBT SERVICE	165,643	7,621	5%	0	0%	5%
TOTAL EXPENDITURES	165,643	7,621	5%	0	0%	5%
<u>CAPITAL LEASE - MOTOROLA</u>						
DEBT SERVICE	93,686	0	0%	0	0%	0%
TOTAL EXPENDITURES	93,686	0	0%	0	0%	0%
<u>ALACHUA COUNTY TDC</u>						
DEBT SERVICE	83,333	83,333	100%	0	0%	100%
TOTAL EXPENDITURES	83,333	83,333	100%	0	0%	100%
<u>SERIES 2016 CAPITAL IMPROVEMENT</u>						
DEBT SERVICE	633,554	543,007	86%	0	0%	86%
TOTAL EXPENDITURES	633,554	543,007	86%	0	0%	86%
DEBT SERVICE FUND	976,966	634,712	65%	0	0%	65%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING APRIL 30, 2017

CAPITAL PROJECTS FUNDS

FUND 3XX - CAPITAL PROJECTS FUNDS: Capital Project Funds are used to account for financial resources to be used for the acquisition, construction, or improvement of major capital facilities (other than those financed by the Enterprise Funds or Special Assessments).

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	353,545	753,545	373,349	50%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	35,000	14,361	41%
NON-OPERATING	7,186,618	7,186,618	2,574,126	36%
	<u>7,540,163</u>	<u>7,975,163</u>	<u>2,961,836</u>	<u>37%</u>
EXPENSES:				
GENERAL GOVERNMENT	324,126	324,126	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	333,940	333,940	212,670	64%
TRANSPORTATION	353,545	353,545	329,985	93%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	6,528,552	6,963,552	6,182,162	89%
	<u>7,540,163</u>	<u>7,975,163</u>	<u>6,724,818</u>	<u>84%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	462,200	462,200	12,987	3%
CAPITAL OUTLAY	7,077,963	7,512,963	6,711,830	89%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>7,540,163</u>	<u>7,975,163</u>	<u>6,724,818</u>	<u>84%</u>

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING APRIL 30, 2017**

CAPITAL PROJECTS FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	353,545	353,545	373,349	106%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	400,000	0	0%
SUBTOTAL	353,545	753,545	373,349	50%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	0	35,000	14,361	41%
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	35,000	14,361	0%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	2,574,126	2,574,126	2,574,126	100%
USE OF FUND BALANCE	4,612,492	4,612,492	0	0%
SUBTOTAL	7,186,618	7,186,618	2,574,126	36%
 CAPITAL PROJECTS FUNDS	 7,540,163	 7,975,163	 2,961,836	 37%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING APRIL 30, 2017

CAPITAL PROJECTS FUNDS EXPENDITURES
 BY MAJOR CATEGORY

CAPITAL PROJECT	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>MILL CREEK SINK FUND</u>						
CAPITAL OUTLAY	400,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	400,000	0	0%	0	0%	0%
<u>HERITAGE OAKS</u>						
OPERATING EXPENSES	120,066	0	0%	0	0%	0%
CAPITAL OUTLAY	213,874	208,108	97%	4,562	2%	99%
TOTAL EXPENDITURES	333,940	208,108	62%	4,562	1%	64%
<u>SAN FELASCO CONSERVATION CORRIDOR</u>						
OPERATING EXPENDITURES	6,508	1,400	22%	0	0%	22%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	6,508	1,400	22%	0	0%	22%
<u>MUNICIPAL COMPLEX</u>						
OPERATING EXPENDITURES	324,126	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	324,126	0	0%	0	0%	0%
<u>CDBG - NEIGHBORHOOD REVITALIZATION</u>						
OPERATING EXPENDITURES	11,500	11,587	101%	0	0%	101%
CAPITAL OUTLAY	342,045	318,398	93%	0	0%	93%
TOTAL EXPENDITURES	353,545	329,985	93%	0	0%	93%
<u>PROJECT LEGACY</u>						
CAPITAL OUTLAY	6,557,044	4,421,574	67%	1,759,188	27%	94%
TOTAL EXPENDITURES	6,557,044	4,421,574	67%	1,759,188	27%	94%
CAPITAL PROJECT FUNDS	7,975,163	4,961,068	62%	1,763,750	22%	84%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING APRIL 30, 2017

ENTERPRISE FUNDS

FUND 010, 020, 030, 042 - ENTERPRISE FUNDS: Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises in which the intent of the governing body is that all costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City's Electric, Water, Wastewater, and Mosquito Control services reside in Enterprise funds.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	16,710,202	16,710,202	9,599,655	57%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	276,320	276,320	196,331	71%
NON-OPERATING	4,134,903	4,134,903	0	0%
	<u>21,121,425</u>	<u>21,121,425</u>	<u>9,795,986</u>	<u>46%</u>

EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	21,121,425	21,121,425	10,424,729	49%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>21,121,425</u>	<u>21,121,425</u>	<u>10,424,729</u>	<u>49%</u>

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	1,426,180	1,426,180	798,107	56%
OPERATING EXPENDITURES	1,467,914	1,491,114	814,452	55%
CAPITAL OUTLAY	3,078,826	3,055,626	339,850	11%
DEBT SERVICE	1,180,911	1,180,911	988,443	84%
NON-OPERATING	4,690,094	4,690,094	4,034,346	86%
POWER COSTS	9,277,500	9,277,500	3,449,531	37%
	<u>21,121,425</u>	<u>21,121,425</u>	<u>10,424,729</u>	<u>49%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING APRIL 30, 2017

ENTERPRISE FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
GRANTS FROM LOCAL UNITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>CHARGES FOR SERVICES</u>				
PHYSICAL ENVIRONMENT-ELECTRIC	12,964,838	12,964,838	7,416,723	57%
PHYSICAL ENVIRONMENT-WATER	1,487,971	1,487,971	886,728	60%
PHYSICAL ENVIRONMENT-WASTEWATER	2,199,393	2,199,393	1,262,149	57%
PHYSICAL ENVIRONMENT-MOSQUITO	58,000	58,000	34,056	59%
SUBTOTAL	16,710,202	16,710,202	9,599,655	57%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	3,820	3,820	5,782	151%
RENTS & ROYALTIES	29,100	29,100	29,271	101%
OTHER MISCELLANEOUS REVENUE	243,400	243,400	161,278	66%
SUBTOTAL	276,320	276,320	196,331	71%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	0	0	0	0%
FUND BALANCE & UNDER COLLECTION	4,134,903	4,134,903	0	0%
SUBTOTAL	4,134,903	4,134,903	0	0%
 ENTERPRISE FUNDS	 21,121,425	 21,121,425	 9,795,986	 46%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING APRIL 30, 2017

ENTERPRISE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ELECTRIC UTILITY</u>						
PERSONAL SERVICES	849,122	493,148	58%	0	0%	58%
OPERATING EXPENDITURES	428,722	180,616	42%	73,978	17%	59%
CAPITAL OUTLAY	1,835,942	22,161	1%	147,997	8%	9%
DEBT SERVICE	465,770	465,770	100%	0	0%	100%
NON OPERATING	3,420,179	3,146,166	92%	0	0%	92%
POWER COSTS	9,277,500	3,449,531	37%	0	0%	37%
TOTAL EXPENDITURES	16,277,235	7,757,391	48%	221,974	1%	49%
<u>WATER UTILITY</u>						
PERSONAL SERVICES	189,780	94,651	50%	0	0%	50%
OPERATING EXPENDITURES	397,718	191,206	48%	36,087	9%	57%
CAPITAL OUTLAY	729,371	0	0%	65,158	9%	9%
DEBT SERVICE	170,850	148,751	87%	0	0%	87%
NON OPERATING	761,668	533,751	70%	0	0%	70%
TOTAL EXPENDITURES	2,249,387	968,360	43%	101,246	5%	48%
<u>WASTEWATER UTILITY</u>						
PERSONAL SERVICES	379,790	210,113	55%	0	0%	55%
OPERATING EXPENDITURES	639,364	293,918	46%	36,441	6%	52%
CAPITAL OUTLAY	487,113	0	0%	104,534	21%	21%
DEBT SERVICE	544,291	373,922	69%	0	0%	69%
NON OPERATING	489,122	343,835	70%	0	0%	70%
TOTAL EXPENDITURES	2,539,680	1,221,789	48%	140,975	6%	54%
<u>MOSQUITO CONTROL</u>						
PERSONAL SERVICES	7,488	195	3%	0	0%	3%
OPERATING EXPENDITURES	25,310	2,207	9%	0	0%	9%
CAPITAL OUTLAY	3,200	0	0%	0	0%	0%
NON OPERATING	19,125	10,594	55%	0	0%	55%
TOTAL EXPENDITURES	55,123	12,995	24%	0	0%	24%
ENTERPRISE FUNDS	21,121,425	9,960,534	47%	464,195	2%	49%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING APRIL 30, 2017

INTERNAL SERVICE FUND

FUND 700 - INTERNAL SERVICE FUND: The Internal Service Fund is used to account for the provision of goods or services by Utility Administration, Utility Operations, Utility Billing, Warehouse Operations, and postage services for the City's utility system and other departments.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	1,710	NA+
NON-OPERATING	6,665,533	6,665,533	1,652,244	25%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>1,653,954</u>	<u>25%</u>
EXPENSES:				
GENERAL GOVERNMENT	6,157,947	6,157,947	3,670,316	60%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	507,586	507,586	226,675	45%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>3,896,990</u>	<u>58%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	1,414,367	1,401,867	687,644	49%
OPERATING EXPENDITURES	434,168	446,668	200,301	45%
CAPITAL OUTLAY	4,610,303	4,610,303	2,839,805	62%
DEBT SERVICE	156,695	156,695	169,241	108%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	50,000	50,000	0	0%
POWER COSTS	0	0	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>3,896,990</u>	<u>58%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING APRIL 30, 2017

INTERNAL SERVICE FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>PERMITS, FEES & ASSESSMENTS</u>				
OTHER LICENSES, FEES, AND PERMITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>INTERGOVERNMENTAL REVENUE</u>				
OTHER FEDERAL GRANTS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	503	NA+
RENTS & ROYALTIES	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	0	0	1,207	NA+
SUBTOTAL	0	0	1,710	NA+
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	0	0	0	0%
SERIES 2016 DEBT PROCEEDS	0	0	0	0%
INTERFUND TRANSFER	2,202,993	2,202,993	1,652,244	75%
FUND BALANCE & UNDER COLLECTION	4,462,540	4,462,540	0	0%
SUBTOTAL	6,665,533	6,665,533	1,652,244	25%
 INTERNAL SERVICE FUND	 6,665,533	 6,665,533	 1,653,954	 25%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING APRIL 30, 2017

INTERNAL SERVICE FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>FINANCE / UTILITY OPERATIONS</u>						
PERSONAL SERVICES	233,256	136,050	58%	0	0%	58%
OPERATING EXPENDITURES	29,880	7,183	24%	0	0%	24%
CAPITAL OUTLAY	20,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	283,136	143,233	51%	0	0%	51%
<u>FINANCE / UTILITY BILLING</u>						
PERSONAL SERVICES	280,819	149,109	53%	0	0%	53%
OPERATING EXPENDITURES	137,812	85,803	62%	3,636	3%	65%
CAPITAL OUTLAY	11,875	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	430,506	234,912	55%	3,636	1%	55%
<u>PUBLIC SERVICES / UTILITY ADMINISTRATION</u>						
PERSONAL SERVICES	501,838	232,697	46%	0	0%	46%
OPERATING EXPENDITURES	117,654	27,286	23%	20,229	17%	40%
CAPITAL OUTLAY	29,754	0	0%	27,431	92%	92%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	649,246	259,983	40%	47,660	7%	47%
<u>PUBLIC SERVICES-WAREHOUSE OPERATIONS</u>						
PERSONAL SERVICES	51,643	25,714	50%	0	0%	50%
OPERATING EXPENDITURES	17,972	8,640	48%	0	0%	48%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	69,615	34,354	49%	0	0%	49%
<u>ISF - COMPLIANCE AND RISK MANAGEMENT</u>						
PERSONAL SERVICES	30,075	16,290	54%	0	0%	54%
TOTAL EXPENDITURES	30,075	16,290	54%	0	0%	54%
<u>PUBLIC SERVICES-WATER DISTRIBUTION/COLLECTION</u>						
PERSONAL SERVICES	304,236	127,784	42%	0	0%	42%
OPERATING EXPENDITURES	143,350	22,536	16%	24,989	17%	33%
CAPITAL OUTLAY	60,000	0	0%	51,365	86%	86%
TOTAL EXPENDITURES	507,586	150,320	30%	76,355	15%	45%
<u>DEBT SERVICE FUND - SERIES 2016</u>						
DEBT SERVICE	156,695	169,241	108%	0	0%	108%
TOTAL EXPENDITURES	156,695	169,241	108%	0	0%	108%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING APRIL 30, 2017

INTERNAL SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>INTERNAL SERVICE FUND RESERVES</u>						
NON-OPERATING	50,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	50,000	0	0%	0	0%	0%
<u>CP OPS/WAREHOUSE</u>						
CAPITAL OUTLAY	4,488,674	31,961	1%	2,729,047	61%	62%
OTHER DEBT COSTS	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,488,674	31,961	1%	2,729,047	61%	62%
INTERNAL SERVICE FUND	6,665,533	1,040,293	16%	2,856,698	43%	58%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING APRIL 30, 2017**

ALL CITY FUNDS

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	5,998,056	6,314,056	4,998,296	79%
PERMITS, FEES & ASSESSMENTS	510,450	510,450	282,607	55%
INTERGOVERNMENTAL	1,520,356	1,931,756	1,134,088	59%
CHARGES FOR SERVICES	17,752,352	17,752,352	10,166,981	57%
FINES AND FORFEITURES	32,000	51,030	18,562	36%
MISCELLANEOUS REVENUE	314,520	379,520	305,406	80%
NON-OPERATING	23,410,890	23,414,989	7,130,288	30%
	<u>49,538,624</u>	<u>50,354,153</u>	<u>24,036,229</u>	<u>48%</u>

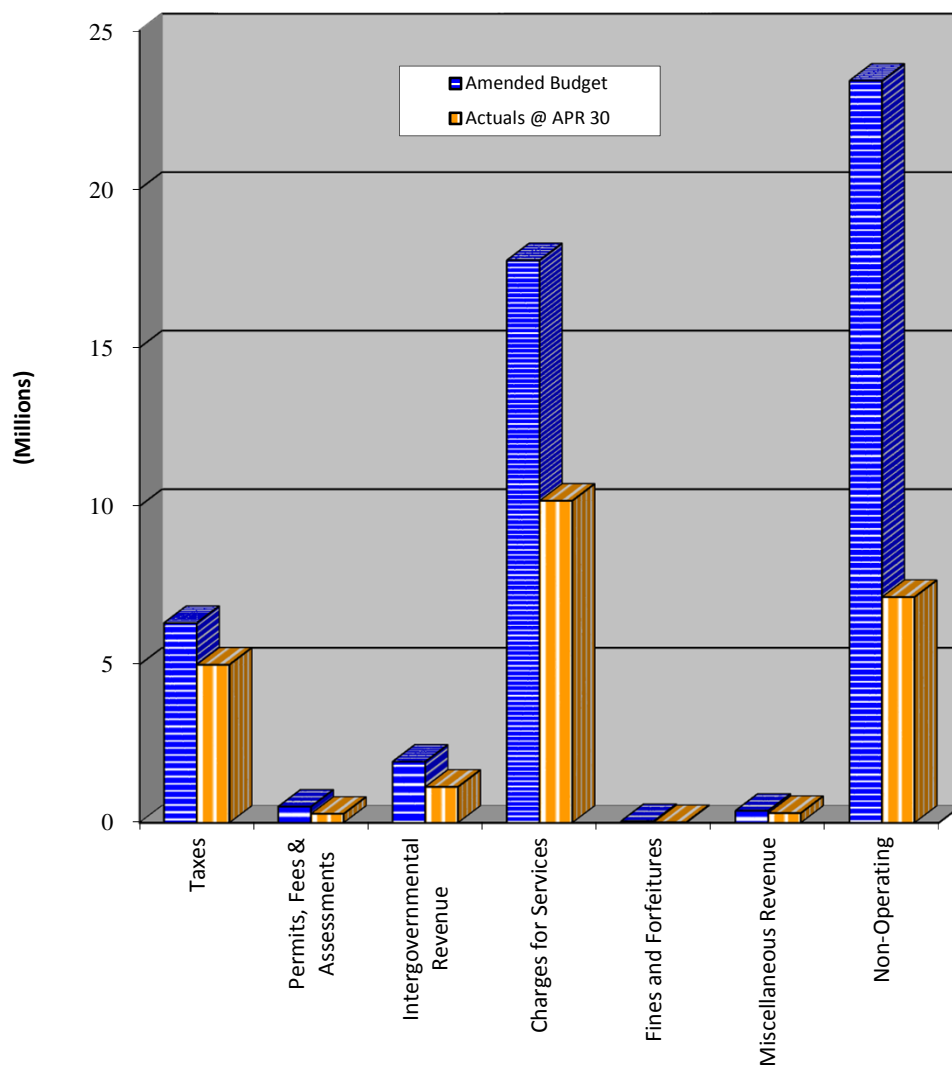
EXPENSES:				
GENERAL GOVERNMENT	14,077,377	14,074,198	9,343,891	66%
PUBLIC SAFETY	3,695,138	3,728,747	2,439,572	65%
ECONOMIC ENVIRONMENT	644,560	648,659	205,654	32%
PHYSICAL ENVIRONMENT	22,647,171	22,647,171	11,525,906	51%
TRANSPORTATION	1,290,555	1,320,555	1,015,006	77%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	7,183,823	7,934,823	6,569,526	83%
	<u>49,538,624</u>	<u>50,354,153</u>	<u>31,099,555</u>	<u>62%</u>

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	8,241,793	8,270,722	4,528,936	55%
OPERATING EXPENDITURES	5,993,329	5,959,647	3,616,221	61%
CAPITAL OUTLAY	15,592,984	16,418,891	10,499,243	64%
DEBT SERVICE	2,413,852	2,413,852	1,842,036	76%
GRANTS & AIDS	77,228	77,228	33,300	43%
NON-OPERATING	7,941,938	7,936,313	7,130,289	90%
POWER COSTS	9,277,500	9,277,500	3,449,531	37%
	<u>49,538,624</u>	<u>50,354,153</u>	<u>31,099,555</u>	<u>62%</u>

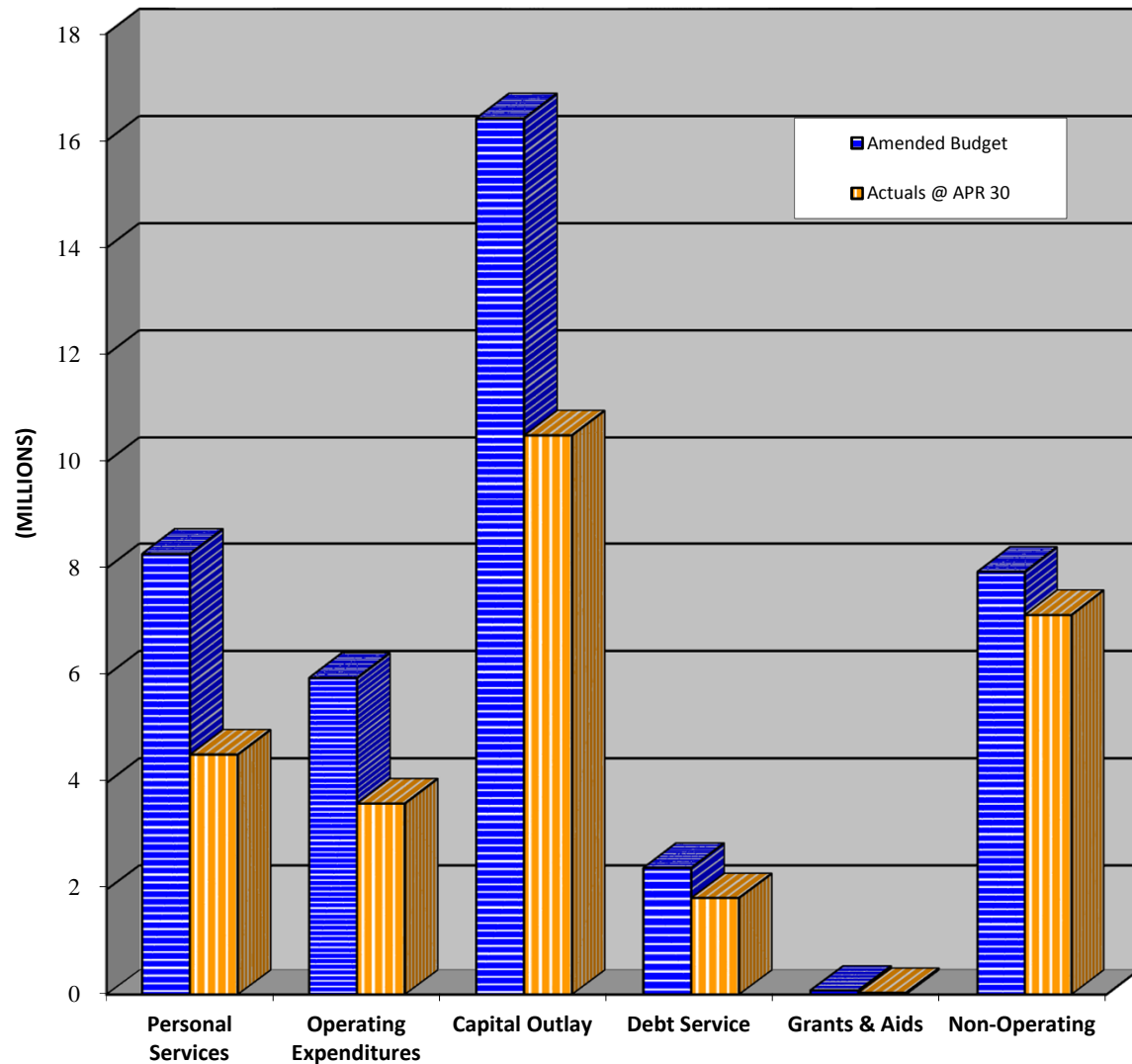
Revenues by Major Category All City Funds

The City of Alachua's overall revenues are at 48% of budget for the fiscal year. Taxes are at 79% of budget. These include ad valorem property taxes and public utility taxes. Other revenue sources are: Permits, Fees and Assessments (55%); Intergovernmental Revenue (59%); Charges for Services (57%); Fines and Forfeitures (36%); Miscellaneous Revenue (80%); and Non-Operating Revenue (30%).



Expenditures by Major Category All City Funds

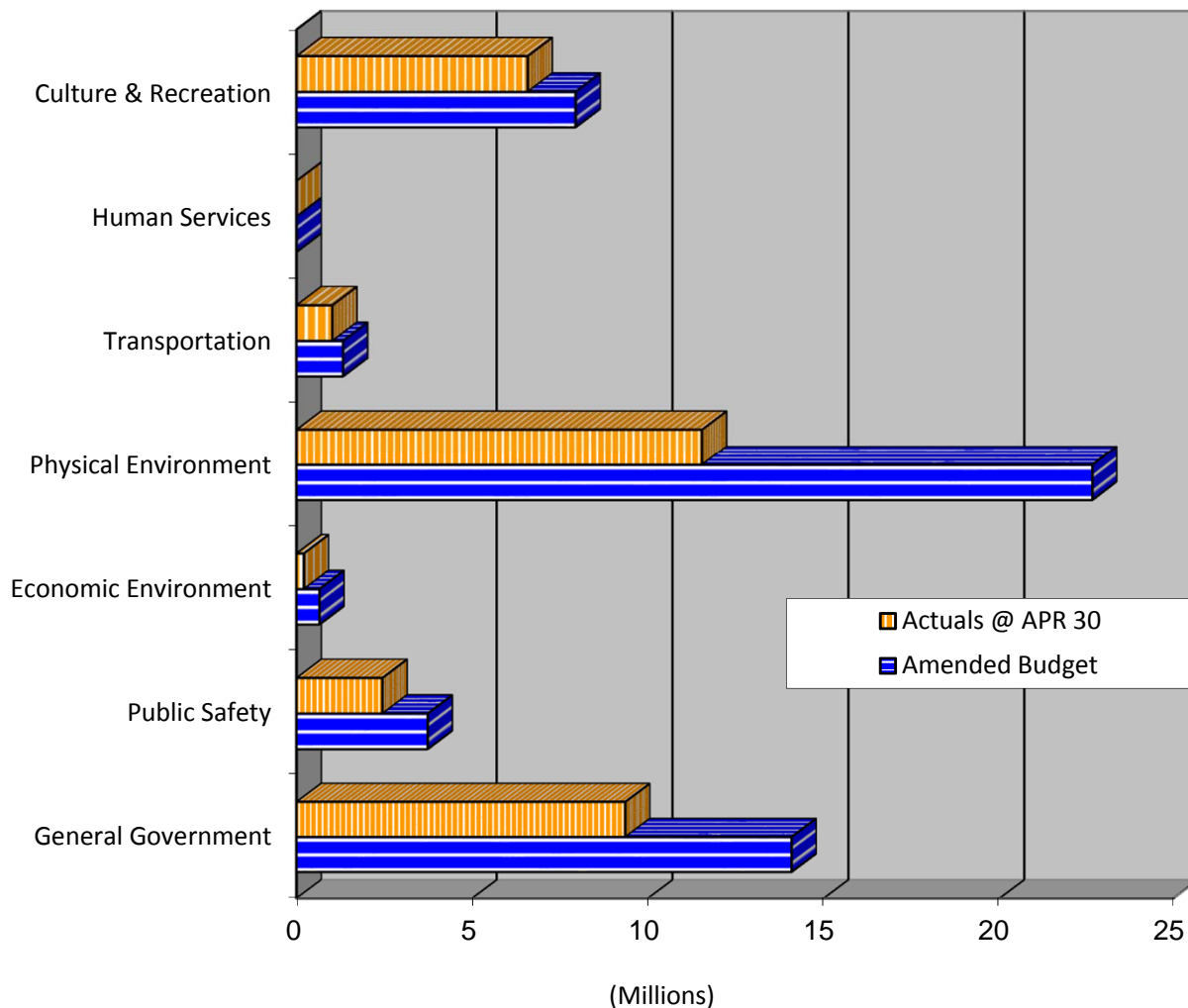
Overall, City expenditures and encumbrances are at 62% of budget for the period. The Personal Services category is at 55% of budget for the fiscal year. The Operating Expenditures category is at 61%, with encumbrances for legal, fire, and residential waste collection services of approximately \$727K. Capital Outlay is at 64%, Debt Service is 76%, Grants & Aids is 43% and Non-Operating Expenditures are at 90%. Encumbrances for future expenditures account for 20% (aprox. \$6.3M) of the expense line total.



* Encumbered activity are purchase orders that are reserved for payment, but have not been paid as of the report date.

Budget Performance by Function All City Funds

Overall, expenditures are at 62% of budget with General Government expenses at 66%, Public Safety at 65%, Economic Environment at 32%, Physical Environment at 51% (Enterprise Funds, Water Collection and Distribution & residential waste collection services), Transportation at 77%, and Culture & Recreation at 83%.



INVESTMENTS AND CASH

Purpose

The purpose of this section is to report the City's cash and investment holdings at the end of each month. These funds are managed in accordance with the City's Investment Policies, which are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

Investment Objectives

The foremost objective of the City's investment program is the safety of the principal of those funds within the portfolios. The portfolio is managed in a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. The portfolio is designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. However, return on investment is insignificant in comparison to the safety and liquidity objectives described above. The City's core investments are limited to relatively low risk investment instruments in anticipation of earning fair return relative to the risk being assumed.

Defining Principal

Principal, when dealing with investments can be defined as the original amount invested in a security.

Defining of Portfolio

A portfolio can be defined as various investment instruments possessed by an individual or organization.

Defining Rate of Return on Investment

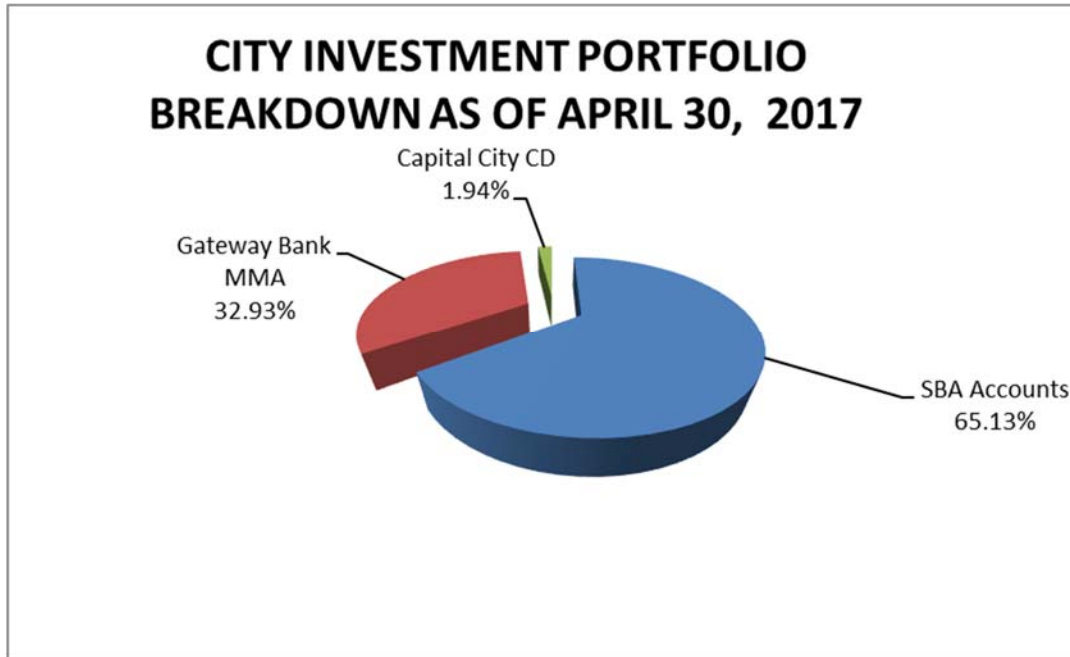
The Rate of Return on Investment refers to the benefits (the profits) to an investor or organization relative to the cost of the initial investment. It is similar to the rate of profit as a measure of profitability.

Conclusion

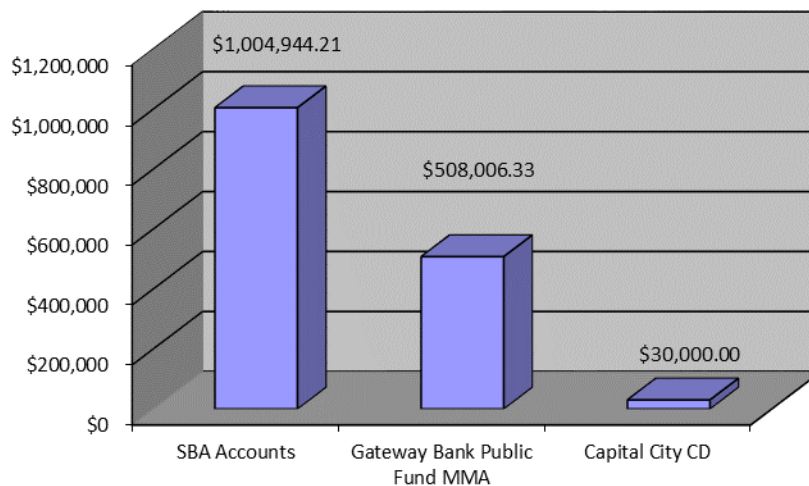
The City's cash and investments are pursuant to Section 218.415, Florida Statutes as well as the City's own adopted Investment Policy. To ensure that the City's funds are effectively managed, the Finance Director and other appropriate staff shall annually complete eight (8) hours of continuing professional education in subjects or courses of study related to investment practices and products.

INVESTMENTS AND CASH

As of April 30, 2017, the City's investment portfolio totaled **\$1,542,950.54**. The portfolio consists of: two State Board of Administration Investment Pool (SBA) accounts, one money market account and a certificate of deposit account. The graphs below illustrate the breakdown, by percentage, of each investment.



INVESTMENTS AS OF APRIL 30, 2017



INVESTMENTS AND CASH

As of April 30, 2017, the City had cash holdings in several accounts with Capital City Bank, Gateway Bank and Renasant Bank (formerly Alarion & Heritage) that totaled **\$23,565,586.30**. Each bank account has a specific purpose. The accounts are listed as follows:

- Main Operating account: This account is for the City's daily deposits (utility payments, grant revenue, etc.) and expenses (vendor payments, debt service payments, etc.).
- Payroll account: This account is for payroll-related expenses (salaries payable).
- Community Redevelopment Agency (CRA) account: This account is for deposits and expenses related to CRA activities.
- Police Forfeiture account: This account is for fines and forfeiture funds received by the Alachua Police Department. Expenditures from this account will not be permitted without Commission approval.
- Section 108 account: This account is for the pay-down of the City's Section 108 outstanding debt that was related to infrastructure within the City.
- Series 2016 Repayment: This account contains is intended to be utilized to make the annual Series 2016 Debt payments.
- Restricted Deposit account: This account is for utility customer deposits only.
- Series 2016 Projects: This account is for the proceeds and expenses related to the Series 2016 bonds.
- Explorer account: This account is for deposits and expenses related to Police Explorer activities.
- Heritage Oaks account: This account is for funds related to the completion of improvements to the Heritage Oaks subdivision Phase I.
- Project Legacy account: This account is for non-bond funded expenses related to Project Legacy.
- SRF Repayment Money Market account: This account is for the repayment of the State Revolving Fund (SRF) loan related to the construction of the waste water facility.

The bank account balances as of the end of the report period are as follows:

Bank Account	April Balance
Main Operating Account	\$14,448,952.95
Payroll Account	\$12,874.36
CRA Account	\$692,138.93
Police Forfeiture Account	\$26,173.98
Section 108 Account	\$129,144.27
Project Legacy Account	\$1,776,898.09
Series 2016 Repayment Account	\$573,749.28
Deposit Account	\$1,656,501.58
Series 2016 Projects	\$3,810,984.92
Explorer Account	\$7,308.94
SRF Repayment Account	\$201,834.30
Heritage Oaks Account	<u>\$229,024.70</u>
TOTAL	<u>\$23,565,586.30</u>



City of
ALACHUA

THE GOOD LIFE COMMUNITY

**FINANCE DEPARTMENT
FISCAL ANALYSIS
FOR THE PERIOD ENDING
MAY 31, 2017**

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INTRODUCTION TO FISCAL ANALYSIS REPORT

Purpose

The fiscal analysis report is used to report the operating condition of the City, and where applicable, identify potential trends and, if necessary, recommends options for corrective action. The report first looks at all City Funds, and then looks at the major fund types (General Fund, Enterprise Funds, etc.). This report is merely a snapshot that fairly represents the City's financial position at a given point in time. While materially accurate, these are unaudited figures.

Defining Revenue

Revenues are the financial resources available to the City. The City of Alachua has variety of revenue sources. These revenue sources include taxes, permits and fees, charges for services, fines and forfeitures, grants, and other miscellaneous revenues.

Defining Expenditure

Expenditures constitute a use of financial resources. There are three basic types of expenditures: operating, capital and debt. Operating expenditures include the day-to-day expenses such as salaries, supplies, utilities, and equipment purchases. Capital expenditures include construction of roads, parks, buildings and the purchase of land. Debt is the expense related to principal and interest on long-term bonds and notes issued by the City. Expenditures figures within this report include encumbrances. Encumbrances are expenditure commitments that have not yet been actually incurred.

Defining Expenditure Function

Expenditure functions are expenditure classifications according to the principal purposes for which expenditures are made. Examples are general government, public safety, economic environment, physical environment, transportation, and culture/recreation.

Defining Fund Balance

Fund balances are the funds carried over from the previous fiscal year. The City has a variety of uses for fund balance including reserve for future capital projects, for emergencies and catastrophes, for certain bond issues, and for other contingencies and expenditures.

Conclusion

The report gives a more comprehensive view by fund type of the financial operations of the City. The Finance Department welcomes any feedback you may have.

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING MAY 31, 2017

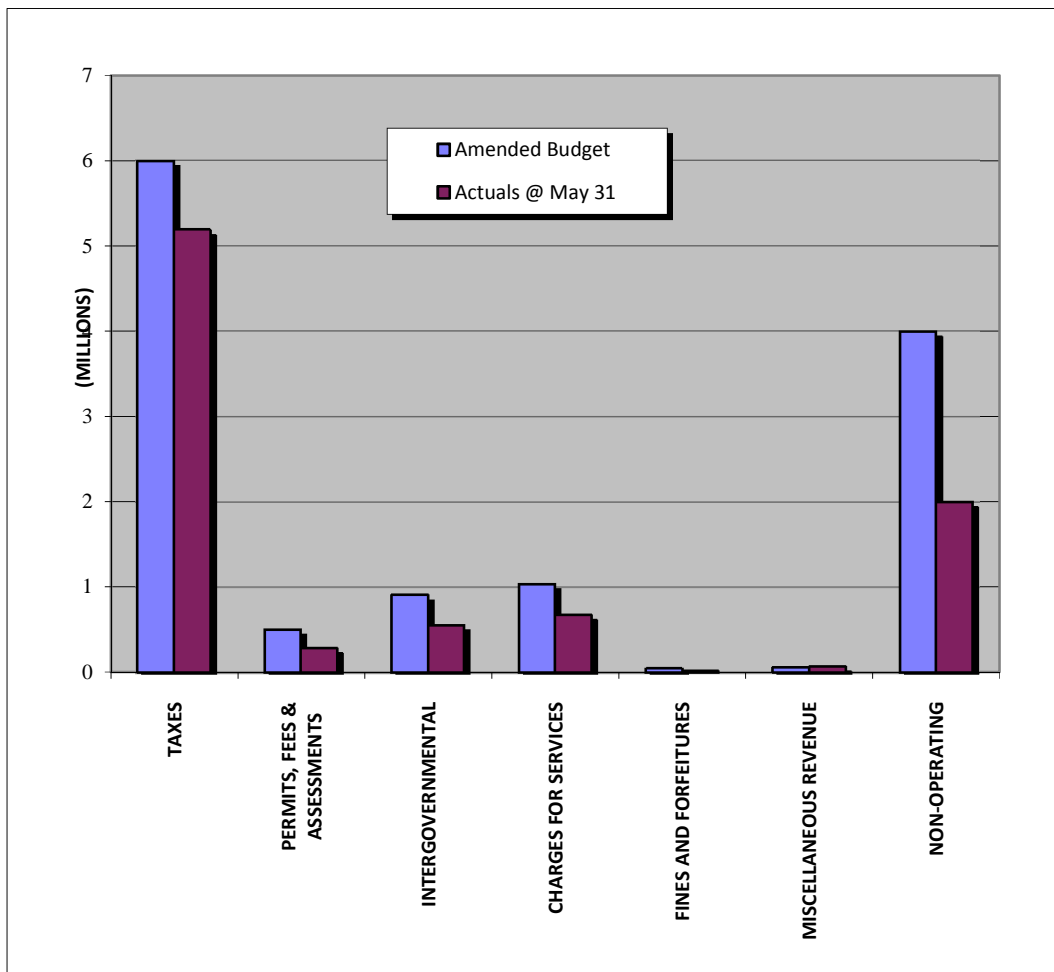
GENERAL FUND

FUND 001 - GENERAL FUND: The General Fund is the general operating fund for the Alachua City Commission. This fund is used to account for all financial resources, except those required to be accounted for separately. These resources provide funding for programs such as Fire Services, Recreation Services, General Government Administration, Capital Improvement Projects, Law Enforcement and Planning Services to all residents of the City of Alachua.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	5,998,056	5,998,056	5,190,074	87%
PERMITS, FEES & ASSESSMENTS	503,800	503,800	288,994	57%
INTERGOVERNMENTAL	900,589	911,989	558,952	61%
CHARGES FOR SERVICES	1,039,350	1,039,350	676,990	65%
FINES AND FORFEITURES	32,000	51,030	21,844	43%
MISCELLANEOUS REVENUE	38,000	68,000	77,623	114%
NON-OPERATING	3,999,490	3,999,490	2,000,000	50%
	12,511,285	12,571,715	8,814,477	70%
EXPENSES:				
GENERAL GOVERNMENT	6,618,338	6,615,159	5,251,512	79%
PUBLIC SAFETY	3,684,620	3,718,229	2,652,939	71%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	666,300	666,300	660,214	99%
TRANSPORTATION	937,010	967,010	730,375	76%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	605,017	605,017	402,007	66%
	12,511,285	12,571,715	9,697,047	77%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	5,382,436	5,367,436	3,440,235	64%
OPERATING EXPENDITURES	3,319,985	3,325,780	2,562,889	77%
CAPITAL OUTLAY	569,792	649,151	564,680	87%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	47,228	47,228	33,300	71%
NON-OPERATING	3,191,844	3,182,120	3,095,943	97%
POWER COSTS	0	0	0	0%
	12,511,285	12,571,715	9,697,047	77%

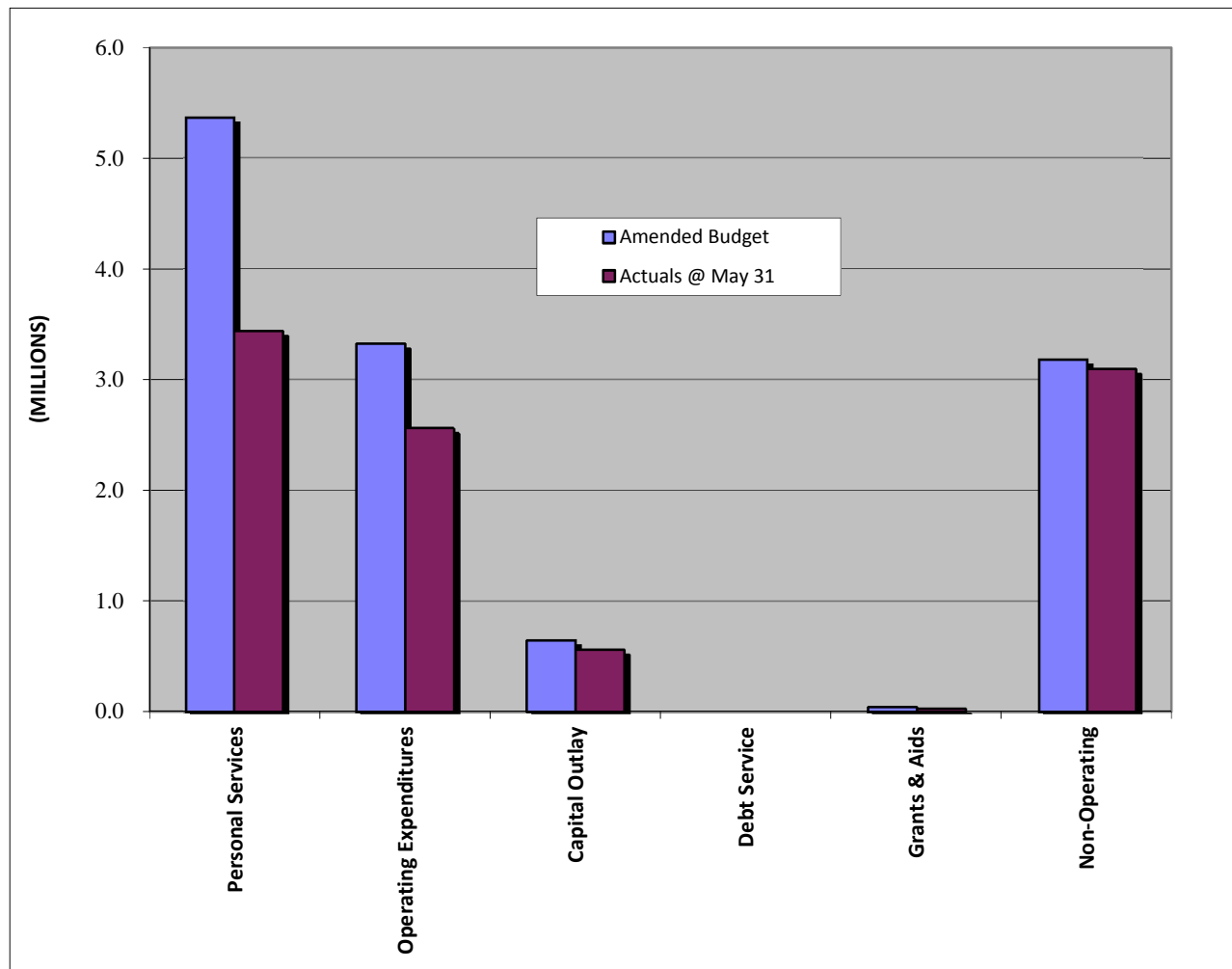
Revenues by Major Category General Fund

As of May 31, 2017, the City of Alachua collected 70% of budgeted General Fund revenues. Tax collections are at 87%. These revenues include property taxes, local option fuel taxes, utility taxes, and communication services taxes and account for \$6.0M, or almost half, of the General Fund annual budgeted revenues. Permits, Fees & Assessments are at 57%. The Intergovernmental Revenues are at 61%. Charges for Services are at 65%, Fines & Forfeitures are at 43%, Miscellaneous Revenues are at 114% and Non-Operating Revenues are at 50%.



Expenditures by Major Category General Fund

Overall, General Fund expenditure categories were at 77%. Personal Services are at 64% with Operating Expenditures at 77%. The Capital Outlay category is at 87%, Grants & Aids are 71% and Non-Operating expenditures are at 97%. Encumbrances for legal, fire, and residential waste collection services account for about 6% of the expense line total (aprox. \$600K).



**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING MAY 31, 2017**

GENERAL FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>TAXES</u>				
AD VALOREM TAXES	4,101,261	4,101,261	4,047,941	99%
LOCAL OPTION FUEL TAXES	250,162	250,162	145,847	58%
UTILITY SERVICES TAXES	1,250,000	1,250,000	767,219	61%
COMMUNICATIONS SERVICES TAXES	349,533	349,533	181,339	52%
LOCAL BUSINESS TAXES	47,100	47,100	47,728	101%
SUBTOTAL	5,998,056	5,998,056	5,190,074	87%
<u>PERMITS, FEES AND ASSESSMENTS</u>				
BUILDING PERMITS	209,800	209,800	121,087	58%
FRANCHISE FEES	294,000	294,000	167,907	57%
SUBTOTAL	503,800	503,800	288,994	57%
<u>INTERGOVERNMENTAL REVENUE</u>				
STATE-SHARED REVENUES	900,589	900,589	558,952	62%
GRANTS	0	11,400	0	0%
SUBTOTAL	900,589	911,989	558,952	61%
<u>CHARGES FOR SERVICES</u>				
GENERAL GOVERNMENT	102,725	102,725	40,675	40%
PUBLIC SAFETY	86,647	86,647	62,534	72%
PHYSICAL ENVIRONMENT	822,978	822,978	549,282	67%
TRANSPORTATION	0	0	0	0%
CULTURE & RECREATION	27,000	27,000	24,500	91%
OTHER CHARGES FOR SVCS	0	0	0	0%
SUBTOTAL	1,039,350	1,039,350	676,990	65%
<u>FINES & FORFEITURES</u>				
FINES & FORFEITURES	32,000	32,000	15,844	50%
OTHER FINES & FORFEITURES	0	19,030	6,000	32%
SUBTOTAL	32,000	51,030	21,844	43%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	5,000	5,000	4,766	95%
RENTS & ROYALTIES	0	0	100	N/A+
OTHER MISCELLANEOUS REVENUE	33,000	63,000	72,757	115%
SUBTOTAL	38,000	68,000	77,623	114%
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	2,000,000	2,000,000	2,000,000	100%
FUND BALANCE & UNDER COLLECTION	1,999,490	1,999,490	0	0%
SUBTOTAL	3,999,490	3,999,490	2,000,000	50%
GENERAL FUND	12,511,285	12,571,715	8,814,477	70%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
CITY COMMISSION						
PERSONAL SERVICES	107,910	72,556	67%	0	0%	67%
OPERATING EXPENDITURES	36,888	18,098	49%	0	0%	49%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	144,798	90,654	63%	0	0%	63%
CITY MANAGER'S OFFICE						
PERSONAL SERVICES	400,329	256,663	64%	0	0%	64%
OPERATING EXPENDITURES	31,806	12,193	38%	148	0%	39%
CAPITAL OUTLAY	1,300	1,150	88%	51	4%	92%
GRANTS & AIDS	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	433,435	270,006	62%	198	0%	62%
DEPUTY CITY CLERK						
PERSONAL SERVICES	135,446	83,415	62%	0	0%	62%
OPERATING EXPENDITURES	37,295	24,438	66%	736	2%	67%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	172,741	107,853	62%	736	0%	63%
CITY ATTORNEY						
OPERATING EXPENDITURES	171,494	120,569	70%	50,061	29%	99%
TOTAL EXPENDITURES	171,494	120,569	70%	50,061	29%	99%
INFORMATION & TECHNOLOGY SERVICES						
PERSONAL SERVICES	136,034	87,258	64%	0	0%	64%
OPERATING EXPENDITURES	56,262	36,060	64%	1,715	3%	67%
CAPITAL OUTLAY	20,896	14,650	70%	0	0%	70%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	213,192	137,967	65%	1,715	1%	66%
FINANCE						
PERSONAL SERVICES	424,870	267,648	63%	0	0%	63%
OPERATING EXPENDITURES	73,952	47,130	64%	5,866	8%	72%
CAPITAL OUTLAY	2,600	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	501,422	314,778	63%	5,866	1%	64%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>HUMAN RESOURCES</u>						
PERSONAL SERVICES	136,072	83,864	62%	0	0%	62%
OPERATING EXPENDITURES	43,278	23,760	55%	148	0%	55%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	179,350	107,623	60%	148	0%	60%
<u>FACILITIES MAINTENANCE</u>						
PERSONAL SERVICES	310,699	187,725	60%	0	0%	60%
OPERATING EXPENDITURES	135,850	69,377	51%	3,804	3%	54%
CAPITAL OUTLAY	5,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	451,549	257,102	57%	3,804	1%	58%
<u>GRANTS & CONTRACTS</u>						
PERSONAL SERVICES	63,661	40,921	64%	0	0%	64%
OPERATING EXPENDITURES	5,073	2,820	56%	0	0%	56%
CAPITAL OUTLAY	1,300	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	70,034	43,742	62%	0	0%	62%
<u>CP&D-PLANNING & DEVELOPMENT</u>						
PERSONAL SERVICES	326,648	180,718	55%	0	0%	55%
OPERATING EXPENDITURES	125,737	30,989	25%	7,434	6%	31%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	452,385	211,707	47%	7,434	2%	48%
<u>COMPLIANCE & RISK MANAGEMENT</u>						
PERSONAL SERVICES	282,946	181,862	64%	0	0%	64%
OPERATING EXPENDITURES	55,236	12,383	22%	1,544	3%	25%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	338,182	194,245	57%	1,544	0%	58%
<u>CP&D-BEAUTIFICATION BOARD</u>						
OPERATING EXPENDITURES	10,115	6,489	64%	3,625	36%	100%
TOTAL EXPENDITURES	10,115	6,489	64%	3,625	36%	100%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>SPECIAL EXPENSE</u>						
PERSONAL SERVICES	11,400	0	0%	0	0%	0%
OPERATING EXPENDITURES	110,734	57,196	52%	3,911	4%	55%
CAPITAL OUTLAY	124,980	104,809	84%	18,488	15%	99%
GRANTS & AIDS	47,228	33,300	71%	0	0%	71%
NON-OPERATING	3,182,120	3,095,943	97%	0	0%	97%
TOTAL EXPENDITURES	3,476,462	3,291,247	95%	22,398	1%	95%
<u>PS-SOLID WASTE DISPOSAL</u>						
OPERATING EXPENDITURES	666,300	385,481	58%	274,733	41%	99%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	666,300	385,481	58%	274,733	41%	99%
<u>PS-PUBLIC WORKS</u>						
PERSONAL SERVICES	373,409	239,984	64%	0	0%	64%
OPERATING EXPENDITURES	255,385	140,579	55%	56,264	22%	77%
CAPITAL OUTLAY	338,216	253,151	75%	40,397	12%	87%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	967,010	633,714	66%	96,661	10%	76%
<u>FIRE RESCUE SERVICES</u>						
OPERATING EXPENDITURES	703,616	389,147	55%	275,506	39%	94%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	703,616	389,147	55%	275,506	39%	94%
<u>BUILDING INSPECTIONS</u>						
PERSONAL SERVICES	165,782	106,034	64%	0	0%	64%
OPERATING EXPENDITURES	28,476	6,714	24%	274	1%	25%
CAPITAL OUTLAY	2,750	2,465	90%	0	0%	90%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	197,008	115,213	58%	274	0%	59%
<u>APD-PATROL & ADMIN</u>						
PERSONAL SERVICES	1,885,356	1,239,440	66%	0	0%	66%
OPERATING EXPENDITURES	377,337	242,980	64%	14,518	4%	68%
CAPITAL OUTLAY	152,109	108,436	71%	16,448	11%	82%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,414,802	1,590,855	66%	30,966	1%	67%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>APD-COMMUNICATIONS</u>						
PERSONAL SERVICES	356,306	231,303	65%	0	0%	65%
OPERATING EXPENDITURES	12,000	7,195	60%	0	0%	60%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	368,306	238,498	65%	0	0%	65%
<u>APD-SCHOOL CROSSING GUARDS</u>						
OPERATING EXPENDITURES	27,789	10,288	37%	0	0%	37%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	27,789	10,288	37%	0	0%	37%
<u>APD-EXPLORERS PROGRAM</u>						
OPERATING EXPENDITURES	2,000	275	14%	0	0%	14%
TOTAL EXPENDITURES	2,000	275	14%	0	0%	14%
<u>APD-RESERVE PROGRAM</u>						
OPERATING EXPENDITURES	4,708	1,917	41%	0	0%	41%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,708	1,917	41%	0	0%	41%
<u>PARKS & RECREATION</u>						
PERSONAL SERVICES	250,568	180,844	72%	0	0%	72%
OPERATING EXPENDITURES	354,449	187,286	53%	29,240	8%	61%
CAPITAL OUTLAY	0	4,637	NA-	0	0%	NA-
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	605,017	372,767	62%	29,240	5%	66%
GENERAL FUND	12,571,715	8,892,139	71%	804,908	6%	77%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING MAY 31, 2017**

SPECIAL REVENUE FUNDS

FUND VARIOUS - SPECIAL REVENUE FUNDS: Special Revenue Funds are used to account for the proceeds of specific revenue sources that are designated for specified purposes or are restricted in use.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	316,000	138,884	44%
PERMITS, FEES & ASSESSMENTS	6,650	6,650	36,332	546%
INTERGOVERNMENTAL REVENUE	266,222	266,222	276,391	104%
CHARGES FOR SERVICES	2,800	2,800	1,724	62%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	200	200	17,827	8914%
NON-OPERATING	447,380	451,479	185,416	41%
	723,252	1,043,351	656,574	63%
EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	10,518	10,518	2,572	24%
ECONOMIC ENVIRONMENT	644,560	648,659	266,913	41%
PHYSICAL ENVIRONMENT	17,920	17,920	1,618	9%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	50,254	366,254	85,284	23%
	723,252	1,043,351	356,387	34%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	18,810	75,239	18,435	25%
OPERATING EXPENDITURES	309,062	229,985	122,972	53%
CAPITAL OUTLAY	256,100	594,748	115,699	19%
DEBT SERVICE	99,280	99,280	99,279	100%
GRANTS & AIDS	30,000	30,000	0	0%
NON-OPERATING	10,000	14,099	0	0%
	723,252	1,043,351	356,387	34%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

SPECIAL REVENUE FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>PERMITS, FEES AND ASSESSMENTS</u>				
SPECIAL ASSESSMENTS	6,650	6,650	36,332	546%
SUBTOTAL	6,650	6,650	36,332	546%
<u>TAXES</u>				
DISCRETIONARY SALES SURTAX	0	316,000	138,884	44%
SUBTOTAL	0	316,000	138,884	44%
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	0	0	0	0%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	0	0	0%
PAYMENTS FROM LOCAL UNITS (FOR CRA)	266,222	266,222	276,391	104%
SUBTOTAL	266,222	266,222	276,391	104%
<u>CHARGES FOR SERVICES</u>				
ADDT'L CRT COSTS-\$2 FOR LEO TRAINING	2,800	2,800	1,724	62%
OTHER MISCELLANEOUS CHARGES	0	0	0	0%
SUBTOTAL	2,800	2,800	1,724	62%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	200	200	237	119%
RENTALS AND LEASES	0	0	3,840	NA+
CONTRIBUTIONS AND DONATIONS	0	0	13,750	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	200	200	17,827	8914%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN	181,317	185,416	185,416	100%
USE OF FUND BALANCE/UNDERCOLLECTION	266,063	266,063	0	0%
SUBTOTAL	447,380	451,479	185,416	41%
SPECIAL REVENUE FUNDS	723,252	1,043,351	656,574	63%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

SPECIAL REVENUE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

SPECIAL REVENUE FUND	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ADDT'L COURT COST-\$2 FOR LEO TRAINING FUND</u>						
OPERATING EXPENDITURES	2,800	2,572	92%	0	0%	92%
TOTAL EXPENDITURES	2,800	2,572	92%	0	0%	92%
<u>WILD SPACES PUBLIC PLACES FUND</u>						
CAPITAL OUTLAY	316,000	0	0%	58,531	19%	19%
TOTAL EXPENDITURES	316,000	0	0%	58,531	19%	19%
<u>EXPLORER SPECIAL REVENUE FUND</u>						
OPERATING EXPENDITURES	6,800	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	6,800	0	0%	0	0%	0%
<u>TK BASIN SPECIAL ASSESSMENT</u>						
OPERATING EXPENDITURES	17,920	1,048	6%	570	3%	9%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	17,920	1,048	6%	570	3%	9%
<u>DONATION FUND</u>						
OPERATING EXPENDITURES	28,524	4,106	14%	0	0%	14%
CAPITAL OUTLAY	22,648	22,647	100%	0	0%	100%
NON OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	51,172	26,753	52%	0	0%	52%
<u>CRA FUND</u>						
PERSONAL SERVICES	75,239	18,435	25%	0	0%	25%
OPERATING EXPENDITURES	173,941	90,569	52%	24,108	14%	66%
CAPITAL OUTLAY	256,100	2,299	1%	32,222	13%	13%
DEBT SERVICE	99,280	99,279	100%	0	0%	100%
AIDS TO PRIVATE ORGANIZATIONS	30,000	0	0%	0	0%	0%
NON OPERATING	14,099	0	0%	0	0%	0%
TOTAL EXPENDITURES	648,659	210,583	32%	56,330	9%	41%
SPECIAL REVENUE FUNDS	1,043,351	240,956	23%	115,431	11%	34%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING MAY 31, 2017

DEBT SERVICE FUND

FUND 070 - DEBT SERVICE FUND: The Debt Service Fund is used to account for the accumulation of resources for, and the payment of the City's general long-term debt, interest, and other related debt service charges. Debt obligations related to the Enterprise funds are accounted for in those specific funds.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	81	NA+
NON-OPERATING	976,966	976,966	718,502	74%
	<u>976,966</u>	<u>976,966</u>	<u>718,583</u>	<u>74%</u>
EXPENSES:				
GENERAL GOVERNMENT	976,966	976,966	634,712	65%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	0	0	0	0%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>634,712</u>	<u>65%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	0	0	0	0%
CAPITAL OUTLAY	0	0	0	0%
DEBT SERVICE	976,966	976,966	634,712	65%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>634,712</u>	<u>65%</u>

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING MAY 31, 2017**

DEBT SERVICE FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	81	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	81	NA+
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	57,975	57,975	57,975	100%
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN-GF	660,527	660,527	660,527	100%
FUND BALANCE & UNDER COLLECTION	258,464	258,464	0	0%
SUBTOTAL	976,966	976,966	718,502	74%
 DEBT SERVICE FUND	 976,966	 976,966	 718,583	 74%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

DEBT SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEBT OBLIGATION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>OTHER DEBT COSTS</u>						
DEBT SERVICE	750	750	100%	0	0%	100%
	750	750	100%	0	0%	100%
<u>SECTION 108 LOAN</u>						
DEBT SERVICE	165,643	7,621	5%	0	0%	5%
TOTAL EXPENDITURES	165,643	7,621	5%	0	0%	5%
<u>CAPITAL LEASE - MOTOROLA</u>						
DEBT SERVICE	93,686	0	0%	0	0%	0%
TOTAL EXPENDITURES	93,686	0	0%	0	0%	0%
<u>ALACHUA COUNTY TDC</u>						
DEBT SERVICE	83,333	83,333	100%	0	0%	100%
TOTAL EXPENDITURES	83,333	83,333	100%	0	0%	100%
<u>SERIES 2016 CAPITAL IMPROVEMENT</u>						
DEBT SERVICE	633,554	543,007	86%	0	0%	86%
TOTAL EXPENDITURES	633,554	543,007	86%	0	0%	86%
DEBT SERVICE FUND	976,966	634,712	65%	0	0%	65%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING MAY 31, 2017

CAPITAL PROJECTS FUNDS

FUND 3XX - CAPITAL PROJECTS FUNDS: Capital Project Funds are used to account for financial resources to be used for the acquisition, construction, or improvement of major capital facilities (other than those financed by the Enterprise Funds or Special Assessments).

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	353,545	753,545	373,349	50%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	35,000	14,361	41%
NON-OPERATING	7,186,618	7,186,618	2,574,126	36%
	<u>7,540,163</u>	<u>7,975,163</u>	<u>2,961,836</u>	<u>37%</u>
EXPENSES:				
GENERAL GOVERNMENT	324,126	324,126	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	333,940	733,940	211,008	29%
TRANSPORTATION	353,545	353,545	329,985	93%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	6,528,552	6,563,552	6,229,453	95%
	<u>7,540,163</u>	<u>7,975,163</u>	<u>6,770,447</u>	<u>85%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	462,200	462,200	12,987	3%
CAPITAL OUTLAY	7,077,963	7,512,963	6,757,459	90%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>7,540,163</u>	<u>7,975,163</u>	<u>6,770,447</u>	<u>85%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

CAPITAL PROJECTS FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	353,545	353,545	373,349	106%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	400,000	0	0%
SUBTOTAL	353,545	753,545	373,349	50%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	0	35,000	14,361	41%
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	35,000	14,361	0%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	2,574,126	2,574,126	2,574,126	100%
USE OF FUND BALANCE	4,612,492	4,612,492	0	0%
SUBTOTAL	7,186,618	7,186,618	2,574,126	36%
 CAPITAL PROJECTS FUNDS	 7,540,163	 7,975,163	 2,961,836	 37%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

CAPITAL PROJECTS FUNDS EXPENDITURES
 BY MAJOR CATEGORY

CAPITAL PROJECT	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>MILL CREEK SINK FUND</u>						
CAPITAL OUTLAY	400,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	400,000	0	0%	0	0%	0%
<u>HERITAGE OAKS</u>						
OPERATING EXPENSES	120,066	0	0%	0	0%	0%
CAPITAL OUTLAY	213,874	208,108	97%	2,900	1%	99%
TOTAL EXPENDITURES	333,940	208,108	62%	2,900	1%	63%
<u>SAN FELASCO CONSERVATION CORRIDOR</u>						
OPERATING EXPENDITURES	6,508	1,400	22%	0	0%	22%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	6,508	1,400	22%	0	0%	22%
<u>MUNICIPAL COMPLEX</u>						
OPERATING EXPENDITURES	324,126	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	324,126	0	0%	0	0%	0%
<u>CDBG - NEIGHBORHOOD REVITALIZATION</u>						
OPERATING EXPENDITURES	11,500	11,587	101%	0	0%	101%
CAPITAL OUTLAY	342,045	318,398	93%	0	0%	93%
TOTAL EXPENDITURES	353,545	329,985	93%	0	0%	93%
<u>PROJECT LEGACY</u>						
CAPITAL OUTLAY	6,557,044	6,181,483	94%	46,570	1%	95%
TOTAL EXPENDITURES	6,557,044	6,181,483	94%	46,570	1%	95%
CAPITAL PROJECT FUNDS	7,975,163	6,720,976	84%	49,470	1%	85%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING MAY 31, 2017

ENTERPRISE FUNDS

FUND 010, 020, 030, 042 - ENTERPRISE FUNDS: Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises in which the intent of the governing body is that all costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City's Electric, Water, Wastewater, and Mosquito Control services reside in Enterprise funds.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	16,710,202	16,710,202	10,932,213	65%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	276,320	276,320	206,669	75%
NON-OPERATING	4,134,903	4,134,903	0	0%
	21,121,425	21,121,425	11,138,882	53%

EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	21,121,425	21,121,425	11,415,583	54%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	21,121,425	21,121,425	11,415,583	54%

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	1,426,180	1,426,180	902,101	63%
OPERATING EXPENDITURES	1,467,914	1,491,114	880,012	59%
CAPITAL OUTLAY	3,078,826	3,055,626	378,422	12%
DEBT SERVICE	1,180,911	1,180,911	1,158,811	98%
NON-OPERATING	4,690,094	4,690,094	4,034,346	86%
POWER COSTS	9,277,500	9,277,500	4,061,891	44%
	21,121,425	21,121,425	11,415,583	54%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

ENTERPRISE FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
GRANTS FROM LOCAL UNITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>CHARGES FOR SERVICES</u>				
PHYSICAL ENVIRONMENT-ELECTRIC	12,964,838	12,964,838	8,409,041	65%
PHYSICAL ENVIRONMENT-WATER	1,487,971	1,487,971	1,026,713	69%
PHYSICAL ENVIRONMENT-WASTEWATER	2,199,393	2,199,393	1,457,496	66%
PHYSICAL ENVIRONMENT-MOSQUITO	58,000	58,000	38,964	67%
SUBTOTAL	16,710,202	16,710,202	10,932,213	65%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	3,820	3,820	5,782	151%
RENTS & ROYALTIES	29,100	29,100	29,271	101%
OTHER MISCELLANEOUS REVENUE	243,400	243,400	171,617	71%
SUBTOTAL	276,320	276,320	206,669	75%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	0	0	0	0%
FUND BALANCE & UNDER COLLECTION	4,134,903	4,134,903	0	0%
SUBTOTAL	4,134,903	4,134,903	0	0%
ENTERPRISE FUNDS	21,121,425	21,121,425	11,138,882	53%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

ENTERPRISE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ELECTRIC UTILITY</u>						
PERSONAL SERVICES	849,122	558,088	66%	0	0%	66%
OPERATING EXPENDITURES	428,722	207,179	48%	59,946	14%	62%
CAPITAL OUTLAY	1,835,942	28,324	2%	183,450	10%	12%
DEBT SERVICE	465,770	465,770	100%	0	0%	100%
NON OPERATING	3,420,179	3,146,166	92%	0	0%	92%
POWER COSTS	9,277,500	4,061,891	44%	0	0%	44%
TOTAL EXPENDITURES	16,277,235	8,467,417	52%	243,396	1%	54%
<u>WATER UTILITY</u>						
PERSONAL SERVICES	189,780	108,198	57%	0	0%	57%
OPERATING EXPENDITURES	397,718	209,982	53%	23,659	6%	59%
CAPITAL OUTLAY	729,371	0	0%	64,458	9%	9%
DEBT SERVICE	170,850	148,751	87%	0	0%	87%
NON OPERATING	761,668	533,751	70%	0	0%	70%
TOTAL EXPENDITURES	2,249,387	1,000,683	44%	88,117	4%	48%
<u>WASTEWATER UTILITY</u>						
PERSONAL SERVICES	379,790	235,454	62%	0	0%	62%
OPERATING EXPENDITURES	639,364	345,829	54%	30,241	5%	59%
CAPITAL OUTLAY	487,113	0	0%	102,190	21%	21%
DEBT SERVICE	544,291	544,290	100%	0	0%	100%
NON OPERATING	489,122	343,835	70%	0	0%	70%
TOTAL EXPENDITURES	2,539,680	1,469,408	58%	132,431	5%	63%
<u>MOSQUITO CONTROL</u>						
PERSONAL SERVICES	7,488	361	5%	0	0%	5%
OPERATING EXPENDITURES	25,310	3,175	13%	0	0%	13%
CAPITAL OUTLAY	3,200	0	0%	0	0%	0%
NON OPERATING	19,125	10,594	55%	0	0%	55%
TOTAL EXPENDITURES	55,123	14,130	26%	0	0%	26%
ENTERPRISE FUNDS	21,121,425	10,951,639	52%	463,944	2%	54%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING MAY 31, 2017

INTERNAL SERVICE FUND

FUND 700 - INTERNAL SERVICE FUND: The Internal Service Fund is used to account for the provision of goods or services by Utility Administration, Utility Operations, Utility Billing, Warehouse Operations, and postage services for the City's utility system and other departments.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	1,710	NA+
NON-OPERATING	6,665,533	6,665,533	1,652,244	25%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>1,653,954</u>	<u>25%</u>
EXPENSES:				
GENERAL GOVERNMENT	6,157,947	6,157,947	3,103,443	50%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	507,586	507,586	253,572	50%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>3,357,015</u>	<u>50%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	1,414,367	1,401,867	775,145	55%
OPERATING EXPENDITURES	434,168	446,668	214,369	48%
CAPITAL OUTLAY	4,610,303	4,610,303	2,198,260	48%
DEBT SERVICE	156,695	156,695	169,241	108%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	50,000	50,000	0	0%
POWER COSTS	0	0	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>3,357,015</u>	<u>50%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

INTERNAL SERVICE FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>PERMITS, FEES & ASSESSMENTS</u>				
OTHER LICENSES, FEES, AND PERMITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>INTERGOVERNMENTAL REVENUE</u>				
OTHER FEDERAL GRANTS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	503	NA+
RENTS & ROYALTIES	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	0	0	1,207	NA+
SUBTOTAL	0	0	1,710	NA+
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	0	0	0	0%
SERIES 2016 DEBT PROCEEDS	0	0	0	0%
INTERFUND TRANSFER	2,202,993	2,202,993	1,652,244	75%
FUND BALANCE & UNDER COLLECTION	4,462,540	4,462,540	0	0%
SUBTOTAL	6,665,533	6,665,533	1,652,244	25%
 INTERNAL SERVICE FUND	 6,665,533	 6,665,533	 1,653,954	 25%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING MAY 31, 2017

INTERNAL SERVICE FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>FINANCE / UTILITY OPERATIONS</u>						
PERSONAL SERVICES	233,256	153,037	66%	0	0%	66%
OPERATING EXPENDITURES	29,880	8,522	29%	0	0%	29%
CAPITAL OUTLAY	20,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	283,136	161,560	57%	0	0%	57%
<u>FINANCE / UTILITY BILLING</u>						
PERSONAL SERVICES	280,819	161,463	57%	0	0%	57%
OPERATING EXPENDITURES	137,812	90,684	66%	1,959	1%	67%
CAPITAL OUTLAY	11,875	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	430,506	252,147	59%	1,959	0%	59%
<u>PUBLIC SERVICES / UTILITY ADMINISTRATION</u>						
PERSONAL SERVICES	501,838	264,158	53%	0	0%	53%
OPERATING EXPENDITURES	117,654	29,578	25%	19,749	17%	42%
CAPITAL OUTLAY	29,754	0	0%	27,214	91%	91%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	649,246	293,736	45%	46,963	7%	52%
<u>PUBLIC SERVICES-WAREHOUSE OPERATIONS</u>						
PERSONAL SERVICES	51,643	29,473	57%	0	0%	57%
OPERATING EXPENDITURES	17,972	9,960	55%	0	0%	55%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	69,615	39,433	57%	0	0%	57%
<u>ISF - COMPLIANCE AND RISK MANAGEMENT</u>						
PERSONAL SERVICES	30,075	18,724	62%	0	0%	62%
TOTAL EXPENDITURES	30,075	18,724	62%	0	0%	62%
<u>PUBLIC SERVICES-WATER DISTRIBUTION/COLLECTION</u>						
PERSONAL SERVICES	304,236	148,289	49%	0	0%	49%
OPERATING EXPENDITURES	143,350	30,398	21%	23,519	16%	38%
CAPITAL OUTLAY	60,000	0	0%	51,365	86%	86%
TOTAL EXPENDITURES	507,586	178,688	35%	74,885	15%	50%
<u>DEBT SERVICE FUND - SERIES 2016</u>						
DEBT SERVICE	156,695	169,241	108%	0	0%	108%
TOTAL EXPENDITURES	156,695	169,241	108%	0	0%	108%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING MAY 31, 2017

INTERNAL SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>INTERNAL SERVICE FUND RESERVES</u>						
NON-OPERATING	50,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	50,000	0	0%	0	0%	0%
<u>CP OPS/WAREHOUSE</u>						
CAPITAL OUTLAY	4,488,674	31,961	1%	2,087,719	47%	47%
OTHER DEBT COSTS	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,488,674	31,961	1%	2,087,719	47%	47%
INTERNAL SERVICE FUND	6,665,533	1,145,489	17%	2,211,526	33%	50%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING MAY 31, 2017**

ALL CITY FUNDS

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	5,998,056	6,314,056	5,328,957	84%
PERMITS, FEES & ASSESSMENTS	510,450	510,450	325,326	64%
INTERGOVERNMENTAL	1,520,356	1,931,756	1,208,691	63%
CHARGES FOR SERVICES	17,752,352	17,752,352	11,610,927	65%
FINES AND FORFEITURES	32,000	51,030	21,844	43%
MISCELLANEOUS REVENUE	314,520	379,520	318,271	84%
NON-OPERATING	23,410,890	23,414,989	7,130,288	30%
	<u>49,538,624</u>	<u>50,354,153</u>	<u>25,944,305</u>	<u>52%</u>

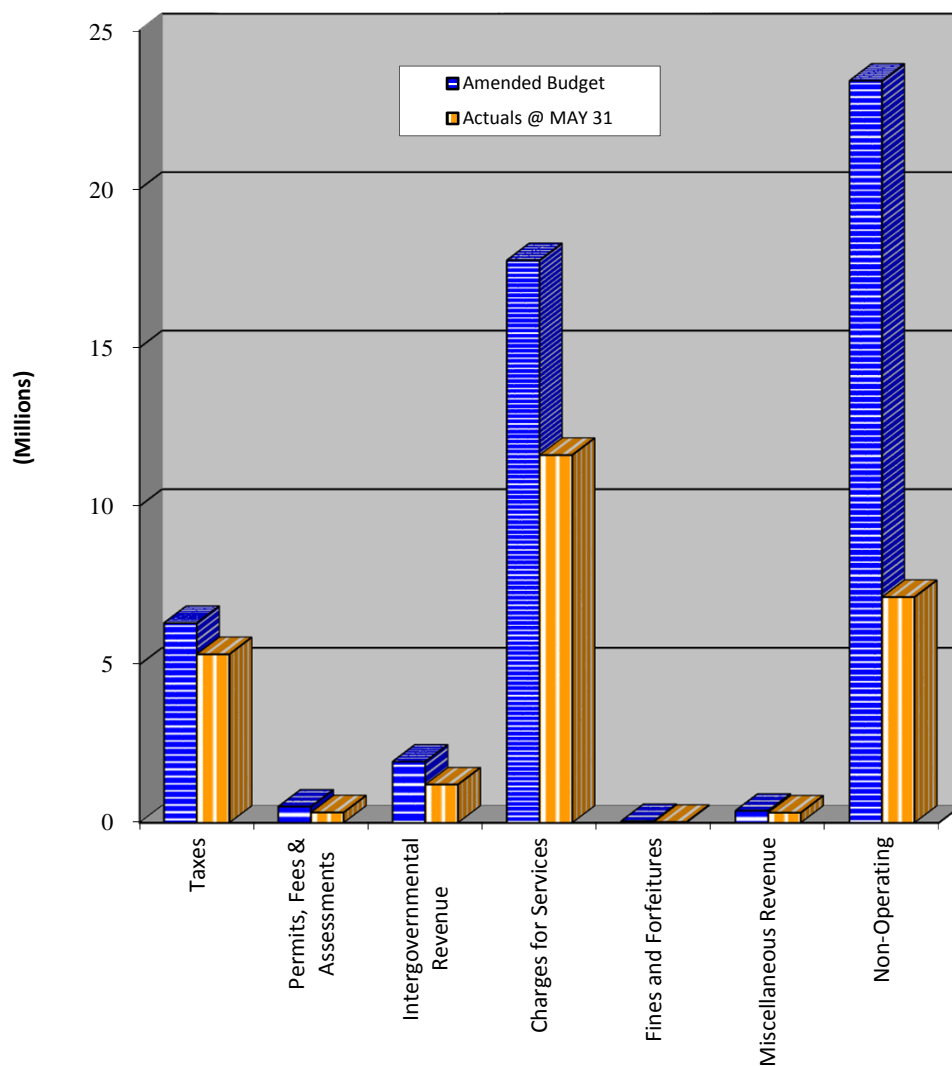
EXPENSES:				
GENERAL GOVERNMENT	14,077,377	14,074,198	8,989,666	64%
PUBLIC SAFETY	3,695,138	3,728,747	2,655,511	71%
ECONOMIC ENVIRONMENT	644,560	648,659	266,913	41%
PHYSICAL ENVIRONMENT	22,647,171	23,047,171	12,541,995	54%
TRANSPORTATION	1,290,555	1,320,555	1,060,360	80%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	7,183,823	7,534,823	6,716,744	89%
	<u>49,538,624</u>	<u>50,354,153</u>	<u>32,231,189</u>	<u>64%</u>

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	8,241,793	8,270,722	5,135,917	62%
OPERATING EXPENDITURES	5,993,329	5,955,747	3,793,229	64%
CAPITAL OUTLAY	15,592,984	16,422,791	10,014,520	61%
DEBT SERVICE	2,413,852	2,413,852	2,062,044	85%
GRANTS & AIDS	77,228	77,228	33,300	43%
NON-OPERATING	7,941,938	7,936,313	7,130,289	90%
POWER COSTS	9,277,500	9,277,500	4,061,891	44%
	<u>49,538,624</u>	<u>50,354,153</u>	<u>32,231,189</u>	<u>64%</u>

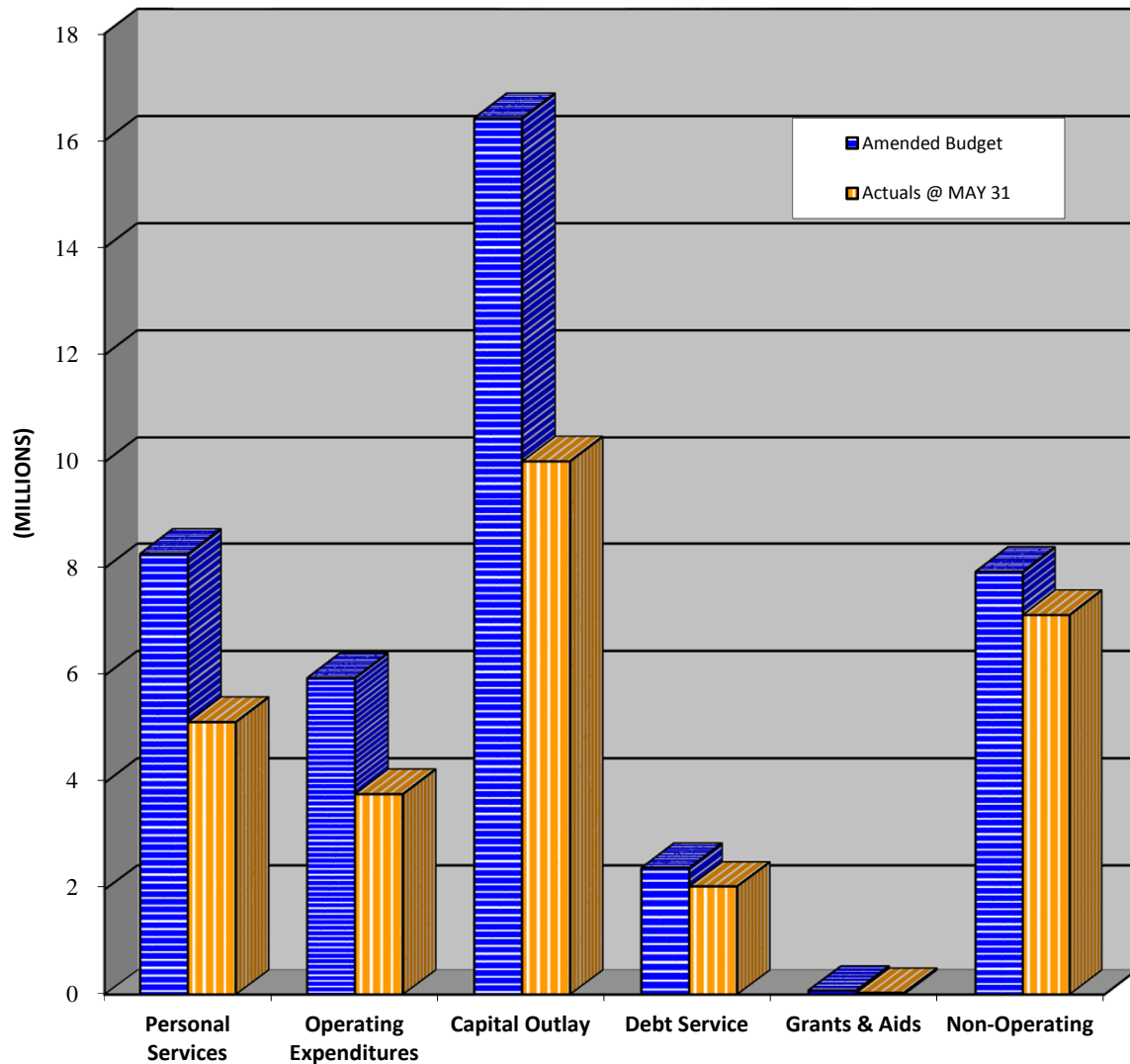
Revenues by Major Category All City Funds

The City of Alachua's overall revenues are at 52% of budget for the fiscal year. Taxes are at 84% of budget. These include ad valorem property taxes and public utility taxes. Other revenue sources are: Permits, Fees and Assessments (64%); Intergovernmental Revenue (63%); Charges for Services (65%); Fines and Forfeitures (43%); Miscellaneous Revenue (84%); and Non-Operating Revenue (30%).



Expenditures by Major Category All City Funds

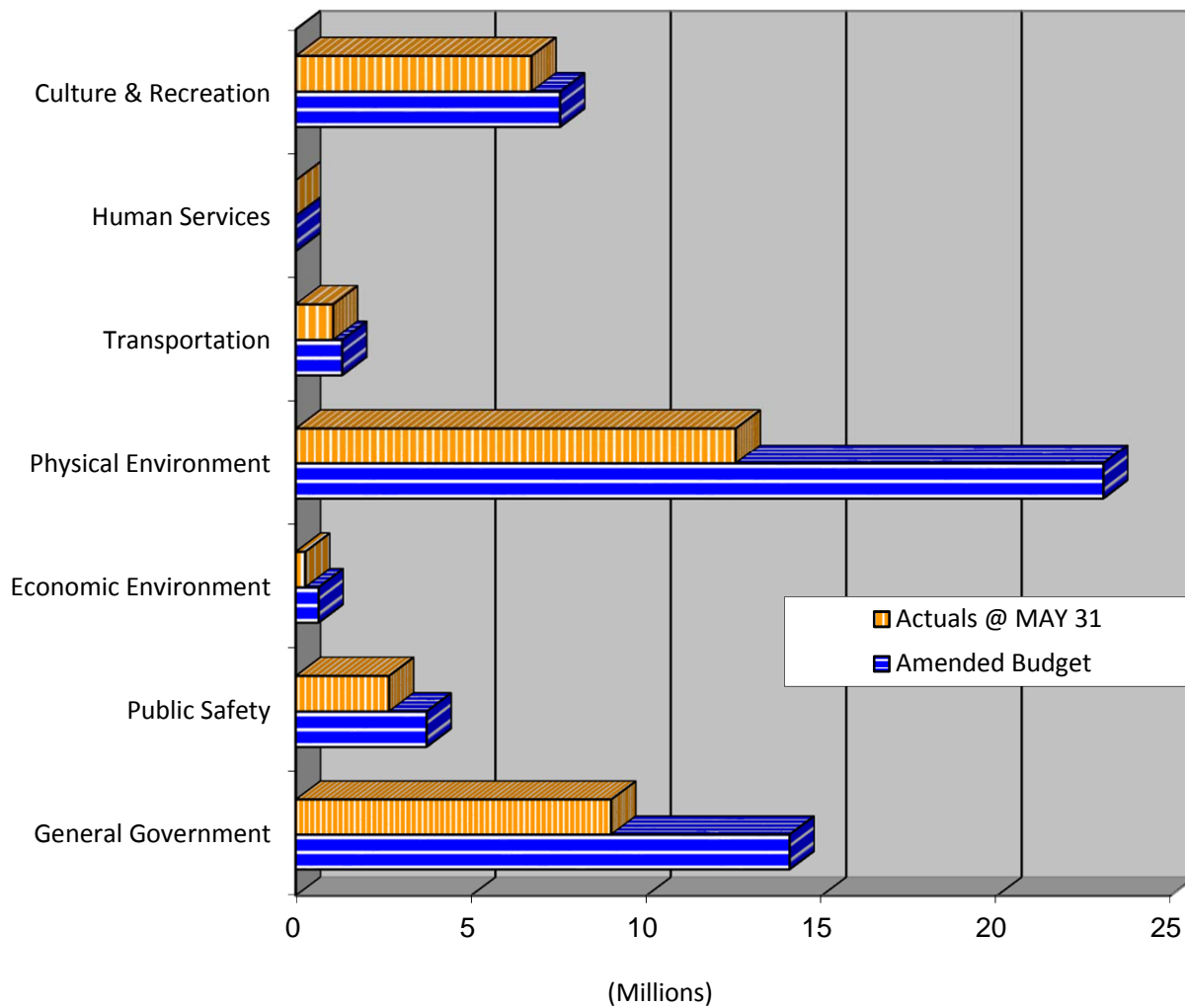
Overall, City expenditures and encumbrances are at 64% of budget for the period. The Personal Services category is at 62% of budget for the fiscal year. The Operating Expenditures category is at 64%, with encumbrances for legal, fire, and residential waste collection services of approximately \$600K. Capital Outlay is at 61%, Debt Service is 85%, Grants & Aids is 43% and Non-Operating Expenditures are at 90%. Encumbrances for future expenditures account for 11% (aprox. \$3.6M) of the expense line total.



* Encumbered activity are purchase orders that are reserved for payment, but have not been paid as of the report date.

Budget Performance by Function All City Funds

Overall, expenditures are at 64% of budget with General Government expenses at 64%, Public Safety at 71%, Economic Environment at 41%, Physical Environment at 54% (Enterprise Funds, Water Collection and Distribution & residential waste collection services), Transportation at 80%, and Culture & Recreation at 89%.



INVESTMENTS AND CASH

Purpose

The purpose of this section is to report the City's cash and investment holdings at the end of each month. These funds are managed in accordance with the City's Investment Policies, which are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

Investment Objectives

The foremost objective of the City's investment program is the safety of the principal of those funds within the portfolios. The portfolio is managed in a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. The portfolio is designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. However, return on investment is insignificant in comparison to the safety and liquidity objectives described above. The City's core investments are limited to relatively low risk investment instruments in anticipation of earning fair return relative to the risk being assumed.

Defining Principal

Principal, when dealing with investments can be defined as the original amount invested in a security.

Defining of Portfolio

A portfolio can be defined as various investment instruments possessed by an individual or organization.

Defining Rate of Return on Investment

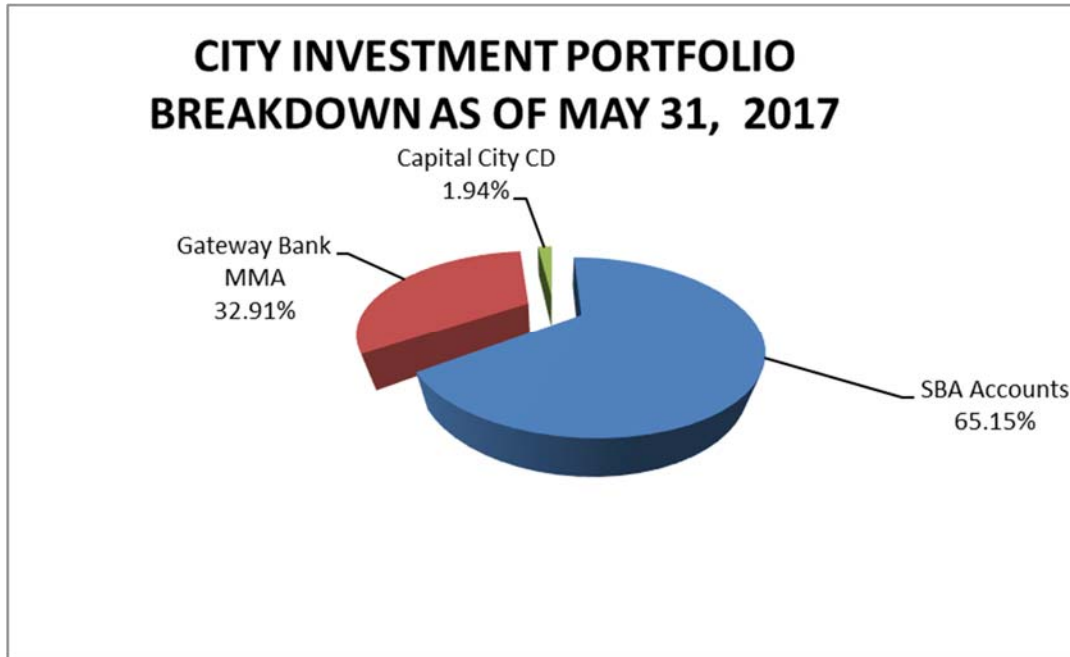
The Rate of Return on Investment refers to the benefits (the profits) to an investor or organization relative to the cost of the initial investment. It is similar to the rate of profit as a measure of profitability.

Conclusion

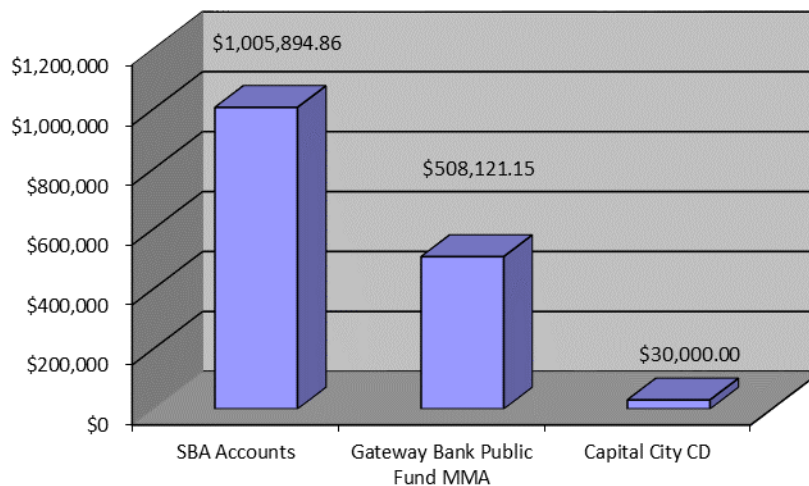
The City's cash and investments are pursuant to Section 218.415, Florida Statutes as well as the City's own adopted Investment Policy. To ensure that the City's funds are effectively managed, the Finance Director and other appropriate staff shall annually complete eight (8) hours of continuing professional education in subjects or courses of study related to investment practices and products.

INVESTMENTS AND CASH

As of May 31, 2017, the City's investment portfolio totaled **\$1,544,016.01**. The portfolio consists of: two State Board of Administration Investment Pool (SBA) accounts, one money market account and a certificate of deposit account. The graphs below illustrate the breakdown, by percentage, of each investment.



INVESTMENTS AS OF MAY 31, 2017



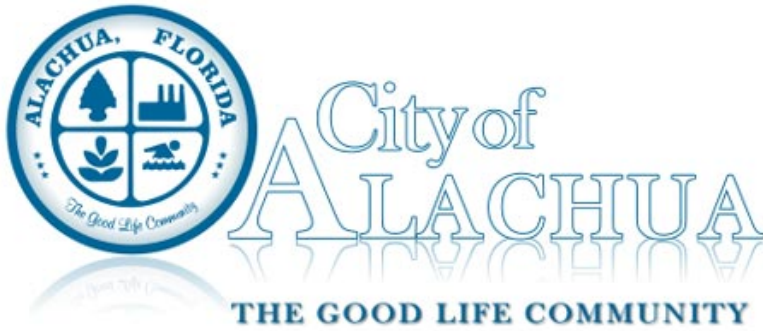
INVESTMENTS AND CASH

As of May 31, 2017, the City had cash holdings in several accounts with Capital City Bank, Gateway Bank and Renasant Bank (formerly Alarion & Heritage) that totaled **\$22,430,585.87**. Each bank account has a specific purpose. The accounts are listed as follows:

- Main Operating account: This account is for the City's daily deposits (utility payments, grant revenue, etc.) and expenses (vendor payments, debt service payments, etc.).
- Payroll account: This account is for payroll-related expenses (salaries payable).
- Community Redevelopment Agency (CRA) account: This account is for deposits and expenses related to CRA activities.
- Police Forfeiture account: This account is for fines and forfeiture funds received by the Alachua Police Department. Expenditures from this account will not be permitted without Commission approval.
- Section 108 account: This account is for the pay-down of the City's Section 108 outstanding debt that was related to infrastructure within the City.
- Series 2016 Repayment: This account contains is intended to be utilized to make the annual Series 2016 Debt payments.
- Restricted Deposit account: This account is for utility customer deposits only.
- Series 2016 Projects: This account is for the proceeds and expenses related to the Series 2016 bonds.
- Explorer account: This account is for deposits and expenses related to Police Explorer activities.
- Heritage Oaks account: This account is for funds related to the completion of improvements to the Heritage Oaks subdivision Phase I.
- Project Legacy account: This account is for non-bond funded expenses related to Project Legacy.
- SRF Repayment Money Market account: This account is for the repayment of the State Revolving Fund (SRF) loan related to the construction of the waste water facility.

The bank account balances as of the end of the report period are as follows:

Bank Account	May Balance
Main Operating Account	\$14,733,610.00
Payroll Account	\$14,005.10
CRA Account	\$632,422.21
Police Forfeiture Account	\$26,173.98
Section 108 Account	\$155,420.83
Project Legacy Account	\$1,090,149.47
Series 2016 Repayment Account	\$573,759.02
Deposit Account	\$1,692,634.75
Series 2016 Projects	\$3,214,246.52
Explorer Account	\$7,308.94
SRF Repayment Account	\$61,830.35
Heritage Oaks Account	<u>\$229,024.70</u>
TOTAL	<u><u>\$22,430,585.87</u></u>



Commission Agenda Item

MEETING DATE: 6/26/2017

SUBJECT: RFP 2017-01 FFY 2016 Small Cities Community Development Block Grant (CDBG) Grant Administration Services Award

PREPARED BY: Donna Smith, Purchasing Specialist

RECOMMENDED ACTION:

1) Accept the proposal from Summit Professional Services, Inc. to provide Grant Administrative Services for the FFY 2016 Small Cities Community Development Block Grant (CDBG) - Economic Development project.

2) Authorize the City Manager to enter into a contract with Summit Professional Services, Inc. to complete the work under the provisions of RFP 2017-01.

Summary

On May 4, 2017 the City solicited formal proposals from qualified vendors to provide Grant Administration Services for the FFY 2016 Small Cities Community Development Block Grant (CDBG) - Economic Development project.

The City received three (3) proposals in response to RFP 2017-01. All proposals qualified. The proposals were received from Fred Fox Enterprises, Inc., The Ferguson Group, LLC and Summit Professional Services, Inc.

Selection Committee members reviewed, evaluated and scored the proposals. The Selection Committee met, discussed and ranked the proposals as follows: First Ranked - Summit Professional Services, Inc., Second Ranked - Fred Fox Enterprises, Inc. and Third Ranked - The Ferguson Group, LLC.

Staff recommends to proceed with awarding RFP 2017-01 to Summit Professional Services, Inc.

FINANCIAL IMPACT: Yes

BUDGETED: Yes

AMOUNT: Varies

FUNDING SOURCE: Grants

ADDITIONAL FINANCIAL INFORMATION: 7.5% of the grant award.

COMMISSION GOALS:

Economic Development, Community Enhancement

ATTACHMENTS:

Description

1. Summit Professional Services, Inc. Contract

- ▣ Summit Professional Services, Inc. Contract
- ▣ RFP 2017-01 Proposal Summary Score Sheet

CITY OF ALACHUA, FLORIDA
CONTRACT FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
GRANT ADMINISTRATION SERVICES

THIS CONTRACT is made and entered into by and between the City of Alachua (OWNER) and Summit Professional Services, Inc., (CONSULTANT). This Contract is for Grant Administration Services and is subject to and contingent on the award of a Grant Agreement between the OWNER and the Florida Department of Economic Opportunity (DEO) for the **FFY 2016** funding cycle.

NOW THEREFORE, in consideration of the mutual covenants and agreements as contained herein to be kept by and between the parties, the OWNER and CONSULTANT agree as follows:

A. Covenant for Services

The OWNER does hereby contract with CONSULTANT to perform the services described herein and CONSULTANT does hereby agree to perform such services under the terms and conditions set forth in this Contract.

B. Availability of Funds

Payment of funds pursuant to this Contract is subject to and conditioned upon the release of authorized appropriations from the DEO. CONSULTANT shall be paid in accordance with Section D of this Contract. The OWNER's Grant Award Agreement with DEO shall become part of this Contract consistent with the requirements established in Florida Administrative Code, Section 9B-43.014.

C. Scope of Services

(1) Intent of this Contract

CONSULTANT agrees, under the terms and conditions of this Contract and the applicable federal, state and local laws and regulations, to undertake, perform, and complete the necessary Grant Administration Services required to implement and complete the OWNER's FFY 2016 CDBG Economic Development project in compliance with applicable laws and regulations.

limited to: (2) Scope of Services - Grant Administration Services - include but not

- Develop project information management and filing system
- Maintain project account records
- Preparation of project contract document
- Develop budget for project contract
- Conducting environmental reviews
- Coordinating with funding agencies and other agency contracts, as necessary
- Developing and administering agency contract(s), addenda, and amendments
- Requesting, tracking and managing program funds in compliance with program guidelines
- Developing required public record systems
- Davis-Bacon record-keeping requirements
- Uniform Relocation Act compliance
- Advising and managing any required technical services or criteria
- Developing appropriate agency reports, schedules and certifications
- Coordinating and conducting any required public input
- Oversight of construction related activities
- Preparation of NTB (Notice to Bidders)
- Providing reports and technical assistance
- Developing all annual and closeout agency submissions
- Review bid documents and contract documents for compliance
- Conduct Preconstruction Conferences
- Monitor contractor, engineer, and construction specialist progress
- Supervision of payment authorizations
- Review change orders and amendments for compliance, as needed
- Provide regular project status reports to the OWNER
- Monitor all project activity to ensure compliance
- Review final change order, pay request, and construction documents
- Balance final project budget
- Gather all necessary supporting documents
- Audit support and Audit Certification tracking
- Program management – preparation for, participation in
- Provide responses to required monitoring, audits, financial tracking and advisory management
- Provide guidance to and obtaining project required documentation from job creating entity
- Review and revision to necessary policies and procedures and all other applicable federal or state imposed requirements for grant implementation and compliance

If the Subgrant Agreement between the OWNER and DEO is amended, the scope of services and the amount of compensation for the project shall be amended to be consistent with that Agreement.

D. Consideration and Method of Payment for Services

(1) Amount of Consideration

For Grant Administration Services for the Economic Development project, the OWNER shall pay CONSULTANT the sum of 7.5% of the grant award, subject to the availability of grant funds. Should no grant funds be awarded, there will be no payments due from the OWNER. CONSULTANT shall receive payments upon submission to OWNER of all materials required for Release of Funds as specified in the OWNER Grant Award Agreement with DEO. Any balance of the administration fee will be paid to CONSULTANT after completion and submission of the Closeout Status Report to DEO.

(2) Summit will provide ALL Grant Applications and Planning Services at no cost for the CDBG grant.

(3) Method of Payments

CONSULTANT will submit a monthly invoice to OWNER for OWNER review and approval. In order to comply with federal requirements, payment will be issued within three (3) days of approval of the invoice, subject to availability of project funds.

E. Subcontracts

(1) If CONSULTANT subcontracts any of the work required under this Contract, CONSULTANT agrees to include in the subcontract that the subcontractor is bound by the terms and conditions of this Contract with the OWNER.

(2) CONSULTANT agrees to include in the subcontract that the subcontractor shall indemnify and hold harmless the DEO, the OWNER and CONSULTANT from and against all claims of whatever nature by the subcontractor arising out of the subcontractor's performance of work under this Contract.

F. Modification of Contract

All modifications or amendments to this Contract shall be in writing, executed with the same formalities as this Contract, and addressed to the appropriate parties hereto and given personally, by registered or certified mail, return receipt requested, by facsimile, or by a national recognized overnight courier service. All modifications or amendments shall be effective upon the date of receipt and attached to the original of this Contract. The amount of compensation to be paid to CONSULTANT will not be amended without mutual agreement of the OWNER and CONSULTANT, formally executed in writing, subject to availability of funds.

G. Contract Term

The initial term of the contract resulting from this solicitation will commence upon approval by the City of Alachua Commission, execution by the Mayor and shall be for that period of time as stipulated in the Florida Small Cities Community Development Block Grant program for the Fiscal Funding Cycle 2016. Contract may be extended through the Fiscal Funding Cycle 2018, or until the open grant award expires, upon mutual agreement of parties. All pricing, terms and conditions will be in full force for the extended Fiscal Funding Cycle.

H. Termination (Cause and/or Convenience)

(1) This Contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this Contract through no fault of the terminating party, provided that no termination may be effected unless the other party is given (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party prior to termination.

(2) This Contract may be terminated in whole or in part in writing by the OWNER for its convenience, provided that the other party is afforded the same notice and consultation opportunity specified in H. (1) above.

a. If termination for default is effected by the OWNER, an equitable adjustment in the price for this Contract shall be made, but (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and (2) any payment due to CONSULTANT at the time of termination may be adjusted to cover any additional costs to the OWNER because of default by CONSULTANT.

For any termination, the equitable adjustment shall provide for payment to CONSULTANT for services rendered and expenses incurred prior to receipt of the notice of intent to terminate, in addition to termination settlement costs reasonably incurred by CONSULTANT relating to commitments (e.g., suppliers, subcontractors) which had become contracted prior to receipt of the notice of intent to terminate.

b. Upon receipt of a termination action under paragraphs (1) or (2) above, CONSULTANT shall (1) promptly discontinue all affected work (unless the notice directs otherwise) and (2) deliver or otherwise make available to the OWNER all data, drawings, reports, specifications, summaries and other such information, as may have been accumulated by CONSULTANT in performing this Contract, whether completed or in process.

c. Upon termination, the OWNER may take over the work and may award another party a Contract to complete the work described in this Contract

d. If, after termination for failure of CONSULTANT to fulfill contractual obligations, it is determined that CONSULTANT had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the OWNER. In such event, adjustment of the contract price shall be made as provided in paragraph a. above.

I. Remedies

Unless otherwise provided in this Contract, all other matters in question between the OWNER and CONSULTANT, arising out of or relating to this Contract, or the breach of it, will be decided by a Florida court of competent jurisdiction. The venue for any legal action or other proceedings, which might arise from this Contract, shall be Alachua County, Florida.

J. Liability

CONSULTANT shall indemnify, defend and hold harmless the OWNER from and against all claims for any injury or damages to person or property relating to CONSULTANT's work under this Contract. CONSULTANT shall be responsible, financially and otherwise, for the proper care and protection of all such work until the completion thereof and final acceptance by the OWNER.

K. Insurance

Prior to the time CONSULTANT is entitled to commence any part of the project, work or services under this Contract, CONSULTANT shall procure, pay for, and maintain at least the following insurance coverage's and limits. Said insurance shall be evidenced by delivery to the OWNER of 1) certificates of insurance executed by the insurers listing coverage and limits, expiration dates and terms of policies and all endorsements whether or not required by the OWNER, and listing all carriers issuing said policies; and 2) if requested, a certified copy of each policy, including endorsements. The insurance must be underwritten through a company licensed to do business in the State of Florida and have an AM Best rating of at last A- VII. The insurance requirements shall remain in effect throughout the life of this Contract.

a. Worker's Compensation in at least the limits as required by law: Employers' Liability Insurance of not less than \$100,000 for each accident, \$500,000 disease policy limit, and \$100,000 disease each employee.

b. Commercial General Liability Insurance including, but not limited to, Independent Contractor, Contractual, Premises/Operations, Products/Completed Operation and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$1,000,000 each occurrence, and property damage of not less than \$1,000,000 each occurrence. Combined single limit of not less than \$1,000,000 each occurrence will be acceptable unless otherwise stated. Coverage shall be on an "occurrence" basis.

c. Commercial Automobile and Truck liability covering any owned, hired, and non-owned vehicles with a combined single limit of not less than \$1,000,000 each occurrence. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards. COVERAGE AS FOLLOWS:

COMBINED SINGLE LIMIT (CSL).....	\$1,000,000
BODILY INJURY (PER PERSON).....	\$1,000,000
BODILY INJURY (PER ACCIDENT)	\$1,000,000
PROPERTY DAMAGE.....	\$1,000,000

d. Professional Liability Insurance (including Errors and Omissions) with minimum limits of \$1,000,000 per occurrence, if occurrence form is available; or claims made form with "tail coverage" extending four (4) years beyond completion and acceptance of the project with proof of "tail coverage" to be submitted with the invoice for final payment. In lieu of "tail coverage", CONSULTANT may submit annually to the OWNER a current Certificate of Insurance proving claims made insurance remains in force throughout the same four (4) year period.

Each insurance policy shall include the following conditions by endorsement to the policy:

a. Each policy shall require that thirty (30) days prior to expiration, cancellation, nonrenewal, or any material change in coverage or limits, a notice thereof shall be provided to the OWNER upon offer of Contract. CONSULTANT shall also notify the OWNER, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal, or material change in coverage received by CONSULTANT from its insurer; and nothing contained herein shall absolve CONSULTANT of this requirement to provide notice.

b. Companies issuing the insurance policy, or policies, shall have no recourse against the OWNER for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of CONSULTANT.

c. The term OWNER shall include all Authorities, Councils, Boards, Bureaus, Commissions, Divisions, Departments, and Offices of the OWNER and individual members, employees thereof in their official capacities, and/or while acting on behalf of the OWNER.

d. The OWNER shall be endorsed to the required policy or policies as an additional insured, except for Worker's Compensation and Professional Liability policies.

e. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by the OWNER, to any such future coverage, or to the OWNER's self-insured retention of whatever nature.

The OWNER hereby waives subrogation rights for loss or damage against the OWNER.

L. Energy Efficiency

CONSULTANT shall comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

M. Project Representatives

The OWNER's Project Manager for this Contract is the City Manager or designee.

Project Grants Manager responsible for the administration of this Contract is Scott Modesitt. In the event that different representatives are designated by either party after execution of this Contract, notice of the name and address of the new representative will be rendered in writing to the party and said notification attached to the original of this Contract.

N. Terms and Conditions

This Contract contains all the terms and conditions agreed upon by the parties.

O. Eligibility

CONSULTANT certifies that it is eligible to receive state and federally funded contracts. CONSULTANT also certifies that no party, which is ineligible for such work, will be subcontracted to perform services under this Contract.

P. Conflict of interest

No member of or Delegate to the Congress of the United States, or Resident Commissioner, and no elected state official or state employee shall share in any proceeds of this Contract, or in any benefit to arise from it. No officer or employee of the local jurisdiction or its designers or agents, no member of the governing body, and no other official of the locality who exercises any function or responsibility with respect to this Contract, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, CONSULTANT shall cause to be incorporated in all subcontracts the language set forth in this paragraph prohibiting conflict of interest.

Q. Federal Statutory Requirements

When applicable, CONSULTANT and the OWNER shall comply with the provisions contained in Attachment 1 and incorporated herein.

R. Florida Public Record Law and Audit Requirement

CONSULTANT and OWNER shall comply with the provisions contain in Attachments 4 and 5 and incorporated herein.

S. Attachments

This Contract is subject to the provisions of the following Attachments, which are attached to and made a part of this Contract:

- (1) Attachment 1, "Federal Provisions", consisting of three (3) pages.
- (2) Attachment 2, "Section 3 and Affirmative Action Plan", consisting of one (1) page.
- (3) Attachment 3, "Drug-Free Workplace Certification", consisting of one (1) page.
- (4) Attachment 4, "Florida Public Records Law Requirements", consisting of one (1) page.
- (5) Attachment 5, "OWNER Right to Audit", consisting of one (1) page.

IN WITNESS WHEREOF, the parties have executed this Contract on this the ____ day of _____, 2017.

CONSULTANT

By: Marie Dingman

Name and Title: Marie Dingman, President

CITY OF ALACHUA

By: _____

Name and Title: _____

Attest: _____

Name and Title: _____

ATTACHMENT 1

FEDERAL PROVISIONS

1. Equal Employment Opportunity

During the performance of this Contract, CONSULTANT agrees as follows:

a. CONSULTANT will not discriminate against any employee or applicant for employment because of age, race, sex, national origin, ethnic background, and handicap status. CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated fairly during employment, without regard to their race, creed, sex, color or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the OWNER setting forth the provisions of this non-discrimination clause.

b. CONSULTANT will, in all solicitation or advertisements for employees placed by or on behalf of CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to age, race, sex, national origin, ethnic background, and handicap status.

c. CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

d. CONSULTANT will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (41 CFR Chapter 60).

e. CONSULTANT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the OWNER and the Florida or United States Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

f. In the event of CONSULTANT's non-compliance with the equal opportunity clauses of this Contract or with any of such rules, regulations or orders, this Contract may be cancelled, terminated or suspended in whole or in part and CONSULTANT may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

2. CONSULTANT will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive order 11246 of September

24, 1965, so that such provisions will be binding upon each subcontractor or vendor. CONSULTANT will take such action with respect to any subcontract or purchase order as the local governing authority(s) representative may direct as a means of enforcing such provisions including sanction for non-compliance: Provided, however, that in the event CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the OWNER, CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

3. Civil Rights Act of 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

4. Section 109 of the Housing and Community Development Act of 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under Title I of the Housing and Community Development Act.

5. "Section 3" Compliance in the Provision of Training, Employment, and Business Opportunities

a. If work to be performed under this Contract is assisted by direct federal assistance from the U.S. Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135), as amended, 12 U.S.C. 170. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

b. The parties to this Contract will comply with the provisions of said Section 3 and regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this Contract. The parties to this Contract certify and agree that they are under no contractual or other disability, which would prevent them from complying with these requirements.

c. CONSULTANT will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants-for employment or training.

d. CONSULTANT will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued

by the Secretary of Housing and Urban Development, CFR Part 135. CONSULTANT will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued hereunder prior to the execution of this Contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

6. Access and Retention to Records

The OWNER, the Florida Department of Economic Opportunity, the Chief Financial Officer of the State of Florida, the Auditor General of the State of Florida, the Florida Office of Program Policy Analysis and Government Accountability, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, and any of their duly authorized representatives, shall have access to any books, documents, papers, and records, including electronic storage media, of SUMMIT which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcriptions, as they may relate to this Contract. SUMMIT shall retain all records relating to this Contract for six (6) years after the OWNER makes final payment and all other pending matters are closed.

ATTACHMENT 2

SECTION 3 AND AFFIRMATIVE ACTION PLAN

1. CONSULTANT will solicit and evaluate applications for employment in a manner that is non-discriminatory based upon age, race, sex, national origin, ethnic background, and handicap status.
2. When training and/or employment opportunity arises in connection with this project, CONSULTANT will, to the greatest extent feasible, provide maximum opportunity to lower income residents of the project. Employment opportunity will be locally advertised in a manner that will ensure that potentially eligible applicants are 1) made aware of the opportunity, and 2) provided a convenient way to apply for employment.
3. During this project, CONSULTANT will seek to purchase necessary goods and/or services from businesses that are located in, or owned by persons residing in the jurisdiction.
4. CONSULTANT will utilize the HUD and Florida lists of minority businesses in filling subcontracting and/or purchasing needs.
5. CONSULTANT will include applicable equal opportunity provisions in subcontracts issued in connection with this project.
6. CONSULTANT shall publicize and post this policy in a conspicuous place available to employees and applicants for employment and training.
7. CONSULTANT is under no contractual or other disability, which would prevent compliance with this policy.

ATTACHMENT 3

DRUG-FREE WORKPLACE CERTIFICATION

The undersigned vendor, in accordance with Florida Statute 287.087, hereby certifies that

Summit Professional Services, Inc. does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing commodities or contractual services that are under a bid, a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or pleas of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for any violation occurring in the workplace, no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this form complies fully with the above requirements.

Signature 

Print Name & Title Marie Dingman, President

ATTACHMENT 4

FLORIDA PUBLIC RECORDS LAW REQUIREMENTS

PUBLIC RECORDS - CONSULTANT shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the CONSULTANT in conjunction with this Contract. Specifically, the CONSULTANT must:

- a) Keep and maintain public records that ordinarily and necessarily would be required by OWNER in order to perform the services being performed by the CONSULTANT.
- b) Provide the public with access to public records on the same terms and conditions that OWNER would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d) Meet all requirements for retaining public records and transfer, at no cost, to OWNER all public records in possession of the CONSULTANT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to OWNER in a format that is compatible with the information technology systems of OWNER.

The CONSULTANT shall promptly provide OWNER with a copy of any request to inspect or copy public records in possession of the CONSULTANT and shall promptly provide OWNER a copy of the CONSULTANT's response to each such request. Failure to grant such public access will be grounds for immediate termination of this Contract by OWNER.

This provision will apply to all services provided unless Contractor can demonstrate by clear and convincing evidence that it is not or was not acting on behalf of COA under Florida law. The Contractor will be held liable for plaintiff attorney fees and costs if a suit is properly filed and the court finds that the Contractor unlawfully refused to comply with a public records request within a reasonable time.

The Contractor shall contact Deputy City Clerk Alan Henderson, Custodian of City Public Records, at (386) 418-6104 or ahenderson@cityofalachua.com, concerning any questions the Contractor may have regarding the duty of Contractor to provide Public Records.

THIS PROVISION WILL APPLY TO ALL SERVICE PROVIDED UNLESS THE CONSULTANT CAN DEMONSTRATE BY CLEAR AND CONVINCING EVIDENCE THAT IT IS NOT ACTING ON BEHALF OF OWNER UNDER FLORIDA LAW.

ATTACHMENT 5

CITY OF ALACHUA RIGHT TO AUDIT

RIGHT TO AUDIT. The CONSULTANT agrees to furnish such supporting detail as may be required by OWNER to support charges or invoices, to make available for audit purposes all records covering charges pertinent to the purchase and to make appropriate adjustments in the event discrepancies are found. The OWNER will pay the cost of any audit. The OWNER shall have the right to audit the CONSULTANT's records pertaining to the work/product for a period of three (3) years after final payment.

City of Alachua
Proposal Summary Score Sheet
RFP 2017-01
FFY 2016 Small Cities Community Development Block Grant (CDBG)
Grant Administration Services

Proposal 1: Fred Fox Enterprises, Inc.

Proposal 2: The Ferguson Group, LLC

Proposal 3: Summit Professional Services

	Proposal 1	Proposal 2	Proposal 3
Selection Committee Member 1	91	57	91
Selection Committee Member 2	77	57	77
Selection Committee Member 3	89	52	90
TOTAL SUMMARY	257	166	258

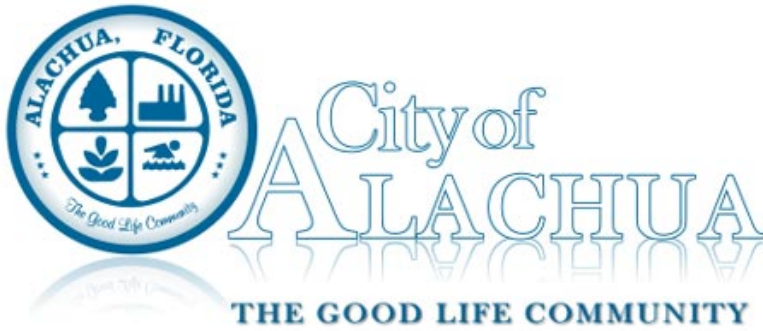
****Highest Summary Score is Ranked First.**

1st Ranked – Summit Professional Services

2nd Ranked – Fred Fox Enterprises, Inc.

3rd Ranked – The Ferguson Group, LLC

Ranking Date: June 8, 2017



Commission Agenda Item

MEETING DATE: 6/26/2017

SUBJECT: School Resource Officer Program Contract for 2017-2018 School Year

PREPARED BY: Tara L. Malone, Administrative Services Manager

RECOMMENDED ACTION:

Authorize the Mayor, City Manager and City Attorney to execute the agreement between the School Board of Alachua County (SBAC) and City of Alachua for provision of School Resource Officer Program, and submit three signed originals to SBAC for approval.

Summary

The School Board of Alachua County (SBAC) has expressed its intent to continue the School Resource Officer Program (SROP) with the City of Alachua for the four schools within our jurisdiction - Santa Fe High School, Mebane Middle School, Alachua Elementary School and Irby Elementary School. As such, the SBAC has requested that we enter into another service agreement for the 2017-2018 school year.

The terms of the agreement remain the same; this year, the share of funding for Alachua schools is \$82,329.64 for the designated period, which is a decrease of \$318.26. This decrease is the result of a reduction in funds provided the SBAC from the State Safe Schools Allocation. Funds will again be paid to the City in ten monthly payments, beginning 10/30/2017; monthly payments shall be one-tenth of the agreed total share, provided the SROP positions are staffed by 10/01/2017.

FINANCIAL IMPACT: Yes

BUDGETED: Yes

AMOUNT: \$82,329.64

FUNDING SOURCE: Other

ADDITIONAL FINANCIAL INFORMATION: The amount in dollars provided under the financial impact represents the funds allocated by the SBAC for schools within our jurisdiction - Santa Fe High School, Mebane Middle School, Alachua Elementary School and Irby Elementary School.

COMMISSION GOALS:

Strengthen Community Services

ATTACHMENTS:

Description

▯ SBAC_COA_Contract 2017-2018_06-15-2017

**AGREEMENT BETWEEN
THE SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA
And
THE CITY OF ALACHUA, FLORIDA
FOR
A SCHOOL RESOURCE OFFICER PROGRAM**

THIS AGREEMENT, made and entered into this 1st day of August, 2017, by and between THE SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA, (hereinafter referred to as the “School Board”), and THE CITY OF ALACHUA, (hereinafter referred to as the “City”). (School Board or City may be referred to as “Party” or jointly referred to as “Parties.”);

WHEREAS, the School Board and City desire to provide a crime and delinquency prevention program to the public schools within the City of Alachua; and

WHEREAS, the School Board and the City desire to provide a safe school environment through a School Resource Officer Program (hereinafter referred to as “SROP”);

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, the School Board and the City hereby agree as follows:

1. The City, by and through its police department, Alachua Police Department (hereinafter referred to as “APD”), shall implement a SROP in each of the following schools:
 - Santa Fe High School
 - Mebane Middle School
 - Alachua Elementary School
 - Irby Elementary School
2. The School Board agrees to pay up to \$82,329.64 to the City to represent the School Board’s funding for the SROP in the four (4) above-mentioned schools for the 2017-2018 regular school year. Funds provided by the School Board during the term of this Agreement for the cost of SROs shall be paid to the City in ten monthly payments beginning October 30, 2017. Monthly payments shall be 1/10 of the agreed-upon total share, provided the SROP is fully funded and implemented in all four (4) schools by October 1, 2017. If the SROP is not implemented in any of the schools, monthly payments shall be reduced in an amount equal to the non-implemented portion of the SROP for the four (4) schools. The City reserves control in determining staffing levels for the SROP in each of the four (4) schools.

Invoices will be paid within the time frame designated by Florida Statutes. (In the event the state of Florida withholds or reserves any part of the funds of the District’s Safe Schools allocation, or in the event the City of Alachua reduces APD’s budget for the SROP, the Parties may renegotiate the compensation provided for herein and scope of services to be provided hereunder.)

3. Each school listed in paragraph 1 shall, with the participation of the assigned SRO, develop a safety plan that addresses internal and external threats.
4. The School Board will ensure that each school listed in paragraph 1 shall report child abuse in conformance with Chapter 39, Florida Statutes.
5. The City shall also continue to provide supervision of the SROP, including scheduled and non-scheduled visits to middle and high schools.
6. The SROP will operate in accordance with the guidelines attached hereto as "Exhibit A."
7. The School Board and the City agree, pursuant to s. 1002.221(2)(c), Fla. Stat. (2015), to share certain student education records and information in order to further the crime and delinquency prevention programs contemplated by this Agreement. The School Board agrees to provide student demographic information, enrollment data, current schedule, attendance and summary discipline information through its Infinite Campus on-line program to each School Resource Officer, for students at the school where the Officer is assigned.
8. School Resource Officers shall remain employees of the City of Alachua and shall not be employees or agents of the School Board of Alachua County. The School Board and the City acknowledge that School Resource Officers are police officers who shall uphold the law under the direct supervision and control of the City and APD. SROs shall remain responsive to the chain of command of the City and APD.
9. This Agreement may be terminated by either Party upon thirty (30) days written notice that the other Party has failed to substantially perform in accordance with the terms and conditions of this Agreement. This Agreement may also be terminated without cause by either Party upon ninety (90) days written notice. Termination of this Agreement may only be accomplished as provided herein. In the event this Agreement is terminated, pro-rated compensation will be made to the City for services performed to the date of termination. In the event that Agreement is terminated and the City has been provided with payment for services under this Agreement that have not been provided because of the termination, the School Board will be entitled to a credit or refund as may be appropriate.
10. Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States postal service as regular mail, postage prepaid, and addressed as follows:

Karen Clarke
Superintendent
School Board of Alachua County
620 East University Avenue
Gainesville, FL 32601

Traci Gresham
City Manager
City of Alachua
P.O. Box 9
Alachua, FL 32616

11. The School Board, the City, their agents, and employees agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Superintendent and the City Manager or their designees.
12. This Agreement constitutes the full understanding of the Parties, and no terms, conditions, understandings, or agreement purporting to modify or vary the terms of this Agreement shall be binding unless hereafter made in writing and signed by both Parties.
13. This Agreement is being entered into strictly between the School Board and the City and is not to be relied upon by anyone other than these two Parties.
14. In entering into this Agreement, neither the School Board nor the City is waiving any privileges or immunities they are entitled to under the law, including, but not limited to, Chapter 768 of the Florida Statutes.

This Agreement and included "Exhibit A" constitutes a final written expression of all the terms of this Agreement and is a complete and exclusive statement of those terms.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their duly authorized officers.

THE SCHOOL BOARD OF
ALACHUA COUNTY, FLORIDA

By: _____
Robert P. Hyatt, Chair Date

Attest: _____
Karen Clarke, Superintendent

Approved as to Form:

SBAC Staff Attorney

THE CITY OF
ALACHUA

By: _____
Gib Coerper, Mayor Date

Attest: _____
Traci L. Gresham, City Manager

Approved as to Form:

Marian B. Rush, City Attorney

EXHIBIT A
CITY OF ALACHUA
SCHOOL RESOURCE OFFICER PROGRAM

The School Resource Officer Program (SROP) is a crime and delinquency prevention program focused on educating and counseling students. The primary objectives of the SROP are:

1. Educating students in the areas of crime prevention, personal safety, substance abuse, anti-bullying, internet crimes against children and cyber safety, and general law education.
2. Helping students with problems through personal or group counseling/mentoring.
3. Gathering information about criminal activity or potential problems within the school or community.
4. Providing law enforcement assistance to school personnel, parents, and students.
5. Developing a positive image of law enforcement officers among students and parents.

School Resource Officer Responsibilities:

1. The School Resource Officer (SRO) shall act as an instructor for specialized short-term programs at all schools, when invited to do so by the principal or a member of the faculty. The SRO shall develop expertise in presenting various subjects to students, which shall include, but are not limited to, a basic understanding of law, the role of law enforcement, and the law enforcement mission. The SRO will seek permission from the principal or a member of the faculty prior to enacting any program within the school. Special topics, which the SRO may discuss in a classroom setting upon request, are listed in the enclosed SRO curriculum.
2. The SRO shall be available for student, parent, and faculty member conferences in order to assist with the identification and solving of problems of a law enforcement or crime prevention nature. In such sessions, the SRO has discretion about what action to take if he or she becomes aware of a criminal act.
3. Visibility is critical to the success of the SRO Program. A law enforcement presence during lunch times, bus arrivals/departures, class changes, as well as the time before and after school, are essential in the scope of duties of an SRO. It is important for the SRO to work with the administration during these periods.
4. The SRO shall become familiar with all community agencies that offer assistance to youths and their families such as mental health clinics, drug treatment centers, and community-based programs. The SRO shall make referrals to these agencies when appropriate.
5. The SRO shall not act as a school disciplinarian, school administrator, or principal/assistant principal, but will cooperate and participate as necessary in the School Board's expulsion hearing process if requested by the Superintendent of Schools or his legal counsel. The City

will provide case information and/or testimony to the Superintendent, or designee, provided the case is not a pending criminal investigation. In cases of active criminal investigations, the State Attorney, or his/her designee, will govern such action.

6. The SRO shall wear the official Alachua Police Department (APD) uniform at all times while on duty as an SRO. Appropriate civilian attire may be worn on occasions when approved by the City Manager or designee.
7. The SRO will follow and conform to all School Board policies and procedures that do not conflict with the established policies and procedures of the City.
8. The SRO will investigate crimes that take place on school property and may participate in the investigation of crimes known to involve students from his/her school.
9. Should it become necessary to conduct formal law enforcement interviews or investigations with students, the SRO shall adhere to those legal requirements, policies, and procedures established by the State of Florida, the City, and the School Board. The SRO shall inform the student's parent(s) and the principal, or his/her designee, of the investigation/interviews occurring on campus, as soon as practical, if not prohibited by confidentiality provisions of the state law.
10. At the principal's or his/her designee's request, the SRO shall take appropriate law enforcement action against intruders, trespassers, and unwanted unauthorized individuals who may appear at school and/or school-related functions, to the extent that the SRO may do so under the authority of law.
11. The SRO shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations that may result from student unrest.
12. The SRO will be given sufficient time at the beginning of the school year to present information to school administrators, faculty, and staff on School Crisis and Emergency plans.
13. The SRO shall inform the principal, or his/her designee, prior to making "random truancy sweeps." The individual school shall establish a working policy with the Officer for the referral or transporting of truant students.
14. A regularly scheduled meeting will be held for all SROs to coordinate the exchange of information among SROs in various schools.
15. The SRO Program will not be identical in each school. The character of the program in each school will be greatly influenced by the principal and the needs of that school.

16. The SRO will become familiar with students that may have behavioral/mental health issues and assist school staff and parents in developing non-criminal justice responses to behavioral/mental health issues.
17. The SRO will assist the school administration with conducting a minimum of six (6) lockdown or evacuation drills (Not including mandated fire drills) during the school year.
18. The SRO and school administration will promote strategies, including Community Oriented Policing, to increase law enforcement effectiveness on school campuses.
19. The SRO will engage the school community (i.e. parents, students, teachers, support staff, and administrators) to conduct a thorough assessment of their school crisis plan, school building layout, scheduling practices, use of human resources for monitoring purposes, and the structural design of the school to determine the need for:
 - Surveillance or security technology, such as closed circuit television cameras in hallways, parking lots, entrances, etc.
 - Innovations for maximizing the use of human resources to monitor activity.
 - Identifying improvements and ensuring non-duplication of effort in emergency response procedures.

School Resource Officer Assignments:

The City shall implement a SROP in each of the schools listed in paragraph one of the Agreement.

School Resource Officer Work Hours:

The SRO work hours should be set by the principal and the SRO's supervisor with the following understandings:

1. The SRO works a minimum 35-hour week.
2. Special duty, before or after school, may be assigned on a limited basis if the SRO's work day is rearranged to make this possible. (Rearranging the SRO's schedule to provide football, basketball, and other event security should be kept as minimal as possible. Security for ball games and events should be contracted under other terms whenever possible).
3. The SRO may be required to set certain times aside for in-service training, court appearances, etc. The City will make a good-faith effort to schedule in-service training at times other than regular school hours.

4. Officers may use up to ten (10) days of non-emergency leave during the calendar year, so long as the leave is consistent with City policies. If the SRO is not going to be in school, he/she shall inform the principal, or his/her designee, as soon as possible, at least twenty-four (24) hours prior to taking such leave. The City will make a good-faith effort to assign a substitute SRO to the school if the regularly assigned SRO is absent for more than two consecutive days.
5. The school principal will be given the opportunity to provide input on the SRO's performance with the City Manager's designee.

Facilities and Materials:

The SRO should be considered a resource for the principal's administrative staff. The SRO should work closely with the principal or an administrator appointed by the principal. The School Board shall provide, if possible, each SRO the following facilities and materials necessary for the proper performance of the SRO function:

- An air conditioned, properly lighted private and secure office with a telephone and locking file cabinet for business purposes.
- A desk, chair, appropriate office supplies, internet access and secretarial assistance, if needed.
- For the safety of school staff, the officer should be issued a portable 2-way radio or reprogram the APD portable radio, if applicable, for communication with other school personnel.

School Resource Officer Curriculum:

Each SRO may deliver, upon request by school administration or faculty member, classroom instruction or information on the following topics:

1. Law Enforcement as a Career
2. Juvenile Crime:
 - Shoplifting
 - Vandalism
 - Assault and Battery
 - Trespass
 - Burglary
 - Gang Activity
 - Anti- bullying
3. Internet crimes against children and cyber safety.
4. Traffic Safety
5. Impaired Driving
6. Substance Abuse

7. Rape Prevention
8. Crime Prevention
9. Firearm Safety
10. Other topics that the SRO may be requested to cover by the school as the need develops.

Selection Criteria:

Supervisors from APD shall interview each potential SRO. The following factors will be considered in the selection process consistent with City policies:

- The officer's desire to work with youth.
- The officer's prior experience in law enforcement and youth work.
- The officer's interpersonal and communication skills.
- The officer's academic background and/or other pertinent training.

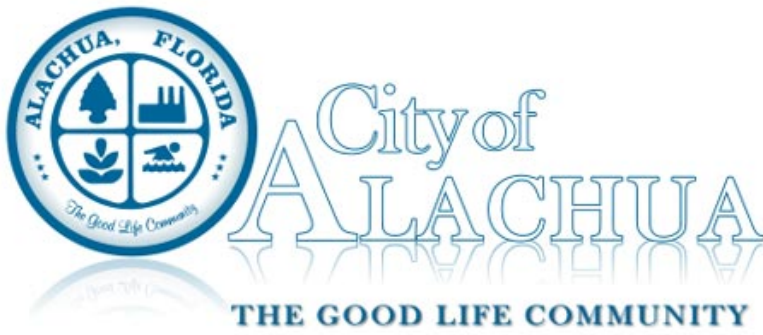
Training:

The SRO shall attend the 40-hour "School Resource Officer Basic Training Course" offered by the Attorney General's Office and the 64-hour "Instructor Techniques Course" offered by the Institute of Public Safety as soon as practical. In addition, the officer may be required to attend additional courses in drug education, crime prevention, or such appropriate topics as part of his or her prerequisite training or specialized training. In addition to the listed training, all City personnel are required by the agency to attend mandatory retraining every year. APD will make a good-faith effort to schedule training for times other than regular school hours.

Pending the availability of funds, the School Board may provide tuition costs for additional training for the SRO Program (i.e., Florida Association of School Resource Officer Training Conference (F.A.S.R.O.) or Training approved and/or offered by the Attorney General's Office of Florida Crime Prevention Training Institute).

Reports:

On a monthly basis, the City will provide SBAC a copy of the SRO's bi-weekly attendance and leave record and overtime log (timesheet), which documents the SRO's work schedule. This report will indicate hours at school, hours in training, sick hours used, vacation hours used, hours assigned to special details, etc. The report will be broken down by employee with a legend detailing the school to which the employee is assigned. The report will be sent to the Superintendent, or designee, in an electronic format.



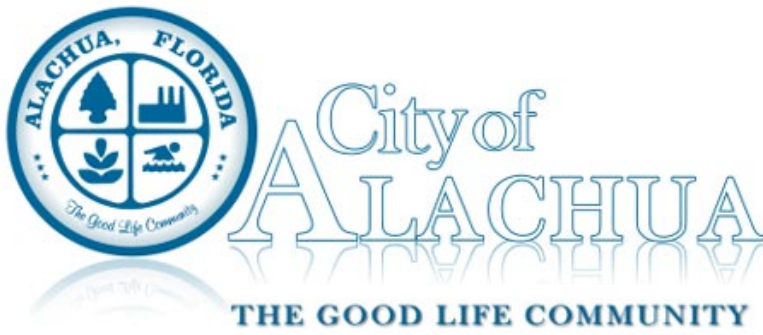
Commission Agenda Item

MEETING DATE: 6/26/2017
SUBJECT: May 2, 2017 Board of Adjustments
PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:
Approve the minutes.

Summary

May 2, 2017 Board of Adjustments



Commission Agenda Item

MEETING DATE: 6/26/2017

SUBJECT: May 8, 2017 City Commission Meeting Minutes

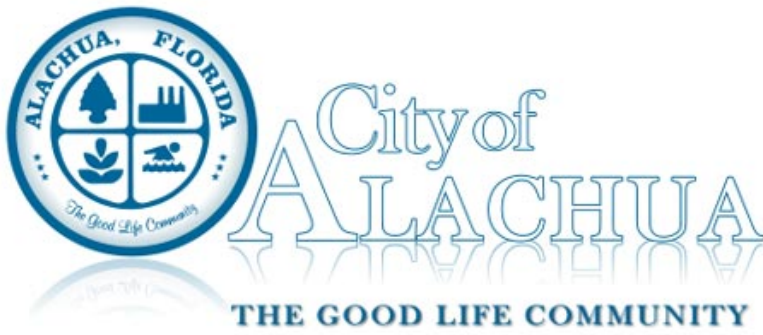
PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Approve the minutes.

Summary

May 8, 2017 City Commission Meeting Minutes



Commission Agenda Item

MEETING DATE: 6/26/2017

SUBJECT: May 22, 2017 Joint City-County Commission Meeting Minutes

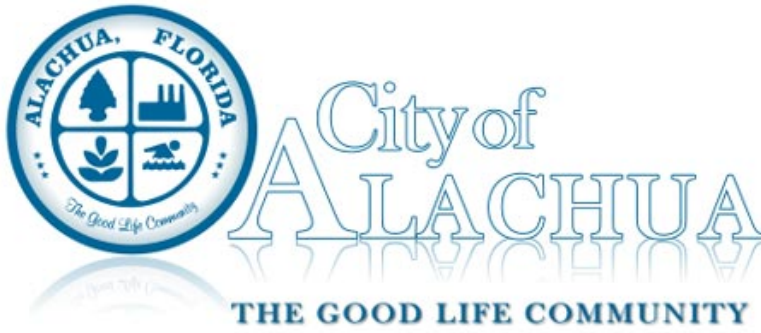
PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Approve the minutes.

Summary

May 22, 2017 Joint City-County Commission Meeting Minutes



Commission Agenda Item

MEETING DATE: 6/26/2017

SUBJECT: May 22, 2017 City Commission Meeting Minutes

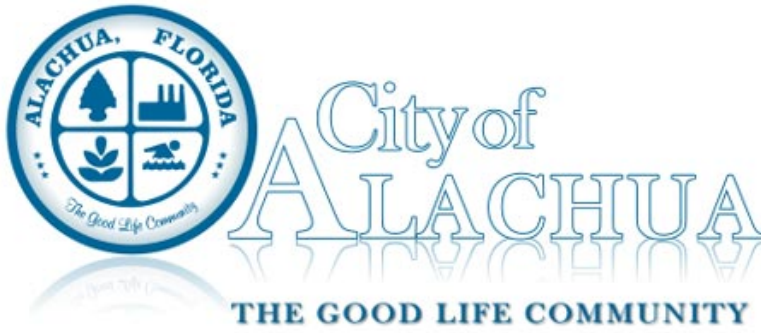
PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Approve the minutes.

Summary

May 22, 2017 City Commission Meeting Minutes



Commission Agenda Item

MEETING DATE: 6/26/2017

SUBJECT: May 2, 2017 Special Commission Meeting

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Approve the minutes.

Summary

May 2, 2017 Special Commission Meeting
